



# TOWN OF WARNER

PO Box 265  
Warner, New Hampshire 03278-0265  
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[Warnernh.gov](http://Warnernh.gov)

Select Board:  
Harry Seidel, Chair  
Michael Smith  
Alfred Hanson  
[selectboard@warnernh.gov](mailto:selectboard@warnernh.gov)  
Kathy Frenette, Town Administrator  
[administrator@warnernh.gov](mailto:administrator@warnernh.gov)

## **Auditor Search Committee (ASC) Meeting**

### **Draft Minutes**

August 07, 2025, Thursday at 6:00 PM  
Warner Town Hall - 5 E Main St, Lower Meeting Room  
[Zoom Meeting](#)

**Members' Present:** Robert Blake, James Gaffney, Elizabeth Labbe **Via ZOOM:** James Sherman

**Public Present:** Ginger Marsh, Rebecca Courser, John Levitt, Kathy Schoomaker

**Call to Order:** 6:03PM

The committee reviewed and unanimously approved the meeting minutes from July 24th and July 31st, with a minor clarification to distinguish between James Sherman and James Gaffney.

#### **Engaging a CPA consultant @ 10:21**

The committee discussed drafting an RFP to engage a CPA consultant to assist with audit preparation for the town's 2024 fiscal year. Judy shared a draft letter she had written with the help of AI, which the committee reviewed and approved with a minor edit. The plan is for the committee to send the letter to the Select Board for their approval before issuing it to prospective CPA firms.

#### **Providing James Sherman access to town records @ 19:16**

The committee discussed the need to get approval from the Select Board for James Sherman to have access to review the town's financial records and internal controls. They agreed to request an update from the Select Board on the status of this request.

#### **Inefficiencies in town financial systems @ 1:11:15**

The committee discussed opportunities to identify inefficiencies in the town's financial systems and processes, such as the lack of integration between the finance director's systems and other departments. They agreed this could be a valuable exercise to help prioritize areas for improvement.

#### **Outsourcing payroll @ 1:14:41**

The committee discussed the potential benefits and challenges of outsourcing the town's payroll processing, noting that it would require significant effort to implement but could yield long-term efficiencies.



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## [Next steps and meeting schedule @ 1:21:52](#)

The committee scheduled their next meeting for Friday, August 15th at 4:30pm, with James Sherman joining remotely from his vacation.

## Action Items

- Call CPA firms (Alta CPA, Roebridge & Co, Robertson Green, Bashan Kulke). Introduce committee, discuss RFP - [WATCH \(5 secs\)](#)
- Email RFP letter to Select Board. Ask to approve at next meeting/work session. Request update on J Sherman access & permission to engage Wachem & Cluquet - [WATCH \(5 secs\)](#)