Shrewsbury Board of Auditors
Public Meeting, August 7, 2026

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 August 7, 2026, at 10.04 am. Present were board members Michelle Greene, Chair, Sandy Bragg, Auditor, and Michael Lauri, Assistant Auditor (via Zoom).

The warned agenda was approved and the minutes of the 3-23-26 meeting were approved with no amendments.

The schedule of audit activities for 2026 was reviewed and the following actions were decided:

- Sandy will contact the assessors to obtain a copy of the Grand List, as billed;
- Sandy will ask Linda for a copy of the 2026 internal controls checklist submitted to the state;
- For the quarterly sampling, Michelle or Mike will send a list of transactions audited and Sandy will provide information whether the checks were cleared as of quarter end;
- Michelle will contact Linda to explore whether there is more information that can be provided digitally to facilitate interactions with Mike remotely;
- Mike will continue to monitor Selectboard minutes for announcements of appointments to facilitate the year-publication of 2026 town officers;
- Michelle will phase out an isolated legacy task reviewing selected expenditures in the Selectboard minutes;
- Sandy will provide Mike with access to the auditing records in Google Drive;
- Michelle will continue to input data from delinquent payment receipts quarterly and will enlist Mike in the project once additional delinquent payment information has been received from the treasurer and delinquent tax collector at year end;
- The third quarter auditing meeting was set for Friday, November 6, 2026 at 10am;
- The deadline for submitting the 2026 annual report to the printers will be February 8, 2027.

The audit of transfer station tickets continues to be challenging. Michelle will meet with Rich Biziak for advice on reconciling the transfer station administrator's records with the inventory of unsold tickets and the treasurer's deposit records. Going forward, we will request that we be given copies of invoices or other information provided directly by the printer of the transfer station tickets that would allow us to independently track and verify the number and denomination of tickets produced. We will also provide Pierce's Store with a box for storing unsold transfer tickets.

To schedule training for the quarterly audit, Mike will provide Michelle with information about his availability.

The meeting was adjourned at 11.15 am.

Respectfully submitted,

Sandy Bragg