

Summary of Action Items for Financial Operations

Town of Hudson, MA

Items on this sheet are listed in the order of priority.

All Action Items listed as part of this summary have a supporting Action Item Planning sheet.

Please refer to the individual detailed worksheets to gain a better understanding of the tasks being worked on to achieve completion of this item.

Green = Completed task

Red = High priority

Yellow = Ongoing work being done

Black = Not being addressed at this time

As of: 10/06/2025

Action Item:	Department Responsible:	Next Immediate Step:	Projected Deadline:	Supervisor Oversight:	Completed Date:
Payroll Processing	Treasurer/Collector with Town Departments	Continuing with new payroll processing has been working well for the past several weeks. Hire permanent Benefits and Payroll Coordinator.		Shelby Lamothe	
Accounts Payable (AP) Processing	Town Departments and Finance Team	Processing of current warrants and checks going out as scheduled. Work to resolve outstanding issues with select invoice submissions.		Neil Vaidya	
Hudson Light and Power (L & P) Fund Management Review	Hudson Light and Power, Treasurer Collector and Accounting	Complete outstanding warrant submissions. Hire a consultant to assist in the reconciliation requirements for HL&P financial submissions. Continue to improve transfer wire processing. Meet weekly to create a more effective working relationship.		HLPD, Neil Vaidya and Shelby Lamothe	
Town Financial Management System (MUNIS) Questions/Concerns	Information Technology and Accounting	Distribute contact lists to all effected users for tiered response to issues, inquires, and change requests. Distribute post-launch system survey.		Neil Vaidya	
Credit Card Issuance and Usage Policies, and Account Limits	Accounting with Town Departments (as applicable)	Increase limit for school's credit cards through January 2026. Change to credit card payment process.		Neil Vaidya	

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Benefits Enrollment Procedures	Benefits Specialist within the Treasurer Collector, with Town Departments (as applicable)	Conduct meetings with stakeholders regarding improvement of processing benefits requests. FSA submissions will continue to be overseen by Finance Director until a permanent Benefits and Payroll Coordinator is hired.		Shelby LaMothe and Neil Vaidya	
Finance Department Personnel Review	Treasurer Collector, Assessors and Accounting	Interview for Asst. Treasurer Collector. Converting the contract employee to Benefits/Payroll Coordinator Appointment is pending in late October A part-time retiree hired to assist with the Treasurer Collector's office. Determine cross training functions across personnel.		Neil Vaidya Shelby LaMothe, and Executive Asst. office	
Cash Reconciliation and Year End Submissions (Balance Sheet)	Treasurer Collector and Accounting	FY24 cash reconciliation issue – work to be resolved. Completion of balance sheet for FY24 and submission to DOR.		Shelby LaMothe	
Schedule A Year End Completion and Submission	Treasurer Collector and Accounting	FY24 Schedule completion and submission to DOR, following submission of the FY24 Balance Sheet.		Neil Vaidya	
Town Financial Audit Firm and Completion of Town Audits	Treasurer Collector, Assessors and Accounting	Terminate CBIZ contract. Engagement letter with new auditing firm.		Neil Vaidya and Town Manager	

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Operations Review of the Finance Department	Town Manager				