

**Final Audit Meeting**

**December 29, 2003**

**4:30 p.m.**

Present: Supervisor Maslen; Council Members Ceretto, Johnson, Kilmer & Langlois; Finance Officer E. Evert; Deputy Tn. Atty. J. Leone; Supervisor-Elect F. Newlin and Town Clerk C. Brandon.

The Supervisor opened the meeting, followed by the Pledge of Allegiance and a moment of silent reflection.

The Clerk was asked to read the correspondence.

#1: A letter from the Town Clerk asking that the following employees be permitted to carry over the following days: Carole Schroeder – 1 personal day; Donna Garfinkel – 2 personal days, Barbara Joseph - 2 personal days & Barbara Joseph – 2 \*vacation days. (\*Barbara was unable to use her allotted vacation days to abstract responsibilities) All days will be taken by the end of the first quarter of 2004.

**Motion by Johnson to approve the request for carry over of personal and vacation days as stated. Seconded by Ceretto and carried 5-0.**

#2: A letter from Timothy Lockhart-Chief Operator/Adm. requesting that the following employees be permitted to carry over one personal day to be taken by the first quarter of 2004. Richard Dreier; Dave Harvey; Leslie Frey; Fred Justice; Bill O'Connor; Lester Myers; Jeff Ritter; Martin Lauer; Don Haseley & Don Moyer.

**Motion by Johnson to approve the request for the carry over of personal days for those employees as stated. Seconded by Langlois and carried 5-0.**

Final Abstract:

**Johnson MOVED to approve the Abstract of Claims Nos. 3999-4312 and recommend payment in the amount of \$273,474.56 plus a Post Audit of \$37,385.69. Seconded by Ceretto and carried 5-0.**

Maslen stated that the encumbrances have been put on purchase orders and many were not submitted until today and I want to thank Barbara Joseph for her dedication in coming in today in spite of death in her family.

The Clerk stated that a letter had come from the Village of Lewiston regarding a meeting on Jan. 6, 2004 at 6:30 p.m. related to “Smart Growth & New Urbanism by Partners for a Living Community”. They would like to know how many members of the Board or Planning Board will be attending. Ceretto, Johnson, Kilmer, Langlois and Newlin indicated that they would be attending.

The Clerk was also asked to provide this information to the Zoning Board as well.

Encumbrances

Evert: It has just been printed and I have not had an opportunity to review it. However, the encumbrances come to me in individual requests from the department heads and this causes a purchase order for each item that has been purchased and received. It becomes encumbered to carry the budget to the following year. Part of the encumbrances also requires that Barbara Joseph examine any that are “blanket” purchase orders. These are for vendors that are used repeatedly during the year. She will close out any non-specific unexpended balances out of those purchase orders. The maximum amount that we would

encumber will be less when we reduce and eliminate the balance of those purchase orders.

Maslen: This is the 2003 budget and any monies that have already been expended or anything that has been order or requested, we are under obligation to pay for. Anything in the future that has not already been, will not be allowed by Town law. There are some instances such as snow removal etc. where you allow the blanket purchase order in case of emergency salt etc. Those will now be reduced to whatever we have that is actually used. The Dept. heads have put through purchase order for utilities etc. My advise to our supervisor is if something comes to you that is dated 2003, unless it comes with a voucher with a purchase order number then I would question it unless it has already been encumbered.

Evert: The grand total figure is \$361,144.23 and will be reduced again by the blanket purchase orders. One of the major items in here is the quarterly water bill and it is over \$100,000. I will provide the board with a copy of this abstract and also another copy when the blanket purchase orders are removed.

**Johnson MOVED that the maximum amount to be encumbered is \$361,144.23. Seconded by Kilmer.**

Langlois asked what large items comprise this amount of \$361,144.23? Do you have anything like \$25,000-\$50,000 for equipment?

Evert: We have one from Kessler for \$79,500, which was approved, and it is for the fine bubble diffuser at the WPCC. The water bill is \$131,575.00.

**On the Motion, carried 5-0.**

Motion to adjourn by Langlois. Seconded by Kilmer and carried 5-0.

Time: 4:55 p.m.

Respectfully submitted and transcribed by:

Carol J. Brandon  
Town Clerk