

Sean E. Powers  
President  
At Large

Shannon L. Hume  
At Large

CHARLES C. Kokoros  
District 1

John C. Mullaney  
District 2

Thomas M. Bowes  
District 3



Charles B. Ryan  
Vice President  
At Large

Stephen C. O'Brien  
District 4

Michael J. Owens  
District 5

PAUL "DAN" CLIFFORD  
District 6

## OFFICE OF THE TOWN COUNCIL

### APRIL 24, 2017

### MINUTES

A Special meeting of the Town Council, was held in the Cahill Auditorium, Braintree Town Hall, on Monday, April 24, 2017 beginning at 7:30p.m.

Council President Powers was in the chair.

Present: Sean Powers, President  
Thomas Bowes  
Paul Dan Clifford  
Shannon Hume  
John Mullaney  
Stephen C. O'Brien  
Charles Ryan

: Charles Kokoros  
Michael Owens

Also Present: Clifton Larson Allen, LLP  
Daniel Sullivan, CPA  
Hannah York, CPA  
Shawn McGoldrick, MBA

#### ANNOUNCEMENTS

Councilor Kokoros stated the Special Committee on the Opioid Epidemic met and will be putting together information on prescription take-back programs. The committee will also be providing a phone number for a contact to provide assistance for treatment programs.

#### APPROVAL OF MINUTES

##### • March 21, 2017

Motion made by Councilor Ryan to Approve Minutes of March 21, 2017

**Motion:** by Councilor Ryan

**Second:** by Councilor Bowes

**Vote:** For (8), Against (0), Absent (0), Abstain (1-Ryan)

## **OLD BUSINESS**

- **132 16 Council President: Town Auditor Position or take up any action relative thereto**

Council President Powers stated in the most recent search for an experienced Town Auditor for the Town Council, members issued Request for Proposal (RFP) for an auditing firm as well as posting a full-time Town Auditor position with the Human Resources Department. In total two RFP's were returned and thirteen resumes were received for the full-time position. RFP's and resumes were reviewed by the Committee of Ways & Means.

Council President Powers referred to Councilor O'Brien, Chairman of the Committee on Ways & Means for their recommendations. Councilor O'Brien stated there were 13 resumes received for the full-time position. Seven were qualified and 5 were well-qualified. There were 2 RFP's received. The RFP's were vetted per procedure of qualifications and price proposal.

The top choice was Clifton Larson Allen, LLP. They are a national firm with an office in Quincy. The individuals from Clifton Larson Allen, LLP were outstanding and met all criteria for the Town Auditor position. Daniel Sullivan, CPA will be the key contact person. Hannah York, CPA held a previous position as a Town Auditor in another municipality. The Committee on Ways & Means unanimously recommended favorable action to the full Council.

Councilor Clifford stated he thought he wanted a full-time individual in this position when this process began. The key is this firm's entire business is municipal government. They know the best and not so best practices for municipalities.

Daniel Sullivan, CPA at Clifton Larson Allen, LLP stated between the three of them they have found countless issues as fraud, theft, not reconciling cash. Hannah York, CPA stated we would use best practices from our experiences of other Towns. I love government accounting. I feel like we are doing good and ensuring tax payer dollars are being spent appropriately.

Councilor Hume stated they are familiar with the SoftRight Accounting Program. They will train employees and not just find issues and walk away.

Councilor Bowes stated he was reluctant to go with an RFP but once they were going over the criteria this firm received all Highly Advantageous from all the members of the Ways & Means.

Councilor Kokoros stated there is a lot of pressure on our Finance Director. It would be great to get our own monthly reports and analysis.

Council President Powers stated once Management Letters are received from the outside auditors Powers & Sullivan I would like to see these recommendations implemented and followed.

