

1. BET Audit Comm. Special Meeting Documents

Documents:

[APPROVED_BET_AUDIT_COMM_SPECIAL_MEETING_MINUTES_03-16-07.PDF](#)
[BET_AUDIT_COMM_SPECIAL_MEETING_AGENDA_03-16-07.PDF](#)

BOARD OF ESTIMATE AND TAXATION
Audit Committee Minutes
Special Meeting
Friday, March 16, 2007
Hayton Conference Room

Attending:

Audit Committee: Robert Stone, Chairman; Leslie Tarkington, Larry Simon, Jim Himes,
Staff: Peter Mynarski, Jr., Comptroller, Chris DeMeo, Director, Risk Management,
Reinie Lange, Internal Auditor

Others: John Wayne Fox, Town Attorney, Joan Sullivan, Director of Purchasing.

Meeting was called to order at 10:02 AM.

The following item was discussed:

Review process followed by Town in Awarding Contracts, including draft questionnaire and other documentation.

Mr. Fox discussed the two draft questionnaires and stated that Exhibit II was okay with him, but he had problems with questionnaire I. He would recommend that the non-collusion language be included in the body of the bid or the RFP documents. He also would recommend that the purchasing department consider adding the following:

“In submitting this proposal the undersigned declares that this is made without any connection with any persons making another bid or the same contract; that the bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town or any person in the employ of the Town is directly or indirectly interested in said bid or in the supplies or work to which it relates, or in any portion of the profits thereof.”

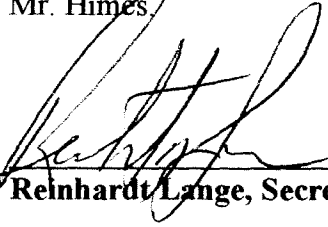
Mr. Stone asked about the Town's having the ability to eliminate an applicant from consideration based upon information received in connection with the proposed questionnaire and/or related insurance-loss information. Mr. Fox was uncertain about this and said that he would research the matter.

Joan Sullivan's comments on Exhibit II.

- 1) She questioned the need for information concerning information on a 10% shareholder. The Committee agreed to review this level of ownership.
- 2) Point #8-It was confirmed that the issue related to the revocation of professional licenses.
- 3) Point #10-The Committee will review the level of legal actions having to be indicated.

Finally, a procedure calling for provision of insurance loss-runs will be amended. Prospective bidders will be asked to permit the Town to obtain such information as part of the bid process. The insurance loss run data would be accessed and reviewed by the Purchasing Department only for an applicant prior to being formally advised of the award of the contract.

Meeting adjourned at 11:02 AM after motion made by Mrs. Tarkington and seconded by Mr. Himes.



Reinhardt Lange, Secretary



Robert S. Stone, Chairman



Revised

SPECIAL AUDIT COMMITTEE MEETING AGENDA

Hayton Room

Friday, March 16, 2007

10:00 a.m.

Review process followed by Town in Awarding Contracts, including draft questionnaire and other documentation.