The meeting was called to order at 8:30 A.M.

1. Approval of the BET Audit Committee Meeting Minutes

   Ms. Erickson made a motion, seconded by Mr. Duus, to approve the Minutes of the BET Audit Committee Regular Meeting of November 16, 2021, the Committee voted 4-0-0. Motion carried.


   Mr. Bassett and Ms. Quinn presented the recently completed annual audit, commenting on the important items, including the Management Letter. It was noted that the State’s Office of Policy & Management (OPM) will receive the Town’s regular audit by the deadline of December 31, 2021, however, final guidance for submission of the State’s Single Audit has not yet been received. An extension will be obtained. Mr. Bassett undertook a detailed review of the financial statements followed by comments and questions from Committee members.

   Ms. Erickson made a motion, seconded by Mr. Weisbrod, to accept the RSM’s audit of the Town’s financial statement ending June 30, 2021, and the Committee voted 4-0-0. Motion carried.
The Chair requested a change in the Order of Business to accommodate a speaker. The Committee unanimously approved.

Tax Delinquencies – Status and Policy

The Tax Collector Ms. Smeriglio with the BET Liaisons had developed an internal procedure and policy for tax delinquent accounts. The Tax Collector will make a presentation once a year, in March, to the BET on tax accounts deemed to be uncollectible taxes.

Internal Audit

• Griffith E. Harris Golf Course Audit Update

Mr. Ziplow commented that the requested changes to the draft audit had been made and the internal audit. It was decided that no audit was necessary of the Pro Shop at this time but a future Pro Shop audit could be made. Recommendations were made that a monthly cash report should be maintained. Management comments were received and incorporated into the final Audit.

Mr. Duus made a motion, seconded by Ms. Erickson, to accept the Griffith E. Harris Golf Course Audit, and the Committee voted 4-0-0. Motion carried.

• Police Special Duty Audit Update

Mr. Ziplow commented that the materials for testing had been received and a draft report is being prepared for distribution the beginning of January. Findings, recommendations and management comments will be integrated in the draft.


Mr. Mynarski reminded the Committee that the FY 2022 Plan still had audits to be completed of Police Side-Jobs, as well as HR Healthcare Benefits and Building Permit Process Audits. He mentioned that he and Mr. Ziplow were considering BOE Purchasing and TOG Purchasing processes and Capital Projects as possible future internal audits for FY 2023.

Firefighters’ Collective Bargaining Agreement: Lessons Learned

The Committee discussed how the Town could become better informed and prepared about the economic impact of major issues such as COLA & Pensions for the future. A model of net present value of “give ups or concessions” needs to be structured and documented. This model and information should be available prior to negotiations.

New Business

• Internal Audit Plan for Calendar Years 2022 & 2023 – First Read

A preliminary Internal Audit Master Plan 2021-2022 was reviewed. After discussion, the following suggestions were made: combine Municipal and BOE Procurement audits; defer the Cafeteria/School Lunch Inventory Control audit for one year to better define its scope; and consider adding an audit of BOE Grants and a limited
The Committee expressed its thanks to CLA for the quality of its work on the internal audits already completed.

- **Request for Proposal for Auditing Services for years starting July, 2022**

RSM will draft an engagement letter for review.

**Items for future BET Audit Committee Meetings**

Nathaniel Witherell Account Receivable Write-Off Update

**Risk Management**

- **CyberSecurity Liability Insurance Renewal Update**

Ms. Zanesky described seeking benchmarking information in the marketplace. A comparison between previous year’s prices for coverage and current Cyber Liability prices shows an extraordinary increase in premiums and a simultaneous large reduction in coverage limits. Chubb is offering 2 layers of insurance through December 2022.

**Closing Remarks**

Mr. Weisbrod offered a salute and sincere thanks to Mr. Duus on his retirement from the BET and Audit Committee and for his contributions. Mr. Drake echoed the thanks.

**Adjournment**

Mr. Drake made a motion, seconded by Mr. Duus, to adjourn the meeting at 10:35 AM, and the Committee voted 4-0-0. Motion carried.

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Catherine Sidor, Recording Secretary

Michael Basham, Audit Committee Chairman