

Minutes for Audit Committee Meeting of July 24, 2008  
Held at the Police Station Community Room  
Approved November 19, 2008

Members Present: Ernest Welker (Chair), Ray McCarthy (RM), Glenn Rosenberg (GR), Paul Smith (PS)

Others: Adrian Levsky

The Chair called the meeting to order at 7:10 p.m.

By motion, the minutes of the meeting held May 22, 2008 were unanimously adopted.

#### Budget Format

The first agenda item for this meeting was discussion of the Town of Longmeadow's current budget process and budgetary best practices. The Audit Committee (AC) continued its discussion of ways to improve the budget format and presentation to provide better information to the citizenry. RM distributed a draft power-point presentation to the AC that outlined several observations from the town budget process, including the budget timetable as well as best practices obtained through internet research and his work experience. The AC reviewed this document and provided comments/suggestions in preparation for RM's presentation of the budget format material to the Finance Committee, School Committee, the Select Board and Town Manager over the coming weeks. The purpose of these meetings is to see if the relevant stakeholders involved in the town budgetary process will buy into RM's ideas as an initial step toward making improvements to the format and presentation. RM mentioned that he spoke with FC Chair Mark Barowsky and was able to get on the agenda for the FC meeting scheduled for August 21, 2008. It was also noted that the town budget process begins in October and that meetings should be held by that date.

#### Focus Projects

The Chair provided a brief status update for Pension Benefits and Health Benefits projects.

#### Management Letter Findings

The Chair and GR discussed the ongoing process of the town implementing management letter findings resulting from Thomas Scanlon & Associates fiscal year 2007 audit. GR reviewed details of a memo from Finance Director Paul Pasterczyk (PP) dated May 22, 2008 that outlined progress updates for several findings. It was noted that many of the findings await a response from the School Committee and will require revised completion dates from PP.

#### Other Business

The Chair reviewed a response from the Superintendent of Schools Jahn Hart (JH) regarding the overcrowding of athletic team buses. This was a matter brought to the

attention of the AC for which the Chair solicited a response from the School Committee. JH agreed, with the assistance of the athletic director, to develop written procedures related to the transportation of students for athletic events. The AC was comfortable that this action would address the concern.

The Chair highlighted details of the July 1, 2008 meeting between PP and the School Department.

Fiscal 2009 Priorities

The Chair reviewed liaison assignments amongst the AC to the other town committees.

Date of next meeting to be in September at an agreeable date to AC members.

Meeting adjourned 9:01 p.m.

Paul D. Smith