

Minutes for Audit Committee Meeting of April 15, 2010  
Held At the Fire Department Meeting Room  
Approved May 13, 2010

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

**Members Absent:** Jim Moran (JM)

**Others:** Finance Director - Paul Pasterczyk (PP), Longmeadow News Reporter - Pat Healy

The Chair called the meeting to order at 7:03 p.m.

**Minutes**

Minutes of the March 17, 2010 meeting were approved.

**Town's Audited Financial Statements and Management Letter**

EW stated that he had communicated with the chair of the Select Board (SB) regarding the Town's Audited Financial Statements (AFS) and Management Letter (ML) reports for the year ended June 30, 2009. He mentioned that the Audit Committee (AC) would be on the SB agenda on April 26, 2010. GR confirmed that Scanlon and Associates (SA) would also be in attendance at the SB meeting to discuss the audit and AFS & ML and address any questions or issues.

**Audit Correction Report (ACR)**

GR & JS reviewed a revised draft of the ACR and asked for input and final revisions from the AC. Discussion from all AC members was obtained and minor revisions were made to the ACR. JS reviewed the priority assessment provided by SA of the 9 findings contained in the ML. He added that the AC would need to determine our own assessment of the 9 findings because our analysis may differ to that of SA. GR and JS proposed that the AC review the findings and then develop a process to rank them in order of importance.

GR & JS proposed that the ACR be reviewed and presented to the SB at the April 26, 2010 meeting. GR discussed that they would review the ACR (timing, content and purpose) with the SB to get their endorsement and support to have the report formally adopted as a tool to be used by Town's leadership to track progress on ML findings. JS added that input regarding the ACR would also be solicited from the PP and Tom Mazza (TM) School Business Manager.

GR & JS proposed that 30 minutes be allocated at the April 26, 2010 SB meeting to review the AFS, ML and ACR.

### **Other Post Employment Benefits (OPEB) Liability**

EW requested input from AC members on further actions regarding OPEB and suggested discussing it at an upcoming SB meeting. General consensus from the AC was that the issue had already been highlighted and addressed with the SB. EW commented that many residents may still be unaware of OPEB and proposed the AC highlight it at the Annual Town Meeting on May 11, 2010 in front of a broader audience. It was agreed that the AC would comment at the annual meeting in support of Article #6 which is directly related to OPEB. EW reviewed a draft statement he prepared related to OPEB to solicit input. Comments and revisions were provided by all AC members regarding the draft document. It was agreed EW would revise the document, solicit further input incorporate changes and send a final version of the document to AC members prior to the Annual Town meeting date. EW mentioned because of the complexity of the OPEB issue he would seek the approval from the Town Moderator to allow the AC to have a handout available for residents at the May 11, 2010 meeting.

### **Other Business**

EW mentioned that he has attended other town committee meetings and most recently the School Finance Sub-Committee meeting. He stated that at that meeting the School Committee and TM were setting the example in establishing formal policies and procedures regarding specific practices including - capital assets and transferring budget dollars within account categories or line items. EW asked for other AC members to volunteer to attend town committee meeting to gain a better understanding of the work being performed by each group.

RM stated that the April 2, 2010 deadline to complete the Conflict of Interest training had passed. All AC members confirmed that they had completed the training and submitted their completion certificate to the Town Clerk's office.

The date for the next AC meeting was set for May 13, 2010 @ 7pm in the Fire Department Meeting Room

Meeting adjourned 8:55 p.m.

Respectfully submitted,  
Ray McCarthy, Clerk