Approved
Minutes
CHARLOTTE TOWN AUDITORS Meeting
January 27, 2016

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

Others: Mary Mead, Stephen Brooks

The Meeting was called to order at 4:05pm.

Peter: Mary's compensation – Pay went down $34/hr to $30/hr. The question has been posed to the Chair of the Select Board as to "why?" However, the response to Auditor Trono from the Chair is questioning, "is this an appropriate topic for auditors to be involved in.

Jason P. – Feel this is an appropriate topic, as there appears to be no grievance process and the Town Clerk/Treasurer continues to feel ignored. The chart provided last meeting indicates that hours were used in the calculations, but no explanation as to why the hours used went from 35hrs to 40hrs.

Jenny C.: Feels the chart used is confusing. However, there was no change in the scope of work, which may have led to the compensation decision.

Mary Mead: Would like to be on the agenda (specifically) and provided an opportunity to ask questions. The topic of pay was discussed at a previous Select Board meeting, but Mary was not notified that her pay specifically was going to be discussed, thus leaving the meeting early.

Peter T. (MOTION): Recommendation that the Select Board make Mary Mead's pay an item on an upcoming agenda.
Jason P. (SECOND)
Vote: 2-1 (PASS)

Peter T. (MOTION): Board of Auditors is requesting an update on the creation of a grievance process for Town employees with pay and/or compensation concerns.
Jason P. (SECOND)
Vote: 3-0 (PASS)

Board of Auditors Cemetery Commission Update

Peter T.: Happy with Attorney's office opinion. Question for future discussion, "is it worth the process of mapping, etc. to sell additional plots?"

Jenny C.: Attorney's letter is clear that the mapping does not need to meet Land survey requirements, but it does need to meet State requirements for cemetery map plots.

Jason P.: Does the cemetery commission desire to continue with the sale of additional cemetery plots?

Stephen B.: It is of his opinion that Charlotte does not have enough burial space. Not looking to sell more plots if people don't want him to, he's not looking to create controversy.

Jenny C.: It's imperative that Stephen say, "no" to any seekers of plots, until the commission can meet map/plotting standards for cemeteries.

Peter T.: Stephen should provide a presentation to Town, if necessary, to provide more space in Town for more burial space, which may include the need for money.

Peter T.: Moving forward, the Town Auditors would like to see better records being kept by Stephen. There is a need to document expenses with more detail, specifically gas expense.

Jason P.: Gas should be documented using mileage reimbursement method, outlined by IRS. By doing this, it provides the appropriate funds for gas, maintenance, and "wear and tear" of a personal automobile.

Peter T.: Stephen needs to be consistent with payment structure of contractors for their work. Example, there was a contractor that did leaf blowing at a rate that is thought to be well above the skill level of leaf blowing. With new purchasing policy, the cemetery commission may need to put out to bid all landscape work.

Jenny C.: Question on whether contractors are being paid timely as their payments are occasionally crossing fiscal year. It appears that the commission is running out of money at the end of the fiscal year, and waiting on funding for the following year before making payment.

Board of Auditors: Collectively, would like Stephen to work to toward getting more participation on his committee and have more public meetings, possibly monthly.

Stephen B.: Indicated that contractors are being paid timely and it isn't uncommon for payment of contractors to cross fiscal year, given how a contractor may bill for services. He is not running out of money. At this point, the commission will have two (2) open seats, with no candidates on the ballot. May actively look to get a write-in candidate, if there's enough interest.

Peter T.: The board of Auditors will be checking in with Stephen in 30 days to see if he's recorded approved deeds for the cemetery plots sold.

Peter T.: Motion to accept the November 23, 2015 and January 6, 2016 minutes.
Second: Jenny C.
Vote: 3-0 (Pass)

Peter T.: Move to Adjourn
Second: Jason P.
Vote: 3-0

Adjourn