

CHARLOTTE TOWN AUDITORS
Minutes of Monday, July 8, 2013, Meeting
At the Charlotte Town Hall

Present: Town Auditors Robert Mack, Peter Trono and Nancy Wood
Others: Selectboard Chair Charles Russell

The Meeting was called to order at 3:10 pm.

- Agenda addition: discussion of the draft MOU between Town and CVFRS.
- On a motion of Peter Trono, seconded by Nancy Wood, the minutes of the June 17, 2013, meeting were approved unanimously. (Robert Mack had not yet arrived.)
- After discussion of year-end budget reports for Town and CVFRS and the recommendations of the Town Treasurer for coverage of the CVFRS budget shortfall, there was general agreement that the Town Auditors reiterate their earlier recommendations that there needs to be a clear understanding between the Selectboard and CVFRS about regular financial reports and the Town Auditors support the Town Treasurers recommendations to the Selectboard that final transfer of CVFRS records for FY2013 not be transferred from the Town to CVFRS until after completion of the annual independent audit. Also, there was general agreement that the Town Auditors support payment by the Town to CVFRS of the balance of the full amount still outstanding of the FY2013 appropriation approved by the voters (approximately \$14,000).
- The draft MOU was discussed with Charles Russell, with concern expressed about items related to financial reporting and transparency that had been removed from earlier drafts.
- There was continued discussion of charges to the Rice Lumber account by a non-town employee for purchases of tools and other non-material items during 2008-2012. Mack is still working on a letter of recommendations to the Selectboard related to the issue. Wood reported on a conversation with Wally Gates, chair of the Senior Center board at the time of the charges, in which he indicated that the charges were justified because of the way the contractor bills only cost of materials and labor with no mark up.
- Continued discussion of RFP/contract recommendations. Trono will check in with surrounding towns about their practices and dollar limits.
- The date of the next meeting was set for July 29, 2013, which was subsequently changed to August 12, 2013.
- On a motion of Trono, seconded by Mack, all in favor, the meeting was adjourned at 4:20 pm.

Minutes of July 8, 2013, approved at the August 12, 2013, meeting.