

Minutes

Cornwall Board of Auditors Open Meeting

Cornwall Town Hall, Clerk's Office

January 20, 2016

Meeting convened at 3:35 pm

Present: Shawn Fetterolf, Chair, Kate Gieges, Ken Manchester; Sue Johnson

Kate distributed: an Agenda, an updated calendar/schedule, the Table of Contents from previous reports, for reference in assembling this year's, and a draft layout of the Warning Newsletter.

Sue reported on:

Local Reports received—all but a few reports were in: Energy (promised), Health Officer's, Selectboard (promised), Emergency Management (Kate refrained from promises).

Kate commended Sue on the severity of email reminder sent to the above officers.

The Printer— has the color Orange requested; cost will be the same as last year; said the reports would be completed when needed, if delivered toward the beginning of February.

Sue plans to begin assembling received reports, and drafting her own, next week.

Winter Newsletter is complete and will be mailed Thurs., 1/21.

The group discussed the "Warning Newsletter" which is still in the plan. Actual number of pages will depend on the formats and layouts of the numerous ballots this election. If one or two sheets of paper, it is feasible to copy them "in-house," rather than paying for copying and folding. Approximately 400 would be needed to warn the legal voters of the Town. The ballots will come from both external sources, as well as be designed by Sue, once more details are received.

Tom Telling, of Telling and Associates, who perform the Town's audits and reviews, will attend the February 16th, 2016 meeting of the Selectboard to answer any questions about the FY15 Audit.

Clarification was made of the Full Audit rotation, being an Accounting office will conduct a full audit every three years, with the Town responsible for in-between years.

It was agreed that the meeting would be tabled for the day, and continued on January 27th, 2016, beginning at 3:30pm at the Town Hall.

The meeting was adjourned, as moved by Shawn and seconded by Ken, at 3:54pm.

Kate Gieges
1/20/16