

**BOARD OF ESTIMATE AND TAXATION
Audit Committee Special Meeting Minutes
Tuesday, May 23, 2017 – 11:30 A.M.
Finance Conference Room**

Present

Committee: Arthur D. Norton, Chairman; John Blankley, Michael Mason, Jill Oberlander

Attendees: Peter Mynarski, Comptroller; Melinda Frame, Internal Auditor; Aamina Ahmad, Assistant Town Attorney, John Wayne Fox (via telephonic hookup), Town Attorney

Others: Jeff Ramer, BET Member

The regular meeting was called to order at 11:40 A.M.

- **Approval of the scope and engagement letter for a Forensic Audit from RSM US LLP.**

Mr. Blankley made a motion to allow meeting participation via telephonic hookup, seconded by Mr. Mason. The motion passed 3 to 0 (Ms. Oberlander was not present for the vote and joined the meeting at 11:42 A.M.). Town Attorney Fox joined the meeting via telephonic hookup.

There was an initial discussion, led by Mr. Ramer, to change the scope period for RSM review from the listed "no earlier than January 1, 2010" to the year 2003. There were no motions to change the period of review.

The Committee requested clarification from RSM on four items contained within the Engagement Letter, dated May 18, 2017. Two of the items were on the recommendation of Town Attorney Fox: provisions on venue and for indemnification. Attorney Fox stated that the Town recently negotiated an agreement with RSM and the law department was able to reach agreement on similar provisions. The other two items pertained to interim reports and the Town's ability to share RSM work product with its agents, including the Town's insurers. It was collectively agreed to have Attorney Fox contact RSM principals to resolve the aforementioned concerns as quickly as possible, with the aim of having the retainer agreement signed before the weekend. As a result of the discussions, the following motion was made with attached conditions:

Upon a motion by Ms. Oberlander, seconded by Mr. Blankley, the Committee voted 4-0 to approve the scope and engagement letter for a Forensic Audit from RSM US LLP with direction to Attorney Fox to address the following:

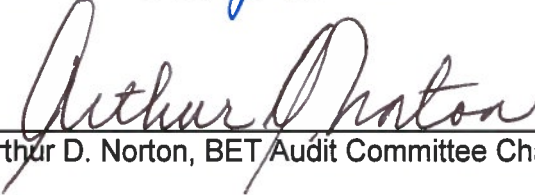
- Agreement on language covering indemnification;
- Agreement on venue;
- Clarification that the Town may share RSM's findings and final report with its agents, including insurers; and
- Verbal reporting be replaced with interim written executive summary reporting.

- **Adjournment**

Upon a motion by Ms. Oberlander, seconded by Mr. Blankley, the Committee voted 4-0 to adjourn the meeting at 12:08 P.M.



Peter P. Mynarski, Recording Secretary



Arthur D. Norton, BET Audit Committee Chairman