Minutes
CHARLOTTE TOWN AUDITORS Meeting
Tuesday August 18, 2015 at 5:00pm

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

Others: Stephen Brooks, Lane Morrison, Moe Harvey, Mary Mead, Dorrice Hammer

The Meeting was called to order at 5:04pm.

Peter Trono – Move to approve June 22, 2015 minutes as presented.
Second – Jason Pidgeon
Vote 3-0 (Approved)

Public Inquiry:
Lane Morrison – Asked what accounts the auditors are reviewing. - Jason Pidgeon stated that he's reviewing the General fund on a monthly basis and the other two auditors are reviewing other accounts on a random basis.

Next work session for the auditors will be when the August statements come out. Jason will contact Peter and Jenny and do a group audit.

Moe Harvey (Trustee of Public Funds) – Indicated that the books for the Public Funds are now in the Town's possession (in the vault).

Dorrice Hammer (Trustee of Public Funds) – In attendance to provide history of the Public Funds account, and the role of the Trustees.

- The Public Funds account has approximately $500,000, which was left to the Town of Charlotte to manage based on the various Trusts' (4 or 5) instructions.
- Committee's role is to monitor the funds, insuring they are being invested appropriately. The funds were with AG Edwards then Wells Fargo Investments. It was reviewed recently by a third party, and indicated that the funds that were invested in may not be appropriate, and were not earning as much as they should, based on market standards. They have since been moved to Morgan Stanley, which has provided a higher level of customer service and appears to be more involved than previous managers.
- Morgan Stanley can move money to other funds, only when approved by
- Dorrice writes dividend checks out of the Public Funds accounts, based on the Trusts' instructions (i.e. Library, Cemeteries, etc.). Based on review of 2014 Town Report, the dividend payout was approximately $7,000, which represents approximately 1% of the funds balance.

- The Committee is working on their year-end numbers to close the books for FY 2015.
- The checkbook used for making dividend payments will be kept at the Town's office as well, after 2015 dividend payments are made.

Executive Session Discussion
Jenny Cole – requested that the Board of Auditors go into executive session to discuss issues found in an audit of the Board of Cemeteries Account.

Peter Trono & Jason Pidgeon – Both indicated that there hasn't been a reason to enter into executive session, unless Jenny felt that there was wrong-doing or overt non-compliance, the issue should be discussed in public. A public discussion would allow for the Cemetery Commission to provide input and clarity to actions taken.

Peter Trono – Movement that the discussion of the sale of Cemetery plots be discussed in an open meeting format.
Second – Jason Pidgeon
Vote 2-1 – Approved

Cemetery Discussion
Jenny Cole – Indicated in an Audit of the Cemetery Accounts, she found that there were two (2) transactions, in which the Cemetery Commission sold plots in the Barber Cemetery. It was thought that this Cemetery was closed and did not have expansion available. Further to her review, she found that the State has strict burial statutes that are not being adhered to, most specifically upon the disposition of plots require proper mapping of the Cemetery and recording of the sale with a proper deed. Jenny asked Stephen if he was aware of the State of Vermont Statute, and if he has a map of the Barber Cemetery, as the State requires.

Stephen Brooks - Is aware of the States Statute and their requirements, but indicated that the cost of mapping is expensive. He provided a letter that was given to the purchaser of the plots, which did provide an informal "description" of the Plot locations.

Peter Trono – Asked Stephen how he's able to sell plots without maps?

Stephen Brooks – Stated that the ground and locations of markers provide evidence of where there is space, which provided him with a level of comfort to sell the plots. The Cemetery Commission does not have money to pay for the mapping process, and the Select board would have to help.

Jason Pidgeon – At minimum the Cemetery Commission should look to record the letters provided to the family members, but plots should not be sold moving forward until compliance with State Statutes are met.

Jenny Cole – Foster plot was sold in 2011, a stone was placed but there doesn't appear to be anything recorded in the Town records. Jenny feels that there needs to be follow up with the family to provide a proper deed to the plot. Jenny is concerned that we have a Cemetery Commission taking action by selling plots without compliance with State Statutes.

The Auditors felt collectively that Stephen should follow up with the Town's attorney to discuss proper recording and compliance with the burial grounds/Cemetery Statutes.

Stephen agreed to review with the Town's Attorney the letter provided; to see if will suffice for the deed requirement.

Peter Trono – Asked Stephen Brooks to request that the Town's Attorney copy the Board of Auditors with his opinion and recommended actions, which Stephen agreed.

Jason Pidgeon – Motion – The Cemetery Commission seek Town's Attorney's advice regarding Plotting, Mapping and recording of deed(s) for the sale of past/future Plots. We recommend there be no further sale of Plots until legal clarification from the Town's Attorney indicates the town is in compliance with related State Statutes. We request that the Town's Attorney copy the Board of Auditors with opinion and/or recommendation.
Peter Trono – Second
Vote 3-0 – Approved

Other Discussion:
Jenny Cole – The open meeting laws should be provided to all committees, ask select board to provide.

Jenny Cole – Will review if the Cemetery Superintendant position is permissible, as it provides one individual with the decision-making, rather than a committee.

Next Meeting – September 15, 2015 at 5pm

Peter Trono – Motion to Adjourn at 8:07pm
Jason Pidgeon – Second
Vote – 3-0 – Approved