

**Shrewsbury Board of Auditors
Public Meeting, January 19, 2024**

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

The Shrewsbury Board of Auditors convened at the Shrewsbury Town Office for a publicly warned meeting on January 19, 2024, at 1:21 pm. Present were board members Rich Biziak (co-chair) and Michelle Greene (co-chair). Sandy Bragg joined the meeting at 1:36 pm. No members of the public were present.

The agenda was approved, as were the minutes from the October 31, 2023, meeting with no amendments.

The Board of Auditors discussed the follow-up items from the third quarter audit. Michelle Greene noted that the Select Board had taken action at their November 15, 2023, meeting to correct a discrepancy in the appointment of Linda Shelvey to the Shrewsbury Conservation Commission, and to address an omission in the recording of 2022 election vote totals in the Town of Shrewsbury Book of Official Proceedings. Ms. Greene stated that she would conduct further review of the list of elected and appointed officials during the year-end audit. Rich Biziak noted the discrepancy in the recount of the transfer station tickets for the third quarter is still being resolved and should be concluded during the year-end audit. Sandy Bragg had no comments regarding the third quarter audit.

The commencement of the year-end audit of the Financial Records for the Town of Shrewsbury was also discussed. Rich Biziak noted that the Board of Auditors will receive records on January 26, 2024, from the Treasurer for the year end audit.

Preparation of the 2023 Annual Report was discussed as well. Michelle Greene noted there are still a few out-of-town reports that need to be updated for the FY 2023 Annual Report. Rich Biziak stated that apart from the Select Board report, the Treasurer report, the Auditors report, and the Delinquent Tax Collector report, which are all due on February 2, 2024, most of the other town reports which have a deadline of January 19, 2024, have been received. Sandy Bragg will follow up with the Historical Society. Mr. Bragg noted that he has reviewed the Fire Department, and the Meeting House reports, and they are both in the "Final" file in the Board of Auditors' shared files. Michelle Greene noted that she will let Sandy Bragg know when the draft out-of-town reports are ready for his review. Rich Biziak will contact Marc Cimonetti to see if any new out-of-town organizations have been added to the warning for Town Meeting Day.

Rich Biziak noted that Treasurer Linda McGuire received a bill from the Post Office to renew the bulk mail permit for the mailing of the Annual Report and confirmed that Linda will pay the bill before the end of the month when postal rates go up.

With respect to the Annual Report dedication, Sandy Bragg stated that he will review previous town reports to see what activities the dedicatees were involved in. He will draft the dedication for review by Michelle Greene and Rich Biziak.

There were no other matters to be discussed, and the meeting was adjourned at 2.47 pm.