

BOARD OF FINANCE AUDIT SUBCOMMITTEE MEETING
Thursday, March 2, 2023, 6:00 pm
Via Webex &
In Person at the BOE Offices, Room 295A/B
501 Kings Highway East, Fairfield, CT 06825

A recording of this meeting can be found here: [BOF Audit Subcommittee 6pm 3.2.2023.](#)

FINAL MINUTES

MEMBERS PRESENT: Chairman John Mitola, Vice-Chair Mary LeClerc, Secretary Lori Charlton
OTHERS PRESENT: Partner and Auditor PKF O'Connor Davies Joseph Centofanti, CFO Jared Schmitt, Internal Auditor Connie Saxl, Assistant DPW Director John Cottell, FairTV, members of the public

1. Call to Order

Chairman John Mitola called the meeting to order at 6:00 pm.

2. To hear, consider and approve the Minutes of May 5, 2022 and January 27, 2023

Vice-Chair Mary LeClerc made a motion to approve the minutes of 5/5/2022 as written. Lori Charlton seconded the motion which carried unanimously.

Vice-Chair Mary LeClerc made a motion to approve the minutes of 1/27/2023 as written. Lori Charlton seconded the motion which carried 2-0-1 (Mitola abstained).

3. Discuss and Review of 2022 Audit Process with Joseph Centofanti of PKF O'Connor Davies, and the Audit Process Moving Forward

Ms. LeClerc made a motion to put Item 3 before the Subcommittee. Chair Mitola seconded the motion.

Ms. Charlton said she would like to understand how the draft audit report can be ready in a timely manner and be able to put before the Audit Subcommittee to review. She said once the deadline was extended to January 31st, the items were pushed off until January that could have been done sooner. Ms. Charlton said she would like to know how to get the report sooner. Joe Centofanti said the leases are new and next year they will be easier to put into the report. He said there is another standard that will be implemented next year. He said he needs the information by the end of July and there were new people in HR who didn't get some of the information to him until December. He said it could also be because there is a new Actuary. Mr. Centofanti said the environmental liability was also late this year. Next year, he said he will make the request in July and his target date to have all information will be November 1st. Ms. Charlton said Mr. Centofanti will need to give clarity on dates so financials are on time this year. Ms. LeClerc said there is a meeting scheduled on 12/5/2023 and she suggested that should be when the draft is presented to the subcommittee. There was a discussion about the report.

4. Update from Internal Auditor Connie Saxl on 2022 Internal Audit - Outstanding Issues

Internal Auditor Connie Saxl said she contacted all departments that there were questions as to the status of their audits: WPCF, Registrars of Voters, Solid Waste/Transfer Station. She said she has all the emails and offered to share them if the committee requested them. She said the issue of the reduction in septic waste is a result of a few things - the septic hauler passed away; the trucks are unloaded with a machine which has discouraged some haulers; the site is not close to the highway; and the haulers have to drive the trucks through town.

Ms. Saxl said she will contact the haulers to find out why they are not using the Town's dumping stations any longer. The Audit Subcommittee would like to review the emails. Ms. Saxl said the pink postcard mailing by Registrar Matt Waggner is still being reviewed. She said Mr. Waggner sent her an email which she read part of to the Subcommittee. Ms. Charlton said she thought no further action is required if Mr. Waggner or the Town has not been contacted again by the Secretary of State's Office. Ms. LeClerc said the money for the pink postcard mailing was approved in the budget, but the mailing was not approved through the Secretary of State's Office. CFO Jared Schmitt said the matter is still open and is being reviewed by the Secretary of State's Office at this time. This topic was discussed further.

Assistant DPW Director John Cottell said the reason why the second check point was removed was because the whole traffic pattern for the Transfer Station was redirected and attendants are now at the top of the hill. He said it is better for them because they are able to see if people are paying to dump certain items when they ask for the receipt on the hill. He said this new system has made traffic and the system at the Transfer Station more efficient. Mr. Cottell said there are also signs on order for the front of the scale house, that everyone needs a receipt and there will be spot checks at the top of the hill. There was a discussion about the new system.

For the next meeting on June 6th, Ms. Charleston said she would like to look at data from Greenway and Bid Waivers and a follow-up of the process.

5. Adjourn

Ms. LeClerc made a motion to adjourn. Lori seconded the motion which carried unanimously. The meeting adjourned at 7:00 pm.

Respectively submitted,

Pru O'Brien
Recording Secretary