

**Cornwall Board of Auditors**  
**Special Meeting, January 6, 2016**  
**Cornwall Town Hall, Clerk's Office**  
**Minutes—Draft**

Meeting convened at 3:45 pm

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

Kate volunteered to take notes for this meeting.

Kate nominated Shawn for Chair. Ken seconded. Motion Passed.

Kate agreed to continue taking notes and issue meeting warnings.

Timeline for publication of Town Report was established, based on the February 29 date of our Town Meeting.

Sue presented the idea of mailing a Town Report Letter which would include the Town Meeting Warning, Town Auditors' Letter, and possibly the list of candidates or other ballot information. The Auditors supported this idea and it was incorporated into the timeline.

The Town Report cover color has been based on a ten-year cycle, but Shawn made a motion to use Orange this year; a color we omitted a few years ago. His motion was seconded by Ken, and passed.

Sue will contact printers to get estimates on 350 copies, availability of orange cover stock, and confirm the timeline for production and delivery.

Sue reported that 4-6 local reports of been received, as well as most of the charitable contribution requests. The deadline for reports is Friday, January 15th. Sue also suggested the recipient for the Dedication, which the Auditors supported.

Shawn will draft an Auditor's Letter, which will include other topics discussed: benefits of NEMRIC accounting software, engagement of outside party to reconcile monthly bank statements, improvement in Delinquent Tax List balance, full audit FY15 completed by Telling & Associates, and new Town Policies adopted.

It was agreed that no meeting was needed the following week, January 13, but the standing schedule would remain: each Wednesday at 3:30pm, at the Clerk's Office, until Reports are complete. The next regular meeting will be January 20th.

The Special Meeting of the Board of Auditors adjourned at 4:40pm.

*Kate Giege*  
1/7/16