

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**AUDIT COMMITTEE MEETING MINUTES**

Thursday, July 15, 2021  
Virtual Webinar

Present

Committee: William Drake, Chairman; Andy Duus, Laura Erickson, David Weisbrod

Staff: Peter Mynarski, Comptroller; Nataliya Yemets, Treasurer and OPEB Board Trustee; Megan Zanesky Esq., Risk Manager

BET: Miriam Kreuzer, Leslie Moriarty, Leslie L. Tarkington

Guests: Jeffrey Ziplow, Senior Partner, Clifton Larson Allen LLP, (CLA)

The meeting was called to order at 3:00 P.M.

**1. Approval of the BET Audit Committee Meeting Minutes**

Upon a motion by Ms. Erickson, seconded by Mr. Duus, to approve the Minutes of the BET Audit Committee Regular Meeting of June 23, 2021, the Committee voted 4-0-0. Motion carried.

**2. Internal Audit**

- **Approval of the Greenwich Schools Lunch Program Audit**

Mr. Ziplow updated the Audit Committee on how the document's Summary had changed after the previous discussion of the draft. Revisions were made in the description of the control process and needs for improvement. The number of FTEs was adjusted. A member of the Committee asked if the Board of Education agreed with the report and requested to receive a copy of the Management responses. Mr. Ziplow commented that the Board of Education recognized the need to make changes and agreed with all recommendations.

Upon a motion by Mr. Weisbrod, seconded by Mr. Duus, to approve the audit document, the Committee voted 4-0-0. Motion carried.

- **Greenwich Department of Human Services Audit Update**

Mr. Ziplow commented that a draft of the Human Services Department Internal Audit had been sent to the department for their review and feedback. He remarked that the testing had found a good operation overall. The Management comments would be incorporated into the report and presented for approval at the September.

- **Next Audits to be conducted**

Mr. Ziplow and Mr. Mynarski planned the following schedule for the balance of FY22 six Internal Audits:

- Fleet Department – Onsite visit, walk-through and testing will begin next month. It will focus on an analysis of outsourced labor, replacement parts and fuel use. A progress report will be provided at the September meeting.
- Golf course – to be begun during the golf season
- Building Permits/Inspections Flow – a November start date is planned due to the 2020 ReVal currently underway

Mr. Duus complimented Mr. Ziplow on the pleasurable process and reporting professionalism that his organization was bringing to the projects.

### 3. **Risk Management**

- **FY22 Insurance Program Renewal Final Results**

Ms. Zanesky remarked that although the Town anticipated a potential 30% across the board increase in insurance renewal premiums, Gallagher was able to negotiate a 4% overall increase by marketing the program and working with Ms. Zanesky on different program options (Previous year total \$4,365,000 in premium increased only to a total premium of \$4,551,000 this year).

The first layer of casualty insurance increased by 21%, the second and third layers were consolidated with one carrier netting savings all the way up the casualty tower. Examples of some of the changes include: Excess Casualty which had been \$1.8 million in the previous year was reduced to \$1.59 million; Premium reductions were negotiated for Crime and Fiduciary premiums; Health Department Clinics' policy experienced a 15% increase in premium; Property policy's premium increased 21% due to recent water damage claims. Chubb Insurance will be providing a presentation to Town and BOE Facility Directors on installation of water sensors that is anticipated to mitigate the cost of water damage in the future. The Bruce Museum policy will increase coverage from \$30 million to \$40 million limits to cover new acquisitions and gift collections.

Ms. Zanesky was asked to follow-up with the Bruce Museum to learn if all exhibitions are covered under this policy. The Risk Manager also commented that representatives of Gallagher, the GPS Director of Facilities – Dan Watson, DPW Superintendent of Construction & Buildings – Alan Monelli and Smart Systems are planning to attend the Chubb's Commercial Water Detection Webinar.

Mr. Weisbrod expressed appreciation for Gallagher's diligence and negotiation skills contributing to lower than anticipated increases in premium costs and an overall great outcome on renewals.

#### 4. **Old Business** - None

#### 5. **New Business** – None

#### 6. **Items for future BET Audit Committee Meetings**

- Annual Town Auditor presentation

As a result of a promotion, Ms. Katz, who has led the RMS audit team for the past four years, will be replaced Mr. Scott Bassett, the RMS CT Senior Partner. It is anticipated that Federal Grants received as a result of COVID will each require audits of spending which will increase total audit costs this year. An RFP will be published for next year's auditors because of Town policy to rotate auditors every five years, and this is the fifth year of RSM's 5-year contract. Audit Committee members will interview RFP respondents to select the successor.

- Liaison Report on Protocols for Tax Delinquency Sales
- Update on Chubb recommendation for commercial water detection in buildings

#### 7. **Executive Session** – Cyber Security Quarterly Update

The meeting was adjourned by unanimous vote at 3:57 P.M. to enter Executive Session to discuss Cyber Security. Motion carried.

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Catherine Sidor, Recording Secretary

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William Drake, Audit Committee Chairman

Next Audit Committee Meeting scheduled for Wednesday, September 1, 2021 at 8:30 A.M. on the Town Hall Gisborne Conference Room.

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**AUDIT COMMITTEE MEETING MINUTES**

Wednesday, July 15, 2021  
Virtual Webinar

**EXECUTIVE SESSION**

- Attendees:  
William Drake, Audit Committee Chairman  
Andy Duus  
Laura Erickson  
David Weisbrod
- Staff:  
Peter Mynarski, Comptroller; Megan Zanesky, Esq., Risk Manager
- Guests:  
Thomas Klein, Chief Information Officer, Town of Greenwich  
Michael Ting, Chief Technology Officer, Greenwich Board of Education  
Tom Keown, Chief Information Security Officer (TOG), CyberDefenses, Inc.  
Joanne Wurst, Cyber Security Program Manager, CyberDefenses, Inc.

Upon a motion by Mr. Drake, the Audit Committee entered Executive Session at 4:05 P.M.

Upon a motion by Ms. Erickson, seconded by Mr. Duus, the Committee exited Executive Session at 4:51 P.M.

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William Drake, Audit Committee Chairman