

Chaplin Board of Finance
Audit RFP Ad Hoc Committee
Special Meeting Minutes
April 3rd. 2023

Meeting called to order 6:10 PM. Persons present: Link Diwan, Victor Boomer and Peter Haines.

Previous minutes of 3Jan2022 were reviewed and agreed to, without changes.

The committee reviewed the two submitted proposals received in response to the Town of Chaplin's Audit Request for Proposal (RFP). Email receipts of these RFPs have been sent to each responder. The RFP's from **Hoyt, Filippetti & Malaghan, LLC** and **Offerdahl Emerson & Company, LLC** were opened and reviewed at Chaplin Town Hall on 27March,2023 by the First Selectman; Juan Roman, assisted by Peter Haines from the Board of Finance and Susan Weishman, Administrative Assistant Town of Chaplin.

The Ad Hoc Committee's purpose at this special meeting is to review and determine both response's for compliance with the requirements detailed within the RFP.

Essentially both proposals satisfied most requirements. A checklist was created that identified all the requirements. Any of those requirements that weren't clearly addressed were noted. The next step in this process is to contact both offerors and arrange meetings with the Committee to further discuss their submission and clarify/rectify any notes made by the committee. A final determination will be made pending the outcome of those meetings and a formal offer will be forthcoming.

Action Items:

- Review the Ct State's Electronic Auditor Report System (EARS) and seek information concerning the proposal responders.
- Contact The Towns of Franklin, Eastford, Sterling and North Branford concerning the efficacy of their auditing firms. These are the Towns that our RFP responders identified as clients
- Call Darin Offerdahl, Offerdahl Emerson & Company's point of contact (POC) and set up a meeting.
- Call Susan K. Jones, Hoyt, Filippetti & Malaghan's POC and set up a meeting.

It was agreed to meet again Monday 10April2023 at 6:00 PM for continued discussions.

Meeting adjourned at 7:00

R/S Peter Haines