

**Audit Committee Minutes  
December 14, 2006**

**Attending:** Bob Stone, Chairman, Leslie Tarkington, Larry Simon, Jim Himes, Board of Estimate and Taxation (BET) members, Peter Mynarski, Jr., Comptroller, and Chris DeMeo, Dir., Risk Management. Also attending were Scott Bassett and Kevin Tobias of McGladrey and Pullen, CPAs.

Meeting came to order at approximately 8:00 AM.

The following items were discussed:

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

The Comptroller reviewed his understanding of a plan designed to cure the findings outlined in the Payroll Audit, which he understands will be implemented by the First Selectman by mid-Jan. '07. The Committee will endeavor to get a briefing from the First Selectman or someone from his office at our January meeting.

**2. Discussion with Scott Bassett, Partner - McGladrey and Pullen, concerning Management Letter and other subjects relative to the ongoing audit of financials for year ended 6/30/06.**

Scott Bassett and Kevin Tobias presented the Committee with the draft Management letter, which was discussed in detail. They will update / revise certain comments for transparency and will circulate the letter to the Committee through the Comptroller.

They also updated the Committee on the status of the annual audited CAFR. The CAFR is going well and will be filed by year-end. Finishing touches and final reviewing partner sign off is in process. They will provide the Committee with hard copies of the final CAFR and Mgmt. letter by 1/2/07 and will present same to the Committee on 1/11/07.

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

The Risk Manager presented the Committee members with a draft questionnaire designed to be completed by prospective contractors involved in the Town's RFP / RFQ /

RFB process. He will distribute the digital version, and the Committee will make suggested changes before the January meeting.

**4. Update re progress made by Town concerning use of Town-Owned Vehicles with particular attention to accidents involving same.**

It was requested that the Risk Manager prepare for next month the last year's accident report as provided by Fleet Dept. and sort by repeat-offenders from the GFD. The Risk Manager will also provide the Committee with the last three months of GFD safety committee minutes.

Meeting adjourned at approximately 10:25 AM.

Respectfully submitted,

Chris DeMeo  
Dir., Risk Management