

DRAFT minutes for reconvene meeting

January 6, 2014

5:00 pm

PRESENT: Dawn Poitras, Maureen Harvey, Dick Charland, Mo Lavanway, Kym Andrews

Call to Order at 5:02 pm

Engagement letter with Batchelder and Associates to do audit for Town of Duxbury. Dick asked them the question presented by the board, if they could do a 2013 audit before the 2011 and 2012 audit. Their opinion was no and to have the treasurer put a statement in the town report for Duxbury residents. Dick sent the engagement letter to Bob Fletcher, town attorney; he suggested that a phrase be reworded. The phrase was changed by Batchelder and Associates.

MOTION by Maureen to enter in agreement with Batchelder and Associates to due a 2013 audit and to review 2011 and 2012 financial reports not to exceed \$36,000.00. Seconded by Mo, all in favor.

Dick spoke with Bob Fletcher about response to Merchant Bank. Bob drafted a letter that was presented to the select board.

MOTION by Maureen that the chair sends the letter to Merchant Bank to extend the line of credit until June 30, 2014. Mo seconded. After a brief discussion, all in favor.

Dick asked for feedback regarding the towing contract for Bob Sunoco. Mo brought up the clause of "48 hours response time" After discussion, Dick will follow up with the change in contract and forward on to Bob Fletcher for review.

Dick stated that the financial records such as journal entries are locked up in the vault and now that the position of treasurer is done by Kym, it makes things a bit difficult. Kym asked for the combination to the vault to assess those records and at this time was not provided it but was told by the town clerk to let him know what she would need and he will pull it out for her.

After discussion, MOTION by Mo to ask the town clerk to provide combination of the vault to the town treasurer based on the opinion of VLCT (Vermont League of City and Towns) that the select board is the custodian of town property. All in favor.

Discussion of pay rate for town treasurer be paid at the hourly rate based on the \$6000.00 that is in the 2013 town budget.

Motion by Maureen that the treasurer be paid \$14.42 hourly rate based on the \$6000.00 salary in the town budget until town meeting, seconded by Mo all in favor.

Motion by Maureen to adjourn meeting at 5:43 pm, seconded by Mo all in favor.

