

**BOARD OF FINANCE AUDIT SUBCOMMITTEE SPECIAL MEETING**  
**Wednesday, January 24, 2024, 6:00 pm**  
**Via Webex Only**

A recording of this meeting can be found here: [BOF Audit Subcommittee Meeting 1/24/2024.](#)

**DRAFT MINUTES**

MEMBERS PRESENT: Chairman John Mitola, Vice Chair Mary LeClerc (6:14 pm), Lori Charlton

OTHERS PRESENT: Internal Auditor Connie Saxl, Controller Caitlin Bosse, Budget Director Frank Magneri, FairTV, members of the public

- I. Call to Order  
Chairman John Mitola called the meeting at 6:00 pm.
  
- II. To hear, consider and approve 2024 officers  
Lori Charlton nominated John Mitola for Chairman of the BOF Audit Subcommittee.  
John Mitola seconded the motion which carried unanimously.

Lori Charlton nominated Mary LeClerc for Vice-Chairwoman of the BOF Audit Subcommittee. John Mitola seconded the motion which carried unanimously.

John Mitola nominated Lori Charlton for Secretary of the BOF Audit Subcommittee. Lori Charlton seconded the motion which carried unanimously.

2024 BOF Audit Subcommittee Officers:

Chairman – John Mitola  
Vice-Chairwoman – Mary LeClerc  
Secretary – Lori Charlton

- III. To hear, consider, and adopt a meeting calendar for 2024  
(March 5, 2024, June 4, 2024, September 3, 2024 and December 3, 2024 - all at 6:00 pm)

Chairman Mitola made a motion to adopt the 2024 meeting calendar as listed. Ms. Charlton seconded the motion which carried unanimously.

2024 BOF Audit Subcommittee Calendar: meetings are held on a Tuesday at 6:00 pm.

March 5, 2024  
June 4, 2024  
September 3, 2024  
December 3, 2024

IV. To hear an update from Connie Saxl Re: Internal Audits

There is no backup for this Item. Connie Saxl went over the audits that have been done since 12/5/23:

- Town Planning & Zoning – Department Controls
- Police Department – Outside Services
- Town of Fairfield – Employee Credit Card Procedures
- Town of Fairfield - FY 24 Budget for leases for Budget Director
- Town of Fairfield – Lease report - 46 Town leases for Town Attorney
- Town of Fairfield – Lessee Certificate of Insurance review.

There was a discussion about the process for audit recommendations. The process is taking a little longer because of the administration transition and the absence of a Chief Fiscal Officer. Ms. Charlton requested any open reports since the December meeting be completed and issued by the February 6<sup>th</sup> BOF meeting. The full audit discussion can be heard by accessing the link at the top of this document.

V. Adjourn

Lori Charlton made a motion to adjourn. Mary LeClerc seconded the motion which carried unanimously.

The meeting adjourned at 6:49 pm.

Respectfully submitted,

Pru O'Brien  
Recording Secretary