

**Board of Finance Regular Meeting
Tuesday, March 5, 2024, 7:30 pm
Via Webex And In Person at the
BOE Offices, Room 295 A/B
501 Kings Highway East, Fairfield, CT 06824**

A recording of this meeting can be found here: [BOF Regular Meeting 3/5/2024](#).

FINAL MINUTES

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice-Chair John Mitola, Secretary Craig Curley, Mary LeClerc, Shane Pendley, Amy Ruggiero, Kevin Starke, Jack Testani, James Walsh
OTHERS PRESENT: Internal Auditor Connie Saxl, FPS CFO Courtney LeBorious, FairTV, members of the public

- 1) Call to Order
Chairwoman Lori Charlton called the meeting to order at 7:30 pm.
- 2) Pledge of Allegiance
Amy Ruggiero led the Pledge of Allegiance.
- 3) To hear and discuss an update from the BOE's Chief Fiscal Officer and the Town's Internal Auditor related to audits completed during the period January 1 through December 31, 2023

BOE CFO Courtney LeBorious discussed audit findings by outside auditor Joseph Centofanti of PKF O'Connor Davies that the BOE agreed needed remediation. Corrective action plans were put in place. Ms. LeBorious referred to the backup documents to follow her explanation of the audit findings and how they were corrected with procedures put in place. The accounts discussed: Education Grants Fund, Self-Insured Fund, Excess Cost Grant Reporting Form. The Board presented questions to Ms. LeBorious and discussions followed.

James Walsh was concerned with the fact that the BOS received an email today prior to the meeting containing six Town audits needing correction. Some of the other members agreed that they didn't have time to read them and suggested those six audits be presented at a later meeting. Chairwoman Charlton thought it would be easier to review them at this meeting and if the members had follow-up questions, they could be added to the agenda of a later meeting. The discussion continued.

Town Internal Auditor Connie Saxl discussed her audit findings when performing an audit of Town of Fairfield practices. These audits are also in the backup packet. Ms. Saxl discussed her findings and her recommendations for correcting the issues. In most cases, the issues were corrected, and new procedures were implemented. Some of the audits are newer and might not have new systems implemented yet. The findings were: Cash/Check Deposits-P&R, CardConnect processing fees-Purchasing, GovDeals revenue-Purchasing, ODM-Outside Police Services-Police, Petty Cash/Checking acct-P&R, Cash Count Transfer Station-DPW, Value Payment Systems-multiple departments.

There was a detailed discussion about contract renewals through the Purchasing Department and that some contracts had not been renewed and pricing had increased with no acknowledgement from Department Heads. Software packages will be looked into for the credit card payments within the Town departments that accept these transactions. The IT director along with other department heads will be asked to attend a future meeting to discuss these audit issues.

- 4) To Hear, Consider and Act Upon the Draft Minutes of February 6, 2024 and February 20, 2024

Amy Ruggiero made a motion to approve the minutes of 2/6/24 and 2/20/24 as written. John Mitola seconded the motion.

2/6/24 – carried 8-0-1 (Walsh abstained)

2/20/24 – Craig Curley made a motion to amend item 11, third paragraph to read – “After discussion and a lack of consensus for requested change #5, Mr. Curley made an amendment to strike language for change #5 from the document. Ms. Ruggiero seconded the amendment which carried unanimously.”

Lori Charlton seconded the amendment to the minutes which carried unanimously.

The main motion to approve the minutes as amended carried 8-0-1 (Testani abstained).

- 5) To Hear, Consider and Act Upon Any Communications

Mr. Walsh asked about the agenda for the first budget meeting on 3/6/24. An item he would like to discuss at tomorrow’s meeting will be added through a motion and vote. Any other questions can be added to the google sheet.

- 6) Adjourn

Chairwoman Charlton made a motion to adjourn. Mr. Walsh seconded the motion which carried unanimously.

The meeting adjourned at 10:28 pm.

Respectfully submitted,

Pru O’Brien
Recording Secretary