

**Town of Wellesley
Audit Committee
Meeting Minutes
Monday, September 20, 2021
Zoom Virtual Public Meeting**

Attendees: Members of the Audit Committee (“Committee”) –, Susan O’Shea (Chair), Peter Covo (Secretary), Rusty Kellogg and Frank Pinto. Colette Aufranc (Board of Selectmen), Renee Davis (Partner of Powers & Sullivan LLC (P&S)). Sheryl Strother (Finance Director/CFO, Town of Wellesley), Meghan Jop (Executive Director, Town of Wellesley), Cynthia Mahr (Public Wellesley School – Assistant Superintendent for Finance and Operations), Rachel Lopes (Treasurer, Town of Wellesley). Lynn Whynot (Retirement Administrator), Francisco Frias (MLP), Ann Collins (MLP), Joanne Scannell (MLP), Madison Riley (Advisory Committee Liaison),

Allan Juwonoputro did not attend the meeting.

Call to order and introductions:

Ms. O’Shea called the meeting to order at 4:03 p.m.

Citizen Speak:

Ms. O’Shea opened the Citizen Speak portion of the meeting and noted that there were no citizens present.

Review and approval of minutes:

Minutes for the May 10, 2021 meeting that were circulated ahead of the meeting were reviewed; various edits were made and thereafter approved by the Committee.

Update from Management:

Ms. Strother informed the Committee that the Select Board had been discussing the issue of cyber security and the process for selecting vendors, oversight and a timeframe for implementation. Ms. Strother stated that Brian Dupont was starting the process for selecting vendors and that he would give an update and assessment for consideration by the Committee at the next meeting.

Mr. Pinto asked if there had been any further breaches and Ms. Strother said that there had not. Ms. O’Shea then asked if there had been any additional fraudulent

State Unemployment claims made which Ms. Strother also replied that there had not.

Ms. O'Shea inquired if the Town offices were fully staffed to which Ms. Strother stated that the Treasurer's Office was down one (1) person but that her office had a full compliment.

There being no further questions, Ms. O'Shea proceeded with the next item on the Agenda.

FY 2021 Audit Plan Review – Powers and Sullivan

Ms. Davis shared drafts of the ACFR and presented to the Committee a general overview of its various aspects and the work completed to date. She reported that they were able to conduct the inventory in person once again in July and that there was a good inventory control system in place with no items being materially off. In August, the year-end fieldwork was completed and they are proceeding with pension matters and financials. She does not anticipate any material changes from the draft reports provided to the Committee. She stated that the end of October was the deadline for its completion.

Mr. Pinto asked questions about: (1) depreciation and how it affects the amount of purchases; and (2) if there were differences regarding discounting pensions when comparing the various Town departments. Mr. Kellogg asked questions regarding OPEB and covering costs.

The MLP managers present were asked if they had any questions. Ms. Scannell replied that the draft looked good to her and that the MLP would review the draft and approve it by their September 30 meeting. Ms. O'Shea asked that a reminder be sent to her so that the Committee could review the final draft before it was presented. There being no further questions, Ms. O'Shea moved to the next item on the Agenda.

Retirement System – Pension Fund

Ms. Davis reviewed the work being done on the Pension Fund and reported that there were no changes in their numbers. She further reviewed the various funds and investments. Mr. Kellogg asked questions regarding the aggregate fund and

about the non-contributory plan. There being no further questions, Ms. O'Shea moved to the next item on the Agenda.

Audit

Ms. O'Shea stated that the contract with P&S was renewed last year. Ms. Davis stated that she was waiting for Capital Asset information to include in the report and then gave an overview of the Management Letter. Ms. Davis then discussed the Senior Center ("SC") and her meeting with the new management team. She further stated that she reviewed the SC processes and operating budget and felt that the new management team had a good handle on what they were doing, the move towards an online platform (My Senior Center Software) for registrations and payments and potential profitability of the programs. Ms. Davis then answered questions from the Committee.

Meeting Schedule for 2021

All Audit Committee Meetings will begin at 4pm with the following dates tentatively planned:

- October 20, 2021 –SEFA, MLP Report Review, School End -of Year Financial Report. Report from Brian regarding cyber security. (Rain Date October 25 if necessary)
- November 1, 2021 – extended meeting to include the review of the Annual Comprehensive Financial Report
- December 6, 2021 meeting will be aligned with the Select Board

Other Business

Ms. Lopes discussed the cash handling policy. To date, only 4 people have paid their Real Estate taxes with cash.

Motion to Adjourn

There being no further questions, Ms. O'Shea made a motion to adjourn the meeting at 5:21 p.m., which was approved unanimously.