

BOS Meeting Minutes
01/14/2022
Meeting Called to Order: 10:00 AM

Present: Walt Emmons, Don Rush, Wayne Nason.

Guest: Jonathan Pottle

BOS: Discussion with Town Attorney, Jonathan Pottle, on the dissolution of SVFD to form Sebec Municipal FD. See bullet points below.

- Articles of Incorporation (including all amendments)
- 990 returns for the past 5 years
- Copies of all contracts with any state or federal agency
- Copies of all audits conducted with regard to *[name of organization]* and/or any programs administered by it during the last 5 years, including any audit reports and any correspondence sent to or received from the funding or auditing agency or *[name of organization]*'s accountant regarding any such audit
- Copies of all current employment contracts
- Audited/unaudited financial statements for the past 5 years
- Accountant's letters
- All leases, equipment leases, and other contracts to which *[name of organization]* is a party
- Any other materials contracts
- Insurance policies
- A description and any documentation concerning any loans or other indebtedness of *[name of organization]*
- Any and all documentation/correspondence relating to the employment and resignation/termination of any *[name of organization]* employee who has left employment at any point in the past 6 years
- Employee benefit plans:
 1. Copies of written employee benefit plans including defined benefit plans, qualified and nonqualified deferred compensation plans, health plans, dental plans, disability plans, cafeteria plans, and fringe benefit plans
 2. Written details of employee benefit plans that have not been reduced to writing
 3. Copies of materials provided to employees in connection with employee benefit plans, including employee handbooks, summary plan descriptions, and summaries of material modifications
 4. Copies of all Form 550s for the past 5 years.
- Written description of all fixed assets and equipment
- Accounts receivable and accounts payable
- Description of any pending or threatened litigation
- Description of documentation of any complaints made by any employee of *[name of organization]* within the past 5 years
- A summary of any outstanding tax liability (unemployment, FICA, etc.)
- BOS decided to meet with SVFD BOD on Jan. 23rd to discuss written resolutions.

Adjourned: 12:35 PM