

Town of Huntington
Board of Auditors
Meeting Minutes for 08-28-2014
6:00 PM @ 155 Huntington Woods

*Received for
Record
September 2, 2014
J Hill
Town Clerk*

All Board members in attendance: Patty Baumann, Pam Hart, and Lucinda Hill

1. Patty Baumann, serving as Chair, called meeting to order @ 6:00 PM
2. Lucinda Hill, Board Contact Person, serving as Recorder
3. No public in attendance

4. Old business:
 - Reviewed AR 2013 notes (04-23-14) – discussion of action items for consideration for AR 2014 & review of Auditor notes for changes in format, etc.

5. New Business:
 - Auditor Budget (due Oct 01) for FY 2016 discussed and completed – L. Hill to submit
 - Request to add Capital Improvement Plan to AR discussed & approved (any increased cost would be covered by the Auditor budget) – P. Baumann to coordinate with D. Stoddard as to CIP documents to include and calculate pages needed.
 - Narrative word limit: Will be a **firm 750 or 600** if photo is included – will need to communicate clearly to submitters via the request letter.
 - Requests to address:
 - a. Grand List – will be included due to feedback from Listers and our Auditors' opinion that it is an integral document as the basis for our tax rate, hence, our financial status.
 - b. Zoning Permits are included currently in summary. An index may be considered.
 - c. Volunteer form – not to be in the AR, but suggest that this would be best used posted on the website, copies available in the Town Office or at Town Meeting on a volunteer table.
 - Review of purpose and oversight: Reference VLCT Handbook for Auditors citing our statutory responsibilities which covers our work with the Annual Report – *note: also posted on town website.*
 - Annual Report Tasks/*Responsibilities:*
 - a. Project Calendar to coincide with SB timeline – P. Baumann (*spreadsheets*)
 - b. Table of Contents & AR theme – P. Hart (*narratives*)
 - c. Revise letter for AR reports - L. Hill (*Contact person & coordinator for all documents*)

6. Open Discussion

7. Next meeting will be a work session – date TBD

8. Adjourned at 9:20 PM

Minutes prepared by Lucinda W. Hill – August 31, 2014

Minutes approved by the Board of Auditors August 31, 2014

Approved minutes forwarded to the Town Clerk for recording and posting on: 09-01- 2014 via e-mail

Cc: Town Administrator 09-01-14 via e-mail