

## Middletown Springs Auditors Meeting

June 23, 2014 at 1:00 PM

Middletown Springs Town Office

### Official Minutes

**Auditors present:** Juanita Burch-Clay (Nita), James Georg (Jim), Jacqueline Parker (Jackie)

**Others present:** Laura Castle, Sally Achey

Call to order: 1:12

#### 1. Minutes:

- Minutes from the May 6, 2014 meeting were reviewed and approved.

#### 2. Questions for the Treasurer:

- The auditors' questions relative to the \$300,000 have been answered.
- Jackie and Jim met briefly with the treasurer on June 16 and went over the reconciliation process to the satisfaction of all.

#### 3. Copeland Milk Fund:

- Jim has received financial reports from Citizens Bank for the Copeland Milk Fund through the end of April.
- The auditors have questions for the Copeland Milk Fund board of trustees. Jim will get the questions to them in writing, and will raise the topic at the Select Board meeting as necessary.

#### 4. Open Meeting Law:

- The auditors have some questions about recent changes to the open meeting law in Vermont. Nita ask the VLCT for guidance about work sessions and emails.

**5. Insurance Question:** Sally Achey, speaking as treasurer of the Congregational Corporation of MS, asked a question about certificates of insurance and liability for use of the town green. This is public information and she can get a copy of the certificate of insurance at any time by asking the Town Clerk.

#### 6. Recommendations for the Select Board:

- The job descriptions of the road commissioner and road foreman need to be reviewed and revised.
  - This has been suggested to the SB in the past.
  - The SB is currently working on a personnel policy.
- The road policy and amendments need to be reviewed and updated for clarity and consistency.
  - Currently there are contradictions, overlap, and inconsistencies in multiple documents.
  - There are currently questions about interactions of policy, procedure, and practice.
- The policy binder needs a table of contents, to make looking up policies possible.
  - The policies should be uploaded to the town website.
- A policy for purchasing and bidding is the number one priority.
  - The SB has been given copies of the VLCT model "Purchasing Policy"
  - The SB is currently working on a "purchasing and contracting" policy.

#### 7. Policies for the future:

- The next priority in developing town policies:
  - To establish a town investment policy

#### 8. Monthly Meetings:

- Work session: July 22, 2014 at 1:00 pm
- Warned meeting: August TBD

**Other Business:** Future auditor attention will be given to the school budget and the lists.

Adjourned at: 2:29 PM

Minutes submitted by Juanita Burch-Clay 6/23/14  
Approved 10/27/14