

1. BET Audit Comm. Meeting Documents

Documents:

[BET\\_AUDIT\\_COMM\\_MTG\\_AGENDA\\_02-08-18.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_AUDIT\\_COMM\\_MINUTES\\_02-08-18.PDF](#)  
[APPROVED\\_BET\\_AUDIT\\_MINUTES\\_02-08-18.PDF](#)



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**AUDIT COMMITTEE MEETING  
Thursday, February 8, 2018**

**8:30 A.M.  
Gisborne Room**

**AGENDA**

1. Acceptance of the BET Audit Committee Meeting Minutes of January 11, 2018
2. Internal Audit Report
  - Audits-in-Progress:
    - Grass Island Waste Water Treatment Plant – Septic Disposal Audit
3. Risk Management Report
  - Tools for Schools Update
  - Steamboat Road Safety Report Update
4. Old Business
  - Cash Handling Report in the Office of the Town Clerk
  - Recommendations to the First Selectman's Cash Handling Task Force
  - Audit of Scrap Metals Handling by Town of Greenwich Departments
5. New Business
6. Items for Future BET Audit Committee Meetings
7. Adjournment

**BOARD OF ESTIMATE AND TAXATION**  
**Audit Committee Minutes**  
**Thursday, February 8, 2018 – 8:30 A.M.**  
**Gisborne Conference Room**

Present

Committee: David Weisbrod, Chairman; Andreas Duus, Debra Hess, Jill Oberlander

Attendees: Peter Mynarski, Comptroller; Melinda Frame (arrived while meeting already in progress), Internal Auditor; Megan Damato, Esq., Risk Manager; Amy Siebert, Commissioner, DPW; Richard Feminella, DPW Waste Water Division Manager

Others: BET Members: Michael Mason, Leslie Moriarty, Leslie Tarkington

The regular meeting was called to order at 8:32 A.M.

**1. Acceptance of Audit Committee Meeting Minutes of January 11, 2018**

Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Committee voted 4-0 to approve the January 22, 2018 Meeting Minutes, as amended.

**2. Internal Audit Report**

- **Audits-in-Progress:**

- **Grass Island Waste Water Treatment Plant – Septic Disposal Audit**

Mr. Mynarski noted that he had received the Audit and responses from Ms. Frame, which contained the dates and information requested from Ms. Siebert and Mr. Feminella. Ms. Siebert indicated that a policy and procedure letter to remind haulers what to do was in the final phase of development. Ms. Hess asked Ms. Siebert if the demographics were constant since the number of septic tanks installed over the past 10 years had been flat. Additionally, Ms. Hess asked if the DPW budget was adequate through FY18 to implement any suggested changes resulting from the Audit. Ms. Siebert responded that it was. Mr. Weisbrod asked when the consulting report would be finalized and the timetable for implementing any recommendations efficiently. Ms. Siebert explained that the process of collecting data that would assist in evaluating recommended options when the report is received in May had begun. She indicated that she would be asking other TOG departments about their experience with “virtual doorbells” since on-site staff were engaged in maintenance tasks and not always available for supervisory control. Expressing a preference for a scale so that fees would be equitable for both large and small haulers, Ms. Siebert described the complexity of establishing a payment process. Mr. Weisbrod summarized the discussion and asked Ms. Siebert to follow-up with the Committee on the Policy statement under development, the Consultant report when finalized, steps taken such as the installation of a camera, inventory of haulers’ license plates and truck sizes.

Mr. Mason stressed that the issue be addressed with sufficient urgency. He suggested changing fees according to the truck size rather than the current method of a single ticket per 500 gallons at \$35.00 noting that such a change would require approval of the Office of the Selectman. Ms. Siebert asked for the latitude of collecting a truck information inventory before prohibiting dumping until registered to receive pre-paid

permit books for haulers through DPW. She agreed to research the best method of billing going forward.

Upon a motion by Ms. Oberlander, seconded by Mr. Duus, to accept the draft audit, the Committee voted 4-0-0 in favor of the motion.

### 3. Risk Management Report

- **Tools for Schools Update**

Mr. Weisbrod asked Ms. Damato if all the recommendations had been accepted by the BOE and were planned into their budget. Ms. Damato reported that Mr. Watson, BOE Director of Facilities, indicated that some of the recommendations could be accomplished immediately, some during the February and April school breaks, but larger projects which were more capital intensive, might need to be scheduled during the summer under the FY19 budget. Ms. Damato would follow-up by observing maintenance and implementation. She commented that full Inspection of all schools takes place twice per year and safety hazard and air quality are tracked through Tools for Schools. A previous report, the Online Survey of Tools for Schools, was unavailable so it is being replaced by a new Survey for use during walk-throughs.

Mr. Weisbrod questioned whether Chubb's Insurance reports mention of sprinkler system installations was being considered; Ms. Damato responded she had spoken with Deputy Fire Marshal Christopher Moynihan and he indicated that sprinklers were not required by code and that emphasis is being placed on total school evacuation.

