



STAFF REPORT

AGENDA ITEM #: 20-39
COUNCIL MTG OF: April 21, 2020
FROM: David Caron, Town Administrator
OFFERED BY: Administration
PREPARED BY: Administration
SUBJECT: To Temporarily Waive Charter Requirement to Solicit Proposals for Audit Services.

PURPOSE

The purpose of this report is to request Council authorization to postpone to FY 21 the requirements in Section 9.18 of the Town Charter that the Town seek proposals for independent audit services at least once every five years.

TOWN ADMINISTRATOR COMMENTS

Please see comments within this staff report.

BACKGROUND

Section 9.18 of the Town Charter requires the Town Administrator to seek proposals for independent audit services at least once every five years. The process was initiated in FY 20 with two proposals received, however, staffing transitions and the COVID-19 Pandemic has created obstacles to successfully completing this task. The Governor under Exec Order #23 allowed for provisions of the Town Charter to be waived regarding deadlines and timelines – it is recommended that this process be restarted in FY 21.

DISCUSSION

The Town continues to receive its auditing services from Melanson-Heath; in FY 20 we had a different auditing team assigned to the Town which would provide a different perspective and a new team to review town finances. As the Town remained with the same firm, the provisions in Section 9.18 of the Charter remained. The Town began the process of seeking RFPs for auditing services, however, meaningful analysis of the proposals and the required in person interviews were not conducted, due to staffing transitions in Finance and now COVID-19 operational restrictions.

Additionally, with initial auditing activities scheduled to take place later in April, and the pressing requirements to manage the local COVID response, any review of the proposals would lack thoroughness.

FISCAL IMPACT

No fiscal impact

RECOMMENDED ACTION BY COUNCIL

Please see Resolutions #2020-020.



RESOLUTION

Number 2020-020

To Temporarily Waive Certain Provisions of Town Charter Section 9.18

WHEREAS, Section 5.1 of the Town Charter establishes the Town Council as the governing and legislative body of the Town; and

WHEREAS, Section 9.18 of the Town Charter includes a requirement that the Town Administrator issue a Request for Proposal for the provision of independent audit services at least once every five years; and

WHEREAS, the Governor on March 13, 2020 declared a State of Emergency due to Novel Coronavirus (COVID-19) with subsequent Emergency Orders limiting physical interaction and other requirements which have impacted local government operations; and

WHEREAS, pursuant to Executive Order #23 the Governor has relieved local governments from complying with certain deadlines set forth in a municipal charter; and

WHEREAS, local emergency response and preparedness to COVID-19 and staff transitions within the Finance Department precluded an in-depth review of proposals;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the provision within Section 9.8 of the Town Charter requiring the solicitation of independent audit services is hereby postponed until FY 21, and the Town Administrator is authorized to continue the Town’s engagement with its current independent auditor for FY 20.

This Resolution shall take effect immediately upon its passage.

Adopted: April 21, 2020

Attest:

X _____
Charles Foote, Council Chair
Date: _____

X _____
Daniel Healey, Town Clerk
Date: _____