

**Board of Finance Special Meeting
Thursday, November 16, 2023, 7:30 pm
Via Webex & In Person at
Fire Training Center Classroom B111
205 Richard White Way, Fairfield, CT 06824**

A recording of this meeting can be found here: [BOF Special Meeting 11/16/2023](#).

FINAL MINUTES

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

OTHERS PRESENT: Purchasing Director Adam Tulin, CFO Jared Schmitt

- 1) Call to Order
Chairwoman Lori Charlton called the meeting to order at 7:30 pm.
- 2) Pledge of Allegiance
Chairwoman Charlton led the Pledge of Allegiance.
- 3) To hear, consider and act upon the Purchasing Policy
Sheila Marmion made a motion to bring Item 3 before the BOF. Christopher DeWitt seconded the motion.

Mr. DeWitt said the Purchasing Policy has been under review by the Purchasing Policy subcommittee which includes he and Lori Charlton. The preliminary document was written by the Town's outside Auditor Joe Centofanti. Changes were made and it was circulated to those involved. Members of the BOF, Purchasing, BOE, and the current Administration submitted comments and suggestions. Any comments that were accepted are part of this document. Other comments will need to be answered by the Purchasing Director Adam Tulin. There are some exhibits that are not attached. The document can be approved tonight as is and when exhibits are added, they will need to come before the BOF for another vote. The document was reviewed, edited, and discussed. The full discussion can be found by accessing the link above.

Chair Lori Charlton made a motion to approve amendments made to the Purchasing Policy. Jack Testani seconded the amendments which carried unanimously.

Chair Lori Charlton made a motion to approve the Purchasing Policy as amended. Christopher DeWitt seconded the main motion, as amended, which carried unanimously.

- 4) Adjourn
Lori Charlton made a motion to adjourn. John Mitola seconded the motion which carried unanimously.

The meeting adjourned at 9:22 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary