

Longmeadow Audit Committee

Minutes of June 18, 2019 Meeting

Adopted at the October 10, 2019 Meeting

Members Present: Ernest Welker; Pete Landon, Katie Petrakis; PJ Nasser, Chris Sceery, Matthew Schoen

Members Absent: None

Others Present: Paul Pasterczyk, Town Finance Director; Tanya Campbell, Melanson Heath; Nehal Patel

Meeting called to order by Chairman Welker at 5 30 P.M.

Audit Committee Changes

Ernie Welker intends to step down from the Committee effective July 1, 2019. Katie Petrakis stated she also intends to resign from the Audit Committee. A reorganization will be necessary to fill vacant positions.

Discussion with Melanson Heath

Tanya Campbell of Melanson Heath briefed the Committee on the 2019 audit plan. Preliminary work on the audit will commence in July 2019. Additional field work will follow later in the year. Ms. Campbell reported that municipal auditors have recently focused on maintaining adequate records of original invoices in an increasingly digitized world. Previous audits have focused on specific departments, e.g. LPRD in 2018, and the Recycling & Yard Waste Center in 2017. Mr. Pasterczyk noted that the town had recently dealt with inaccurate invoices and suggested that reviewing the invoicing process could serve as a focus for this year's audit. The Committee intends to meet to review the progress of the audit in October.

Prior Minutes

Mr. Landon moved that the minutes of the May 21, 2019 meeting be adopted. The motion was seconded by Mr. Welker. The May 21, 2019 minutes were adopted unanimously.

Additional Work

Mr. Welker suggested that the Committee develop a new workplan for submittal to the Select Board. Mr. Pasterczyk stated Mr. Crane will be leaving the Town Manager position in August, and that an interim town manager would hopefully be selected by July.

Pete Landon moved to adjourn the meeting. Katie Petrakis seconded the motion. The motion carried unanimously. The meeting was adjourned by Chairman Welker at 6:50 P.M.

Respectfully Submitted,  
Matthew Schoen  
Clerk