

Starksboro Selectboard

Minutes of 5/4/21

Approved

Board members: Koran Cousino, Nancy Boss, Eric Cota, Carin McCarthy, John Painter
Others present: Amy McCormick, Rebecca Elder, Tom Telling, Robert Turner, Chuck Webber, Laurie Webber, Kathy Duclos

The meeting was called to order at 6:01 p.m. by Chair Koran Cousino.

Changes or Additions:

- Jerusalem Store liquor license application annual renewal
- Executive session postponed

Financial Audit presentation

Tom Telling presented a summary of the independent audit of the town financial records and accounting. The books had not been audited by an external firm for 3 years. This period of time included the transition of accounting from QuickBooks to fund accounting using NEMRC software. Telling reported they propose 25+/- journal entries to correct information. These entries are to fix errors and ensure fund balances are correct going forward. They also created the complete balance sheet.

Overall, Telling recommends thorough training in the NEMRC system so that the accounting is being done the way the system was designed to work. The current accounting does not meet the standards for governmental accounting. The transition was difficult and that was reflected in the books. Robert Turner inquired about the discrepancies that were noted and the scope of Telling's opinion. Telling recommends getting an annual audit to ensure the issues are sufficiently dealt with as they arise and training is provided for new staff and Treasurer.

Robert agreed that the NEMRC system needs to be set up properly to ensure all is in order going forward. The board thanked Telling for his assessment. These issues and training needs will be taken into account as the town proceeds with hiring a financial professional and appointing a new treasurer. Telling will issue his audit statement as is and will provide the journal entry details. The work done needs to be posted into the system.

Robert said the auditors will assess how complex the journal entries are. They should be done by someone who knows the system, whether staff or consultant. The board will discuss timing for soliciting bids for the next audit at their retreat (note process is several months and should begin soon).

Retreat planning

- Work plan review including buildings and maintenance
- Site visits to land behind town clerk, land behind Robinson, and Cota field
- Discuss interview questions for finance position
- Review list of tasks formerly done by Celine – Rebecca and Amy will assemble list

Bills/Orders/Payroll

Motion: Eric Cota made a motion to approve the warrants for bills, orders, and payroll as presented by the Treasurer. Carin McCarthy second.

Motion approved unanimously.

Mail and Correspondence

Jerusalem Store Liquor License application - Wyatt Custer submitted the annual application for the board's review. No questions.

Motion: John Painter made a motion to approve the liquor license application and to authorize Nancy Boss to sign on behalf of the Selectboard. Eric Cota second.

Motion approved unanimously.

Food Shelf – Barbara Herrington contacted Rebecca and Amy regarding the Food Shelf's annual appropriation. Amy clarified what funds have been disbursed to date.

Jerusalem Schoolhouse – The board was notified that the water pump at the J-School is not functioning properly and may need repair and/or replacement. Requested authorization to get repair and a quote for replacement if needed. Board agreed and Amy will follow up with CVHP and Susan Klaiber.

Motion to adjourn: John Painter made the motion at 7:32 p.m. Carin McCarthy second.

Motion approved unanimously.

Respectfully submitted,
Rebecca Elder
SB Assistant