

BOARD OF FINANCE AUDIT SUBCOMMITTEE MEETING
Tuesday, February 1, 2022
6:00 pm
Via Webex

A recording of this meeting can be found here: [Board of Finance 2-1-2022 Audit Sub Committee - YouTube](#)

DRAFT MINUTES

A meeting of the Board of Finance Audit Subcommittee was held at 6:00 p.m. on Tuesday, February 1, 2022, via Webex in Fairfield, Connecticut.

MEMBERS PRESENT: Lori Charlton, Mary LeClerc, John Mitola

OTHERS PRESENT: Purchasing Director Gerald Foley, CFO Jared Schmitt, Controller Caitlin Bosse

1. Call to Order-Lori Charlton called the meeting to order at 6:00 pm.
2. To hear, consider and approve 2022 officers
Lori Charlton made a motion to nominate Mary LeClerc as Chair of the BOF Audit Subcommittee, John Mitola as Vice Chair and Ms. Charlton as Secretary. John Mitola seconded the motion which carried unanimously.

The 2022 BOF Audit Subcommittee Officers:

Chair - Mary LeClerc

Vice Chair - John Mitola

Secretary - Lori Charlton

3. Review and discuss changes to independent auditor RFP
Purchasing Director Gerald Foley said he forwarded the draft RFP to the subcommittee. Chair Mary LeClerc opened the meeting for questions from the subcommittee members regarding the RFP. Ms. Charlton had questions about wording and procedures throughout the RFP that she did not think were applicable. Mr. Foley said he will compare this RFP to the contract for the current auditor to see what needs to be changed or updated. There were also questions from other committee members regarding the scoring process for hiring a firm. Mr. Foley explained the submissions are graded on what they present in their submissions. He said 65% of the score is based on qualifications and 35 % is price. Mr. Foley said based on the last bid, the people who will review and grade the submissions will be the three members of the Audit Subcommittee, Controller Caitlin Bosse, CFO Jared Schmitt, CAO Tom Bremer and Mr. Foley. He said once the submissions are graded, interviews are scheduled with potential firms and they are graded again based on the interview and it is narrowed down. Mr. Foley said last time there were only two submissions. Ms. Charlton suggested being proactive by reaching out to firms and letting them know this will be going out to bid.
Mr. Foley said it will be posted on the Town and State websites as well as the bid portal. He said he will also email different firms. Jared Schmitt said it can also be placed on the Government Financial Officers Association message board. Mr. Foley said the timeline is for the Board to approve the RFP by February 7, 2022 and have it posted and published by

February 10, 2022.

4. To hear, consider, and approve the draft meeting minutes of February 2, 2021, June 28, 2021, October 26, 2021, December 7, 2021 and January 4, 2022

Regarding the June 28, 2021, minutes, Jared Schmitt requested the last sentence in Item 2, *“The Purchasing Policy will be discussed at the first BOF meeting in September and voted on in the fall”*, be removed because he, specifically, did not say that.

Ms. Charlton made a motion to approve the minutes of June 28, 2021 as amended. Ms. LeClerc seconded the motion which carried 2-0-1 (John Mitola abstained as he was not on this subcommittee in June 2021.)

Ms. LeClerc made a motion to consider and approve the minutes of February 2, 2021, October 26, 2021, December 7, 2021 and January 4, 2022. Ms. Charlton seconded the motion which carried 2-0-1 (John Mitola abstained as he was not on this subcommittee in June 2021.)

5. Adjourn

Ms. LeClerc made a motion to adjourn the meeting at 7:19 pm. Ms. Charlton seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary