

**TOWN AUDITORS  
TOWN OF EAST MONTPELIER, VT**

Minutes of Warned Meeting held Tuesday, June 19, 2018 at 3:45 p.m.  
at the Municipal Office Building

Present: Town Auditors Deb Fillion, Ed Deegan, and Carla Occaso

1. Meeting opened. No public was present.
2. Deb and Ed had a general discussion on policies and procedures with Town Treasurer Don Welch. Carla joined the meeting at 4:45 p.m. Collector of Delinquent Taxes joined the meeting briefly to discuss FY18 Del Tax Levy.
3. Organized the board by unanimous vote:  
Chair: Deb Fillion  
Secretary: Carla Occaso  
Member: Ed Deegan
4. Work Assignments:  
Deb will take primary responsibility to produce the annual town report  
Ed will reconcile monthly bank statements to the treasurer's ledger  
Carla will abstract town/school meeting minutes and proof report pages
5. Discussed plans to compile a procedures manual for tracking town finances; a comprehensive accounting of parcels on grand list to the town's tax maps; getting a jump on next year's Town Report.
6. Adjourned 5:45 p.m.

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**NOTICE OF MEETING:  
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TOWN OF EAST MONTPELIER, VT**

Meeting of the Town Auditors  
Tuesday, June 19, 2018, 3:45 p.m.  
at the Municipal Office Building

- AGENDA:**
- Public Comment
  - Elect a Chair and Secretary
  - Make Work Assignments
  - Review FY18 accounts year-to-date
  - Other Business