

Final Approved Minutes
Town of Wayland Audit Committee

Meeting Date: July 21, 2014

Start Time of Meeting: 7:00 PM

Place of Meeting: Wayland Town Building, School Committee Meeting Room

AC Members Present – Chris Cullen, Gordon Cliff, Chris Riley, and Paul Brennan

Also Present – Brian Keveny

Call to order

The meeting was called to order at 7:00 PM by Chris Cullen

- Assign Minute Taker – Gordon Cliff
- Public Comment – None
- 1. June 27 conversation between Scott McIntire and Chris Cullen
 - Chris summarized the conversation he had with Scott. Scott was very positive about the Town’s response to the issues for improvement raised in MH’s management 2013 management letter. Scott was very happy with interactions with town personnel and very comfortable that the town had made substantial progress.
 - AC members discussed and agreed that this input from Scott allows the AC to provide the Board of Selectman with its opinion that the 2013 management letter items have been substantially addressed (except fund balance policy)
- 2. Evaluation of Town’s draft on Risk Assessment, Prevention and Monitoring Program
 - Chris Riley asked Brian if he felt the Town has sufficient resources to conduct “spot audits”. Brian responded that there is a collective bargaining process to add additional responsibilities that needs to be completed, but that he is confident that the amounts involved are relatively small and that securing the required resources should not be a problem.
 - Chris Cullen asked for additional information about the incremental funds vs. additional responsibilities. Brian explained how adding a small amount of additional funding should allow new responsibilities to be added.
 - Gordon asked that we consider changing the characterization of some employees as being “unsupervised”, that we change the word “re-exercise” and possibly add a section that describes responsibilities of the Town Administrator. Brian agreed to discuss with others and make whatever changes seemed appropriate.

- Audit Committee discussed and agreed that the policy is a good end product and complimented Brian and his team for putting it together.
- 3. Feedback on the RFP
 - Chris Riley observed that he was surprised to see VADAR mentioned. Brian explained that VADAR system is still being used by Treasury. AC discussed and agreed that moving Treasury from VADAR to MUNIS is something that Town should pursue.
 - Chris also observed that we should make it clear that the auditor would also need to do several meetings with the Audit Committee. Brian agreed to add an additional point in the Scope of Services section.
 - Paul pointed out that the wording in the Auditing Strategies section wasn't correct/clear. Gordon also asked that we adjust the language to allow consideration of relative quality as well as quantity. Brian agreed to discuss with others and make changes to the text accordingly.
 - Gordon pointed out that under Technical Proposals cumulative ranking Proposer's References needed to be included as a category and that we should consider changing the word "informalities". Brian agreed to modify accordingly.
 - Audit Committee discussed and agreed that the RFP document was good and the suggested changes noted above were minor and straightforward. Audit Committee authorized Brian to make whatever changes he determined were appropriate and send out without the need for Audit Committee to review again. Brian said he expected to have the updated RFP ready to be sent out by the end of the week and agreed that a copy of it would be sent to Chris Cullen.
- 4. Review progress on school related items from 2013 management letter
 - Paul Brennan provided an update. Significant progress has been made; most of the items have already been completed and the others are well underway. Paul offered to meet with Geoff MacDonald's replacement to ensure a good handoff and the AC agreed that would be an excellent step.
- 5. Recommend to BoS expected timeline and participants needed for completion of outstanding items from FY13 audit management letter
 - AC members discussed and agreed we should be ready to complete our responsibilities relative to FY13 management letter items. Chris Cullen agreed to discuss with the Town Administrator and determine if we needed to meet with Board of Selectman again or could handle by a note from the AC Chair or similar method.
- 6. Fund balance policy

- The incomplete status on the fund balance policy item was discussed with the Board of Selectman on June 25th and it was agreed that a number of town bodies would need to be involved and the Board of Selectman/Town Administrator would need to determine how to best get that item addressed/resolved.
- 7. Vote on new Chair
 - AC agreed to defer discussion to the following meeting. It was agreed that it makes sense to have the Chair rotate regularly but that every two years might be a better standard frequency than one year.
- 8. Feedback from BoS regarding proposed new item for list of AC duties
 - No feedback has been received. Chris Cullen agreed to send a note to Tony Boschetto (the AC BoS liaison) and the Town Administrator as a reminder.
- Review/amend/approve minutes for the 6/23 AC meeting
 - AC reviewed the draft minutes. A few minor wording changes were made. Motion to approve minutes as amended was approved by a 4-0 vote.
- Next meeting
 - Agenda items – AC discussed and agreed items 7 (if needed), 8 and 9 should be agenda items for the next AC meeting
 - Date and time: AC discussed and agreed on August 25th or September 8th as possible dates for the next meeting starting at 7PM.

Motion to adjourn – 8:16 approved 4-0.