**WOODSTOCK SELECT BOARD**

**BOARD OF VILLAGE TRUSTEES**

**December 17, 2019**

**5:00PM**

**Woodstock Town Hall**

**SPECIAL JOINT MEETING**

**Draft Minutes**

**Draft** subject to approval.

**Present:** Select Board Chair L.D. Sutherland, Mary Riley, John Doten, Ray Bourgeois, Jill Davies (5:17pm) Village Trustees Chair Jeffrey Kahn, Keri Cole, Frank Heald, Beth Fish, Candace Coburn, Zoie Parent, Joe Swanson, John Mudgett, Tyler Kimberly, Corwin Sharp, Allen Stein, Macy Lawrence, Beth Finlayson, Sally Miller,

1. **CALL TO ORDER**
   1. Select Board Chair L.D. Sutherland called the December 17, 2019 Joint Meeting with the Village Trustees to order at 5:09pm.
   2. Village Trustees – No quorum – The Village Trustees did not have a quorum, but they did hear the presentation from the Auditors.
2. **REVIEW OF THE FY19 AUDIT WITH THE AUDITORS**
   1. **FY19 Town Audit**
      1. Ms. Coburn addressed the Select Board in her position as the Town Treasurer.
         1. It was a rocky road in FY19. Ms. Coburn thanked Zoie Parent for diving into this situation and bringing in the specialist from NEMRC. Ms. Coburn believes that we are on a good road now.
         2. Ms. Coburn is also pleased with the interest the Town has made in FY19. We had budgeted $100 for FY19 and received $26,000. Ms. Riley thanked Ms. Coburn for seeking out a new bank for us to make this progress.
      2. The Auditor’s from Mudgett, Jennett, & Krogh-Wisner, P.C., John Mudgett and Tyler Kimberly were on hand to present the FY 19 Town Audit to the Select Board.
         1. There were a lot more adjustments that needed to be made in FY19 than in previous years.
         2. The National Park Service Grant was only partially used in FY19, so the remaining amount was deferred in an adjustment.
         3. The ambulance software that tracks all the calls and billing is separate from the accounting software and the two software programs do not communicate.
            1. The reports from the ambulance software did not match the general ledger software. Therefore, adjustments had to be made.
            2. Ms. Parent addressed the Select Board regarding the Ambulance reconciliation and the Capital Assets and Depreciation Listing. Historically those accounts have not been reconciled, so the accounting department has been made aware and are prepared to make the Capital Assets and Depreciation Listing.
         4. Mr. Kimberly highlighted parts of the FY 19 audit. A material weakness was brought to the attention of the Select Board. The auditors would suggest that someone other than the auditors update the Capital Assets and Depreciation Listing. The Town will be doing this in house going forward.
         5. The auditors informed the Board of minor changes have been made to the draft audit since it was distributed on November 12, 2019.
      3. Ms. Davies asked about the actual budgetary basis on page 42. GAP is referred to as a General Accounting Processes. The expenditure report starting on page 42 can be used for budgeting purposes.
      4. A lot of auditing time goes into reconciling Capital Reserve Funds which go back into the General Fund and Sewer Funds. There is more detail in the audit than what is required, and it could be scaled back without being detriment to the Town.
   2. **FY 19 Village Audit** 
      1. Chair Kahn asked about page 3, paragraph 2 and the services that are included in the Village. Chair Kahn asked that the following language be removed from the draft audit for FY19, as the Village no longer performs these services.
         1. Remove: “These services include public safety services, planning and zoning~~, sidewalks, parks, street lights and road maintenance~~.”
      2. Mr. Kimberly reviewed the FY 19 Audit with the Village Trustees. Only 13 adjustments needed to be made at year end. One restatement was made to reduce the fund balance. The Restatement is made on page 29 of the Village Budget.
      3. The Material Weakness – The auditors suggest that a Capital Asset and Depreciation Listing be done by someone other than the auditors. Ms. Parent addressed the Village Trustees regarding this.
         1. As a general rule, this schedule should be maintained throughout the year and then reconciled at the end of the year.
3. **OTHER BUSINESS - None**
4. **ADJOURNMENT**
   1. Chair Sutherland adjourned the Select Board portion of the Joint Meeting at 6:05pm.

Respectfully Submitted,

Beth Fish