

TOWN OF ALBURGH

AUDITOR'S HEARING

January 23, 2012

Hearing opened at 7:00 p.m. by Chairman Monica Greene with introduction of Board members.

1. The agenda was circulated. Monica noted there would be no response from The Select Board or the Treasurer this evening. We will accept our reports and list our Findings and Recommendations. There will be an opportunity for questions from the public. Those questions for the Select Board will be noted and presented to them with our Findings and Recommendations.
2. Lorraine motioned to accept the cash reports as submitted by the Town Treasurer for the Alburgh Planning Commission, Restoration Fund, Highway Building Account and Reappraisal Accounts (Money Market & CD). Motion seconded by Monica. There were no Findings.
Motion carried.
3. Lorraine motioned to accept the Year End Report, with Findings, for the Transfer Station as amended by the Auditors. Motion seconded by Barbara.
Monica presented the Findings.
The question was asked if the Select Board was going to do anything about the Findings. (Question to be forwarded to the Select Board)
Motion carried.
4. Lorraine motioned to accept the Year End Report, with findings for the Highway Department as amended by the Auditors. Motion seconded by Barbara.
Monica presented the Findings.
During the presentation she noted #4 was amended to read minutes did not reflect Select Board member properly recused himself from discussions regarding his employment. Perceived and/or actual Conflict of Interest exists.
In answer to a question it was noted this is not the first year policies have needed to be updated and that sample policies are available from VLCT.
Another question to be forwarded to the Select Board is the matter of restitution.
A request was made that the total sum of the Orders signed by the Selectmen at a meeting be included in the minutes.
Motion carried.
5. Lorraine motioned to accept the Year End Report, with findings, for the Flood Expenses as prepared by the Auditors. Motion seconded by Barbara.
Findings were then presented. It was noted the Select Board is still working on #4.
In response to the Finding concerning the discrepancy in the number of loads hauled Monica reported the contractor is changing his protocol on how loads are counted.

Motion carried.

7. Monica noted we are still working on the General Fund Report that we had anticipated would be finished by this evening. We will not be accepting the report, but will go over Findings to date.

The question was asked if there was a time card machine at the Town Office that was not currently being used by all hourly employees to which Monica answered yes.

A daily job log was suggested to which Jim Hokenberg answered that one is being used on a daily basis and turned in weekly.

Discussion then ensued on the merits of having a Town Manager and/or Administrator and would be there be enough savings to pay his/her salary.

It was noted that a policy has to be in place first before it can be enforced.

The suggestion was made from the public that a time card machine be used at all four locations.(Town Garage, Town Office, Library and Transfer Station)

Terry mentioned he had not been collecting the 1% interest on delinquent taxes before June 1st because he does not get the bills out until the middle of May. Some were concerned about loss of revenue and others noted it was considerate.

6. Lorraine motioned to accept the new Schedule of Fixed Assets and Liabilities proposed by the Auditors. Motion seconded by Barbara. Monica explained the report.

Motion carried.

8. Recommendations to be presented to the Select Board were presented. When the Board was complimented on their work and presentation, both Lorraine and Barbara deferred compliments to Monica for her expertise and extra time involved.

The Board was asked about visibility. Will the Recommendations and Findings be made public? Monica answered that the Recommendations are public record and possibly the Findings.

Requests for responses to Recommendations can be made at a Select Board meeting.

Lorraine motioned to adjourn the hearing. Motion seconded by Barbara. Hearing adjourned at 8:50 p.m.

Respectfully submitted,



Barbara Baker, Auditor