

**TOWN OF GUILDHALL  
AUDITORS MEETING  
Tuesday, April 26, 2016  
Minutes**

Call to Order: 7 p.m.

Attending: George Blakeslee, Town Clerk/Treasurer, Auditors Richard Carlson, Albert Tetreault and Kelly McLain.

The Guildhall auditors held their orientation, organization and regular meeting on April 26, 2016 at 7 p.m.

New Business:

1. Election of offices.
  - A. Richard Carlson Chairman
  - B. Albert Tetreault, Co-Chairman
  - C. Kelly McLain, Secretary
2. Discussion of VLCT workshop.
  - A. Role of the auditor.
  - B. Open meeting laws. Auditors decided to post all meetings.
  - C. Handbook. The new handbook is still forthcoming. All auditors will review the handbooks on the VLCT website, Appendix A& B, prior to the next meeting.
  - D. All auditors will read the minutes of the Selectboard.
3. Scheduling of meetings. Auditors will meet quarterly.
  - A. 2<sup>nd</sup> quarter, July 26, 2016 at 6:30 p.m.
  - B. 3<sup>rd</sup> quarter October 25, 2016
  - C. Prep for annual report, December 6, 2016
  - D. 4<sup>th</sup> quarter, January 10, 2017
4. Audited the General Fund 1<sup>st</sup> Quarter books

Adjourned: 9 p.m.