

INVESTIGATION AND AUDIT COMMITTEE

TOWN COUNCIL MAJORITY OFFICE

DECEMBER 16, 2013

CORRECTED 12-18-13

PRESENT William P. Horan, Jr., Temporary Chair, Councillors Barbara-Ann Rossi and Esther Clarke

ALSO Michael Walsh, Finance Director
PRESENT Linda Trzetzziak, Assistant Finance Director
Paul Mainuli, Director of Business Services, Board of Education
Joanne Zatarain, Certified Public Accountant, Board of Education
Vanessa Rossitto, Partner, BlumShapiro

CALL TO ORDER

Temporary Chair Horan called the meeting to order at 5:30 p.m.

NOMINATION OF OFFICERS

MOTION By Barbara Rossi
seconded by Bill Horan
to **nominate** Bill Horan as **Chair** of the Investigation & Audit Committee.
Motion carried 3/0.

MOTION By Bill Horan
seconded by ~~Bill Horan~~ **Barbara Rossi**
to **nominate** Barbara Rossi as **Secretary** of the Investigation & Audit Committee.
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

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

STORAGE OF RECORDS

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

APPROVAL OF MINUTES

March 18, 2013 Meeting

MOTION By Barbara Rossi
 seconded by Bill Horan
 to **approve** the minutes of the March 18, 2013.
 Motion carried 2/0. **Abstain:** Clarke

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Receive and Accept the Draft of the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2013

Finance Director Mike Walsh gave a brief review of the Comprehensive Annual Financial Report (CAFR) and then introduced Vanessa Rossitto, from BlumShapiro, who explained that East Hartford received the highest auditor opinion available ("unmodified"). Ms. Rossitto discussed the particulars of the CAFR and a general discussion of the report ensued.

MOTION By Esther Clarke
 seconded by Barbara Rossi
 to **accept** the draft of the Comprehensive Annual Financial Report as presented by BlumShapiro, the town's auditors, for fiscal year ending June 30, 2013.
 Motion carried 3/0.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Barbara Rossi
 to **adjourn** at 6:22 p.m.
 Motion carried 3/0.

C: Town Council
 Mayor Leclerc
 Mike Walsh, Finance Director
 Linda Trzetzak, Assistant Finance Director
 Joseph Carlson, Treasurer
 Paul Mainuli, Director of Business Services, Board of Education
 Joanne Zatarain, CPA, Board of Education
 Vanessa Rossitto, Blum Shapiro