

**FINAL**



**WEARE BOARD OF SELECTMAN  
WORK SESSION MEETING MINUTES  
May 14, 2007**

**PRESENT:** HELEEN KURK, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN; WENDY CLARK, SELECTMAN; TINA PELLETIER, FINANCE CLERK; JAN SNYDER, DEPUTY TREASURER

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Heleen Kurk, Chairman

**GUESTS:** None

**6:23 p.m. Chairman Kurk began the work session.**

Chairman Kurk stated that Deputy Treasurer Jan Snyder would be giving the Board a “lesson” on understanding internal practices and reporting. Basically, how things should be established and function to have best practices.

The Local Government publication of Basic Financial Policies, A Guide for New Hampshire Cities and Towns was referred to as a guide to developing procedures and policies.

Deputy Treasurer Jan Snyder and Finance Clerk Tina Pelletier explained the types of accounts used by the town, how funds are transferred, who has authority over which accounts and how accounts differ in purpose. Jan Snyder and Tina Pelletier explained the audit process, how to facilitate and improve it, and its importance in setting the tax rate. They will work together to solidify internal controls.

Deputy Treasurer Jan Snyder will continue to assist the Board through better practices and budget issues. The Board has invited Deputy Treasurer Jan Snyder to join them when the time comes to set next year’s tax rate.

The work session was adjourned at 8:40 p.m.

A True Record.

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Heleen Kurk, Recording Secretary

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