

**Minutes of Meeting
Templeton Board of Selectmen
690 Patriots Road
December 13, 2013
6:30 p.m.**

Present: Board of Selectmen: Jeff Bennett, Julie Farrell, Doug Morrison, Kenn Robinson and Town Coordinator Jeff Ritter.

The meeting was called to order at 6:30 p.m.

Pledge

Discuss Tax Rate

Mr. Bennett asked Matt Angel, the forensic accountant assisting the Town, to speak regarding the issues the Town is having. Matt gave a synopsis of where we are financially and attempted to explain what we could do to fix the error that has been made. Mr. Robinson asked Matt how this happened and Matt said that he wanted to focus on fixing the error and not pointing fingers at who made a mistake. Mr. Robinson stated that he thought it was important to figure out what happened so the Town does not end up in this situation again. Matt attempted to explain that the cause of the current problem was due to there being a problem with the process that was in place when the prior accountant left and that the current financial team had been using a process that didn't work properly. The budget model was very difficult to follow and the Town had been using all of its free cash every year to balance the budget, so there is no surplus. Free cash should be used for certain projects, never to close the gap in the books.

Matt explained that the Town has three possible options. 1) to reduce the current budget, 2) to ask for an override, and 3) to wait for free cash to be certified. He recommended that the Town *should not* wait for free cash to be certified. He said that could still take a while and there is no assurance of how much free cash there will be. Matt said he would recommend that the Town either ask for an override or reduce the budget. He stated that one of the reasons the Town was in this situation is that there is not a person who is in the office on a daily basis to watch over the financial situation of the Town. He said the Town needs a Town Administrator and a Financial Director to prevent this situation from happening again. Matt stated he understands that the Town is short on money, so the Town Administrator could also act as the Financial Director.

Mr. Bennett requested that Dan Keeney let the Board know at the Monday, December 16, 2013, meeting how far behind the books are; 1 month, 2 months etc..

Fred Aponte, the current Town Accountant, spoke about the reasons that the current books were not closed. He suggested that we need to consolidate the many bank accounts, stop writing checks from department to department within the Town and just move the cash and enter it in the ledger, making things run more efficiently.

Dan Keeney suggested a 3-5 year plan to prevent this from happening again.

Mr. Bennett stated that he wanted to discuss this further at the Monday meeting and wanted to give the Board the weekend to review.

Discuss Town Coordinator Duties

Mr. Bennett stated that a Town Meeting vote gave the Board the authority to change the position of Town Coordinator to Town Administrator. He believes that the Town Administrator should also have the duties of centralized purchasing, financial director and the authority to supervise employees on a daily basis, among other duties. He suggested that the Board take the weekend to think about this and continue discussion at the Monday meeting.

Ms. Farrell made a motion to adjourn @ 7:38 pm. Mr. Robinson seconded the motion. The vote was 4 yes.

Respectfully Submitted,

Holly Young
Recording Secretary

Doug Morrison, Clerk