1. BET Audit Comm. Meeting Documents

   Documents:

   BET_AUDIT_COMM_MEETING_AGENDA_10-05-06.PDF
   FINAL_BET_AUDIT_COMM_MEETING_MINUTES_10-05-06.PDF
AUDIT COMMITTEE MEETING
Thursday, October 5, 2006
Gisborne Room, 8:00 a.m.

1. Review Additions to Marina Facilities Risk Exposure Report

2. Update re those action(s) to have been taken by various Town departments concerning Payroll Audit findings

3. Review process followed by Town in Awarding Contracts and compiling eligible bidders list

4. Consideration of changes to Internal Audit Plan

5. Review minutes of 9/14/06 meeting

6. Consideration of any other business that, in the Committee’s judgment, should be discussed
Audit Committee Minutes
October 5, 2006

Attending: Bob Stone, Chairman, Leslie Tarkington, James Himes, Board of Estimate and Taxation (BET) members; Peter Mynarski, Jr., Comptroller; Chris DeMeo, Director of Risk Management. Also present were citizens Chris Antonic, Ian McMillan and Sylvester Pecora for the first agenda item only.

Absent: Larry Simon

Meeting came to order at approximately 8:00 AM.

The following items were discussed:

Marina Facilities Risk Exposure Report:
The Committee reviewed the changes to the originally submitted report which provided the requested specificity concerning expected "delivery/completion dates" of the various projects/maintenance efforts. Also, as a result of the observation concerning the Byram Marina’s operations, the Committee approved the following resolution:
Resolved:

The Audit Committee accepts the report and notes that Byram Shore Boat Club is using Town assets without a lease and that this exposes the Town to liability. The Committee therefore urges the First Selectman to negotiate and execute such a lease before April 15, 2007, (the beginning of the 2007 boating season), and further recommends that should such a lease not be executed that the First Selectman forbid further use of such Town assets.

Motion to approve above resolution by Mr. Himes, seconded by Mrs. Tarkington and approved 3-0.

Internal Audit Payroll Report Audit Findings:

Motion by Mr. Stone, seconded by Mr. Himes and approved 3-0 for Executive Session beginning at approximately 8:25AM at the suggestion of Comptroller Peter Mynarski who indicated that he intended to deliver information of a confidential nature concerning a personnel issue relating to the topic at hand. Executive Session ended at 8:40 AM on a motion by Mr. Stone, seconded by Mr. Himes and approved 3-0.

The Comptroller reported being aware of no action having yet been taken concerning implementation of the Town Policies highlighted in the Payroll Audit and his own memorandum to Town Departments.
Approval of Minutes 9/14/06:

Mrs. Tarkington moved and Mr. Himes seconded approval of the minutes.

Review of Contract Awarding Process:

Purchasing Director Joan Sullivan had been invited to this meeting, had originally accepted, but eventually reversed that decision. There was discussion concerning various allegations made by private parties regarding certain recent awards and general agreement that more information was needed from Purchasing as well as DPW and Law on the process followed and regulations.

Mr. Himes expressed his concern that without good communications between the Audit Committee and Town Departments, and without access to information and subject matter experts, the Audit Committee would find it difficult to play a meaningful oversight role, and that Town governance would suffer. He expressed hope that a mechanism might be implemented to assure good access to Town staff.

Resolved:

The Committee agreed it would be best to invite respective Depts. to an Audit Committee meeting first, and if unresponsive, the Committee members could visit them.

Motion to approve above resolution by Mrs. Tarkington, seconded by Mr. Himes, and approved 3-0.

In the meantime, Committee members agreed to come up with questions in anticipation of meetings with the respective Depts.

Meeting adjourned at approximately 10:00 AM by a motion by Mrs. Tarkington, seconded by Mr. Himes, and approved 3-0.

Respectfully submitted,

Chris DeMeo
Dir., Risk Management

Minutes from BET Audit Committee, October 6, 2006