

Isle La Motte Board of Auditors

DRAFT Minutes for Special Meeting on April 7, 2017

Members present: Cathy Tudhope (CT), Sylvia Jensen (SJ) and Betsy Howland (BH).

Others present: Bill Howland

Action items are in bold.

The meeting was called to order by Chair Cathy Tudhope at 6:03pm.

1. Minutes

The minutes of the March 30, 2017 meeting were amended to include the posting places for the Board of Auditors. Motion by SJ to approve the minutes as amended, 2nd by CT, all voted in favor.

The posting places will be the same as the Selectboard's.

2. Open Meeting Policy

The Vermont League of Cities and Towns "VLCT FAQs: OPEN MEETING LAW" was acknowledged as our reference document and was filed with the secretary.

3. Rules of Procedure

The VLCT "Model Rules of Procedure for Municipal Boards, Committees, and Commissions" fillable form was amended line by line to establish the practices of the ILM Board of Auditors. **Motion by SJ to approve the above rules of procedure as amended, 2nd by CT, all voted in favor. The document was signed by all members.**

At this point in the meeting an envelope addressed to the Board of Auditors was delivered to the door by Town Clerk Michele Murray. The envelope contained two petitions plus a cover letter. Since these items were not on the agenda, and the petitions were not addressed to the Board of Auditors, but rather pertained to individuals, no action was taken, and the documents were filed with the secretary.

4. New E-mail Addresses

New e-mail addresses have been created for each auditor. These e-mails will be used for communication among board members for setting agendas and sharing information pertinent to agenda items. The e-mail for use when contacting the Board of Auditors remains ilmauditors@gmail.com. The secretary will assign passwords, and will monitor the ilmauditors@gmail account.

5. Planning for Quarterly Meetings

Regular meetings of the Board of Auditors will be on the 4th Tuesday of the month following the end of each quarter, at 6:00pm, at the Town Hall. The dates for the next four meetings are April 25, July 25, and October 24, 2017 and January 23, 2018. Standard agenda items will be Adjustments to Agenda, Approval of Minutes, Other Business and Working Session. If necessary the working session may be continued on the following Saturday. CT will prompt the Board for other agenda items one week before each regular meeting.

There was a motion by CT to assign to BH the task of putting together a requested document list for each working session, a 2nd by SJ and all voted in favor. CT will forward the list of requested documents to the Town treasurer one week before each regular meeting.

6. State Statutes Relevant to Auditors

SJ provided a handout of four statutes relevant to the work of the auditors: Title 24, sections 992, 1578 and 1681; also Title 13 section 3006. There was a discussion of the statutes, but no action was needed or taken.

There was a motion by SJ to adjourn at 7:19pm, 2nd by BH, and all voted in favor.

Respectfully Submitted,

Betsy Howland

Secretary for the Board of Auditors