

**Shrewsbury Board of Auditors
Public Meeting, January 23, 2021**

Note: These minutes are unofficial until approved by the Board of Auditors at the next meeting.

The Shrewsbury Board of Auditors convened remotely for a publicly warned meeting on January 23, 2021 at 10:31 via the Google Meet internet program. Present were board members Rich Biziak (chair), Sandy Bragg and Lee Wilson.

The minutes of the November 11, 2020 meeting were approved as amended to change the name of the virtual meeting internet program to Google Meet.

The agenda was approved with no additions.

No members of the public were present.

There was a brief discussion of the fourth quarter audit with Rich noting what records were available and each auditor indicating when they hoped to start and complete their separate tasks.

The 2020 Shrewsbury Annual Report was discussed at length. All out of town reports have been received. At the time of the meeting, in town reports had not been received from the listers, the DRB, the zoning administrator, the cemetery commission, transfer station and the SVFD. Rich asked, and it was agreed, that each auditor would follow-up on specific outstanding reports.

The board agreed to place the lister's report immediately after the collector of delinquent taxes report.

The board agreed that after financial reports have been audited, and when placed in the draft folder, their file title should include the word "audited".

Rich indicated he will be unavailable on and around February 18th, the deadline date for Quick Print to have the annual report ready as it must be mailed no later than the 19th. Lee indicated he would assume responsibility with Quick Print and Sandy offered to help to pickup and bring the report to the post office. Lee will obtain from Mark Goodwin the mailing labels for reports requiring specific mailing addresses, and also, for future use, a copy of the digital file that is used to print those labels.

Issuing the report digitally in the future with only a few printed copies was again discussed. It was agreed this issue should be brought to the selectboard's attention with an estimate of the savings. Assuming the selectboard wishes to pursue the idea, it was agreed that public opinion should also be solicited.

There was also discussion about the annual report cover and photographs for the report.

The board will meet again on Friday January 29th at 9:00 to check-in on annual report progress.

The meeting was adjourned at 11:15.

Respectfully submitted,
Lee Wilson