

Draft**OPEN MEETING of the CORNWALL BOARD OF AUDITORS
–MINUTES–**

Friday, November 19, 2021, 4:00pm
Cornwall Town Hall and *Zoom*

This is the first Open Meeting of the '21-22 Session of the Board of Auditors, in preparation of the 2021 Annual Town Report and the 2022 Annual Town Meeting.

Present:

Shawn Fetterolf, Kate Gieges, Ian Gill, Sue Johnson

Handouts:

11/19/21 Agenda
Minutes of 2/17/21 meeting
Proposed '21-22 calendar

Call to Order:

4:03, Sue started video link and audio recording.
4:05, Shawn called the meeting to order
Kate volunteered to take notes

Approval of Minutes:

Kate moved to accept minutes of Feb 17, 2021 meeting. Shawn seconded. Minutes were accepted as printed.

Welcome New Member:

Ian Gill, appointed by the Selectboard to fill the vacant seat, was welcomed to the Board of Auditors. A casual discussion of background history, tasks, and responsibilities was held. Ian was provided copies of VLCT's "Municipal Auditors Handbook" and VLCT's "Internal Controls Checklist" with 2020 Auditors' notes

Election of Officers:

Chair: Kate nominated Shawn, who accepted. Ian seconded. Motion passed.
Secretary: Shawn nominated Kate, who accepted. Ian seconded. Motion passed.

Discussions:**Town Report**

Sue will send requests for Reports from Committees/Departments, due by January 14, 2022.

No follow-up: if no report received, nothing printed

Town Warning Newsletter: mail to registered voters by 2/10/22

Town Report available (2/15-2/17)—mailed upon request, on Town Website, and at Town Meeting

Will print 250 copies, based on prior years' left-over quantities; easy to order more if needed

Cover color: "Mint" per rotating schedule

In accordance with Town Purchasing Policy, quotes will be sought from three area printing companies

Discussed Dedications and En Memoriam(s)

Town Meeting

The town will make a decision about holding the Monday, February 28, 2022 town meeting in person, or whether it will be virtual again once the legislature has acted. Presumably the legislature will act on this early in the session depending on COVID 19 numbers.

External Audit

Telling and Hillman will conduct a full audit and is expected to be onsite in mid-December to review documents and records against financial system data. The Audit report should be completed before the Town Report is published.

Property Tax Due Dates

At the 2021 Town Meeting, Stu Johnson asked if Due Dates (currently Nov 1 and May 1) could be changed, due to concurrence with special *personal* events on the same dates.

The Auditors revisited the question and proposed changing Due Dates to Nov 15 and May 15. Sue agreed that these dates would work for her, and with State Tax Return/Prop Tax Adjustment deadlines.

Sue will look into what is necessary to change those dates.

Next Town Clerk/Treasurer

Sue has been openly stating that she will not run for Town Clerk and Treasurer in 2024. To date, there has been little-to-no interest among residents to fill the positions.

Sue has recommended to the Selectboard that they change the position(s) from Elected to Appointed, thereby allowing a non-resident to be hired for the job. In order to make this change, the Selectboard must make the position "Appointed" by March 2023, to hire someone in 2024.

Sue brings this to the Selectboard a regular basis, but to date, no action has been taken.

The Auditors will address the topic in their Report.

American Recovery Act

The Town received \$150,000 under the Act. To date, funds have been used for the purchase of audio/visual equipment for virtual meetings and communications, and participation in the Maple Broadband effort. The Selectboard is still considering options for the remaining funds; some towns have awarded "bonuses" and benefits to its employees, but that has not been part of the public Selectboard discussions.

Meeting Schedule

The Auditors agreed to continue this and future meetings on Fridays, 4pm at Town Hall or via Zoom, to be called and warned as needed.

Next Meeting: ~~tentatively set for Dec 10 or Dec 17~~ Friday, Jan 7, 2022.

Meeting Tabled

5:22, Shawn moved to table the meeting. Ian seconded. Motion passed.

Zoom meeting ended, recording saved.

Documents added to records:

Approved Minutes of 2/17/21, '20-21 Final Meeting

Cornwall SB Minutes appointing Ian Gill to Board of Auditors

Kate Gieges, 12/3/21, edited 12/12/21