

**TOWN OF SHEFFIELD
FINANCE COMMITTEE
BOARD OF SELECTMEN
SEPTEMBER 26, 2019 6:00 PM
TOWN HALL – 2nd FLOOR MEETING ROOM**

Committee Members Present: Julie Hannum, Vice Chairman
David Macy
Emily Davis
Kenneth Smith

Committee Members Absent: Colin Smith, Chairman

Board Members Present: Rene C. Wood, Chairman
Nadine Hawver
Martin Mitsoff

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant to Town Administrator
Alicia Dulin, Treasurer/Collector
Pat Squillante, Melanson Heath

Vice Chairman Hannum called the Finance Committee meeting to order at 6:03 PM.

Chairman Wood called the Board of Selectmen meeting to order at 6:03 PM.

MEET WITH AUDIT FIRM TO DISCUSS FUTURE AUDITS, UPDATE ON CLOSING OUT FY19, UPDATE ON ACCOUNTANT SEARCH:

Pat Squillante from Melanson Heath discussed the consulting work they have been doing in the Treasurer/Collector's office. Discussion ensued.

Pat Squillante explained that there are very few towns that have annual audits. She stated that the Department of Revenue recommends having an audit every three years. Discussion ensued. Ms. Squillante stated that they would be closing out FY19 in a few weeks and she recommended having an audit done in FY21.

Discussion ensued regarding the Accountant position.

Chairman Wood recommended changing the wording for the warrant article from audit to financial services. Discussion ensued. Kenneth Smith suggested a warrant article to make that change if we have a Special Town Meeting.

Administrator LaBombard recommended changing from a weekly vendor warrant to bi-weekly. Discussion ensued. Selectman Hawver moved to authorize the Town Administrator to implement bi-weekly vendor warrants, seconded by Selectman Mitsoff. The motion carried unanimously.

APPROVAL OF MINUTES:

Kenneth Smith moved to approve the minutes from the July 15, 2019 meeting as presented, seconded by David Macy. The motion carried 4-0.

EXECUTIVE SESSION – PURCHASE OF REAL ESTATE:

Kenneth Smith moved to enter into Executive Session to discuss the purchase of real estate and to not return to Open Session, seconded by David Macy. The motion carried as follows:

Julie Hannum – Aye
David Macy – Aye
Emily Davis – Aye
Kenneth Smith – Aye

Selectman Mitsoff moved to enter into Executive Session to discuss the purchase of real estate and to not return to Open Session, seconded by Selectman Hawver. The motion carried as follows:

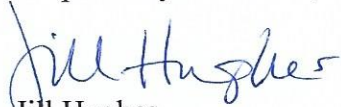
Chairman Wood – Aye
Selectman Hawver – Aye
Selectman Mitsoff – Aye

Executive Session began at 7:15 PM

Vice Chairman Hannum adjourned the meeting at 7:35 PM.

Chairman Wood adjourned the meeting at 7:35 PM.

Respectfully submitted,



Jill Hughes
Assistant to Town Administrator

Documents reviewed at this meeting:
Draft Meeting Minutes