

Shrewsbury Board of Auditors
Public Meeting, November 5, 2025

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 Offices for a publicly warned meeting on November 5, 2025, at 9.32 am. Present were board members Michelle Greene, Chair, and Sandy Bragg. The meeting was attended by David Mosher as a member of the public.

The warned agenda was approved and the minutes of the 8-7-25 meeting were approved with no amendments.

Sandy noted that receiving a copy of the 2025 internal controls checklist was still outstanding. He will continue to pursue.

The third quarter audit duties were discussed. Sandy will provide Michelle with Q3 transfer ticket sales made through Pierce's store.

The schedule of remaining auditing tasks for the fiscal year prior to Town Meeting Day was reviewed. Michelle has requested an updated quote for the printing of the town report from Quickprint. Once the quote is received, a 2026 auditing budget can be proposed to the Selectboard. Michelle and Sandy plan to attend the 11-19-25 meeting of the Selectboard to review the schedule with the Selectboard and the Town Treasurer. Given her role as a library trustee, Michelle will recuse herself from reviewing the 2025 Shrewsbury Library financials which will be supplied for the upcoming town report. Potential dedicatees were discussed, with Sandy to pursue.

Michelle received the grand list in Excel format, as requested. She is still waiting for answers to other questions posed to the listers. There remain two training sessions with Rich Biziak, which both Michelle and Sandy will attend: training on the software used to compile Word and Excel documents in PDF format for the annual report and training on the Grand List audit. Both sessions will be scheduled at Rich Biziak's convenience.

The meeting adjourned at 10.02 am. After the meeting adjourned, it was decided to nominate David Mosher as an interim town auditor for a term expiring March 3, 2026.

Respectfully submitted,

Sandy Bragg