

Dear Mick, Bill and Adam;

The results of the Finance meeting, per your request, was to list a few specific goals to address some of the problems outlined in the July 15, 2013 Finance Report. Those goals, listed in the order of considered importance, are as follows:

#1 Priority: Reconcile all of the town income/ revenue on a monthly basis by a date certain (5th, 6th, 7th or 8th) of the following month. Provide that report, in a predetermined format, to Selectmen and Finance.

#2 Priority: Conduct an exit audit of the Treasurer's office. Correct any deficiencies identified with specific policies, procedures (for the current and future Treasurer), and reverse any improper steps taken, as found in the audit.

#3 Priority: Follow the Municipal Calendar outlined on line by DOR. Require each member of the Blandford team to know, and complete the tasks listed in the calendar on time and accurately. Exceptions (where the task is clearly not applicable to a town of our size, or type) should be identified by the Selectboard prior to the start of a fiscal year.

#4 Priority: Conduct routine annual evaluations of all employees. Employees should be given an opportunity to provide input and feedback on their evaluations. Evaluations should contain (measurable, reachable) goals that will be incorporated into the following year's evaluations.

#5 Priority: There was actually a tie in voting for the next priority.

A. Institute town-wide Policies and Procedures. As there have been several versions brought forward for consideration, we recommend that the town choose one of these to implement immediately, and each section be taken monthly, and amended as necessary to more accurately reflect the needs and wishes of the town.

B. Require that all members of the Blandford team having any involvement with the SoftRight program be scheduled for, and required to go to training. Again, goals should be identified before the training, with followup afterwards. Where goals can be linked to the above priorities, that would be helpful.

#6 Priority: Blandford should identify and sell any property that is not current with tax payments, or is not in the process of becoming current. This may include property being held by the town but not in use (such as the old town hall). This should happen before the snow flies, and on a scheduled basis.

This is the report which will be presented to the Selectboard at your next scheduled meeting. We would appreciate any comments you may have.

Will you want more detail on how to proceed with each of the listed points - who,

when, how, where, etc. , or will you be creating the plan to implement them?

Respectfully,

Andy Montanaro,  
Chairman,  
Finance Committee