

*New Durham Board of Selectmen Meeting  
April 13, 2017*

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Town Hall  
April 13, 2017, 2:00p.m.**

**Present**

Chair David Swenson  
Selectman Cecile Selectman Chase  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator

**Call to Order**

Chair Swenson called the meeting to order at 2:13p.m. and stated the purpose of the meeting is to interview respondents for the audit RFP.

**Appointments**

**Audit Services Presentations**

***Vachon Clukay & Company***

Jarad Vartanian, CPA of Vachon Clukay & Company was introduced and gave an overview presentation of the structure and experience of his CPA firm. Mr. Vartanian explained they are a small firm located in Manchester and have experience working with the New Hampshire Department of Revenue Administration as well as providing audits for many companies. He stated his employees are knowledgeable and experienced, confirming he would be the main contact person overseeing the audit for New Durham.

Selectman Swenson asked a series of questions regarding Mr. Vartanian's personal experience with regards to audits of small municipalities. He also asked the specific issues typically found in audits of small towns. Selectman Chase asked questions regarding suggestions and advice given by the firm throughout the audit. Mr. Vartanian replied suggestions and comments for improvements on procedure are provided.

Chair Swenson explained the accounting and finance organization within the Town and asked if the firm provides financial services support as well. Mr. Vartanian replied they could not provide accounting as well as the audit services. Chair Swenson explained the Town's past experience with a firm where many errors were made and asked how Mr. Vartanian would handle a similar situation. Mr. Vartanian replied with an overview of their process for communication and review.

Town Administrator Kinmond asked the scheduling aspect. Mr. Vartanian replied they would schedule as soon as possible but might be able to start sometime in May and would look to have the audit completed by the end of June.

Chair Swenson stated Mr. Vartanian did not submit the lowest bid and asked if he would reconsider with a lower bid. Mr. Vartanian briefly explained the calculations in pricing

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his bid. There was further discussion of the needs of the Town and the firm's services and capabilities.

***Roberts and Greene, PLLC***

Timothy Greene, CPA of Roberts and Greene, PLLC was introduced and gave a presentation for his firm and their audit process. Mr. Greene stated he opened the firm in Concord with a partner eight years ago and they have two employees at this time. He stated all the firm's clients are municipalities including towns and school districts. Mr. Greene stated one of the main goals of the audit firm is to provide better, timelier communications and services. He stated their normal turnaround is 4 – 6 weeks for draft audits. Mr. Greene stated he would be the primary contact throughout the process and would also utilize their two accountants as well.

Chair Swenson asked Mr. Greene his opinion on what are the most common issues towns see with audits. Mr. Greene replied most towns have problems with staff having appropriate training related to changing processes and regulations.

Town Administrator Kinmond stated finding people with the expertise with regulations is difficult and asked if they can provide advice and direction to avoid some of the pitfalls related to that. Mr. Greene replied they can provide those services as well as offer recommendations for other individuals who can as well. Town Administrator Kinmond asked if Mr. Greene expects to be able to fit the Town into their schedule to have the audit completed before the end of June. Mr. Greene indicated that would be their plan.

Mr. Greene asked what issues the Board of Selectmen expect. Chair Swenson replied the current Board of Selectmen collectively has extensive experience with finance and audits and, therefore, may be better positioned to address any audit issues that arise.

***Summary of Audit Interviews***

Chair Swenson suggested holding off on an immediate decision between the firms and make the decision at next week's Select Board meeting. Town Administrator Kinmond noted he has personal experience with Roberts and Greene.

**New Business**

**Finance Position – Conditional Offer of Employment**

Town Administrator Kinmond stated he met with the finance candidate and went through the conditional offer of employment. He explained her situation of leaving full time employment to part time and she would need to get health insurance elsewhere, thereby requesting additional compensation. Chair Swenson explained to the Board of Selectmen the wage study relative to this position but also noted that the tasks being described now are somewhat of a hybrid between an Administrative Assistant II and a higher level finance position. It was noted the suggested wage range was \$15 - \$22 per hour. Town Administrator Kinmond suggested a 6 month performance review. Chair Swenson stated he would agree to that with specifics outlined for any improvements needed and additional training milestones.

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**Chair Swenson made a motion to modify the initial conditional offer of employment to an hourly rate of \$18.00 per hour. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Other**

Town Administrator Kinmond stated the he would like to look at some seasonal staff for grounds maintenance including the recreation fields and cemetery (mowing, etc.). He explained the situation of contracting out versus hiring staff to use existing equipment including the budgeting for this activity. Chair Swenson suggested discussing at the next meeting in order to provide the other Board members some background information of previous discussions on contracting services. There was brief discussion of the tasks that need to be filled.

**Adjourn**

**Selectman Chase made a motion to adjourn. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

The meeting was adjourned at 4:06p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

**Final Approved 04-20-17**