

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
AUDIT COMMITTEE MEETING MINUTES**

Wednesday, March 11, 2020  
Evaristo Conference Room, Town Hall

Present

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

Staff: Peter Mynarski, Comptroller; Megan Zanesky, Esq., Risk Manager

BET: Michael Mason, BET Chairman; Karen Fassuliotis, Elizabeth K. Krumeich, Miriam Kreuzer, Jeffrey S. Ramer, Leslie Tarkington

Public: Ronni Rausch, Arthur J. Gallagher & Co.

The meeting was called to order at 10:33 A.M.

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

Upon a motion by Ms. Erickson, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting of January 24, 2020. Motion carried.

Upon a motion by Ms. Erickson, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting of February 18, 2020. Motion carried.

**2. Internal Audit**

**• Update on the Internal Audit Position**

Comptroller Mynarski commented that 20 applications had been received as a result of the posting of the updated Internal Auditor job description recruitment. Mr. Mynarski and Ms. Mahoney will interview 3-4 applicants this week, and a second round of interviews will be scheduled to which Audit Committee members will be invited to attend.

**3. Risk Management Overview**

**• Insurance Renewal Presentation by Ronni Rausch, Gallagher & Company**

Ms. Rausch distributed materials related to the Town annual insurance policies to be renewed for July 1, 2020. She cautioned that prior to marketing Greenwich's portfolio, carriers were indicating that premiums would be increasing, and in the case of Greenwich property coverage, it could be as much as 20% over the previous year. In the discussion that followed, the Committee and other BET Members inquired about looking into various options with respect to the Public Entity Casualty and General Liability lines.

Andy Duus asked if the Town's 10-year claims history would be a negotiating advantage, and Chairman Drake was pleased to hear that Gallagher communicates frequently with the Risk Manager during the marketing process.

- **Update on CHUBB Property Safety Inspection**

The Risk Manager, Ms. Zanesky, reported that CHUBB inspectors had toured Greenwich High School and Grass Island on February 14, 2020 and that she and a CHUBB inspector, along with property specialists from Gallagher & Co toured The Nathaniel Witherell on February 27, 2020. No immediate issues or concerns were identified. CHUBB mentioned the possibility of installation of water sensors at the high school through a vendor they contract with and indicated it could result in a possible property insurance premium reduction.

- **Update on GHS PAC water damage claims subrogation**

Ms. Zanesky advised the Committee of CHUBB's decision not to pursue a subrogation action to recover damages from contractors and manufacturers involved with the GHS/MISA water damage claims. The Committee discussed whether to pursue recovery of the cost of coupling-part replacement throughout GHS and insurance deductibles.

#### **4. Old Business**

- **Contract with Blum Shapiro for Internal Audit Services**

Ms. Zanesky commented that a meeting would take place with Mr. O'Keefe, GPS CFO, next week to begin the School Lunch Program internal audit. The School Activity Fund is scheduled for the second internal audit, followed by the Holly Hill Transfer Station.

Mr. Weisbrod suggested that the scope of the Transfer Station audit be reviewed.

Upon a motion by Mr. Weisbrod, seconded by Mr. Duus, the Committee voted 3-0-1 (Abstain: Erickson) that before the Transfer Station audit, the Audit Committee should review the scope of work. Motion carried.

Mr. Mynarski will circulate the previous December 2008 Holly Hill Transfer Station Audit to the Committee prior to the next full BET meeting.

- **Cyber Security Discussion**

Ms. Zanesky reported on the recent CT Army National Guard sponsored Cyber Nutmeg Cyber Security training event and shared the range of attendee professions and a summary of suggested practices being implemented that are very similar to what TOG has already or is working to put into place. The five major cyber initiatives each municipality should be implementing are: 1) Risk Assessments; 2) Education & Training of Users; 3) Incident Response Plans; 4) Business Continuity Plans and 5) Multi Factor Authentication/Complex Password implementation. The amount of the Town's FY21 Budget to be invested in Cyber Security and the governance (reporting structure) were discussed.

Upon a motion by Mr. Weisbrod, seconded by Mr. Duus, to request that the governance responsibility for a Cyber Security CISO be defined as reporting to the First Selectman, the Superintendent of Schools and the Executive Director of the Library in their respective domains. The Committee voted 1-1-2 (Opposed: Drake, Abstain: Duus, Erickson) Motion failed.

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

- Discussion of Holly Hill Transfer Station audit's scope of work
- Cyber Security Governance structure

7. **Adjournment**

The Committee unanimously voted to adjourn the Meeting at 12:30 P.M.  
Motion carried.



---

Catherine Sidor, Recording Secretary



---

William Drake, Audit Committee Chairman

**Schedule of 2020 Audit Committee Meetings**

April 14, 2020 (Tuesday) – Gisborne Conference Room 1<sup>st</sup> Floor

May 5, 2020 (Tuesday) - Gisborne Conference Room, 1<sup>st</sup> Floor

June 4, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

July 9, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

August (no meeting)

September 10, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

October 9, 2020 (Friday) - Gisborne Conference Room, 1<sup>st</sup> Floor

November 5, 2020 (Thursday) – Gisborne Conference Room 3<sup>rd</sup> Floor

December 17. 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor