

**DRAFT**

**Minutes for Duxbury Select Board**

**December 12, 2013**

**Present:** Dawn Poitras, Mo Lavanway, Maureen Harvey, Dick Charland, Lars Dickson, Bonnie Morse, Jeff Poitras, Adam Magee, Ken Scott, Shawn Perry, Bonnie Batchelder, Kym Andrews.

Meeting Called to order at 6:00 p.m.

Bonnie Batchelder from Batchelder Associates provided information regarding the review of the town finances after the resignation of the Town Treasurer, Ken Scott through November 19, 2013. Discussion and questions took place.

Recommendations/concerns by the auditor:

\*use of Quickbook program to have a better report to show actual numbers. (addition to Nimric)

\*Timely manner of getting financial reports to the board for review with accurate numbers.

\*separate reserve from general account

\*paying off the debt service (line of credit) by a possible higher town tax rate.

\*the amount of delinquent tax money outstanding

Interviews took place on December 9, 2013 for the treasurer position.

MOTION by Maureen Harvey to appoint Kym Andrews to fill the Town Treasurer position. Seconded by Marty, All in favor.

Dick stated that he had the resignation from Christy Caforia, Town Treasurer. Christy stated she would be willing to help in the transition.

Ken stated that Kym has been sworn in as of today.

Budget work begun for the 2014 year. Discussion and review continued. With another budget meeting scheduled for 12/19/2013 at 6:00 p.m. in the office off the town garage.

MOTION by Marty to adjourn the meeting at 8:53 p.m., Second, by Dawn. All in favor.

Submitted by Dawn Poitras

