

TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION AUDIT COMMITTEE

Minutes - Gisborne Room, 8:00 a.m.
Thursday
September 11, 2008

Present:

Committee: Arthur Norton, Chairman
Jim Campbell, William Finger, Jeff Ramer

Attendees: Peter Mynarski, Comptroller, Richard Calcavecchia, Board of
Education, Assistant Director Business, John Crary, Town
Administrator, Kathleen Murphy, Town Treasurer

The meeting was called to order at 8:00 A.M.

1. Internal Audit Report

Mr. Mynarski presented the Internal Audit Report for this month's meeting. His remarks dealt with Local Capital Improvement Project (LOCIP) payments, school construction reimbursements and the Cos Cob remediation reimbursements. Mr. Mynarski reported that the Town should be receiving approximately \$655,000 of LOCIP funds during the week of September 15, 2008, the Town had received \$742,564 in long-awaited school construction reimbursements in July 2008 and that he was working with the newly appointed Department of Public Works Director to secure the \$2 million in Cos Cob remediation reimbursements. Mr. Mynarski also handed out a letter from Susan Wallerstein, Assistant Superintendent for Business, to Paige Farnham, Education Consultant for the Connecticut State Department of Education. The letter dealt with Hamilton Avenue School reimbursements.

2. Risk Manager Report

Due to the absence of the Risk Manager, there was no formal report for this month. Mr. Mynarski did report, in Mr. DeMeo's absence, that the Risk Manager was working with the Law Department, Frenkel and Company and the Board of Education (BOE) to tighten up insurance requirements on BOE field trips.

3. Town Gift Policy – Discussion/Review

Mr. Norton informed the BET Audit Committee that the BET Budget Committee had designated this project to them. Mr. Norton concurred with the decision stating that the Audit Committee was the more appropriate governing body to cover this matter.

Mr. Norton opened up with remarks stating that he wanted to address gifts that come in on a multi-year basis and more importantly, he wanted to address the issues created by accepting gifts that could create a future financial liability to the Town of Greenwich.

The Audit Committee held an extended conversation regarding Town of Greenwich Charter sections 1 and 167 that cover or don't adequately cover the establishment of a gift policy.

Mr. Norton stated and the Committee members concurred that the Audit Committee should be first in line to determine and quantify, if possible, any future financial implications established by accepting certain gifts. The Committee agreed to ask the Law Department's Town Attorney for an opinion on the BET's role, under the Charter, to be in the queue regarding the acceptance of gifts.

4. Credit Card Charge/Policy – Reimbursements

The Audit Committee took this item out of order. Ms. Murphy informed the Committee on the status of the current usage of credit cards by the Town. Mr. Crary joined in the conversation and related his experiences with credit cards while working for the Town of Darien.

An extended conversation ensued and each Committee member offered their opinions on the merits and drawbacks of utilizing credit cards with the associated fees charged to the taxpayers or users of the cards.

Mr. Mynarski and Ms. Murphy offered to do more research and report back to the Committee, prior to the next meeting, on all areas where credit cards are used and the methodology to pay their fees.

5. Audit Update

Mr. Mynarski reported that the auditing firm of Blum and Shapiro was in the second year of their engagement and that they had started their fieldwork on Monday, September 8, 2008. Mr. Mynarski stated that the Finance Department will work with Blum and Shapiro to ensure that the BET Audit Committee mandate of finishing the assignment prior to December 2008 is met.

Mr. Mynarski stated that he would report back monthly to the Audit Committee.

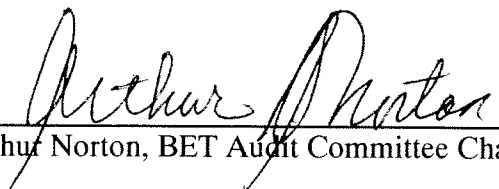
6. Discussion of topics for future BET Audit Committee Meetings

Mr. Norton reported that he expects an update from the Board of Education on their maintenance logs for the respective schools covered for the October 2008 meeting. Mr. Mynarski offered to request that the BOE provide maintenance log information to the Audit Committee prior to the October 2008 meeting.

Mr. Norton also reported that he would follow up with the DPW Commissioner, Amy Siebert, on the topic of illegal dumping at the Town's transfer station.

7. Adjournment.

Mr. Campbell made a motion to adjourn and Mr. Ramer seconded the motion. The Audit Committee adjourned at 9:48 A.M on a vote of 4 to 0.



Arthur Norton, BET Audit Committee Chairman



Peter Mynarski, Recording Secretary