



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

AUDIT COMMITTEE MEETING MINUTES

Friday, October 9, 2020

Virtual Webinar

Present

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

Staff:

Kim Ambrosecchia, Business Operations Supervisor, Parks & Recreation Department; Peter Mynarski, Comptroller; Nataliya Yemets. Treasurer

BET:

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

Guest:

Matt Atkinson, ARTEC Alternative Risk Solutions & Captives; Lynnette Martinez, Senior Advisory Consultant, Blumshapiro; Ronni Rausch, Senior VP, Arthur J. Gallagher & Co.; Ryan Santacrose, ARTEC Alternative Risk Solutions & Captives; Jeffrey Ziplow, CISA, Partner, Blumshapiro

The meeting was called to order at 8:36 A.M.

1. Acceptance of the BET Audit Committee Meeting Minutes

Ms. Erickson moved to consider the Minutes of the BET Audit Committee Regular Meeting of September 26, 2020. Mr. Duus seconded this motion.

Upon a motion to amend by Ms. Erickson, seconded by Mr. Drake, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting of September 26, 2020 as amended. Motion carried.

2. Internal Audit

• **Acceptance of the Student Activity Fund Audit**

Upon a motion by Ms. Erickson, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the Student Activity Fund Audit. Motion carried.

• **Discussion on the Dorothy Hamill Skating Rink Audit**

A motion was made by Ms. Erickson, seconded by Mr. Duus, to open discussion on the Hamill Skating Rink audit.

Mr. Ziplow and Ms. Martinez presented a draft of the Audit which included a description of the audit's structure, the Rink's operations and its revenue sources, reconciliation process and bank deposits. Mr. Ziplow characterized the audit results as satisfactory. Among the Auditor's recommendations were the development of a Policy & Procedures Manual that would capture institutional knowledge and the completion of the integration of RecTrac, Parks & Recreation Department's customized revenue tracking program, with the Town's MUNIS program. Members of the Committee suggested including a list of top rink users by revenue with the revenue total on a budgeted and actual basis.

Mr. Ziplow commented that the Marina Audit work was currently in the testing phase and a draft would be completed for the November meeting.

Mr. Drake noted that the Holly Hill Transfer Station Audit was timed to include Tipping Fee revenue, a new revenue source. It is anticipated that both the Transfer Station and School Lunch Program draft audits will be reviewed in December.

3. Risk Management

- Messrs. Santacrose and Atkinson, representing Gallaher's subsidiary, ARTEC, made a presentation of Alternative Risk Solutions & Captives for the Committee's consideration. The Committee wished to evaluate captive management of certain Town risks versus traditional insurance premiums and retention reserves.

The process of the Town establishing a "Captive" insurance solution was explained step-by-step and its advantages discussed. The Committee asked a series of "gateway" questions to understand if the alternative risk strategy made sense from a financial perspective. ARTEC was asked to provide examples of CT and other municipalities using this type of alternative insurance product and offer an opportunity for the BET Law Committee to explore CT legislation and regulations concerning Captives.

4. Old Business

None

5. New Business

None

6. Items for future BET Audit Committee Meetings

- November Agenda
 - Skating Rink Audit approval
 - Marina Audit draft and discussion
 - Review of Law Department Legal Letter
- December Agenda
 - Cybersecurity Quarterly Update
 - Transfer Station draft audit discussion
 - School Lunch Fund draft audit discussion

- RSM Audit Presentation
- 2021 Audit Plan

7. Adjournment

Upon a motion by Mr. Weisbrod, seconded by Mr. Duus, the Committee voted 4-0-0 to adjourn the Meeting at 10:30 A.M. Motion carried.



Catherine Sidor, Recording Secretary



William Drake, Audit Committee Chairman

Schedule of 2020 Audit Committee Meetings

November 5, 2020 (Thursday) – Virtual Meeting or in the Gisborne Conference Room 3rd Floor

December 17, 2020 (Thursday) – Virtual Meeting or in the Gisborne Conference Room, 1st Floor