

Board of Finance Regular Meeting
Tuesday, January 4, 2022
7:30 pm
Via Webex

A regular meeting of the Board of Finance was held via Webex on Tuesday, January 4, 2022 at 7:30 pm in Fairfield, Connecticut.

A recording of the meeting can be found here: <https://www.youtube.com/watch?v=WWI-QSQcz-k>.

MINUTES

MEMBERS PRESENT: Lori Charlton-Chair, John Mitola-Vice Chair, Sheila Marmion Secretary, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, Jim Walsh

OTHERS PRESENT: Internal Auditor Connie Saxl, CFO Jared Schmitt, FairTV

1. Call to Order
Chair Lori Charlton called the meeting to order at 7:30 pm.
2. Pledge of Allegiance
Lori Charlton led the Pledge of Allegiance.

At the meeting in December, Ms. Charlton said she had asked the BOF members to email her if they wanted to serve on a BOF subcommittee. Based on that feedback, the following subcommittee assignments are:

Audit Subcommittee: Mary LeClerc, John Mitola, Lori Charlton

Budget Subcommittee: Chris DeWitt, Sheila Marmion

Fund Balance Subcommittee: Craig Curley, Kevin Starke, Jim Walsh

Senior & Disabled Tax Relief Subcommittee: Craig Curley, Chris DeWitt, Sheila Marmion

Purchasing Policy Subcommittee: Chris DeWitt, Lori Charlton, Kevin Starke

Ms. Charlton thanked the members for serving and said she will provide updates from the subcommittees as appropriate.

3. To hear and discuss the Internal Audit Report

Internal Auditor Connie Saxl presented this item. She said the Audit Report is based on work conducted from January 1, 2021-December 31, 2021. She said the full Internal Audit Report reviewed is available online with the backup documents.

Seven internal audits were performed:

- APP-2 (Payroll) – final report February 2021
- U.S. Coast Guard Auxiliary building – final report March 2021
- SW&R Debit Haulers- final report May 2020
- W.B. Mason & Staples invoices- final report December 2021

- Employees who receive a commuting fringe benefit - final report July 2021
- Town cemeteries- final report December 2021
- Recreation Department Food Truck program- final report July 2021

Ms. Saxl said she had regular follow-up meetings with town departments to monitor compliance with the findings and recommendations. She said four town policies were written. Ms. Saxl said the Town applied for and received FEMA reimbursement for approximately \$700,000 for storm damage resulting from Storm Isaias. She said the final internal audit reports were submitted to the CFO and department heads and were tracked internally on a spreadsheet. Ms. Saxl said recommendations are/were implemented by department heads when notified and some of those recommendations could be prior to audit completion.

Ms. Saxl said draft audits are still in review process, and she will have updates in the next few months.

4. To hear an update on the DPW Audit Report

Ms. Charlton said it had been 20 months since the DPW Audit was originally delivered to the BOF. She said it was commissioned in 2019 and led by former BOF Chair Tom Flynn, now Selectman Flynn. She said the Town's auditor, PKF O'Connor Davies, was hired by the BOF to look into DPW receipts from July 2016-July 2019. Ms. Charlton said there were 350 DPW purchases. She said the auditors were looking for evidence that policies were followed and carried out (that report is included in the backup documents). She said many policies were not consistently followed. Ms. Charlton said the final report had 76 recommendations and many of those were deficiencies in the Purchasing Policy and a review was performed to rewrite the policy. She said the recommendations came directly from this report.

Jack Testani asked if DPW Interim Director John Marsilio had been notified of this meeting and if the report had been reviewed with him. CFO Jared Schmitt said Mr. Marsilio was unable to make tonight's meeting, but Mr. Schmitt would be happy to accommodate a meeting when Mr. Marsilio can attend. Ms. Saxl said she has met several times with both Mr. Marsilio and Assistant DPW Director John Cottell. Ms. Saxl said from the time the original report was completed in May 2020, Ms. Saxl had regular meetings with the applicable department heads and they were open and responsive to recommendations.

- There were 76 recommendations
- 44 have been fully implemented
- 6 were non-applicable
- 26 are still in progress, but partially complete
- 17 of the 26 are pertaining to the Purchasing Policy
- 9 are still open and active

Ms. Charlton said regular updates have been made to the Audit Subcommittee since May 2020 when the audit was issued. Recently closed recommendations include:

- New road maintenance software package for DPW
- MUNIS training – two trainings in 2021 and two scheduled for 2022

Status for remaining items:

- Financial Analyst position for DPW- applications being reviewed
- IT & DPW- Asset Management Plus system to possibly replace the Q-Alert system currently in place
- Online permitting- Building department has new software since November 2021 called Muncity which allows online permitting and electronic payments. P&Z and Conservation are in the process of changing over now and Health, Fire Marshal and Sewer departments will soon follow
- HR is reviewing electronic time keeping systems for time and attendance

Ms. Saxl said fully implemented items are policies that are active and in writing. She said although the Purchasing Policy is in draft form, some changes have been implemented. She said when the new Purchasing Policy is put in place, all employees will need to be trained. The BOF agreed there is a sense of urgency to have the new policy implemented as not to have the Town be at risk.

5. To hear, consider and act upon the draft minutes of October 5, 2021, October 21, 2021, November 16, 2021, December 7, 2021 (7 pm) and December 7, 2021 (8 pm)

James Walsh made a motion to approve the minutes of 10/5/21 as written. John Mitola seconded the motion which carried 6-0-3 (Charlton, *Curley, Starke abstained).

Sheila Marmion made a motion to approve the minutes of 10/21/21 as written. Christopher DeWitt seconded the motion which carried 7-0-2 (*Curley, Starke abstained).

Mr. Walsh made a motion to approve the minutes of 11/16/21 as written. Mary LeClerc seconded the motion which carried 7-0-2 (*Curley, Starke abstained).

*Note: Mr. Curley and Mr. Starke were not official BOF members until the 12/07/21 meeting.

Ms. Marmion made a motion to table the minutes of the 12/7/21 7:00 pm meeting so Recording Secretary Pru O'Brien can listen to the recording and add comments regarding the Gould Manor project to reflect the detailed discussion regarding the request for extra funding. Craig Curley seconded the motion.

There was a lively discussion of Ms. Marmion seeking to table the Recording Secretary's minutes of this meeting. Ms. Marmion said she wanted more balanced minutes of this meeting. Mr. Walsh advised the board that Roberts rules only requires taking attendance recording motions and votes. Mr. Walsh stated that we have always in the past followed the secretary's minutes. Mr. Walsh stated that he does not want verbatim minutes. If anybody wanted to see the details of the meeting, they can watch the entire recording of every meeting either on fair TV or on YouTube. Mr. Walsh and Mr. Testani both separately stated that they thought the minutes for this matter were getting political and it should never have been this way.

Mr. Curley also requested corrections to spelling of a word and the reference to the Fairfield Little League be corrected to Fairfield American Little League.

The motion carried 6-3-0 (LeClerc, Testani, Walsh voted against).

James Walsh made a motion to approve the minutes of the 12/7/21 8:00 pm meeting as written. Christopher DeWitt seconded the motion which carried unanimously.

6. To hear, consider and act upon any communications

There were no new communications.

7. Adjourn

Craig Curley made a motion to adjourn the meeting at 10:31 pm. Chris DeWitt seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary