

BOARD OF ESTIMATE AND TAXATION
Audit Committee Minutes
Tuesday, April 8, 2008

Attending:

Audit Committee: Arthur Norton, Chairman; James Campbell, William Finger, Jeffrey Ramer.

Staff: Finance Department, Peter Mynarski, Chris DeMeo, Reinie Lange, Nathaniel Witherell; Bill Kowalewski, Ray Augustine, and Jack Hormak, Department of Public Works (DPW): Lloyd Hubbs, Amy Siebert, Alan Monelli, Board of Education (BOE) Susan Wallerstein, Anthony Byrne, Ken West.

Member of the Board of Education: Nancy Weissler and Leslie Moriarty.

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

The following items were discussed:

1. Review of Policies, Procedures and Maintenance Logs for Nathaniel Witherell.

Jack Hormak explained that Nathaniel Witherell has different requirements for maintenance than other Town properties because they are accountable to the State and Federal Government. The Facility is responsible to keep the residents dry, warm and cool, as required by State and Federal law.

A review of the required maintenance logs and checklists was reviewed with the Committee. When work is required, a work order is issued, completed and filed. The State requires the Facility to maintain checklists and maintenance logs for their inspection. The State inspects the Facility at least once a year, and verifies its condition. The State reviews the checklists to make sure that repairs have been made.

The State inspection is on a surprise basis and is to make sure that the residents are dry, warm and cool. They test water temperature in each room, and they verify that the doors close tightly, that no torn or lose carpets exist, and that there is general safety to the residents and the building.

The committee suggested that Nataniel Witherell acquire a computer software system for the work orders

2. Review of Policies, Procedures and Maintenance Logs for Department of Public Work (DPW).

Alan Monelli explained his procedures of maintainance for the Town owned buildings under his control. The Building Construction and Maintenance Division utilizes a centralized computer based work order control system to track cost of maintenance as well as retaining a history of repairs to each building.

Mr. Monelli stated that he inspects each building on a semi-annual or yearly basis and assigns a number to the level of importance for each building, and a number to the

condition of each building as to the exterior, interior, roof, function, accessibility and systems (heat, air conditions, etc).

He explained that the buildings do not run the regular maintenance cycle (like an automobile- 3,000 miles for an oil change), but that they get a physical inspection for the needed maintenance. He explained that the roofs have a 25-year useful life, but repairs are made if needed, a new roof would not be replaced until it shows a need, even if it is 30 years old.

The process of placing a work orders was explained as follows:

1. Work order requests are phoned into the work order number 618-7600, or by the building custodian, or by Alan Monelli. Each work order is assigned a number and then entered into the computerized system (internal design-access basis program).
2. Each work order collects the cost of material and labor (union rate) for the job. A bar code reader records labor charges, material is requisitioned from the centralized warehouse, or individually purchased from an outside vendor.
3. Costs for each work order are collected in the computerized system and reviewed, on an on going basis

The Committee questioned Mr. Monelli as to regular maintenance on buildings, he stated the three railroad stations, and where lights are changed on a monthly basis are the only buildings that have regular monthly maintenance. The other buildings are on an as needed basis for repairs.

3. Review of Policies, Procedures and Maintenance Logs for the Board of Education (BOE).

The School Board gave the Committee four various reports for their review:

1. The Tools for Schools is an outline of the procedures that the School Board uses to insure the quality of the School buildings, for the health and safety of the students and staff in each facility. There are 9 points in the Tools for School program, and includes the following forms.
2. School Facilities Survey ED050: This one page form is required by the State of Connecticut, Department of Education to list information on each school building. Only one school was given to the Committee, New Lebanon School.
3. Greenwich Public School Custodial Handbook: This book was just updated, and has numerous checklists and procedures that custodians should perform on a daily basis. It was explained that the custodians have filed grievance against the School Board for completing the checklists. No completed checklists were given to the Committee for their review.
4. Walkthrough Inspection Checklist form: This form for the North Mianus School was completed on March 31, 2008, no other schools were presented. This form states that a physical inspection of the building was performed, ground level, roof, and completed interior inspection. The form also asks and highlights the indoor air quality, and asks

questions as to Radon testing. The School Board stated that the Town Health Department has not performed any Radon testing.

In the discussion of the above it was noted that work orders are requested by the custodian, and performed by them. The supplies and spare materials are kept at the individual school, and not in a Centralized warehouse, thus there is no internal control over the material and supplies usage. Mr. Byrne and Mr. West stated they have been in their present positions for three years, and they have not implemented these procedures.

Mr. Bryne stated that ceiling tiles are replaced as soon as “water” damage is noted, and the source of the damage is investigated.. In the walk through of North Mianus School, it was noted that the ceiling tiles need to be aggressively replaced and most tiles had old leaks that have been remedied over the past few years with roof replacement and chimney cover.

Further discussion followed as to the procedures of issuing work orders and accumulating the costs to each school building.

4. Adjournment.

The committee stated that they would continue to review the maintenance procedures of Town owned building at a future meeting.

The next Audit Committee meeting is scheduled for May 8, 2008.

The meeting adjourned at 10:57 AM motion by Mr. Campbell, seconded by Mr. Ramer. Approved 4-0.

Reinhardt Lange, Secretary

Arthur D. Norton, Chairman