

**TOWN OF JACKMAN
SPECIAL
BOARD OF ASSESSORS/SELECTMEN'S
MEETING MINUTES
July 16, 2019 @ 6:00 PM**

Open Special Assessors & Board of Selectmen's Meeting: Jayme French opens meeting at 6:13 pm (Pledge of Allegiance)

- a. **Selectmen Present:** *Alan Duplessis, Benedict Cozzi, C. Charles Lumbert, Scott Smith, Jayme French*
- b. **Employees Present:** *Victoria Forkus, Heidi Dionne, Diane St. Hilaire*
- c. **Others Present:** *Ron Smith & Karen Olivieri of RHR Smith & Co. Certified Accountants*

Item 1. Open Session: Limited to 2 minutes – Extension per Chairman - **None**

Item 2. RHR Smith & Company Audit Presentation:

Ron and Karen reviewed the results of the Forensic Audits for the years 2014 thru 2017 and the 2018 Regular Annual Audit with the Board. Their report showed no fraud or misappropriation of funds for the above-mentioned years. They did have recommendations on how the Town needs to strengthen internal control and they need to improve the workflow in the office. Another point brought up was the need to get training for the staff. There is much more that the Trio System can do that the staff does not know about. The Board should also meet annually with the Auditor as required by the State. They expressed extreme concern over the Board giving Maine Community Foundation the towns Ministerial Funds. They feel that the town legally cannot do that.

See enclosed Management Letter.

RHR Smith will put together an action plan. Will do an 8-month review along with year end projection.

Board was pleased with the results. The town has not had consistent leadership in the past 5 years. They thanked Karen, Ron and the staff that was involved in the process. Heidi & Diane also thanked Karen and commented on how they appreciated how she made the process less stressful for them.

Item 3. Executive Session: If Necessary

- Move that the Board of Selectmen go into executive session pursuant to 1 M.R.S.A. § 405(6) (___) _____ matters made by _____ at _____ pm

Seconded by _____

Vote: _____


Exit Executive session at _____ p.m. moved by _____

Motion: _____


Item 9. Next Regular Meeting: August 8, 2019 @ 6:00 pm

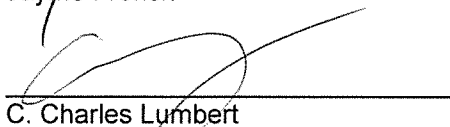
Item 10. Adjourn: Motion to adjourn made by *Jayme French* at 7:26 pm.

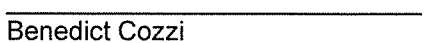
APPROVED ON: 8/8/2019
DATE


Jayme French


Scott Smith


Alan Duplessis


C. Charles Lumbert


Benedict Cozzi