

*Town of New Fairfield*  
**Board of Finance**  
**4 Brush Hill Road**  
**New Fairfield, CT 06812**

**MINUTES**

**Board of Finance Audit Subcommittee Meeting**  
**Monday, December 14, 2015**  
**2:00 PM**  
**Town Hall Annex Conference Room**

***Subcommittee Members present:***

Wes Marsh, Chairman  
Tom Edwards  
John Hodge  
Jane Landers

***Other Town Officials Present:***

Evelyn Abraham, Finance Director  
Ed Sbordone, Accounting Manager  
Susan Chapman, First Selectman (left 3:15pm)  
Kim Hanson, Selectman

**Call To Order** Chairman Wes Marsh called the meeting to order at 2:00pm.

**Discuss the status of the Policy and Procedures Manual including input from the Board of Selectmen and department heads**

The Sub-Committee discussed suggested revisions to the policies and procedures manual from the various department heads. Departments included: Tax Collector; Town Clerk; Purchasing and Disbursements; Treasurer; Land Use including Building; Parks and Recreation; and Drop Off center. Many of the suggested revisions were agreed on by the committee.

"The policies and procedures in this manual were designed to minimize fraud, prevent errors, and protect town assets utilizing the least amount of additional time, effort, and outside involvement possible."

Once these revisions are incorporated in the manual, they will be reviewed with the BOS and then the BOF.

**Vote to recommend an auditor to the Board of Finance**

Jane Landers made a motion to recommend to the full Board of Finance keeping the present audit firm of O'Connor Davies if they keep their fee to the same price as they charged this year. (Fiscal year 2014-2015). John Hodge seconded the motion.

**Vote: 4-0-0 (Motion approved)**

**Adjournment**

John Hodge made a motion to adjourn the meeting at 3:54 pm. Jane Landers seconded the motion.

**Vote: 4-0-0 (Motion approved)**