

**TOWN OF STOCKBRIDGE, MA  
50 MAIN STREET  
JOINT FINANCE COMMITTEE-SELECT BOARD  
REMOTE ZOOM MEETING MINUTES  
TUESDAY, MARCH 30, 2021 AT 6:30 PM**

1. FINANCE COMMITTEE CHAIR BIKOFSKY WAS ASKED TO MODERATE THIS SESSION AND HE CALLED THE MEETING TO ORDER AT 6:30 PM. HE MENTIONED TO THE JOINT COMMITTEE THAT THE SPECIFIC PURPOSE OF THIS MEETING WAS A PRESENTATION OF THE EXIT AUDIT BY DAVID IRWIN OF ADELSON & CO. THE TOWN'S CERTIFIED PUBLIC ACCOUNTANTS AND AUDITORS.
  
2. ATTENDEES: SELECT BOARD: CHUCK CARDILLO, ROXANNE MCCAFFREY AND PATRICK WHITE  
FINANCE COMMITTEE: JAY BIKOFSKY, JIM BALFANZ, PAM BOUDREAU, NEIL HOLDEN, DIANE REUSS AND STEVE SHATZ.  
TOWN GOVERNMENT: MICHAEL CANALES, ERICKA OLESON AND RAY ELLSWORTH  
ADELSON & CO: DAVID IRWIN, AUDIT DIRECTOR  
OTHER ATTENDEES: STEVE BORN (CTSB)
  
3. CHAIR BIKOFSKY THEN CALLED UPON DAVID IRWIN TO PRESENT THE HIGHLIGHTS, MANAGEMENT DISCUSSION/ANALYSIS, FINDINGS AND MANAGEMENT LETTER RECAP OF ADELSON'S JUNE 30, 2020 TOWN OF STOCKBRIDGE YEAR END AUDIT.

**HIGHLIGHTS:**

- \* DAVID REFERRED TO ADELSON'S REVIEW OF THE PREVIOUSLY CIRCULATED DRAFT FINANCIAL STATEMENTS AS WELL AS THE AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND COMPLIANCE.
- \* HE MENTIONED THAT ADELSON OFFERED A "CLEAN UNMODIFIED OPINION" REGARDING THIS AUDIT.
- \* HE WENT ON TO MENTION THAT THE AUDITORS DID REPORT A FINDING AS RESPECTS OTHER REQUIRED GOVERNMENT STANDARDS. THIS RELATED TO COMPLIANCE TO MASSACHUSETTS GENERAL LAW REGARDING FOLLOWING PROPER PROCUREMENT REQUIREMENTS FOR THE 2020 AUDIT PERIOD.

**MANAGEMENT DISCUSSION AND ANALYSIS:**

- \* DAVID THEN REVIEWED THE TOWN'S STATEMENT OF NET POSITION TO INCLUDE ASSETS OF \$45.5 MILLION, LIABILITIES OF \$ 17.3 MILLION WITH THE NET ASSET POSITION OF \$28.2 MILLION.
- \* HE INDICATED THAT REAL ESTATE TAX RECEIVABLES WERE OBSERVED TO BE AT 95.0%.
- \* HE REFERRED TO THE TOWN'S MAJOR 2020 CAPITAL ASSETS INCLUDING THE NEW TOWN GARAGE, REPLACEMENT BRIDGE WORK AND THE INVESTMENT IN THE TOWN HALL'S AIR CONDITIONING SYSTEM.

**PAGE 2 JOINT FINANCE COMMITTEE-SELECT BOARD MARCH 30, 2021 EXIT AUDIT MEETING MINUTES CON'T**

**\* DAVID WENT ON TO DISCUSS THE TOWN'S DEFERRED OUTFLOWS AND INFLOWS MENTIONING THAT THE BERKSHIRE COUNTY'S PENSION LIABILITY AND RETIREMENT PLAN WAS UNDERFUNDED. HE ALSO REFERRED TO THE TOWN'S OPEB LIABILITY OF \$3.4 MILLION AND ADDED THAT THIS WAS 87% FUNDED BY THE TOWN AS OF JUNE 30, 2020 AT \$2.9 MILLION.**

**\* HE CONCLUDED THIS SECTION BY NOTING THAT ADELSON FOUND NO ISSUES WITH THE TOWN'S ACCOUNTING LEDGER.**

**FINDINGS:**

**\* DAVID IRWIN DID MENTION THE ONE FINDING THAT SURFACED FROM THE JUNE 30, 2020 AUDIT, NAMELY RELATED TO THE TOWN FOLLOWING PROPER PROCUREMENT PRACTICES AS STIPULATED UNDER MASSACHUSETTS GENERAL LAW. HE HIGHLIGHTED THAT PROCUREMENT POLICIES AND PROCEDURES SHOULD BE CONSOLIDATED INTO ONE DOCUMENT AND MADE AVAILABLE TO ALL STOCKBRIDGE DEPARTMENTS. HE ADDED THAT THE POLICY SHOULD BE ANNUALLY REVIEWED AND ALL PROCUREMENT FILES MAINTAINED BY THE TOWN'S CHIEF PROCUREMENT OFFICER. HE CONCLUDED THAT THE TOWN HAS SINCE DEVELOPED A SINGLE PROCUREMENT POLICY AND PROCEDURE DOCUMENT CIRCULATING IT TO ALL DEPARTMENTS.**

**MANAGEMENT LETTER:**

**\* DAVID DISCUSSED SEVERAL COMMENTS AND RECOMMENDATIONS THAT WERE NOTED BY ADELSON & CO. DURING THE AUDIT. THE FIRST OF THESE RELATED TO THE TOWN STRENGTHENING INTERNAL CONTROLS OVER THE USE OF FUEL TOWN CREDIT CARDS.**

**\* NEXT, HE MENTIONED THAT THE TOWN SHOULD ENGAGE THE SERVICES OF A LICENSED ARCHITECT AND ENGINEER/CONSTRUCTION MANAGER TO CERTIFY THAT WORK PERFORMED BY A CONTRACTOR HAS BEEN COMPLETED IN CONFORMANCE WITH THE PROJECT CONTRACT AND THEREFORE ELIGIBLE FOR PAYMENT. BOTH THE SELECT BOARD AND FINANCE COMMITTEE COMMENTED ON THE FACT THAT THIS WAS A WORTHY PRACTICE. PATRICK WHITE MADE A MOTION AND ROXANNE MCCAFFREY SECONDED A MOTION TO ADOPT THIS RECOMMENDATION WITH A SELECT BOARD VOTE OF 2-0 IN FAVOR. FINANCE COMMITTEE MEMBER JIM BALFANZ MADE A SIMILAR MOTION ON BEHALF OF THE FINANCE COMMITTEE WITH A SECOND FROM JAY BIKOFSKY. A FINANCE COMMITTEE VOTE WAS CALLED WITH A VOTE OF 6-0 IN FAVOR NOTED.**

- 4. ADJOURNMENT: THERE BEING NO OTHER BUSINESS TO DISCUSS, CHAIR BIKOFSKY THANKED DAVID IRWIN AND THE ADELSON & CO. STAFF FOR THEIR PRESENTATION AND EFFORTS ON BEHALF OF STOCKBRIDGE AND CALLED FOR A MOTION TO ADJOURN THE MEETING. MOTIONS WERE MADE BY BOTH THE SELECT BOARD AND FINANCE COMMITTEE AND A UNANIMOUS VOTE BY ALL PRESENT WAS TAKEN. THE MEETING WAS ADJOURNED AT 7:20 PM.**