

**Town of Newington
Board of Selectmen
May 14, 2001 Meeting Minutes**

Present: Board of Selectmen (BOS), Chairman Christopher Cross (C), Selectmen Cosmas Iocovozzi (I), & John (Jack) O'Reilly (R); also, Executive Assistant (EA) Robert M. Belmore, Part-time Bookkeeper Michelle Walker, Town Treasurer Laura Coleman and Deputy Treasurer George Fletcher.

Chairman Cross called the workshop meeting to order at 5:30 p.m.

- **Revenues:** The Board discussed current procedures on the handling and recording of revenue receipts with those present. Treasurer Coleman emphasized the need for town departments and staff to assign a revenue account number to each revenue item received. She pointed out some past errors and the need to reconcile and identify the source of some funding received this year (2001). Two specific unidentified revenue items were mentioned: \$14,728. misc. and \$100 for sale of town property. The Board was in agreement that the \$14,728 was probably a reimbursement from ConEd for legal fees/engineering fees and the \$100 was for the sale of surplus computer equipment.

The Board considered some suggestions including weekly, bi-weekly or monthly department revenue reports with their deposits. The Board decided that mail to the Selectmen's Office would not be opened by part-time staff in an attempt to minimize and control any errors in the recording of revenue received via the mail. The Board decided that the town planner should complete a receipt or a report for revenue that his departments receives (i.e., planning and BOA) to be forwarded to the Selectmen's Office. The Board decided to talk to the fire and police departments about submitting detailed revenue reports in a uniform and consistent manner that include check numbers, source, and department revenue account numbers.

- **Purchasing Policy & Expenditures:** The Board discussed the present system and the possibility of instituting a uniform system for all departments in the town including a standard purchase order form. A copy of a Selectmen Draft Purchasing Policy was given to the Treasurer and Deputy Treasurer for review and input. The Draft was being reviewed for changes by the Board and would then be sent to town departments for their comments before being finalized.

Meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Robert M. Belmore