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Wrightsville Beach Recreation District Board of Directors Meeting Minutes

Draft

April 9, 2018

**Representatives**

Montpelier – Jon Copans (present)

Montpelier - Jessica Chaves (absent)

Middlesex – Jane Dudley (present)

Worcester – Carl Witke (present)

East Montpelier – Kim Kendall (present)

CVRPC Staff – Daniel Currier (present)

Other: Collin O’Neil – Manager (present)

The meeting was called to order at 5:15 pm.

1. Public Comment

No members of the public were present, and no public comments were made.

1. Adjustments to Agenda

No adjustments were made to the agenda.

1. Review and Approval of the February Minutes\*\*

Jon Copans made the motion to approve the February minutes. Jane Dudley seconded the motion. The motion was carried.

1. Review of Internal Controls

The Internal Control Sub-committee (Jon, Collin and Kim) met on March 5th and reviewed Collin’s first draft of internal controls. Collin presented his new draft for discussion. The Board discussed various details regarding the draft and suggested some changes. A final draft will be presented to the Board next month.

The Board also reviewed a draft Purchasing Policy based on the model recommended by CVRPC. The Board discussed the level of purchases requiring approval. Collin will make the changes and the Board will review a final draft next month.

1. Season Start up Update

The manager is proceeding with the contract for maintenance of the Shady Rill access area. There is a volunteer group scheduled to clean park this spring.

1. Adjournment

The meeting adjourned by consensus at 6:45.

Respectfully submitted by Kim Kendall