Selectmen's Discussions & Decisions
December 12, 2013

Selectmen present: John Norton and Marie Harmon

1. Met with Mark Greene and Curt Murley regarding the new FEMA Draft Flood Maps. Long discussion on what the implications are for Long Island Town buildings and property owners. Will come up with some recommendations and get information out to property owners on how new flood zones and levels may effect flood insurance, mortgage, and repairs or construction on damaged property.

   Selectmen recommend that property owners check the maps on the Town's website, to see what impact these proposed flood maps have in regards to their property(ies) location.

2. Met with Town treasurer to discuss concerns about a breakdown in the Town's historical budget control, spending authorization and invoice verification processes.

   a. Discussed multiple attempts by Treasurer and/or Selectperson to contact Chief Clarke to verify approval for $1500 invoice for Fire & Rescue radio communication. Selectperson will attempt to contact Deputy Chief and or Captain to verify approval so invoice can be paid.

   b. Discussed Fire and Rescue truck / pump repair and maintenance invoices totaling $4,100 dated October 2, 2013 that were deposited in Town Hall mail slot between Dec. 7th and Dec. 9th. Invoices were stamped overdue and had apparently been mailed to Chief Clarke's home address and lacked any verification or approval. Selectperson will attempt to contact Deputy Chief and or Captain to verify approval so invoice can be paid.

   c. Discussed incident in which a new Fire and Rescue vendor performed approximately $3700 truck/pump maintenance work in July 2013 (FY 2014) but backdated the invoice to June 28 (FY 2013). Town financial auditors discovered the improper transaction and required the expenditure to be moved into FY 2014 which may impact on 2014 Fire and Rescue budget. Improper allocation of Town expenditures between fiscal years is a violation of accounting standards and can undermine the Town's budget process.

   Treasurer and Selectboard agreed to develop new finance policies and procedures to provide appropriate and transparent financial controls for the expenditure of Town monies.

Brenda Singo – Town Clerk

Abbreviations:

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| ACO: | Animal Control Officer |
| CCRP: | Community Center Revitalization Project |
| CEO: | Code Enforcement Officer |
| EMA: | Emergency Management Agency |
| FOAA: | Freedom of Access Act – request of documents |
| GPCOG: | Greater Portland Council of Government |
| LICA: | Long Island Civic Association |
| LICLOC: | Long Island Community Land Operating Company |
| OCT: | Oceanside Conservation Trust |
| RFP: | Request for Proposal |
| ZBA: | Zoning Board of Appeals |