

5/18/09 (17)

TOWN OF ACTON

Memo

To: Board of Selectmen
From: Steven L. Ledoux, Town Manager
CC:
Date: May 14, 2009
Re: Town Accountant Appointment

As was outlined during my budget presentation and again on Budget Saturday, the FY 10 budget contains a reorganization of the Finance department that eliminates two positions. Part of that reorganization also reflects the actual functions that are being performed by current staff.

A case in point is the position of Town Accountant. Currently, Finance Director Stephen Barrett holds the statutory title of Town Accountant. In reality, because of his oversight of the entire financial operation as well as being in the heart of special projects such as Grace Betterments, sewer expansion and working with the Town Manager on budget strategies, his Town Accountant title is really titular only. In reality, Assistant Finance Director Karen Kukala does the day to day Town Accountant function. As this is a Board of Selectmen's appointment, it is my recommendation to appoint Karen Town Accountant for a three year term ending June 30, 2012.

I have been very impressed with the breadth and depth of Karen's knowledge of Town accountancy issues.

Karen was a Town Accountant with the Town of Shirley from January of 1995 to 2000. As the Town Accountant, she was responsible for maintaining all financial records, managing the expenditures of all Town funds, preparing all year-end financial statements, and other critical tasks in accordance with federal, state and local laws, policies and procedures.

In addition to being the Town Accountant, Karen was the appointed member of the Finance Committee, a key Liaison role between the various Town Departments and FinCom. She was instrumental in the formulation of the annual budget and preparing financial reports for FinCom.

Karen has been with the Town of Acton since 2000. As Town Accountant Karen has offered to act in the role of Liaison to our FinCom. With her vast knowledge and specific experience with the Town of Acton, I believe this role would serve beneficial among my office, the Selectmen, FinCom and other Committees and residents.