

Auditor's Meeting  
Willey Building Meeting Room  
Thursday, November 1, 2018

**Present:** Cecilia Gulka, Lynn Jones, Bruce Westcott (6:30 arrival)

1. Meeting was called to order 5:30 pm.
2. No public comment as no public was present.
3. 2018 Workflow was set to include the following items:
  - a. Setting meeting schedule for compiling the Annual Report
  - b. Identified questions for the Selectboard – Cecilia crafted an e-mail to Betty to ask to be on the agenda of the next Selectboard meeting.
    - i. Did article 17 pass last year? This will affect how the annual report is distributed. If article 17 was approved, a postcard will be mailed to all registered voters.
      1. If article 17 approved, we need to identify locations books will be available for pick up before getting postcards printed.
    - ii. Need to establish how many books to print before we can get printer quotes
    - iii. Remind Selectboard they will have 2 auditor openings to fill on Town Meeting day.
    - iv. Need to clearly identify what we are reporting on in this Annual Report.
    - v. What numbers have been audited?
    - vi. Need to clarify Special Service Appropriations process.
      1. Based on language in the law are we in violation to not have a separate warning for this? (last year it was not a separate article but rolled into the general fund budget for vote)
      2. Any new requests submitted with petition, do these need an article of their own if not included in general budget?
      3. Faith In Action – is there an issue of separation of church and State as a religious organization? Need clarity on how will use funds.
    - vii. Dedication Recommendation for this year's Annual Report?
4. Task List
  - a. Cecilia will meet with Michelle regarding Voter Checklist
  - b. Bruce will work on Births/Deaths/Marriages
  - c. Lynn will get printer quotes as soon as we can clarify Article 17 question.
    - i. Lynn will call Betty to get a copy of the minutes from last year's town meeting as they are not currently posted on the town website.
    - ii. Deadline to have report to the printer is 2/1/2019. This deadline is firm.
  - d. Bruce will review list of contacts and do outreach to be sure it is still accurate
  - e. Bruce will send out a request for photos and set up a public folder for people to send them to.
5. Next Meeting, Thursday, November 15, 2018, 6:00 pm. Auditors will meet weekly after Thanksgiving on Thursday evenings at 6:00 pm.
6. Meeting adjourned approximately 7:40pm