

CHARLOTTE TOWN AUDITORS
Minutes for Monday, April 8, 2013, Meeting
At the Charlotte Town Hall

Present: Auditors Nancy Wood (chair), Peter Trono, Robert Mack
Others: Town Treasurer Mary Mead, Stephen Brooks

Meeting was called to order @ 3:05 PM

The minutes of the March 25, 2013, meeting were approved on a motion by Peter Trono, second by Nancy Wood, two in favor (Mack arrived shortly thereafter).

Wood distributed copies of the monthly report of budget to actual expenditures used by the Library Board of Trustees for review.

Discussion of possible recommendations to Selectboard with respect to financial procedures: Treasurer Mead was invited to talk about the current process for approval and payment of invoices by the Town, including for CVFRS. Several areas were discussed, with these suggestions:

- Contracts: Contracts for services should include the requirement of proof of workers compensation and liability insurances, and the certificates should be received before work begins. The Town was penalized \$3,000 or more when the last workers compensation audit was done because a contractor – Steve Williams – did not have the insurance.
- Approval of warrants by Selectboard: Board members should look at each bill/invoice, initial the ones they approve, ask questions as needed, and circle on the warrant any items that they request to hold for discussion at a board meeting.
- Clarify approval process for payroll: It had not been made clear to Mead that the approval process for invoices, requiring the signatures of at least three Selectboard members and a 48-hour wait before sending out checks (passed by the board in May 2012), was meant to apply to payroll, which is customarily distributed each Monday. Mead has been following a March 2012 policy that allowed for Monday distribution of paychecks after the warrant had been signed by one member designated by the board (Chair Charles Russell, with John Owen as back up). Today she was told to hold the payroll checks for 48 hours before being distributed.
- Formal agreements: Mead was concerned specifically about the open ended arrangement for work on the Town Hall for which she had been given no documentation of how many hours/how much cost was authorized by the Selectboard.

It was decided to invite Selectboard Chair Charles Russell and Selectboard Assistant Dean Bloch to the next meeting to talk about current practices and possible options for the process of authorizing expenditures and approving payments.

The date of the next meeting was set for 3 p.m., Monday, April 15, 2013.

The meeting was adjourned at 4:15 p.m.

Minutes approved April 15, 2013.