**Town of Westport**

 **Audit Committee**

 **Meeting Minutes**

 **March 8, 2021**

Members Present: K. Raus (Chair), R. Brewer, C. Brown, M. Orlando, J. Paquin. Absent: None.

Guests: S. Brayton

1. Call to order - Meeting called to order at 6:00 pm. This meeting was recorded.

2. Treasurer/Collector Update – Joining the meeting was Sue Brayton, Treasurer and Collector. She gave an update about the department citing workload, personnel, and the new lockbox. The Zobrio system was discussed and mentioned that it is now functioning, but had not been implemented on schedule. Mention was made of recurring cash reconciliation problems. In answer to a question, she stated the Town audit for 2020 was nearing completion.

3. Review of Management Letter FY2019 Recommendations – We continued with the log of recommendations from the FY2019 audit. The status of each item is documented on the log. Most items have been completed and a few remain under discussion or further investigation needed. All of the more important ones have been completed.

4. Minutes – The minutes of March 9, 2020 were approved.

5. Re-appointments – It was pointed out that three members have terms that are expiring June 30, 2021. A request will be made to the Board of Selectmen to review the appointments and request re-appointment of all three incumbents.

6. Other Business – Discussed continued from the previous meeting about the archiving of Audit Committee records and documents. There was consensus that the Google shared drive would be suitable. Mr. Brewer will relay this idea to Lucy Tabit to discuss how to keep the site current.

7. Next Meeting - The next meeting was not scheduled because the bylaws require a meeting within thirty days of the receipt of the Town audit for 2020 and its management letter. When we receive the audit, we will promptly schedule a meeting.

8. Adjournment - Meeting adjourned at 7:35 pm.

Respectfully submitted ,

Richard W. Brewer, Secretary

List of Documents:

1. *Management Letter Findings FY2019 Summary Log*