

MEETING MINUTES-WEST NEWBURY
FINANCE COMMITTEE

Date & Time: Monday June 17th , 2019 7 pm

Location : 1910 Building 1st Floor Hearing Room

ATTENDEES: Gary L. Roberts Jr., Chairman, Brad Beaudoin, Nathan Kelly, Forbes Durey, Jessica Knezek, Angus Jennings, Laurie Zwiak

AGENDA

1. Call to Order
2. Public Comment, Public comment is limited to 2 minutes per resident for items on the agenda. The chair may allow for more time depending on number of residents seeking to participate.
3. Late File Items
4. Approval of minutes

Minutes from 5/21/19 approved 4:0:1

5. Transfers

Fire Dept

\$10,000 from fire alarm wages to Fire expenses for repair of the tower fire truck.

\$5,000x3 from fire alarm wages, fire alarm and comm and fire admin to fire expenses for repair of the tower fire truck.

Vote 5:0 approve

DPW

\$4,000 from street paving repairs to DPW Expenses to cover unexpected costs associated with the chipper unit maintenance.

Vote 5:0 approve

\$5,000 from public street light to road machinery operating expenses to fund a unspecified shortfall in this account.

Vote 5:0 approve

6. Election of Officers/Committee assignments

Chairman - Gary Roberts

Vice Chairman - Forbes Durey

Secretary - Brad Beaudoin

Representative to the capital improvement committee - Nathan Kelly

Representative to the Investment committee - Jessica Knezek

Vote 5-0 to approve all positions

7. Town Manager updates

We reviewed the Town's audit assessment. There were issues with the health insurance withholdings not reconciling from 2016-present to the tune of \$20,000. This discrepancy was caused by an individual not paying their portion of the health insurance obligation. This issue has been resolved with the party in question paying their balance. This issue was detected in previous audits but not corrected. There is no written policy on how insurance obligations are handled by the town. In this case, the issue stems from the fact that the employee did not receive wages, so their premiums were not withheld at payroll.

Beaudoin asked Jennings what he recommended to prevent this issues from recurring. Jennings recommended adoption of an official policy enforcing monthly reconciliation of the of the health insurance withholding accounts to catch these issues earlier.

8. Communications

9. Adjournment