

**BOARD OF FINANCE AUDIT SUBCOMMITTEE SPECIAL MEETING**  
**Tuesday, January 4, 2022**  
**6:00 pm**  
**Via Webex**

**FINAL MINUTES**

A special meeting of the Board of Finance Audit Subcommittee was held at 6:00 p.m. on Tuesday, January 4, 2022 via Webex in Fairfield, Connecticut.

The meeting recording can be found here: <https://www.youtube.com/watch?v=M2EVZuTGtvM>.

MEMBERS PRESENT: Lori Charlton, Mary LeClerc

OTHERS PRESENT: BOF Member John Mitola, Purchasing Director Gerald Foley, Internal Auditor Connie Saxl, CFO Jared Schmitt

1. Call to Order

Chair Lori Charlton called the meeting to order at 6:00 pm.

2. To hear, consider and approve 2022 officers

Ms. Charlton made a motion to postpone this item to the next regularly scheduled meeting when all three members will be present. Mary LeClerc seconded the motion which carried unanimously.

3. Discuss schedule and process for selection of independent auditor

Ms. Charlton said the current auditor for the Town is PKF O' Connor Davies, LLP which also performs the Town's state and federal audits. Ms. Charlton said that for the past five years, this firm has been under a cost proposal that started in 2017 and is currently over. She said the State Office of Policy and Management requires each Town to let it know who the municipality's auditor will be and it will need to approve the firm. Town CFO Jared Schmitt said he included a list of all CT towns and the audit firms they used in 2021. He said that list is available in the backup documents online. Mr. Schmitt went over the proposed dates for the process of selecting the audit firm:

- January 25<sup>th</sup> – Administration submission of draft RFP to Audit Subcommittee
- February 1<sup>st</sup> (Regular meeting) – Audit Subcommittee members make recommendations for changes
- February 10<sup>th</sup> – Administration publishes RFP
- February 17<sup>th</sup> – Deadline for questions from firms
- February 24<sup>th</sup> – Administration releases addenda (if necessary)
- March 3<sup>rd</sup> – Deadline for proposal submissions
- April 12<sup>th</sup> – Audit Subcommittee conducts interviews of selected firms
- May 5<sup>th</sup> (Mill Rate Setting meeting) – Board of Finance votes to appoint audit firm

Ms. LeClerc asked if the April date could be changed to the 19<sup>th</sup> and said the rest of the schedule looked fine.

Purchasing Director Gerald Foley said timing is typically a three-week solicitation period and then the firms are given a week to submit questions. He said the Town will then submit responses within a week. Mr. Foley said if it were to extend longer, it will slow down the process. He said the week before April 12 or the week after is doable, but he doesn't recommend extending it longer. Ms. Charlton said she will contact Joseph Centofanti from PKF O'Connor Davies to let him know the Town is moving forward and his firm is invited to participate. She said she would like to add more meeting dates for this process. Ms. Charlton said she would also like to have the Town Attorney review the RFP before it is published to make sure the language is updated and there are current terms and conditions.

4. To hear, consider, and adopt a meeting calendar for 2022  
(February 1, 2022, June 7, 2022, September 6, 2022 and December 6, 2022 all at 6 pm)

Ms. Charlton made a motion to amend the proposed meeting calendar to include a meeting on April 19, 2022 and May 5, 2022 and move the September 6 2022 meeting to October 4, 2022. Mary LeClerc seconded the amendment which carried unanimously.

Chair Lori Charlton made a motion to adopt the 2022 meeting calendar for the BOF Audit Subcommittee as amended. Mary LeClerc seconded the motion which carried unanimously.

Revised BOF Audit Subcommittee 2022 Meeting Calendar:

All meetings begin at 6:00 pm.

February 1  
April 19  
May 5  
June 7  
October 4  
December 6

5. Adjourn  
Chair Lori Charlton made a motion to adjourn the meeting at 6:24 pm. Mary LeClerc seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien  
Recording Secretary