

INVESTIGATION AND AUDIT COMMITTEE

TOWN COUNCIL MAJORITY OFFICE

DECEMBER 14, 2015

PRESENT William P. Horan, Jr., Temporary Chair; Councillors Ram Aberasturia and Esther Clarke

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

CALL TO ORDER

Temporary Chair Horan called the meeting to order at 12:03 p.m.

NOMINATION OF OFFICERS

Chair

MOTION By Ram Aberasturia
to **appoint** Bill Horan as **Chair**
of the Investigation & Audit Committee.
Motion carried 3/0.

Secretary

MOTION By Bill Horan
to **appoint** Ram Aberasturia as **Secretary**
of the Investigation & Audit Committee.
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

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

STORAGE OF RECORDS

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

APPROVAL OF MINUTES

October 20, 2015 Meeting

MOTION By Esther Clarke
 seconded by Bill Horan
 to **approve** the minutes of the October 20, 2015 meeting.
 Motion carried 2/0. **Abstain**: Aberasturia

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, 2015

Mike Walsh, Finance Director, initiated a general discussion of the CAFR and the process by which the CAFR is generated, as well as pointing out some highlights in the CAFR. Vanessa Rossitto, an auditor from Blum Shapiro initiated a detailed overview of the CAFR. Ms. Rossitto also discussed various details of the Federal Single Audit and the State Single Audit, both of which were completed by Blum Shapiro. The Management letter was also discussed and it was pointed out that East Hartford followed the advice from the last audit to the Town's credit.

MOTION By Esther Clarke
 seconded by Ram Aberasturia
 to **accept** the draft of the Comprehensive Annual Financial
 Report as presented by BlumShapiro, the town's auditors, for
 fiscal year ending June 30, 2015.
 Motion carried 3/0.

OLD BUSINESS

None

ADJOURNMENT

MOTION By Ram Aberasturia
 seconded by Esther Clarke
 to **adjourn** at 12:42 p.m.
 Motion carried 3/0.

C: Town Council
 Mayor Leclerc
 Mike Walsh, Finance Director
 Donald Currey, Treasurer
 Linda Trzetzziak, Assistant Finance Director
 Kim Nguyen, Accounting Assistant
 Vanessa Rossitto, Partner, Blum Shapiro
 Jessica Aniskoff, Auditor, Blum Shapiro
 Joanne Zatarain, CPA, East Hartford Public Schools