

Draft Minutes
Connecticut Metropolitan Council of Governments
Monday, February 27th, 2017
MetroCOG Conference Room Bridgeport, Connecticut

Name	Representing
Joseph Ganim, Mayor (Ken Flatto, Proxy)	Bridgeport
Adam Dunsby, First Selectman	Easton
Michael Tetreau, First Selectman	Fairfield
John Harkins, Mayor, Chairman	Stratford
Timothy Herbst, First Selectman, Vice-Chair	Trumbull
Steve Vavrek, First Selectman	Monroe
Matthew Fulda, Acting Executive Director	MetroCOG
Colleen Kelleher, Deputy Finance Director	MetroCOG
Meghan Sloan, Planning Director	MetroCOG
Patrick Carleton, Deputy Director	MetroCOG
Lawrence Ciccarelli, Administrative Services Director	MetroCOG
Brian Bidolli, Consultant	
Charles Costello, Auditor	Costello Company, LLC
Alyssa Norwood	Institute for Sustainable Energy
Sara Radasci (via conference call)	CTDOT
Zachary McKeown	CCM

Minutes

I. Call to Order

This was a regular meeting of the Connecticut Metropolitan Council of Governments. It was called to order by the Chair, First Selectman Herbst, at 2:06 PM. A quorum was declared.

II. Public Participation

There was no public participation.

III. Approval of Meeting Minutes

A motion was made by First Selectman Tetreau and seconded by Mayor Harkins to approve the minutes from the December 15th, 2016 meeting. The motion carried unanimously.

IV. Presentations

a. Sustainable CT, Alyssa Norwood

Ms. Norwood provided a brief background of the Institute for Sustainable Energy as well as its partnership with the Connecticut Conference of Municipalities (CCM).

Additional background was provided by Mr. McKeown from CCM.

Ms. Norwood showed the board a video of testimonials supporting Sustainable CT, a certification program to help cities and towns become more sustainable.

Ms. Norwood introduced Patrick Carleton, of MetroCOG, as a co-chair of Sustainable CT.

Mr. Carleton explained that Sustainable CT is in the process of creating an action item list of what cities and towns can do to become sustainable from an economic development standpoint.

Ms. Norwood explained that Sustainable CT is among 12 other similar programs, the most robust being Sustainable NJ. Sustainable CT is a conduit to funnel money to towns for sustainability work.

Ms. Norwood finished her presentation announcing that the program would be launched next November.

V. Action Items

a. Approval of FY2016 Audit

First Selectman Tetreau inquired if a management letter was provided and noted that in the future he would like the auditor to attend the meeting in person. First Selectman Tetreau commented that without reviewing the audit he would prefer putting off the approval.

There was a discussion of the possibility of extending the audit for a few more weeks and the formatting of the Management letter.

First Selectman Tetreau expressed concern about adjustments made to records that had been reconciled by prior year's audits.

Mr. Costello stated that the previous finance manager made adjustments to prior years and that Ms. Kelleher and Mr. Ciccarelli spent hours reconciling these adjustments.

First Selectman Herbst also expressed concern that someone went back and changed how things were reported.

There was a brief discussion regarding the formatting and dates of the current audit.

Mr. Costello explained that the documents are dated when the fieldwork ends, not when the document was finalized.

Mr. Flatto requested a copy of the FY2015 audit.

Mayor Harkins stated that he understood First Selectman Tetreau's concerns and requested that the board perform a cursory review of the audit since the auditor is available via phone.

There was a brief discussion about tabling the audit or continuing the discussion.

Mr. Bidolli commented that the discussion would highlight the control issues.

Mayor Harkins made a motion for a five to ten minute overview of important findings in the audit report so as to be fully prepared to discuss the findings with the auditor at a meeting in two weeks. The motion was seconded by First Selectman Dunsby. The motion carried unanimously

First Selectman Vavrek confirmed that MetroCOG could get a two week extension. Mr. Costello confirmed he would call OPM and request an extension due to the lack of time for the board to review.

Mr. Costello discussed highlights of the audit

There was a brief discussion regarding ending account balances and adjustments made in QuickBooks and the impact on the FY2016 audit.

Mr. Ciccarelli commented that mistakes did not bleed over into FY2017 and would not affect previous audits.

VI. Executive Session

First Selectman Herbst made a motion to take the meeting out of order and enter into executive session at 3:01 pm.

The executive session ended at 3:50 pm

VII. Other Business

A motion to table Items V, VI and VII was made by First Selectman Vavrek and seconded by First Selectman Dunsby. The motion carried unanimously.

VIII. Adjourn

A motion to adjourn was made by First Selectman Vavrek and seconded by First Mr. Flatto at 3:51 pm.

Respectively submitted,

Michael Tetreau, First Selectman
MetroCOG Secretary