



## TOWN OF SOUTHBRIDGE

**A JOINT GENERAL GOVERNMENT SUBCOMMITTEE /TOWN COUNCIL MEETING**  
**Tuesday, March 8, 2022 at 7:00 PM**  
**Veteran's Room Southbridge Town Hall**  
**Meeting Minutes**

1. Call to Order

Meeting was called to order at 7:00 PM

2. Roll Call

<b>Subcommittee Members Present: (5)</b>	<b>Members of the Public Present:</b>
Chairwoman Jacquelyn Ryan, Town Councilor	Chairman John Daniel, Town Councilor
Michael Marketti, Town Councilor	David Adams, Town Councilor
Denise Clemence, Citizen Member	Karen Harnois, Finance Director
Martena Shea, Citizen Member	
Gus Steeves, Town Councilor	

3. Consider and accept General Government Subcommittee Minutes of February 22, 2022

The Meeting Minutes for February 22, 2022 were not finished, Chairwoman Ryan stated that she would have the minutes ready to be brought up at the next posted meeting.

**NO ACTION TAKEN**



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4. Discuss a transfer for \$71.50 from #001141-571000 Assessor Mileage to #001141-573000 Assessor Dues to cover the increased costs in the dues and recommend to the Town Council for approval.

Finance Director Harnois explained that the new Town Assessor came to her because there had been increases in the cost of some dues to organizations they are members of and did not have enough money in the current line item cover the increases but that the department had savings in the Mileage line item, so there was no increased cost to the town.

MOTION: Recommend that the Town Council transfer for \$71.50 from #001141-571000 Assessor Mileage to #001141-573000 Assessor Dues to cover the increased costs in the dues.

MOTION MADE BY: Councilor Gus Steeves

SECONDED BY: Citizen Member Denise Clemence

MOTION PASSES 5-0, Unanimous of all present

5. Discuss a transfer for \$100.00 from #001159-534100 Cable Advertising to #001159-57300 Cable Dues to allow for membership to MassAccess.org and recommend to the Town Council for approval.

Finance Director Karen Harnois explained that James Cosgrove, Station Manager of the Southbridge Cable Access Department came to her stating the this membership will help with Job postings, equipment, training, etc.

Citizen Member Denise Clemence was happy to see that Mr. Cosgrove was moving forward with this request and saw the benefits it could bring to the department.

MOTION: Recommend that the Town Council transfer for \$100.00 from #001159-534100 Cable Advertising to #001159-57300 Cable Dues to allow for membership to MassAccess.org.

MOTION MADE BY: Councilor Gus Steeves

SECONDED BY: Citizen Member Martena Shea

MOTION PASSES 5-0, Unanimous of all present



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6. Discuss a transfer of \$4,000.00 from #001145.511000 Treasurer/Collector Salaries & Wages to #001145.513000 Treasurer/Collector Overtime due to a staffing shortage in the Collector's Office and recommend to Town Council for approval.

Finance Director Karen Harnois explained that the treasurer's office has been having a little bit of a back up due to an employee leaving the town. There is someone in the office who is willing to put in the overtime to help the office catch up and because the person who left town employment was at the maximum step, there will be cost savings with the new hire and will not have an impact on the tax base.

Councilor Michael Marketti asked if the previous vote by the Town Council to outsource some of the billing meant to alleviate processing times at the Treasurer's office was supposed to stop this backup from occurring. Finance Director Harnois explained that the person lost did more than billing and that the overtime was really more customer counter work and internal processings and that the outsourcing was only used during peak billing periods and not to replace billing work done by the department during the rest of the year.

MOTION: Recommend that the Town Council contract with Roselli, Clark & Associates to provide the Town's audit services for FY23-FY25 as outlined in the audit engagement letter

MOTION MADE BY: Councilor Gus Steeves

SECONDED BY: Citizen Member Martena Shea

MOTION PASSES 5-0, Unanimous of all present

7. Discuss contracting with Roselli, Clark & Associates to provide the Town's audit services for FY23-FY25 as outlined in the audit engagement letter and recommend to Town Council for approval.

Finance Director Karen Harnois explained that we are required by law to have an independent audit done of our financial records annually and that Roselli, Clark & Associates provided a quote for their services after having successfully done Financial Audits for the town in the past, most recently in FY21. Finance Director Karen Harnois feels confident that they will continue to do an exemplary job and will expect a presentation on FY21's audit shortly. She also explained that Previous auditors were not as experienced and communicative during the audit and that Roselli, Clark & Associates didn't have these issues when doing our recent audits.

Finance Director Karen Harnois also explained that the gradual increases are not as shocking as she expected them to be considering they kept us at a lower flat rate for the last couple of years. So she felt comfortable going forward with the amount they requested. Finance Director Karen Harnois also went on to explain that the Financial Audit will be larger then what is being



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authorized by the Town Council because the Receiver of Southbridge Public Schools and The Southbridge Retirement board will have to authorize their own audits of their financial records for the school and retirement systems respectively.

Councilor Michael Marketti asked how this item would be paid for to which Finance Director Karen Harnois replied that there is a Audit Services line item in the Town's General budget.

Citizen Member Denise Clemence asked if there was any chance the price of the Audit services could go up to which Finance Director Karen Harnois stated that no unless something extremely unusual happened that would cause the firm to invest much more time than anticipated, that there might be a cost increase but that this hasn't happened in the previous years of audit services and doesn't expect it to be an issue going forward.

MOTION: Recommend that the Town Council contract with Roselli, Clark & Associates to provide the Town's audit services for FY23-FY25 as outlined in the audit engagement letter

MOTION MADE BY: Citizen Member Martena Shea

SECONDED BY: Citizen Member Denise Clemence

MOTION PASSES 5-0, Unanimous of all present

### 8. Adjournment

MOTION: Adjourn the Meeting

MOTION MADE BY: Councilor Michael Marketti

SECONDED BY: Citizen Member Denise Clemence

MOTION PASSES 5-0, Unanimous of all present

Meeting was adjourned at 7:28 PM