Councilor Ryan read the following Motion:

### **Motion:**

**To Approve the Recommendation of the Committee on Ways & Means to secure the services of an Independent/Contractor for Town Auditor.**

**Motion:** by Councilor Ryan

**Second:** by Councilor Mullaney

**Vote:** For (9), Against (0), Absent (0), Abstain (0)

Council President Powers stated CliftonLarsonAllen, LLP – Request For Proposal Technical and Price Proposal copies are in front of each Councilor.

CliftonLarsonAllen, LLP was asked what they expect to be paid for travel time. A previous Auditor charged \$50 per hour. Dan Sullivan stated there will be no fee charged to the Town for Travel Time. All reasonable documented expenses (postage, photocopying, etc) will be billed at cost. Dan Sullivan stated anything significant will be billed at cost but I do not anticipate charging the Town fees for such expenses unless it is a very large report with multiple copies.

Council President Powers stated the following Suggestions/Votes to be taken to allow CONTRACT to move forward:

Councilor Ryan read the following:

**MOTION:**

**“Vote to Amend Section VI. COMPENSATION to include: This contract states the standard hourly rate of \$160 for year 1 and year 2 and an hourly rate of \$165 for year 3 for Daniel Sullivan, CPA, Principal. This contract states the standard hourly rate of \$135 for year 1 and 2 and an hourly rate of \$140 for year 3 for Hannah York, Manager. This contract states the standard hourly rate of \$135 for year 1 and 2 and an hourly rate of \$140 for year 3 for Shawn McGoldrick, Manager. An hourly rate will be \$50 for all other staff members. No travel time will be billed to the Town and all reasonable documented expenses (postage, photocopying, etc.) shall be billed at cost.”**

**Motion:** by Councilor Ryan

**Second:** by Councilor Bowes

**Vote:** For (9), Against (0), Absent (0), Abstain (0)

Councilor Ryan read the following:

**MOTION:**

**“Section IX. ENFORCEABILITY OF CONTRACT that the Council President be authorized to execute this contract on the behalf of the Town Council.”**

**Motion:** by Councilor Ryan

**Second:** by Councilor Bowes

**Vote:** For (9), Against (0), Absent (0), Abstain (0)

**MOTION:**

**“Section XV. TERMINATION be Accepted as presented.”**

**XV. TERMINATION**

**This contract may be terminated by either party upon receipt of thirty days advance written notice by certified mail to the Designated Representative identified in Paragraph II. In case of such written notice of termination, all services under this contract shall cease with the exception of such work as may be necessary to bring the work in progress to a reasonable and safe condition. CLIFTONLARSONALLEN shall then submit a final bill based on work actually performed. There shall be no penalty for termination for**

**the convenience of the Town. HOWEVER, IN ORDER FOR THE TOWN TO EXECUTE A VALID AND LEGAL TERMINATION OF THIS CONTRACT, SIX MEMBERS OF THE TOWN COUNCIL MUST VOTE IN FAVOR OF TERMINATING THIS CONTRACT.**

Councilor Ryan read the following:

**Motion:** by Councilor Ryan

**Second:** by Councilor Bowes

**Vote:** For (9), Against (0), Absent (0), Abstain (0)

Councilor Ryan read the following:

**MOTION:**

**Pursuant to Section 2-8a of the Town Charter, through the Braintree Town Council Approve a three year contract from 04/24/2017 to 04/23/2020 for CLIFTONLARSONALLEN as Town Auditor.**

**Motion:** by Councilor Ryan

**Second:** by Councilor Mullaney

**Vote:** For (9), Against (0), Absent (0), Abstain (0)

It is noted the Contract will be drafted by the Clerk of the Council and reviewed by the Town Solicitor. It will be sent to CLIFTONLARSONALLEN for their review, signature and submission of additional documentation noted in the Contract including a W9. No billable hours will be allowed until all parties have signed the Contract.

**NEW BUSINESS**

- None

**ADJOURNMENT**

It was unanimously voted to adjourn the meeting at 8:46p.m.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

## **Documents provided for Meeting**

- 132 16 Council President: Town Auditor Position or take up any action relative thereto