

**SANDGATE VERMONT SELECTBOARD MINUTES - FEBRUARY 6, 2026**  
**(SPECIAL MEETING)**

**CALL TO ORDER: 6:00 p.m.**

**ATTENDANCE:** Board members: Joe Nolan, John Phelps, Linda Schmidt, Rob Viglas.  
Also present: Karen Tendrup. Minute taker: Sandy Reidy

**RESIGNATION OF TOWN CLERK/TREASURER:** Sandy Reidy tells the Board she is resigning. She will help train her replacement(s). Joe Nolan and Sandy will contact Jessica Stevens, recently appointed Assistant Treasurer, to see if she is interested in taking on more duties. Sandy will document processes so Jessica and others have a reference for her duties. The Board will work with Sandy, Jessica, and other Town officials to determine how to move forward.

**PROFESSIONAL AUDIT OF TOWN FINANCES:** Linda Schmidt has drafted a cover letter for the request for proposal (RFP) for this audit and shares it with the Board for approval. The Board voted last year to schedule an audit, and the Auditors talked with several accounting firms over the summer. On Monday, Jessica will prepare the RFP mailing that will go to three firms that have shown interest in the work.

**OTHER BUSINESS:** Sandy says she has now submitted all financial reports to the Auditors for inclusion in the **Town Report**.

**CITIZEN CONCERNS:** None raised.

**SIGN ORDERS.**

**ADJOURN:** Linda motions to adjourn; Joe seconds; all in favor. Meeting adjourned at 6:20.

**THE NEXT MEETING WILL BE ON MONDAY FEBRUARY 16  
AT 6:00 IN SANDGATE TOWN HALL.**

Respectfully submitted by Linda Schmidt.

*A complete recording is available by request at Sandgate Town Hall.*