

JOINT MEETING
TOWN OF LYNDON SELECTBOARD
&
VILLAGE OF LYNDONVILLE TRUSTEES

December 18, 2017
6:00 PM

Selectboard

Martha “Marty” Feltus
Dan Daley

Trustees

Heather Bollman, Sue Mills
Doug Conly, Chris Hunter

Press

Public

Dawn Dwyer, Justin Smith
Willis “Chip” Stearns
Wendy Stearns, Linda Lee

Marty Feltus, Chair called the meeting to order for the Selectboard at 6:02 PM and Chris Hunter, as acting Chair, called the meeting to order for the Trustees at 6:03 PM.

1. Adjustments to the Agendas:

The Selectboard added Buy Back Cemetery Lot to their agenda.

2. New England Municipal Resource Center (NEMRC) Software and Accounting Discussion:

Dawn Dwyer, Clerk & Treasurer, explained why the Boards were asked to meet jointly. Dawn was aware of processes that were available through the NEMRC software that the Town & Village already own and use, that they were not taking advantage of. These processes would increase the efficiency of the work being done by the Clerk and her three assistants, opening up more time to work on other overdue projects. Willis “Chip” Stearns, consultant for NEMRC, was present to propose a change to the practice and processes for financial accounting for the Town of Lyndon and the Village of Lyndonville that would support Dawn’s goal of efficiency. Currently each entity, Town of Lyndon and Village of Lyndonville, process their own separate accounts payable and payroll. Chips proposal is to consolidate the two entities chart of accounts into one. This would allow accounts payable and payroll to be processed once with both Town and Village combined. The expenses would be accounted for as they currently are by how the invoices and time are coded to general ledger. Individual reports can be run using Town and Village general ledger numbers that are currently in use.

This change will allow us to utilize the NEMRC Cash Receipts module that we current own, but only use to post deposits for water and sewer. Once the General Ledger, Payroll and Accounts Payable are implemented, we will start using Cash Receipts to accept payments from customers. This will allow customers to pay all utilities, whether Town or Village, with one check. The program will then distribute the payments to the appropriate receivables.

Chip answered questions posed by both Boards.

Motion made by Marty Feltus, seconded by Dan Daley, to have a formal Memorandum of Understanding, signed by both Boards, to go to a consolidated joint cash account and combined accounting system to be accomplished by January 1, 2018 to include General Ledger, Accounts Payable and Payroll with Cash Receipts to be implemented at a later date. Motion carried 2-0.

The same motion was made for the Trustees by Susan Mills and seconded by Chris Hunter. Motion carried 4-0.

At 7:21 PM the joint meeting was adjourned and each Board continued with their respective agendas.

Selectboard meeting continued at 7:25 PM

3. Rural Edge Warrant #18:

Motion made by Marty Feltus, seconded by Dan Daley to approve and signed Warrant #18 for Rural Edge. Motion carried 2-0.

4. Buy Back Cemetery Lot:
Brett & Amy Gale asked if the Selectboard would be willing to buy back the cemetery lot they purchased and was approved at the last Selectboard meeting. The plans for the lot have changed and they are no longer in need of it. Motion made by Marty Feltus, seconded by Dan Daley to purchase back the Brett & Amy Gale lot (Section 49 Lot 37) for the same amount they purchased it for (\$300). Motion carried 2-0.
5. Other:
None

Trustees meeting continued at 7:25 PM

2. Approval of Trustee Minutes – December 4th, 2017
Susan Mills made a motion to approve the minutes from December 4th, 2017 with one change, which was to remove “Acting Chair” from Chris Hunter’s name where the attendance is listed. Doug Conly seconded, and the motion carried 4-0.
3. Signing of Orders weeks 50-51:
The board signed the orders for weeks 50-51.
4. Other:
The Board asked Justin Smith to write a thank you letter to Aces Towing, they though the Truck light parade was a success.
5. LED: No Business.

Meeting adjourned at 7:50PM.

The Selectboard Meeting adjourned at 7:44 PM The Trustees Meeting adjourned at

Minutes taken by Dawn Dwyer (Joint & Selectboard) and Justin Smith (Trustees)

Approved by the Selectboard: January 8, 2018

Approved by the Trustees: January 15, 2018