

**BOARD OF ESTIMATE AND TAXATION**  
**Audit Committee Minutes**  
**Thursday, November 13, 2008**

**Attending:**

Audit Committee: Arthur Norton, Chairman: James Campbell, William Finger, (Jeffrey Ramer --Traveling). Staff: Finance Department, Peter Mynarski, Chris DeMeo, and Reinie Lange.

Meeting was called to order at 8:12 A.M.

The following items were discussed:

**1. Approval of Minutes:**

Motion to approve minutes of the Audit Committee Meeting, October 8, 2008

Moved by Mr. Finger, seconded by Mr. Campbell. Approved 3-0

**2. Internal Auditors Report.**

Reinie Lange provided to the Committee a brief report on the results on his review of the maintenance of school facilities. His report stated that the BOE Facilities Department began to collect the weekly custodian's reports in April, that the Tools for Schools Notebook was just started. The district wide walk through has also not been started, this procedure should be completed by November 30, 2008, per Tony Byrne.

Reinie Lange also reported that the Facilities Department performs a walk through of the modular every three weeks. This was started on September 25, 2008, and no items were discovered that required special attention.

On Monday October 20, 2008, the Internal Auditor accompanied the Tools for School Team on a tour of The Cos Cob School. The Team consisted of the Principal, School Nurse, Custodian, teacher and Ken West from the BOE Facilities Department. We examined all rooms, including bathrooms for air temperature, airflow, and the presence of leaks and watermarks. The complete report has not been forwarded to the Auditor as of November 18, 2008.

**3. Risk Manager Report.**

The Risk Manager reported his progress to provide insurance coverage for participants in BOE field trips, and the difficulty to obtain adequate insurance coverage. He has recommended to the BOE, that they do not sponsor out of country extended field trips because of the difficulty in obtain insurance coverage.

The Committee discussed the various foreign language clubs and their trips out of the country. A proposed suggestion to remedy this problem could include the possibility of the sponsor providing adequate insurance coverage. The Committee made no decision or recommendation.

The Risk Manager provided the Committee with the insurance requirements for the Nathaniel Witherell Project Renew and the RFQL documents for the Construction Manage. The umbrella requirements were raised to \$10,000,000 for this RFQL.

The Committee reviewed their action at the April Audit Committee Meeting, which had addressed the "Lessons learned" process arising from prior litigation settlements. The Audit Committee in April agreed to have the Law Committee review first any Law Department suggested improvements, procedure, process, or policy recommendation from settled or pending action. The Law Committee would forward their advice to the Audit Committee who would follow up with the Rick Manager.

#### **4. Accident Review: Fiscal Years 2007 and 2008.**

The Internal Auditor provided the Committee with a report of all Town Departments auto accidents for fiscal years. 2006-2007 and 2007-2008. The Committee focus is on the accidents involving the Police Department vehicles, drivers, specific dollar amount of damage, and accident type. The Police department has requested in the 2009-201- CIP Budget an appropriation for a drive simulator and the concern for its need. The Internal Auditor will meet with the John Crary, the Town Administrator and Ron Lalli on December 3, 2008 to review the results of his testing.

#### **5. Update on Blum Shapiro Independent Auditor Repot/Management letter.**

Peter Mynarski reported that the audit is proceeding and fieldwork should be completed by November 14, 2008. A special audit Committee meeting has been schedule for December 3, 2008 at 8:00 AM to review a draft financial statements and managements letter from Blum Shapiro, and to have the final report for review and recommendation at the December 11, 2008 Audit Committee meeting.

#### **6. Meeting dates for 2009.**

The attached meeting dates were presented and approved, see attached list.

Motion to approve the 2009 Audit Committee meetings dates

Moved by Mr. Campbell and seconded by Mr. Finger. Approved 3-0

#### **8. Discussion of topics for future BET Audit Committee Meetings.**

The Committee will continue to review the BOE Facility/Maintenance program and the accident reports at their next regular schedule meeting.

**9. Adjournment.**

The next Audit Committee Meeting is scheduled for December 11, 2008 and a Special Meeting schedule for December 3, 2008.

The meeting adjourned at 9:35 AM, motion Mr. Campbell second Mr. Finger. Approved 3-0.

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Reinhardt Lange, Secretary

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Arthur D. Norton, Chairman

SUBJECT TO APPROVAL