



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

August 30, 2024

Select Board
Southborough Town House
17 Common Street
Southborough, MA 01772

Dear Board Members,

I am pleased to present the enclosed report summarizing our financial management review of the Town of Southborough. The Division of Local Services is committed to assisting municipalities in achieving effective fiscal stewardship, and it is my belief the recommendations presented here will help the community become better positioned for the future.

If you have any questions regarding this report, please contact Zack Blake, Financial Management Resources Bureau Chief, at 617-626-2358 or blakez@dor.state.ma.us.

Sincerely,

Sean R. Cronin
Senior Deputy Commissioner

SB

2025 DEC -8 A 9:52

RECEIVED
SOUTHBOROUGH TOWN CLERK

stakeholders. For assistance with developing a solid risk assessment framework that can be repeated in-house going forward, the MassCyberCenter publishes a list of agencies and resources that can help. It is also anticipated that the state's Community Compact Cabinet program will be offering new grants in IT best practices in September 2024.

11. Give Copies of All Contracts and Grants to the Accountant

After speaking with the town accountant, it appears she does not have custody of all the contracts and grants she is legally obliged to maintain. Therefore, we recommend that the heads of all departments, boards, and commissions ensure that they submit copies of all grants and contracts to the accountant's office in compliance with M.G.L. c. 41, § 57 and bylaw Article 3 § 3-2. When reviewing payment requests, the accountant must be able to verify that the terms of the contract are met. If a department submits a bill and the contract with the payment terms is not on file, she should not process the payment until she gets the contract.

12. Revise Deputy Collector Procedures

To assure statutory compliance and improve internal controls, we recommend the town revise procedures related to payments collected by the contracted deputy collector, Kelley & Ryan Associates, Inc. Under current practice, the firm deposits its receipts into a company bank account. Then once a week, a company employee delivers a check written on that account (minus the firm's fees) to the treasurer/collector's office, along with a summary of payers and fee invoice.

The finance director should require Kelley & Ryan to deposit all collections into a town-controlled bank account opened specifically for deputy collector receipts. This change is necessary because state law does not permit a deputy collector to deposit municipal funds in a private bank account nor to maintain a bank account in a community's name. Accordingly, the notices Kelley & Ryan sends to delinquent taxpayers as Southborough's deputy collector should state that the town, not Kelley & Ryan, is the check payee. We also recommend the town process the deputy collector fees through the standard warrant process. Financial controls are strongest when the deputy collector submits detailed bills to be paid through the vendor warrant with the appropriate checks by the town accountant.

13. Charge Interest on Late Water Bills

We recommend the town adopt a bylaw enabling the treasurer/collector's office to add interest to outstanding water bills, as allowed under M.G.L. c. 40, § 21E. The bylaw could mimic the language in Article 1 Police User Detail Fees; establish a due date for the receivable, such as 30 days after the mailing date; and specify an interest rate, which can be as much as that charged for delinquent

that the following warrant article be placed on the next Town Meeting Warrant (Annual or Special, whichever occurs first):

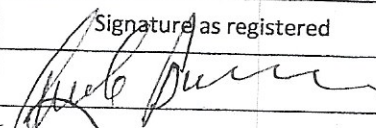
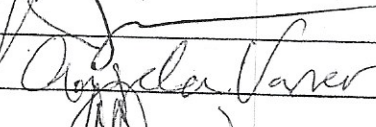

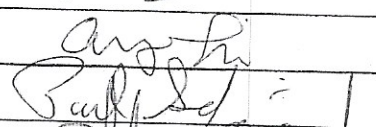
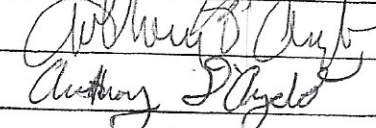
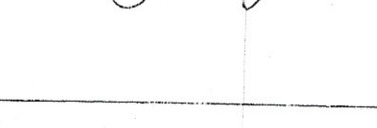

To see if the town of Southborough will vote to create a separate finance committee with its own members and duties. The finance committee will follow Mass. general laws, chapter 39, section 16. The first priority will be to make sure that the department of revenue financial review of the town of Southborough dated August of 2024 recommendation #11 " the Town accountant it appears he/she does not have custody of all contracts and grants he/she is legally obliged to maintain. Therefore, we recommend that the heads of all departments, boards and commissions ensure that they submit copies of all grants and contracts to the accountant's office in compliance with M.G.L. c. 41, Sub Sect 57 and bylaw Article 3 SUB Sect 3-2. When reviewing payment requests, the accountant must be able to verify the terms of the contract are met. If a department submits a bill and the contract with payment terms is not on file, he/she should not process the payment until he/she gets the contract." We also want the finance committee to confirm that the payment to the vendor is for product or services that followed Comm. of Mass. municipal purchasing rules and laws.

