

*Robert J. Russo*

2017 DEC 11 A 11:01

INVESTIGATION AND AUDIT COMMITTEE

TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK  
EAST HARTFORD

DECEMBER 5, 2017

PRESENT Ram Aberasturia, Temporary Chair; Councillors Linda Russo and Esther Clarke

ALSO PRESENT Marcia Leclerc, Mayor  
Michael Walsh, Finance Director  
Linda Trzetzak, Assistant Finance Director  
Kim Nguyen, Accounting Assistant  
Vanessa Rossitto, Blum Shapiro  
Jessica Aniskoff, Blum Shapiro  
Paul Mainuli, Director of Business Services, East Hartford Public Schools  
Joanne Zatarain, East Hartford Public Schools, CPA, Business Services

CALL TO ORDER

Temporary Chair Aberasturia called the meeting to order at 12:04 p.m.

NOMINATION OF OFFICERS

Chair

MOTION By Linda Russo  
seconded by Esther Clarke  
to **nominate** Ram Aberasturia as **Chair** of the Investigation & Audit Committee.  
Motion carried 3/0.

Secretary

MOTION By Ram Aberasturia  
seconded by Esther Clarke  
to **nominate** Linda Russo as **Secretary** of the Investigation & Audit Committee.  
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Esther Clarke  
seconded by Linda Russo  
to **adopt** Robert's Rules of Order as the rules that shall govern parliamentary procedure at all subcommittee meetings, with the exception that (1) the Chair shall not be required to restate the motion of any Council member unless requested by another Councillor, or when in the discretion of the Chair, such restatement is necessary to avoid any

confusion as to the motion; and (2) where such rules are in conflict with the provisions of the State Statutes, the Town Charter, or Town Ordinances.  
Motion carried 3/0.

#### ESTABLISHMENT OF MEETING DATES

MOTION By Esther Clarke  
seconded by Linda Russo  
to **hold** meetings at the **call** of the Chair.  
Motion carried 3/0.

#### STORAGE OF RECORDS

MOTION By Esther Clarke  
seconded by Linda Russo  
to **store** records in the Town Council office.  
Motion carried 3/0.

#### APPROVAL OF MINUTES

##### March 8, 2017 Meeting

MOTION By Esther Clarke  
seconded by Ram Aberasturia  
to **approve** the minutes of the March 8, 2017 meeting as corrected on March 13, 2017.  
Motion carried 2/0. **Abstain:** Russo

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

None

#### NEW BUSINESS

Receive and Accept the Draft of the Comprehensive Annual Financial Report (CAFR) for fiscal Year ended June 30, 2017.

Mike Walsh, Finance Director, led a discussion on the results of the audit for the fiscal years ending June 30, 2017. Director Walsh believes that the town has posted solid numbers for the year. He indicated that there was a freeze on hiring. Vanessa Rossitto, Partner at Blum Shapiro, discussed various components of the Federal Single Audit and the State Single Audit, both of which were completed by Blum Shapiro.

MOTION By Esther Clarke  
seconded by Linda Russo  
to **accept** the draft of the Comprehensive Annual Financial Report as

Motion carried 3/0.