

**DRAFT SUBJECT TO REVIEW AND APPROVAL  
MINUTES OF THE TOWN COUNCIL'S AUDITOR AD-HOC SUBCOMMITTEE  
MEETING  
HELD ON NOVEMBER 8, 2018**

**PRESENT:**

**Subcommittee Members**

Paul Cianci (Chair)  
Patti Boye-Williams

**Other:**

Joseph Swetcky

**CALL TO ORDER**

The meeting was called to order at 4:02 p.m. by Mr. Cianci.

**PUBLIC COMMENTS**

There were no members of the public present.

**RULES OF PROCEDURE**

Mrs. Boye-Williams made a motion to approve the Rules of Procedure. Mr. Cianci seconded the motion. During discussion Mr. Cianci noted that a correction was needed to the number of members needed for a quorum in Item II. Since this a two member subcommittee he suggested that the number of members needed for a quorum should be two. Mrs. Boye-Williams agreed with this suggestion and the rules of procedure were approved as amended.

**REVIEW: CHARGE OF THE SUBCOMMITTEE**

This item was reviewed and discussed. No action was taken.

**REVIEW: CURRENT POLICY FOR APPOINTING AUDITORS**

The Subcommittee reviewed the Government Finance Officers Association Best Practice for Audit Procurement. It was noted that the Town follows this practice for the most part. The one exception is that the Town does not have a policy of requiring that the auditor be replaced after the conclusion of the contract term.

Mr. Cianci asked how often other towns of similar size financially replace their auditors. Mr. Swetcky indicated he did not have this information but would attempt to gather information from other Towns.

**REVIEW: MOST RECENT REQUEST FOR PROPOSAL PROCESS**

The Subcommittee reviewed and discussed the results of the request for proposal process used in 2017 for new auditors.

**DISCUSSION AND POSSIBLE ACTION ON AUDITOR APPOINTMENT PROCESS**

The Subcommittee members discussed the need to change the current policy and process used to select auditors. The Subcommittee members concluded that while the current process appeared adequate, they believe that the Town should issue a request for

proposals for auditing services for the audit of the Town's financial records for the period ending June 30, 2019.

The Subcommittee reviewed a timeline that would involve issuing a request for proposals during the month of December, 2018 with a proposal submission date of mid- January 2019. The Subcommittee would meet in late January to review the proposals and develop a short-list of firms to interview. The interviews would take place in early February and the Subcommittee would make a recommendation for an appointment at the Town Council's first meeting in March, 2019.

Mr. Cianci indicated that he would make a report to the Town Council at their next meeting and obtain their consensus to go forward with the solicitation process and the timeline as detailed. The Subcommittee members also discussed the need for their charge to be amended to add the duties of soliciting proposals and making a recommendation for the appointment of an auditor to the full Town Council.

There being no further business, Mrs. Boye-Williams made a motion to adjourn the meeting. The motion was seconded by Mr. Cianci and approved. The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Joseph Swetcky, Jr.  
Director of Finance