

**Treasurer's Quarterly Report to the Selectmen**  
**April 2013**

**During the 3<sup>rd</sup> quarter of fiscal 2013**

Continued to work on Cash Book with auditor, new format introduced. Difference's between my figures and Accountant's needs research with both offices.

W2's were processed and handed out to employees and reported to the IRS well before deadlines.

In addition 2012 1099's were sorted from the 960 vendors originally reported to the Treasurer down to 64 which actually qualified for 1099's; these were sent out and reported to the IRS prior to any deadlines.

In Tax Title work we had on payoff in the amount of \$30,412.62 and a pending payoff for another through Bank Loan.

Organized all Tax Title accounts, summarized and reviewed problems with documents with Kopelman & Paige and at their suggestion submitted 2 affidavits of correction, 1 scrivener's affidavit to correct misnamed taking and working on. Another parcel mistakenly says taken land was taken as 16.32 acres when it was actually 0.87 acres, this will need to be retaken as Land Court is not likely to accept such a disparity in land size. Another taking indicates the lot area on the Assessors' map as being listed as 24,306 sq. ft., but the deed says 20,580. One taking is so old it is unreadable and no paper documents have been found, in addition this same plot of land is only identified by map number and there is no deed reference in Assessor's records. Lastly a cluster subdivision that has a taking on Common Land is proving to be quite problematic as well. Issued 6 Redemption letters for cases that had already been resolved were sent to land court.

I submitted 11 new Tax Titles properties for foreclosure, and received last of the necessary foreclosure information to close my Tax Title on the Campground.

Researched need for Financial Advisor and after interviewing some decided to introduce Unibank Financial Advisor Clark Rowell to members of the CIPC, CPA and Department heads to identify a good fit for the needs of the Town. All went well, everyone responded positively and I brought Mr. Rowell and his associate Ryan Stolle before the Select board and received approval to enter into a contract with Unibank for their Government Banking services.

Worked with CIPC toward 5 year projection of Capital expenditures, with Personnel Board to begin a Personnel Policy with materials from K&P, and with Financial Advisor Clark Rowell on developing Financial Policy for Town.

Set up new Online reporting for Veteran's Benefit Payment.

Large number (21) requests for buyback information on County Retirement as percentage of buyback will be changing significantly.

A few research requests for buyback information was hindered due to unfound Payroll files, all searches by staff members proved futile as we were not able to find any payroll records for the years 1980 through 1990. I have requested an extension with WRRS for our employees because of this matter and will be working with them to assist our employees.

Drew up proposed budget for FY 14, but will need changes especially in area of Unemployment and Tax Title Fees with new information received since my draft budget.

Addressed issues with Unemployment and will suggest to Selectmen that Brookfield move to a Contributory plan which will enable us to effectively manage our exposure and budgeting process. School Business Manager and Superintendent have agreed to transfer monies that reflect School Personnel on Unemployment.

Worked with Dory from Bartholomew, to move some of our invested money in an effort to get better return rates on our funds; Dec 31<sup>st</sup> 2012 Ending Balance of investments with Bartholomew was \$439,191.06 with an unrealized loss of \$15,161.00 due to declining rates, Total Accruals were \$1,547.74

Refinanced Fire Truck with Unibank Serial State House Note for \$107,500. at rate of 2.5% to be paid off on 02/08/2018. Pay down for previous investment was \$21,500.00 plus interest of \$1,026.27.

On Town Hall Roof Loan one Note maturing on 02/01/2013 was paid off for a total of \$117,702.50. Interest of remaining notes for roof paid for total of \$10,810.00.

Have set up online bill paying account with Unibank, waiting to have Departments interested clarify what information they will need.

Opened Cafeteria fund Account at NBSB for Elementary School for online lunch payment program.

Worked on identifying when and why ACH payments were discontinued to Great West without notice and resolve such with the help from Manager Randy Hadden.

Respectfully Submitted,

Sheila Frangiamore  
Treasurer