

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
Audit Committee Minutes
Thursday, January 10, 2008
Gisborne Room**

Attending:

Audit Committee: Arthur Norton, Chairman; James Campbell, William Finger, Jeffrey Ramer, Staff: Peter Mynarski, Comptroller, Chris DeMeo, Director, Risk Management, Reinie Lange, Internal Auditor, Lloyd Hubbs, Commissioner of Public Works, Robert Stone BET Member, Leslie Tarkington BET Member.

Meeting was called to order at 8:02 A.M.

The following items were discussed:

1. Acceptance of the minutes for the December 13, 2007 Audit Committee meeting.

Discussion on the minutes of December 13, 2007, Robert Stone, the Past Audit Committee Chairman discussed the minutes with Ms. Tarkington, Past Audit Committee member. The minutes were acceptable to them.

Resolved that the New Audit Committee accept the December 13, 2007 Audit Committee meeting minutes as submitted.

Moved by Mr. Ramer and seconded by Mr. Campbell. Approved 4-0.

2. Review Audit Committee resolutions concerning Town and Board of Education construction projects for possible recommendations to the BET Budget Committee.

Discussion on this topic followed, including the reason for having a Construction Manager or Owners Reprehensive, and the resolution was to set a policy only. The resolution that was originally passed by the Audit Committee was changed.

Original resolution:

Whereas, after reviews of the subject with key personnel involved in construction projects engaged in by the Town, and having concluded that the presence of a full time owner's representative or project manager will reduce the eventual costs of certain such projects, it is hereby resolved that The Board of Estimate and Taxation ("BET"):

- 1) Require that funds for engagement of a full time "Owner's Representative" or "Project Manager" be budgeted for construction projects of material significance and complexity that might warrant such, but in any event for projects with budgets of \$5,000,000 minimum, and
- 2) Require that said budgets include a contingency of at least 5%, and

3) Require that a representative of any building committee or Town construction project having a budget of at least \$5,000,000 report in writing to the BET no less frequently than quarterly, such report to include percent of completion, any reasonably foreseeable cost overruns, completion delays or unanticipated changes to the scope of the project.

Modified resolution:

Whereas, after reviews of the subject with key personnel involved in a construction projects engaged in by the Town, and having concluded that the presence of a full time owner's representative or project manager will reduce the eventual costs of certain such projects, it is hereby resolved that The Board of Estimate and Taxation ("BET") adopts as its guidelines:

- 1). That funds for engagement of a full time "Owner's Representative" or "Project Manager" be budgeted for construction projects of material significance and complexity that might warrant such, but in any event for projects with budgets of \$5,000,000 minimum, and
- 2) That said budgets include a contingency of at least 5%, and
- 3) That a representative of any building committee or Town construction project having a budget of at least \$5,000,000 report in writing to the BET no less frequently than quarterly, such report to include percent of completion, any reasonably foreseeable cost overruns, completion delays or unanticipated changes to the scope of the project.

Resolved that the Audit Committee present the modified resolution to the BET Budget Committee.

Moved by Mr. Ramer and seconded by Mr. Campbell. Approved 4-0.

3.Update on Internal Audit of the Town's Waste Disposal and Recycling Operation at the Holly Hill Facility.

Discussion on the penalties fees for illegal dumping violations, and the procedures to eliminate the permits for continuing violators. It was discussed that the penalty should be greater than the present \$100.00, and should at least equal the Towns cost incurred to have the material removed. This item will be put back on the agenda at the March 2008 meeting, with more details on the violations issued by CRRA.

4. Review and update the Town's current Accounts Receivable Policy.

Mr. Mynarski presented a revised Uncollectible Account Receivable Write-Off Policy to include a provision for returned checks as accounts receivable. Discussion followed that Returned checks be included in the Policy section of the Uncollectible Accounts Receivable Policy instead of the procedure section. This Policy will be distributed to the BET on January 22, 2008

Resolved that the Audit Committee present the new Uncollectible Accounts Receivable Policy to the BET at their next meeting and require the Audit Committee at their April meeting to review all write-offs, and prepare a report for the Board of Estimate and Taxation at its April meeting.

Moved by Mr. Ramer and seconded by Mr. Campbell. Approved 4-0.

5. Update Summary reflecting Terms of Leases and Operating Agreements covering Town-owned Real Properties.

Discussion on the schedule showing the Yacht Club's leases was distributed with information that there is no central file for a listing of leases and agreements. Reinie Lange, Internal Auditor will prepare a listing of leases from the Legal department, and present a listing at the next Audit Committee meeting.

6. Discussion of existing Internal Audit Plan and consideration of any changes.

The existing Internal Audit Plan was discussed, and the addition of obtaining a listing of leases and agreements was added with the verification of summer storage and winter storage for the various Marines. This matter will be considered at the February meeting.

7. Review 2008 Audit Committee schedule of meeting with new members.

A listing of future meeting was distributed to the new members for their input.

8. Consideration of other business.

No other business was discussed.

The next Audit Committee meeting is scheduled for February 12, 2008.

The meeting adjourned at 10:05 A.M. after a motion made by Mr. Ramer and seconded by Mr. Finger. Approved 4-0.

Reinhardt Lange, Secretary

Arthur Norton, Chairman