

# TOWN OF HUNTINGTON

Board of Auditors  
Meeting Minutes for 12 May 2016  
6:00 PM @ Town Clerk's Office - Upstairs



RECEIVED *[Signature]*  
DATE *May 19, 2016*

## Agenda Items & Action:

1. Selected Chair for meeting – Patty Baumann
2. Selected Recorder for minutes – Lucinda Hill
3. Recognized public in attendance – Heidi Racht & Roman Livak  
Also attending: Marilyn Hinsdale, new Auditor and Pam Hart, “retiring” Auditor
4. Old business:
  - Minutes & follow-up - 04-21-16 Special Meeting minutes duly recorded.
  - Recognized Pam Hart with a card and comments.
5. New Business:
  - Welcomed our newly-appointed Auditor – Marilyn Hinsdale
  - Review Annual Report 2015:
    - ❖ Word limit: 750 still good – agreed this worked – will use again.
    - ❖ Review of suggestions/recommendations:
      - Positive feedback received from Representative Theresa Wood via e-mail.
      - Roman Livak, attending as a citizen, made the following comments/suggestions for the Archival Report which he noted is used as a reference all year by several people:
        - A. *Have all ballot samples & warnings in the back of the book.*
        - B. *Consolidate meeting information (page 2) with relevant reports.*
        - C. *Town Clerk report should be in Review of Accounts section.*
        - D. *Also questioned were the sections on Commemorations, Recognition, and the inclusion of artisans and civic organizations as to relevance for taxpayers. He noted that including the artisans was free advertising for their respective crafts and wondered how they were selected.*
      - It was explained to Roman that this year’s newsprint version (which is the official document sent to all taxpayers/residents) was divided into three sections for ease of use. Section 1 is essentially the financial information statutorily required while Section 2 is relevant but not required by statute. It was also noted that in the past, residents indicated that they preferred to have the reports included and Article 1 of the Annual Meeting Warning addresses this specifically. Section 3 contains school information needed for the school meeting. As for the inclusion of artisans, the Board felt that this was recognition of several talented townspeople and we plan to continue this next year. We invited submissions and selected those we felt were most appropriate and representative of a particular skill and plan to do so again since we had too many to include this past year.

- Roman extended his thanks and commended the Board on the Annual Report and noted that if costs were an issue, some changes could be made. The Board extended their appreciation for his input and attendance.

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- Auditor Budget Review
  - ❖ Reviewed spreadsheet copies, noting trends of budget vs actual expenses.
  - ❖ Discussion ensued regarding proposed budget vs Selectboard's final approval, including the pending reimbursement from the CESU (school portion) that cannot be counted as a determinant in budget adjustments.
  - ❖ Approval of new budget will be discussed at a later meeting.
- Review of purpose and oversight: Reference VLCT Handbook for Auditors
  - ❖ Statutory duties and responsibilities as stated by new Auditor Marilyn
  - ❖ Indoctrination and training for our new Auditor will include the completion of an Internal Audit.
  - ❖ Internal Audit Worksheets – Plans for Implementation & Completion
    - A. Patty will forward forms from VLCT
    - B. Lucinda will formulate an introductory letter for the Town Officials with a request for mutually agreeable dates to complete the forms along with copies of Appendices A & B.
    - C. A work session is scheduled on 16 May 2016 to review audit material and determine time frames.
- Annual Report Planning: Preliminary Work assignments:
  - ❖ Project Calendar to coincide with SB timeline: Patty Baumann
  - ❖ Table of Contents: Marilyn Hinsdale with help from Pam Hart
  - ❖ AR theme: Local Artisans again this year
  - ❖ Initial request letter for AR reports: Lucinda Hill
  - ❖ Document Coordinator: Lucinda Hill

6. Open Discussion – none

7. Schedule next meeting & set Agenda – TBD

8. Adjourned at 8:01 PM

*Respectfully Submitted by: Lucinda W. Hill 05-13-16*

*Approved: PQB, PH, 05-14-16 MH 05-15-16*

*Submitted to Town Clerk for recording: 05-17-16 via e-mail*

Board Members:

Patricia Baumann @ 434-3209

Lucinda W. Hill @ 434-4223

Marilyn Hinsdale @ 434-3168

Ex-officio: Pam Hart @ 434-3688