

**Draft Minutes  
Special Council Meeting  
Connecticut Metropolitan Council of Governments  
Monday, March 9<sup>th</sup>, 2017  
MetroCOG Conference Room Bridgeport, Connecticut**

<b>Name</b>	<b>Representing</b>
Joseph Ganim, Mayor (Ken Flatto, Proxy)	Bridgeport
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
Sara Radasci (via conference call)	CTDOT
Roxane Fromson (via conference call)	CTDOT
Maribeth Wojenski (via conference call)	CTDOT
Josh Wyatt	McCarter & English
David Salazar-Austin	Jackson Lewis

## Minutes

### I. Call to Order

This was a special meeting of the Connecticut Metropolitan Council of Governments. It was called to order by the Chair, First Selectman Herbst, at 1:36 PM. A quorum was declared.

### II. Public Participation

There was no public participation.

### III. Approval of Meeting Minutes

A motion was to strike item III, because minutes cannot be approved at a special meeting, was made by Mayor Harkins and seconded by Mr. Flatto. The motion carried unanimously.

### IV. Action Items

a. Approval of FY2016 Audit

Mr. Fulda introduced MetroCOG's auditor Mr. Costello of Costello Company, LLC.

Mr. Costello presented the highlights and management letter for the fiscal year 2016 audit.

Mr. Flatto announced that he has taken a look at the journal entries and backup and nothing appeared to be fraudulent.

Mr. Costello explained his audit findings. First Selectman Herbst asked if Mr. Costello analyzed invoices submitted for consultants. Mr. Costello confirmed that he requested copies of invoices and cancelled checks to compare to what was reported.

First Selectman Herbst requested that Mr. Costello changed other expenses to tuition reimbursements because tuition was the only item included.

First Selectman Tetreau wanted confirmation that there was authorization approving Mr. Bidolli's education.

First Selectman Herbst confirmed that there was an agreement with a former chairman stating that GBRC will provide reimbursement for education fees incurred by Mr. Bidolli during his term.

There was a brief discussion regarding standardizing education benefits for employees.

First Selectman Herbst mentioned that he did not recall board approval of Mr. Bidolli's agreement. Mr. Bidolli commented that the agreement was dually voted and approved. Mr. Bidolli confirmed that the agreement was reviewed by labor council.

First Selectman Herbst asked if there was a bidding process in place from selecting consultants.

Mr. Fulda responded that every project went out to bid and proceeded to explain the QBS process used by the organization.

There was a brief discussion on the remainder of the audit followed by Mr. Costello explaining his letter to management.

First Selectman Herbst suggested putting a policy in place that all ancillary hires are approved by the board.

A motion to approve the audit was made by First Selectman Vavrek and seconded by First Selectman Tetreau. The motion carried unanimously.

## **V. Executive Session**

First Selectman Herbst requested that the Executive Session be taken out of order and invited the board and Attorneys Wyatt and Salazar-Austen to remain present. A motion to enter into executive session at 2:20 was made by Mayor Harkins and seconded by First Selectman Tetreau.

The executive session ended at 2:50 pm

## **VI. Other Business**

A motion to accept attorney recommendations was made by First Selectman Tetreau and seconded by Mr. Flatto. The motion carried unanimously.

A motion to postpone item V until the April 27<sup>th</sup> meeting was made by First Selectman Tetreau and seconded by First Selectman Vavrek.

There was a brief discussion regarding the planning of a legislative open house. Mayor Harkin suggested planning for a date after the sessions ended in May.

## **VIII. Adjourn**



A motion to adjourn was made by First Selectman Vavrek and seconded by First Selectman Tetreau. The meeting adjourned at 2:56.

Respectively submitted,

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Michael Tetreau, First Selectman  
MetroCOG Secretary