

TOWN OF CLARENDON BOARD OF SELECTMEN MEETING
REGULAR
Monday, August 24, 2020
Minutes

Attendees:

Select Board

Mike Klopchin, Chair
Bob Bixby, Clerk
Robert Congdon
Cash Ruane
Rick Wilbur

Heidi Congdon, Treasurer
Katie Rock, Secretary
William Chmielewski, PEG TV
Margie Southard
Cindy Davis
Kelsey Davis
Karen Ruane

1. Call to Order

Chairman Klopchin called the meeting to order at 6:11PM.

2. Agenda additions/deletions

Selectman Ruane motioned to add an executive session at the end of the meeting to discuss personnel, Selectman Bixby seconded, and all approved.

Selectman Wilbur motioned to add a discussion under Old Business, about a dam complaint on Cold River, Selectman Congdon seconded the motion and it passed unanimously.

Selectman Congdon motioned to add under Highway, discuss paying half for a sign with Wallingford, Selectman Wilbur seconded, and all approved.

3. Approval of Meeting Minutes

Selectman Bixby motioned to accept the Regular Meeting minutes from August 10, 2020 as presented, Selectman Wilbur seconded for discussion. Selectman Congdon wanted the wording under section 11, the last sentence, to be corrected to say "... The Select Board's priority has been to keep the municipal tax rate down." The motion passed unanimously.

Selectman Congdon motioned to approve the Emergency Meeting minutes from 8/19/20 with one grammar correction, Selectman Bixby seconded, and all Board members approved.

4. Highway

Road Commissioner Report-Road Commissioner Ruane said the Road Crew has been shimming the pot holes on Walker Mtn Road, as a band-aid to carry the Town through till they can pave it, when grants are received. They've had a few complications with the roller. They'll be headed to McCormick's machine shop area to fix those pot holes.

Clarendon/Wallingford Sign- Wallingford has approached Clarendon about splitting the cost of a Wallingford/Clarendon sign on South Creek Road. The cost would be \$29.62. Selectman Ruane doesn't think the current sign is in too bad of shape so he would like to cut it in half, and put the Clarendon part up as a sign on Quarterline Road, where it turns to Rutland Town. He asked Katie to ask the Wallingford Town Clerk about that proposal.

Selectman Congdon motioned to approve splitting the costs, and approach Wallingford about cutting the old sign in half, Selectman Wilbur seconded, and all approved.

Approved September 14, 2020

Selectman Ruane spoke about the need to purchase speed limit signs for the Town because of the recent changes. The Board discussed how many they would need and where.

5. Approval of Select Board Warrants

All new warrants and warrants previously signed by the designated Select Board Member were approved and signed by all Select Board Members.

6. Guests

N/A

7. Public Comments

N/A

8. Old Business

Cold River Dam Complaint- Selectman Wilbur said he had done some research about the complaint, and found that the dam is legitimate and the company (U.S. Samica) has received rights to use the river after Tropical Storm Irene. Selectman Bixby confirmed that they do have the permits to use excavators in the river when the water is low.

9. New Business

Approve Internal Financial Controls checklist- Selectman Congdon motioned that the Chairman sign off on the checklist, Selectman Bixby seconded and confirmed it was an annual thing, all the Board members approved.

Approve Access Permit- Road Commissioner Ruane explained that this access permit is located right across the Davis property, its on the East side of Creek Road around 3505 Creek Road. It did not need a culvert. Selectman Congdon motioned that the Chairman sign the approval of the Access Permit, Selectman Wilbur seconded, and the motion passed unanimously.

10. Town Officer's Report

N/A

11. Select Board Member Concerns

The Sheriff is taking care of an abandoned car on Walker Mtn Road. Selectman Bixby wondered about the Sheriff's Department activities report for Clarendon. Katie said she would log in and print the latest report.

12. Executive Session

Selectman Congdon motioned to move into executive session to discuss a personnel matter at 6:36PM, Selectman Bixby seconded, and all Board members approved.

Selectman Ruane motioned to come out of executive session at 7:10PM, Selectman Bixby seconded, and the motion passed unanimously. The Board discussed personnel issues in regards to compensation.

13. Adjournment

Selectman Congdon motioned to adjourn at 7:12PM, Selectman Bixby seconded, and all approved.

SIGNED: Mike Klopchin Mike Klopchin, Chair

SIGNED: Bob Bixby Bob Bixby, Clerk

Internal Financial Controls Checklist for Municipalities – Cities and Towns
 Document referenced in 24 V.S.A. § 1571(d)

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		
Do you reconcile bank and ledger balances monthly?	X			Kelly Takowinski
Are checks always written to specified payees and not to cash?	X			Heidi Condon
Does the same individual open the mail and deposit checks?	X			
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?	X			
Do you always provide a numbered receipt for any cash payment made to the town?		X		Transfer Station takes / not entered into cash records program
Have select board members attended financial trainings?	X			
Are bank statements reconciled on a regular basis?	X			Kelly Takowinski
Does someone other than the treasurer review bank reconciliations?	X			Kelly Takowinski
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?	X			Heidi Condon
Have there been any changes in authorized signatures during the fiscal year?		X		
Has a signature stamp ever been used for any town account?		X		
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?	X			
Does each town official have copies of these policies and procedures?	X			
Have you attended trainings on recordkeeping?	X			
Are checks written by the same individual who approves payments?		X		Board approves payments
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?	X			
Are bank accounts and fund balances reconciled on a monthly basis?	X			Kelly Takowinski
Does the town loan money to town employees?		X		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: Clarendon, Vermont.

Preparer: (signature) Heidi Condon (printed name): Heidi Condon Title: Treasurer

Received by Select Board (signature): [Signature] on (date): 8/24/2020