

Minutes for Audit Committee Meeting of July 23, 2009
Held at the Fire Station Meeting Room
Approved August 27, 2009

Members Present: Ernest Welker (EW), Chair; Glenn Rosenberg (GR), Vice Chair; Stephen Kuhn (SK), Ray McCarthy (RM), Joe Occhuiti (JO), Jim Shriver (JS)

Members Absent: Jim Moran

Others: Finance Director Paul Pasterczyk (PP)

The Chair called the meeting to order at 7:00 p.m.

Minutes

Minutes of the February 23, 2009 meeting were approved.

Overview

EW quickly reviewed for the newly appointed members the wide scope of Duties of the Audit Committee listed by the Charter Transition Team. He made members aware of the requirements of open meeting laws and requested that members refrain from using email or other correspondence to make any committee decisions. He stated that any AC decisions needed to be made at a scheduled public meeting.

Membership Changes

Since the last meeting of the AC there were 4 newly appointed members and 1 member resignation. Newly appointed members included Stephen Kuhn, Jim Shriver and 2 Associate Members Jim Moran and Joe Occhuiti. Member (Paul Smith) submitted his resignation before the end of his term due to competing work priorities. The AC wanted the minutes to reflect our appreciation for his contributions to the committee during the time of his service.

Membership Overview and Background

Each AC member reviewed their professional and educational background for the other members. They described how long they have lived in Longmeadow and why they wanted to participate on the AC. After a 5-10 minute discussion by each member it was determined the AC contained a broad cross section of industry experience and a diverse group of individuals to the committee. All members expressed a desire to do what is best for the Town and the citizens while working for the AC.

SK inquired to the personal liability exposure of the members related to the work and decisions that we make while serving on the AC. EW replied that he would follow-up with Town Counsel to determine any exposure and would provide feedback at our next meeting.

Finance Director PP described for the new members his role within the Town and his extensive background. In addition to heading all finance and accounting functions, the FD manages the H.R. and Purchasing functions. PP has been with the Town since 1987 and works very closely with the independent auditor, Town Manager, Finance Committee and Select Board providing monthly reports and financial projections and budget information. He mentioned that he has also built a strong working relationship with the School Department Business manager.

AC Work Plan

EW reviewed for the membership a summary of the AC work plan that was submitted to the Select Board in December 2008. EW is working with the Finance Committee and others on the Town's Investment policy. He is also working with the independent auditor and actuaries on the OPEB liability report. GR is the primary liaison between the AC and the independent auditor and related reports. He has been actively working with various Town officials on follow-up items identified in the management letter. He also presented a proposal to the Select Board for an extension to the independent auditor's contract. RM has been working with the various Town committees and management on changes to the budget format and presentation. He has also been working with the Finance committee on developing a long range financial model to identify capital requirements and future deficits. EW requested that the new membership review previous AC meeting minutes and the detailed annual work plan and identify areas of interest that they would like to pursue in the coming year. He requested that at the next AC meeting, all members identify areas of interest so a work plan could be outlined and developed.

Compliance

RM distributed to the new AC members sample Corporate Compliance policies and procedures obtained from Baystate Health's Corporate Compliance officer Chris Gingras (CG). RM quickly reviewed the materials and mentioned that CG attended the Feb 23, 2009 meeting and discussed how this program works at Baystate.

Election of Officers

After a brief discussion, SK moved, and JS seconded, to re-elect, as a slate, FY 2009 AC officers to serve again for FY 2010. Elected were: Chair – Ernest Welker, Vice Chair – Glenn Rosenberg, Clerk – Ray McCarthy.

Other Business

Date of next meeting scheduled to be August 27, 2009, 7:00 p.m., Police Department Community Meeting Room.

Meeting adjourned 9:10 p.m.

Respectfully submitted,
Ray McCarthy, Clerk