



**Financial Oversight Committee Meeting**  
**Tuesday, February 23, 2021**  
***Meeting Conducted Remotely***  
**Minutes**

Chair Bill Powell called the meeting to order at 5:45 PM. All meeting participants joined by teleconference: with Committee members Fred Thumm, Peter Carbee, and staff members Lisa Liotta and Cathleen Gent.

1. **Agenda Revisions** – None. Bill Powell requested Board Chair Fred Thumm to seek a new member for the Financial Oversight Committee, given that Steve Micheli has resigned from the committee.
2. **Approval of the minutes of December 22** – *Peter Carbee made a motion to approve the minutes of December 22, 2020, seconded by Fred Thumm. The motion passed unanimously.*
3. **Review FOC Monthly Reports** – Lisa Liotta reviewed the staff memo and set of financial reports for FY21 for the period July 1-January 31, recent large checks, and an Accounts Receivable aging summary report. The FOC noted that staff are recommending that compost equipment be treated as inventory, not an expense. That change will be considered for the final FY22 budget presented in late spring. Peter Carbee requested that staff look forward to whether the dues and subscriptions expense is expected to increase in the remaining months of the fiscal year.
4. **Reserve Funds – Interest Earnings** – Cathleen Gent reviewed the memo about options for bolstering interest earnings. She has communicated with our account rep at People’s United Bank and learned the factors for our substantially lower interest earnings during the past year. Regarding other investment vehicles, money market accounts are earning the same rate that we are with our account. If CVSWMD could invest a portion of our reserves for at least a year, the interest rate could increase. CVSWMD does not currently have an investment policy. Staff will return with recommendations for an investment policy at the next meeting and will confer with FOC member Tad Nunez regarding Fairlee’s investment policy. Bill Powell requested that staff come to the Executive Board and then the Board.
5. **FY20 Financial Audit and Proposals for FY21 Financial Audit** – Lisa Liotta reported that the FY20 financial audit materials are with the audit firm. The goal is to get the audit report for the Board meeting in April, but the audit firm has had some COVID-related delays. Proposals for the FY21 audit are due by February 26<sup>th</sup>. Cathleen Gent, Lisa Liotta, Erin McCullough, Fred Thumm and Bill Powell will serve on the proposal review committee.
6. **Treasurer Resignation** – Staff reported that treasurer Kathie Felch is resigning, effective the end of her annual appointment term. Lisa Liotta, Lee Cattaneo, and Peter Carbee are on the hiring search committee and will review any applications from internal candidates.
7. **Past Due Accounts Receivable** – The FOC reviewed the staff memo regarding changes to the policy for past due accounts and the status of certain accounts; staff will bring suggested changes forward to the FOC in March. *Motion made by Fred Thumm, seconded by Peter Carbee, to recommend to the full Board that \$8,215.50 be written off, using account 1101 – Allowance for Doubtful Accounts. Voting in favor of the motion: unanimous.*
8. **Other New Business** – None
9. **Adjourn** – *At 6:35 PM, Fred Thumm made a motion to adjourn, seconded by Peter Carbee. The motion passed unanimously.*

Respectfully submitted, Cathleen Gent