

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Friday – May 04, 2012**

Present:

Selectboard: Brad Holden – Chair, Steve Owen-Vice Chair, Seth Friedman

Office: Dawna Brisson-Town Administrator, RaMona Sheppard-Finance/Human Resource, Sherri Morin-Town Clerk/Treasurer, Pam Shover-Chief Lister

Public: Atty Kerin Stackpole

Media: None

8:10 a.m. Brad Holden calls the meeting to order.

8:10 a.m. Review Policies and Job Descriptions –

RaMona Sheppard informs Selectboard that the Policies about to review are based 90% from VLCT's model financial policies.

Accounting, Auditing and Financial Reporting Policy-

RaMona explains beneath this policy will be daily operating procedures, which are not done yet. Highlights that the policy basically sets forth compliance with GASB, quarterly reporting to Selectboard and shows how it varies from VLCT template. The Selectboard's only change would be to remove the acronym MD&A and spell out Management, Discussion & Analysis. RaMona also notes this policy has to be agreed to by the Treasurer. Treasurer Sherri Morin okay with policy as amended.

No action taken by Selectboard at this time.

Cash Receipts Policy –

RaMona recommends if want an outside opinion on this policy to go to Auditor (Fothergill Segale & Valley). She highlights the differences from VLCT model are she added Internal Controls section and the Accounting Practices section based on recommendations from various accounting places. Also the VLCT model recommends 2 people count cash received, don't do, hard to do here, however, does go thru the register. Only one place, Zoning, where an employee determines the fee and takes in the money also. One recommendation is to have numbered invoices. Another is to leave cash attached and someone else enters, which we used to do. Currently looking at, but haven't finalized anything yet. However, this would be an underlying procedure that we put in place to be in compliance with the Policy. The Electronic Receipts section was also added. RaMona states the Auditors will review these policies and give recommendations when they come to do this year's audit. Selectboard and Treasurer feel Policy looks good, no changes.

No action taken by Selectboard at this time.

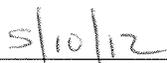
Fraud Prevention Policy- RaMona states this policy is right from VLCT, only thing to note is Reports of Irregularity to town’s auditor, in our case is an outside firm versus internal auditors, and haven’t asked them yet. Selectboard and Treasurer feel policy looks good, no changes.
No action taken by Selectboard at this time.

- 8:55 a.m.** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard concludes the public portion of the meeting to enter executive session regarding a personnel issue. The motion passes 3-0.
- 9:00 a.m.** Board enters into Executive Session to discuss personnel issue. Atty Kerin Stackpole joins the meeting.
- 10:30 a.m.** Board comes out of Executive Session- Selectboard determines that paid administrative leave may be used for Town employees, as necessary, or on the advice of counsel in the handling of personnel issues. Selectboard authorizes RaMona Sheppard to fill out the Family Medical Leave Act paperwork for an employee who may qualify. Atty Kerin Stackpole leaves the meeting.
- 10:30 a.m.** Two Access permits for Potvin and Goplen (the Selectboard reviewed the drafts at the last meeting) are ready for approval. –
On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the access permit for MO027 (Potvin). The motion passes 3-0. Brad Holden signs the permit.
On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the access permit for LE020(Goplen). The motion passes 3-0. Brad Holden signs the permit.
- 10:40 a.m.** On Motion by Steve Owen, seconded by Seth Friedman, the Selectboard adjourns the meeting. The motion passes 3-0.

Meeting Adjourned

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

	
Brad Holden, Chair	Date