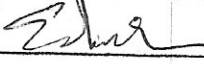
The Finance committee will review and when they vote by a majority of members, they may order an audit from a Mass. Certified Public accounting firm employing a minimum of 10 C.P.A.'s. The committee may spend up to \$20,000 dollars per year without new town meeting authority. If more funds are needed the committee shall ask town meeting for added funds.

The following boards and committees can appoint a single finance committee member for two years. Planning board, Zoning Board of appeals, Advisory committee, Board of Assessors, and the Select board. No Finance member can be an elected official in the town.

The finance committee shall work with the town auditor and any independent auditor and together submit a summary of their work to be included in the town's annual report.

Following the recommendations of the department of revenue of Massachusetts will be the initial role for this committee. The finance committee may increase its responsibilities over time by following the responsibilities as laid out by the finance committee handbook association of town finance committees, 3 Center Plaza, Boston, Mass

	Print name as registered	Signature as registered	Address
1*	JACK BARRON		11 SADIE HUTT LANE
2*	Sohn Varner		9 Sadie Hutt
3*	Angela Varner		7 Sadie Hutt
4*	Subbu Bulusu		10 Sadie Hutt Lane
5*	Sireesha Varanasi		10 Sadie Hutt Lane
6	Desheng Wang		16 Sadie Hutt Lane
7	Amy Li		16 Sadie Hutt Lane
8	Paul Serzini		20 Sadie Hutt Lane
9	Anthony D'Angelo		15 Sadie Hutt Lane
10	Anthony D'Angelo		15 Sadie Hutt Lane

	Print name as registered	Signature as registered	Address
1*	EDWARD GIBSON		64 SEAS RD
2*	Linda Gibson	LINDA GIBSON	64 SEAS RD
3*	Lance Bradford	LANCE BRADFORD	64 SEAS RD
4*			
5*			
6			

	Print name as registered	Signature as registered	Address
1*			
2*			
3*			
4*			
5*			
6			
7			
8			
9			
10			



Citizen's Petition for Town Meeting Warrant Article

At least 10 signatures of registered voters are required for an Annual Town Meeting
 At least 100 signatures of registered voters are required for a Special Town Meeting

1. The petitioner will be the Sponsor name listed in the Warrant and should be the first registered voter(s) [as denoted by '*' in line numbers on page 1] to sign this Petition Form. The first petitioner will be designated the primary speaker in support of the Article at Town Meeting unless the first petitioner informs the Town Moderator prior to the Town Meeting that another designee will be the primary speaker in support of the Article at Town Meeting.
2. The deadline for submission of a petition will be determined by the Board of Selectmen, and will be the final date that the warrant is closed for the first Town Meeting (Annual or Special) to be held after the petition signatures are certified.
3. The language of your article will be voted at Town Meeting EXACTLY as worded in your submission.
4. Warrant article language must be repeated at the top of all signature pages submitted.
5. In accordance with M.G.L. c. 39 Section 10, the written requests of registered voters for insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The Selectmen shall submit such written requests to the Town Clerk/Registrars of Voters who shall check and forthwith certify the number of signatures so checked and certified shall be counted.

The undersigned registered voters of the Town of Southborough, Massachusetts hereby request that the following warrant article be placed on the next Town Meeting Warrant (Annual or Special, whichever occurs first):

"To see if the Town of Southborough will vote to (state your request)

,or do or act anything in relation thereto." (continue on other side or attach sheet if necessary)

	Print name as registered	Signature as registered	Address
1*			
2*			
3*			
4*			
5*			
6			
7			
8			
9			
10			