



# Town of Groton, Connecticut

## Meeting Minutes

### Town Council Committee of the Whole

45 Fort Hill Road  
Groton, CT 06340-4394  
Town Clerk 860-441-6640  
Town Manager  
860-441-6630

*Mayor Bruce Flax, Councilors Dean G. Antipas, Diane Barber, Joe de la Cruz, Greg Grim, Karen F. Morton, Bonnie Nault, Deb Peruzzotti, and Harry A. Watson*

Tuesday, February 2, 2016

6:00 PM

Town Hall Annex - Community Room 1

#### SPECIAL MEETING

#### 1. CALL TO ORDER

*Mayor Flax called the meeting to order at 6:07 p.m.*

#### 2. ROLL CALL

Members Present: Mayor Flax, Councilor Barber, Councilor Grim, Councilor Antipas, Councilor Morton, Councilor de la Cruz and Councilor Watson  
Members Absent: Councilor Nault and Councilor Peruzzotti

*Also present were Town Manager Mark Oefinger and Executive Assistant Nicki Bresnyan.*

#### 3. NEW BUSINESS

##### 2016-0015 FYE 2015 CAFR

##### Discussed

*Finance Director Cindy Landry, Town Treasurer Deb Miner, Groton Public Schools Business Manager Don Meltabarger, and Vanessa Rossitto and Megan Heaphy of Blum Shapiro were present.*

*Ms. Landry introduced everyone and explained that an audit is conducted annually to conform to state and federal requirements. The audit provides a financial snapshot for the year and is used by rating companies and investors. Ms. Landry provided a brief outline of the reports.*

*Ms. Rossitto reviewed the required communication from Blum Shapiro to those charged with governance (Town Council) with highlights of the audit. A new accounting practice regarding the pension fund (GASB 68) was implemented. Blum Shapiro found the Town's processes acceptable and did not encounter any difficulties during the audit.*

*Next Ms. Rossitto reviewed the auditor's opinion which delineates the responsibilities of management and the audit firm. Blum Shapiro issued an unmodified opinion, or a clean opinion, on the various opinion units. Ms. Rossitto encouraged Councilors to read management's discussion and analysis.*

*Mr. Rossitto provided an overview of the financial statements, which use three bases of accounting. The statements show an increase in liabilities due to GASB 68.*

*Councilors Barber and Peruzzotti arrived at 6:15 p.m.*

*Fund balance as of June 30, 2015 was \$16.766 million (a decrease of \$1.7 million) with \$9.5 million unassigned. The capital improvements fund balance decreased from \$12.5 million to \$8.2 million. The Town's pension fund (which includes the Town, Ledge Light Health District, and the Poquonnock Bridge Fire District) is 88.71% funded as of June 30, 2015. The Teachers' Pension Fund, funded by the state, is 61.51% funded.*

*Ms. Rossitto answered questions from Councilors on various topics.*

*Ms. Heaphy reviewed the federal and state single audit reports, which are required because the Town receives federal and state funding. Blum Shapiro issued an unmodified opinion and found no issues in the programs monitored. Federal grants spent during the year totaled \$8.1 million; expenditures of state financial assistance totaled \$33.9 million.*

*Ms. Rossitto reviewed the management letter noting that there is still an issue with differentiating between accounts payable and encumbrances on the Board of Education side. Blum Shapiro is also recommending a fraud risk assessment for the Town and the establishment of an anonymous fraud tip line.*

**Roll Call:** Members Present: Mayor Flax, Councilor Barber, Councilor Grim, Councilor Antipas, Councilor Morton, Councilor Nault, Councilor de la Cruz, Councilor Peruzzotti and Councilor Watson

**A motion was made by Councilor Watson, seconded by Councilor Antipas, that this matter be Recommended for a Resolution.**

**The motion carried unanimously**

**2016-0037      Extension of the Appropriation for Thames Street Rehabilitation Project**

**Discussed**

*Cindy Landry, Director of Finance, noted that the original appropriation for this project is limited to five years and it lapses on May 2, 2016. The project is almost complete, but there are outstanding bills that may not be paid by May 2nd. There is no need to bond any additional funds, but the time limit for appropriation must be extended so the Town has the authority to pay remaining bills. Ron Yuhas, City of Groton Finance Director, reviewed remaining outstanding expenditures including a one year retainage from acceptance of the project.*

**A motion was made by Councilor Morton, seconded by Councilor Watson, that this matter be Recommended for a Resolution.**

*Ms. Landry noted the extension would be for five years, but the project will be closed out as soon as the final bill is paid.*

**The motion carried unanimously**

**4.      ADJOURNMENT**

*A motion was made by Councilor Peruzzotti, seconded by Councilor Watson, to adjourn the meeting at 7:12 p.m.*

*The motion carried unanimously.*