

1. BET Audit Comm. Meeting Documents

Documents:

[APPROVED_BET_AUDIT_COMM_MEETING_MINUTES_07-12-07.PDF](#)
[BET_AUDIT_COMM_MEETING_AGENDA_07-12-07.PDF](#)
[SUB_TO_APP_BET_AUDIT_COMM_MEETING_MINUTES_07-12-07.PDF](#)

BOARD OF ESTIMATE AND TAXATION
Audit Committee Minutes
Thursday, July 12, 2007
Gisborne Room

Attending:

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

Others: Joan Sullivan, Director of Purchasing.

Meeting was called to order at 8:04 AM.

The following items were discussed:

1. Minutes approved of June 15, 2007 meeting.

Approval of minutes for the meeting on June 15, 2007, subject to the changes discussed.

Moved by Mrs. Tarkington seconded by Mr. Simon. Approved by 4-0.

2. Consideration of changes to Internal Audit Plan.

No changes to existing Plan.

3. The Town's role concerning the Parks and Recreation Foundation.

Discussion on the request by the President of the Parks and Recreation Foundation for help in obtaining an Independent Audit of their financial records. Mr. Mynarski expects to meet with the Town Attorney on this subject and will advise the Committee about the advice received.

Resolved that Peter Mynarski will meet with Attorney John Wayne Fox to see if the Audit Committee can recommend any Independent Certified Public Accountants to the Foundation.

Moved by Mr. Simon and seconded by Mr. Himes. Approved by 3-0-1 (1 Abstain Mrs. Tarkington)

4. Review status of proposed changes to Town's Purchasing Process.

Mrs. Sullivan discussed the results of the bidding for the Valley Road sidewalk project, in which the contract will be split between two companies. She indicated that the number of responses to the RFP (5) did not seem to be negatively impacted by the type of background information requested as a result of the Committee's action. She pointed out that the apparent award winner had answered the lawsuit question (number 10) as not being involved in a lawsuit over \$10,000, with the Town. She indicated that this did not seem to be accurate and plans to discuss the subject with The Town Attorney. Also, Mrs. Sullivan will advise the Committee about the First Selectman's decision concerning extending the Questionnaire to all future contracts over \$250,000.

5. Review of Processes in Town's construction projects involving Building Committees.

The Committee discussed The Law Department's role in reviewing and approving contracts involving such projects and will invite The Town Attorney to attend the September 11, 2007 meeting. Also to be invited will be Frank Mazza, Lloyd Hubbs and Alan Monelli.

Moved by Mr. Simon and seconded by Mrs. Tarkington. Approved by 4-0.

6. Discussion of adjustment of Limited Scope Internal Audit Report concerning NSF and Returned Checks.

Mr. Lange presented his report, and the charges for NSF and Returned checks were discussed. He will obtain a recommendation concerning such charges for returned checks from the Town's Treasurer.

7. Byram Shore Boat Club Lease.

Mr. DeMeo, stated that the Town completed an operating agreement with the Boat Club, on June 29, 2007. The Town Attorney will be invited to the September 11, 2007 meeting to explain why an operating agreement was executed instead of a lease.

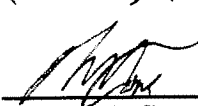
As a follow-on to the discussion concerning leasing the Byram Shore Boat Club site, Mr. Stone asked about the ticket booth outside of the Eastern Greenwich Civic Center, which has, for some time, displayed a toll free telephone number. He asked for background, including whether the building was leased or owned by the Town.

The next Audit Committee meeting is scheduled for September 11, 2007.

The meeting adjourned at 10:05 AM after a motion made by Mrs. Tarkington and seconded by Mr. Simon. Approved 4-0.



Reinhardt Lange, Secretary



Robert S. Stone, Chairman

AUDIT COMMITTEE MEETING
Thursday, July 12, 2007
Gisborne Room, 8:00 a.m.

1. Review and consider for approval the minutes of 6/15/07 meeting.
2. Consideration of changes to Internal Audit Plan.
3. Consider Town's role concerning Parks and Rec. Foundation in light of request for audit.
4. Review of processes in Town's construction projects involving building committees.
5. Review status of proposed changes to Town's Purchasing Process.
6. Discussion of adjustments to Limited Scope Internal Audit Report Concerning NSF Checks.
7. Review status of lease with Byram Shore Boat Club.
8. Consideration of any other business that, in the Committee's judgment, should be discussed.

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Robert S. Stone, Chairman