

**Approved  
Minutes  
CHARLOTTE TOWN AUDITORS Meeting  
March 15, 2016**

Town Auditors Present: Jenny Cole, Peter Trono, and Jason Pidgeon

Others: Lane Morrison, Robert Mack

The Meeting was called to order at 5:05pm.

Peter T. (Motion): To maintain the Auditor positions as previously held. Jenny C. –  
Chair Jason P. – Secretary  
Jason P. - (Second)  
Vote: 3-0 (Pass)

Lane: Wanted to add the cemetery issues to the agenda.

Peter T.: Feels that Stephen Brooks would resign from the Cemetery Commission after deed work is completed. No formal resignation has been provided as of this meeting.

Lane M.: Assuming Stephen resigns; there are a few citizens that have expressed interest in position(s). However, until the commission is established, the Select board will look to maintain the cemeteries.

Peter: Auditors will follow up with Stephen to get a status of the map/deed finalization.

Jenny C.: Asked Lane what the process is to establish a new Cemetery Commission.

Lane M.: Three members can be appointed to the Cemetery Commission by the Select board.

Peter T. (MOTION): Accept the minutes from January 27, 2016  
Jason P. (SECOND)  
Vote: 3-0 (PASS)

Jenny C.: Auditors need to have a better - defined Role.

Peter T.: Feels it is appropriate for Auditors to play a role where requested by town committees or citizens, or door is opened by others.

Jenny C.: Feels that it may not be our role as Auditors to enforce policies. i.e. Purchasing Policy.

Peter: Workman's compensation form should be updated, is this something we should be involved with.

Jenny C.: Read prepared questions regarding workman's compensation and purchasing policy. It is unclear how we should be involved in this.

Peter T.: How did a question about a \$2,000 invoice go to being an issue of workman's compensation?

Jenny C.: Was questioned about the invoice and asked where (3) bids were. She was not aware it was required to get an invoice paid. She provided a packet to Dean with bids from contractors & needs of project.

Jason P.: We need to have a procedural document to provide guidance on adhering to the policy.

Peter T.: The purchasing policy will need revisions, as it is a living document.

Peter T.: Coming back to the agenda, we should make an effort to audit each committee annually.

Peter T.: Workman's compensation, hold Harmless Agreement – What are committees doing, currently?

Jenny C.: Towns have been advising against using the previous model of Hold Harmless Agreement.

Peter T.: Put on hold this discussion until we can review the agreement. Also how are town committees dealing with liability insurance for casual labor?

Peter T.: (Motion) to Adjourn

Jason P.: (Second)

Vote: 3-0

Adjourn