

**BOARD OF ESTIMATE AND TAXATION**  
**Audit Committee Minutes**  
**Tuesday, September 11, 2007**  
**Gisborne Room**

**Attending:**

Audit Committee: Robert Stone, Chairman; Leslie Tarkington, Larry Simon, Jim Himes,  
Staff: Peter Mynarski, Comptroller, Chris DeMeo, Director, Risk Management, Reinie  
Lange, Internal Auditor.

Others: James Latham, Purchasing Agent, Maureen Kast, Director of Human Resources,  
John Wayne Fox, Town Attorney, Joseph Siciliano, Director of Parks and Recreation,  
Eugene McLaughlin, Assistant Town Attorney, and Abby Wadler, Assistant Town  
Attorney.

Meeting was called to order at 8:06 A.M.

The following items were discussed:

**1. Minutes approved of July 12, 2007 meeting.**

Approval of minutes for the meeting on July 12, 2007, subject to the changes discussed.

Moved by Ms. Tarkington seconded by Mr. Stone. Approved by 4-0.

**2. Update-Review of Processes concerning Construction Projects Involving Building Committees.**

Mr. Stone reported that this item was rescheduled to the October 11, 2007 meeting at 8:30 A.M. because of scheduling conflicts. Messrs Mazza, Fox, Hubbs, and Manelli are expected to be present.

**3. Review status of proposed changes to Town's Purchasing Process.**

Mr. Latham provided information on the Valley Road sidewalk project, and the questions that A. Vitti answered on the RFP questionnaire. It was noted that A. Vitti was not an owner, as defined, or officer of the corporation with which the Town had a previous experience, but he was an employee of that company.

The Purchasing Department and the Town Attorney will work on revising the questionnaire to eliminate any confusion as to ownership, etc. of any other corporations. The questionnaire will be used for the Glenville Fire House RFP, an approximately \$2,000,000 project.

Mr. Fox is looking at adding the questionnaire to other RFP's that are issued by the Board of Education and the Department of Public Works, and the procedure of requesting Dun and Bradstreet reports and insurance loss runs for the winning bidders of these RFP's.

#### **4. Discussion concerning the agreement between The Town and The Byram Shore Boat Club.**

Mr. Fox discussed the recently executed operating agreement, indicating that because of certain background, the Club was unwilling to execute the standard lease. The new operating agreement, which can be cancelled on 60 days notice, contains the same insurance and indemnifications provisions called for in leases of this type.

The Committee agreed that the nature of the subject agreement should be shared with others, including the RTM which is currently looking into such matters.

Ms. Tarkington, working with Mr. Lange, agreed to help develop a summary of leases and operating agreements reflecting the terms, including insurance and rental fees included in each.

Resolved that a summary of all Boat Club leases and operating agreements be made to show insurance and financial terms, such summary to be presented to the Audit Committee at its October 11, 2007 meeting.

Moved by Ms. Tarkington and seconded by Mr. Hines. Approved by 4-0.

#### **5. Update on the Parks and Recreation Foundation audit request.**

Mr. Fox stated that the Foundation is totally independent of the Town. He agreed that it would be a good idea if the separation were clarified in the Foundation's literature, including its web site and any link thereto on the Town's website. He will draft suggested wording to be provided to the Foundation.

#### **6. Review of the Payroll process and record keeping.**

Maureen Kast stated that the payroll process is moving smoothly, and improving with standard policies as to overtime, vacation and sick time. The department is working as a team, and they are adding Parking Services and Administrative Services to the payroll process this week.

Maureen Kast mentioned that the Police Department uses Fox Pro as their payroll system and transmits that information directly to payroll.

**7. Discussion of items related to Limited Scope Internal Audit Report on NSF and Returned checks.**

A memo was received from Kathleen Murphy, Town Treasurer, recommending that a charge of \$25.00 per returned check should be assessed.

Resolved that the Town starts to charge \$25.00 for any returned checks. The Comptroller will take action on this item and does not need any other approval.

Moved by Ms. Tarkington and seconded by Mr. Simon. Approved 4-0

**8. Consideration of changes to Internal Audit Plan**

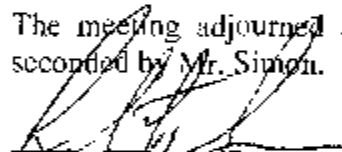
No change to the Internal Audit Plan.


**9. Consideration of any other business that should be discussed.**

No other business discussed.

The next Audit Committee meeting is schedule for October 11, 2007.

The meeting adjourned at 10:05 A.M. after a motion made by Ms. Tarkington and seconded by Mr. Simon. Approved 4-0.

  
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Reinhardy Lange, Secretary

  
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Robert S. Stone, Chairman