

4/29/2025

RUTLAND TOWN SELECTBOARD COMMITTEE MEETING

PERSONNEL AND FINANCE COMMITTEE

MAY 15TH, 2025

The Personnel / Finance Committee of the Rutland Town Selectboard met at 9:00 AM on Thursday May 15th, 2025, at the Municipal Town Hall. Present was Selectboard Chair Mary Ashcroft, Selectboard Member Matt Getty, Town Clerk and Treasurer Kari Clark, Town Administrator Bill Sweet and Andrew Simonds from A.M. Peisch.

Discussed the draft Accounting, Auditing and Financial Reporting Policy. Mr. Simonds reviewed the draft policy and provided notes. He does feel it is appropriate for us to have this policy. The committee discussed the recommendations, and budgets status reports and how they are presented. Discusses how best for the Town Treasurer to report budget status to the Board. Discussed adding language to the policy to address single audit requirements. The committee will recommend to the full Board adopting this policy, once the language about single audits is added.

Discussed adding the ability to pay vendors by ACH. Some vendors are no longer accepting anything other than this type. No vendors are currently paid this way. Discussed establishing a policy and procedure before starting this.

Discussed a recent meeting the Town Treasurer had with the Highway and Police Departments. They reviewed the comp time policy, and how it has been handled and how it will work going forward. There is a much better process and understanding going forward.

Research is being done into a payroll service which would handle all of the timesheets and payroll for the town.

The committee voted to go into executive session to discuss personnel matters with the Town Clerk and Treasurer attending at 9:58 AM. The committee came out of executive session at 10:25 AM with no recommendations.

The meeting adjourned at 10:25 AM.

Respectfully submitted, Bill Sweet