

Town of Westport
Audit Committee
Meeting Minutes
October 7, 2019

Members Present: R. Brewer, C. Brown, M. Orlando, K. Raus. Members absent: None.

1. Call to order – Meeting called to order at 6:00 pm.
2. Introduction – The town auditor, Tony Roselli of Roselli, Clark & Associates, joined the meeting by telephone. A quorum was present.
3. Review of Management Letter Recommendations – A review of several items from the three most recent management letters were discussed. Sue Brayton, Tax Collector, covered *de minimus* property tax exemptions (Item 18), with the collector to continue to review options. She also discussed reviewing options for a lock box (Item 19) including consulting with other towns to understand the costs and benefits. She also described efforts to analyze and consider abating some older items (Item 20).

Terri Provencal, Town Accountant, discussed the need for an Internal Control Framework (Item 17). It was agreed this area is largely the responsibility of the schools since most grants are found in that area. The committee will reach out to school personnel.

Tim King, Town Administrator, reported on grants management (Item 21) and indicated the Assistant Town Planner will be addressing applying for grants. He also discussed procurement procedures (Item 22) with this item being complete with a training session for department heads in the Spring of 2019. However, comment was made regarding the need for department heads to provide copies of contracts when requesting payments to contractors.

Lastly, discussion took place on considering if the town would consider changing the Tax Collector position to an appointed position (Item 23). That issue will continue to be evaluated.

4. Next Meeting – November 4, 2019 at 6:00 pm.
5. Committee Vacancy - The Audit Committee has one vacancy remaining and wishes to continue efforts to find another member.
6. Approval of Minutes – The minutes of September 9, 2019 were approved unanimously.
7. Additional Items not anticipated forty-eight (48) hours in advance of this meeting – The treasurer consultant firm is required to produce a final report to the Board of Selectmen on or about October 18. Mr. Brewer will ask Mr. King to approach the consultant in this regard.
8. Adjournment – Meeting adjourned at 7:15 pm.

Respectfully submitted ,
Richard W. Brewer, Secretary

List of Documents:

1. Management Letter Findings Summary