

**CHARLOTTE SELECTBOARD  
MINUTES OF MEETING  
TOWN HALL  
MAY 19, 2015**

**APPROVED**

**SELECTBOARD MEMBERS:** Lane Morrison, Chair; Fritz Tegatz, Matthew Krasnow, Carrie Spear, Jacob Spell.

**STAFF:** Dean Bloch, Town Administrator.

**OTHERS:** Peter Trono, Jenny Cole, Mary Mead, Robin Reid, Moe Harvey.

**ITEMS TAKEN UP:**

- Purchasing Policy—review of comments received. *Action under consideration: send policy to Sullivan Powers for review*
- Auditor’s Management Letter—next steps. *Discussion only*

**CALL TO ORDER**

Mr. Morrison, Chair, called the meeting to order at 5:30 p.m.

Mr. Morrison asked to discuss scheduling additional meetings in the next few weeks. It was agreed to schedule meetings as follows:

- May 26 @ 1 PM to discuss the process for hiring the Recreation Coordinator
- June 15 @ 7 PM to discuss financial policies

**PURCHASING POLICY WORK-SESSION**

Mr. Morrison noted that edits had been made by Mr. Bloch based on comments made at the Selectboard meeting the previous night (May 18<sup>th</sup>).

The document was reviewed; a few additional edits were made.

Ms. Cole asked that the Vermont League of Cities and Towns (VLCT) be asked to review the section regarding Certificates of Insurance.

Ms. Cole also asked whether the policy applies to services paid for by “friend” organizations, i.e. Friends of the Charlotte Library or Friends of the Walter Irish Senior Center. She noted that the policy would not apply to purchases of goods, but, since services are likely going to be performed on town property, should the policy apply to such situations?

It was agreed that the document should be sent to Sullivan, Powers & Co. and the Vermont League of Cities and Towns for their review.

Mr. Morrison asked Ms. Mead and Mr. Bloch to work on a Preferred Vendor List, as reference in the Purchasing Policy, and develop a draft list for the Selectboard to review and approve.

**AUDITOR'S MANAGEMENT LETTER**

Mr. Morrison said that Jason Pidgeon, one of the elected Auditors, had volunteered to work on procedures.

Mr. Morrison said that if no one else wants to, he would be willing to work on the Internal Control document. Everyone was in agreement.

**ADJOURNMENT**

**MOTION by Mr. Krasnow, seconded by Mr. Spell, to adjourn the meeting.**

**VOTE: 5 ayes; motion carried.**

The meeting was adjourned at 6:15 p.m.

Minutes respectfully submitted, Dean Bloch.