



# Town of Wayland Massachusetts

## **Finance Committee**

Stephen Curtin  
Klaus Shigley (Chair)  
Samantha Shullo  
Randi Stern  
Deborah Vogt

## **AUDIT COMMITTEE Final Minutes Wednesday May 24, 2023 Via Zoom -6:00 P.M.**

**Attendance:** Stephen Curtin, Klaus Shigley, Deborah Vogt, Randi Stern, Samantha Shullo, Brian Keveny (Finance Director for the Town of Wayland)

**Call to Order:** The meeting was called to order at 6:02PM. S. Shullo was assigned to take minutes. Mr. Shigley reviewed the agenda for the public.

**Review Agenda for Public:** Focus of meeting will be an update on the town & peer town best practices.

**Announcements:** None.

**Public Comment:** Mr. Shigley noted there were no members of the public present to comment.

### **Update on Wayland:**

Mr. Keveny provided an update on relevant Wayland town changes. Currently preparing to close the year in June. Items to be addressed:

- There will be three years of retro payments to be paid June 15<sup>th</sup> for the Fire Department.
- Teacher balloon payment will be a lump sum payment at the end of June.

Auditors have started preliminary work, including auditing cash through January. They will return to finalize the audit in September and anticipate returning to a more normalized schedule.

Currently implementing MUNIS for the treasury office, which is a significant level of work.

Town staffing changes:

- New town manager started approximately three months previously.
- Former School Business Manager, Susan Bottan, is returning.
- Business Manager and Parry Graham are both departing.

Town Meeting only one night & will be fairly straight-forward.

Change in how finance committee will be selected. A three-person committee will appoint the committee.

Brian Keveny left the meeting after providing the above update.

**Discussion of Annual Report:**

Reviewed and discussed. Ms. Shullo motioned to approve. Mr. Curtin seconded the motion. The Annual Report was unanimously approved.

**Discussion of Summer Project:**

The Audit Committee discussed ideas for recommendations for expanding the scope of the committee. How can we improve town governance or how town finances are managed? We should consider how to be more relevant & add value to the town.

**Audit Committee Turnover:**

Mr. Curtin & Ms. Vogt are stepping down for next year as their respective terms have completed. Referrals for new potential members should be sent to the Select Board.

The committee discussed next year's leadership. Responsibility of the Chair is to coordinate the meetings, prepare agendas, run the meeting & stay organized. This includes coordinating posting to the site and the bulletin board.

Mr. Shigley motioned to have Ms. Shullo appointed as the Chair for next year. Ms. Vogt seconded the motion. All approved.

**Next AC Meeting:**

Next meeting will be dictated by the auditor's schedule, but we should expect a draft of the management letter and ACFR in November, so may plan for a meeting around Thanksgiving.

**Meeting Minutes: Review and Vote to Approve, March 27, 2023 minutes:** Mr. Shigley requested feedback/edits for the meeting minutes. There were no additional edits. Ms. Shullo motioned to approve the minutes. Ms. Stern seconded. Motion passed. Vote 5-0.

**Members' Reports, Concerns and Topics:** None..

**Adjourn Meeting:** Ms. Shullo motioned to adjourn. Ms. Stern seconded. Motion passed. Vote 5-0. Meeting adjourned at 6:42PM.

Respectfully Submitted,

Samantha Shullo

**Documents:**

Agenda

Draft Minutes March 27, 2023 Meeting

2023 Draft Annual Report