

BOARD OF FINANCE AUDIT SUBCOMMITTEE MEETING
Tuesday, December 5, 2023, 6:00 pm
Via Webex & In Person
501 Kings Highway, E., Room 295 A/B
Fairfield, CT 06825

A recording of this meeting can be found here: [BOF Audit Subcommittee Meeting 12/5/2023 6:00 pm.](#)

DRAFT MINUTES

MEMBERS PRESENT: Chairman John Mitola, Lori Charlton

MEMBERS ABSENT: Vice-Chairwoman Mary LeClerc

OTHERS PRESENT: CFO Jared Schmitt, Controller Caitlin Bosse, Internal Auditor Connie Saxl, External Auditor PKF O'Connor Davies Joe Centofanti, FairTV and members of the public

I. Call to Order

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

- II. To hear an update from external auditor Joe Centofanti of PKF O'Connor Davies LLP
A draft of the end of year report will be done by the end of this week. Mr. Centofanti is still waiting on information from Town attorneys. They will have a response by December 7th. Lori Charlton would like the Audit Subcommittee and the Town to review the report concurrently. Ms. Charlton asked if there was anything significant as a result of the audit. Mr. Centofanti said there were just some minor adjustments. He does not have recommendations for the Town side but possibly will for the BOE. Mr. Centofanti will provide those recommendations in writing.

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

Internal Auditor Connie Saxl reviewed five audits reports that are located in the backup packet. They were audits from DPW, Transfer Station, Parks and Recreation, H. Smith Richardson/Par3 and Purchasing. Ms. Saxl reviewed the reason for the audit recommendations and the implementation of the recommendations. She also took questions from both Mr. Mitola and Ms. Charlton. Ms. Saxl also has five more reports that she is currently working on and will update the subcommittee when they are complete.

IV. To hear, consider and approve the minutes of June 6, 2023, September 11, 2023, September 19, 2023

Lori Charlton made a motion to approve the draft minutes of 6/6/23, 9/11/23, and 9/19/23 as written. John Mitola seconded the motion which carried unanimously.

V. Adjourn

Lori Charlton made a motion to adjourn. John Mitola seconded the motion which carried unanimously.

The meeting adjourned at 7:13 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary