

**Draft Minutes**  
**CHARLOTTE TOWN AUDITORS Meeting**  
**July 27, 2016**

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

Others: Victoria Zulkowski and Linda Hamilton

The Meeting was called to order at approximately 4:00pm.

Peter T. – Disappointed that the Cemetery commission has elected to have Stephen as a consultant.

Jason P. – As an auditor, we shouldn't look to supervise any committee or monitor their day-to-day decisions. I don't feel like that's our role as Town Auditors.

Vicki – Stephen was not asked to resign. Therefore, the committee has elected to ask for Stephen's help with the transition.

Linda – Have not officially dealt with mapping of the cemeteries. However, the committee has contacted companies that do ground penetrating radar. Another challenge the committee is working on is in regard to mowing not being done to their complete satisfaction.

Peter – Should make sure you layout expectations with mowing company. If they are not meeting expectations, they should be aware of areas they are falling short.

Linda – The Cemetery Committee does have someone interested in a plot, but they are willing to defer. The committee is trying to determine whether they want to explore plots for sale.

Peter T. – How many plots are sold without burials taking place?

Vicki – Two, we need to make sure there's space for those sold. Mapping may be expensive, not sure if mapping is necessary at this point, radar technology may be sufficient for what is required

Linda – Would like to have a proper map for the town's record and future burials.

Peter – You'll have to make the decision with mapping based on your research and the town/committees needs.

Linda – Where Stephen has assisted with is speaking with the VLCT, assisted with tree cutting suggestions, and has assisted with the purchasing of goods that are needed for the committee.

Jason P. – It appears that Stephen is getting paid for something that he was doing as a volunteer. How did Stephen’s role evolve into a paid position?

Linda – We asked Stephen to create a scope of work, which we as a committee felt was too much to ask a volunteer. I then met with Mary & provided a contract with the scope of work to show responsibility.

Jenny – Was there a discussion about workman’s compensation/liability insurance.

Linda – Not sure of Stephen’s ability/need to get insurance working with all parties to get details still.

Jenny – If there’s a contract with Stephen, do you need individual contracts?

Linda – Not sure. We are using this year to learn and we want to get through 2016, that’s our primary focus. However, it should be known that we are going at this with our “eyes wide open”.

Peter – Need to be aware of workman’s compensation and how it will affect casual labor.

Cemetery Commission members drafted a document they feel will meet the requirement of a contract to employ Stephen Brooks to oversee work in the cemeteries. Stephen will be required to fulfill requirements in the VLCT Checklist of Independent Contractor Documentation (contract, Non-Employee Work Agreement, certificate of insurance naming the Town as additional insured, business card or marketing material that identifies contractor as being a business). Peter expressed his concern about employing Stephen, based on Stephen’s past management of cemetery work and Peter’s personal experience. There was further discussion about past practices, such as Stephen creating invoices for workers. There was discussion of an inventory of Cemetery Commission tools and supplies.

Viki felt that the Town’s purchasing policy did not provide correct information in some situations. Jenny suggested that the policy be reviewed and updated.

There was discussion of enlarging the Cemetery Commission to five members.

The annual audit of Cemetery Commission activities for 2015-16 was discussed. Jenny read the statutory requirements as identified in *Digging Deep*, published by the Vermont Secretary of State’s Office. The Audit done by the Independent Auditor does not review Cemetery Commission activities to this extent. It was agreed that the Cemetery Commission will submit a report in September.

The minutes from May 10 were not available, and will be approved at the next meeting.

Everything is looking good in the initial work of the Independent Auditor. Jenny and Peter discussed other work for the Elected Auditors. There will be Selectboard meetings where budgets and expenditures will be discussed. The tax rate will be determined at an upcoming meeting. Peter suggested review of all committees' expenditures. Jenny suggested that, while doing the monthly review of accounts, the Auditors focus on a specific committee, in order to get a better understanding of committee work.

The meeting was adjourned at 6:25 pm.