

## SELECTMEN MEETING

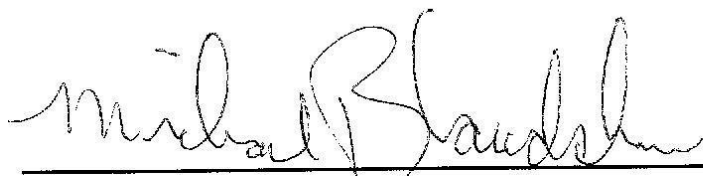
April 6, 2011

Present: Margaret Schillemat, & Warren Hammack. Michael Blaudschun was absent.

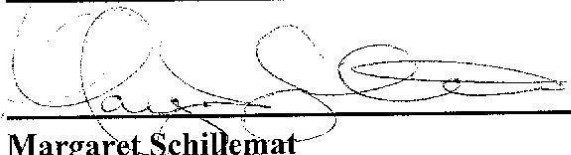
Others Attending: John Shea, Treasurer, Tim Greene & Tamer Roberts (Auditors), Richard Pratt, Jr., Police Chief & Dennis Dellagrecia.

- 1) Margaret opened the selectmen meeting at 6:45pm.
- 2) All papers were read and signed by the selectmen. There was some discussion on some personnel matters per RSA 91-A: 3II (a+c).
- 3) The Auditors and the Treasurer came into the meeting at 7:15pm. They went over the Audit and proceeded to explain some of the findings that they came across when doing the audit.
  - a) In the general accounting records, the beginning balance did not tie back to last years ending balance.
  - b) The Quickbooks system is adequate for the town records but there was no training on the system for office staff.
  - c) No one seemed to understand Municipal records keeping only the Commercial side.
  - d) Invoices need to be kept in one place.
  - e) Custody of Town funds need to be kept only by the Treasurer.
  - f) Late reporting redemptions to the Registry of Deeds.
  - g) Policy on Police, cannot pay the officer directly.
- 4) Tamar will send a list of accounts to the Town along with a copy of the audit report in book form.
- 5) The welfare information needs to be updated and Joan will be calling other towns and the LGC to check on the newest information.
- 6) There will be some ads placed in the newspapers for someone to set up some Municipal line items in the Quickbooks system, and see what the numbers look like.
- 7) Warren called for the meeting to be adjourned. Margaret seconded the motion. The motion carried unanimously at 10:40pm.

April 6, 2011



Michael Blaudschun, Chairperson



Margaret Schillemat



Warren Hammack