

**Select Board Members**

Peter Hood, Chair  
 Mary Just Skinner,  
Vice Chair  
 Phil Hyjek  
 Steve Martin  
 Liz Scharf

**MIDDLESEX SELECT BOARD**  
**Tuesday, January 31, 2017**  
**SPECIAL MEETING**

**5:00 PM**

**Middlesex Town Clerk's Office**  
**5 Church Street**  
**Middlesex, Vermont 05602**  
**(802) 223-5915**

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**MINUTES**

**Present:** Chair, Peter Hood, Vice-Chair Mary Just Skinner, members Steve Martin and Phil Hyjek. Treasurer Cindy Carlson. Dorinda Crowell. Bonnie Batchelder, CPA.

**Call to Order/Welcoming of Guests/Amendments**

Peter called the meeting to order at 5:04 pm and welcomed the guests.

**Draft of 2016 Town Audit Report**

Bonnie Batchelder of Batchelder Associates, LP, which was contracted to audit the Town's books last year, told the board that the Town's finances were healthy and the books were in order. After interviewing staff, she was convinced that there were sufficient internal controls to serve as checks and balances. She said there were no surprises. She asked if the Town had made any major purchases since July 1<sup>st</sup> or if a Board member had provided any goods or services to the Town. The answer was no to both.

Mary asked for Bonnie's opinion about the fund balance the Town keeps in reserve for emergencies or major equipment breakdowns. As a percentage of the total \$1,150,000 budget, the \$204, 516 fund balance was reasonable and prudent, Bonnie said.

The Board decided to postpone approving of the audit until the next regularly scheduled Select Board meeting on February 14. By then, the final audit would have

**OTHER BUSINESS**

All orders were signed.

The Board discussed the omission of a 2017 note to pay for digitizing the Town records and agreed that the project could wait until after July 2017 so that a note wouldn't have to be issued until the next fiscal year. That way, there would be no effect on the proposed 2017 Town budget.

The Board thanked Cindy Carlson for twenty years of dedicated service. Throughout it all, Peter noted, Cindy was diligent and trustworthy and a pleasure to work with. The Board wished her good luck and many happy days to come as she enjoys her retirement from municipal service.

Peter adjourned the meeting at 6:35 PM

Respectfully submitted,  
Sarah Merriman, Town Clerk/Select Board Assistant

6:10 PM

February 1, 2017