- **Steamboat Road Safety Report Update**

Ms. Oberlander asked when work would begin on the Steamboat Road Pier. Ms. Damato responded that she had spoken with Amy Siebert who indicated that the RFP for repair of the pier would be issued within a few weeks and would confirm that information by email after the meeting concluded. Mr. Weisbrod commented that the risk issue was of concern and Mr. Duus commented that fishing was still popular at that site with people going around the fence. Ms. Damato indicated that she had not witnessed fishing at the pier nor been provided with photographs or any evidence of such, but that there was also signage on the fencing which indicated the pier is closed. Ms. Oberlander suggested encouraging DPW to repair it as quickly as possible.

### 4. Old Business

- **Approval of the Cash Handling Report in the Office of the Town Clerk**

Mr. Weisbrod commented that this item would be continued for one month to allow time for the Office of the Town Clerk to respond to the Audit Report.

- **Recommendations to the First Selectman's Cash Handling Task Force**

Mr. Mynarski stated that the Task Force had not met because the First Selectman and Town Administrator asked that it be rescheduled until after the BET Budget Hearing process concluded.

- **Audit of Scrap Metals Handling by Town of Greenwich Departments**

Mr. Weisbrod asked Mr. Mynarski his recommendation on the Internal Auditor revisiting this item to follow-up on the results of the policy already in place. Mr.

Mynarski suggested deferring the audit until the completion of the Cash Handling Task Force's work, hopefully within a 6-month period.

Mr. Mynarski distributed a list of suggested audits prepared by himself and the previous Auditor; he noted the status of implementations of items and some of the outstanding issues.

Commenting on the RFP for outsourcing parking coordination and cash issues, he reported that Mr. Lalli, TOG's retired Risk Manager, had been asked by Capt. Kordick, the temporary Parking Services supervisor, to assist with internal controls. Capt. Kordick is reporting to the First Selectman and Town Administrator.

Mr. Mynarski indicated that Cash Handling reports done by the previous auditor of the Tax Collector's Office had a narrow audit focus on cash being handled by the staff cashiers. A follow up audit will be conducted.

He reviewed areas of concern in the Tax Collector's Office and noted that the Finance Department staff was working with the Tax Collector's Office on an on-going basis. He mentioned that the Finance Department was in the process of possibly acquiring a cash depositing machine from which collected funds could be picked up weekly by Dunbar. Since the new equipment might be used by multiple departments to collect cash for depositing, Mr. Mynarski indicated that it would not be timely to enter into a long-term contract at this time. Responding to the recommendation for a wider Audit of the Tax Collector's Office, he said it would be duplicative until the new Tax Collector had implemented his changes and plans. Mr. Weisbrod asked Mr. Mynarski to estimate the time needed for an immediate narrow audit, to which, Mr. Mynarski estimated that the window cashier review would take one day.

Ms. Hess proposed performing a comprehensive Enterprise Risk Assessment plan with a template which Ms. Damato and Ms. Frame could apply to prioritize a future list of Audits to be pursued.

Mr. Mynarski commented that typically anecdotal remarks or concerns recommended an area for audit. He cited the biggest risk area as payroll, but its scope would need to be limited due to the complexity of many departments customized pay methodology. He suggested that Human Resources employee benefits and insurance needed review and updating due to turnover.

## **5. New Business**

The Committee discussed best practices methodology and how to prioritize an Audit list for Ms. Frame. It was suggested that additional money be added to the Finance Department's Consulting budget for possible consulting and fieldwork. Mr. Weisbrod commented that the stature and independence of the internal auditor should be reinforced and agreed with Ms. Hess that a top down approach of an announcement by the First Selectman or the Town Administrator would emphasize the significance of Internal Audit being consistent with the culture and values of the Town so that there would be no ambiguity of support at the highest level.

Ms. Oberlander suggested that a review of the Harbor Management Commission's revenue practices be included in the Audit Plan.

## 6. Items for Future BET Audit Committee Meetings

- An Enterprise Risk Assessment be performed across the Town to identify risks and enable the Audit Committee to implement a 3 to 5-year plan to perform internal audits
- Discussion of Cyber Security with Mr. Klein
- Discussion of annual projections for insurance policy renewals by Mr. Irizarry of Frankel & Company, Inc., the Town's Insurance brokers
- Follow-up Requests:
  - Link to National Audit Association Fairfield/Westchester
  - The preparation of an audit calendar of regularly scheduled annual and other audits to be conducted during the year.
  - Development of a draft Auditor's Charter by Ms. Frame and Mr. Weisbrod to be circulated before being put on Agenda
  - Mr. Mynarski was asked to update the list of Audit projects with estimates of hours required, and prioritized with a scale of high/med/low importance.

## 7. Adjournment

Upon a motion by Mr. Duus, seconded by Ms. Oberlander, the Committee voted 4-0 to adjourn the meeting at 11:12 A.M.

The next Audit Committee Meeting is scheduled for March 8, 2018 at 8:30 A.M. in the Gisborne Room.

# SUBJECT TO APPROVAL

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Catherine Sidor, Recording Secretary

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David Weisbrod, BET Audit Committee Chairman

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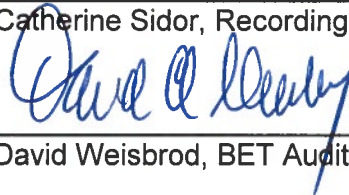
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