



**FINANCE COMMITTEE MEETING**  
**Wednesday, May 15, 2013**  
**Conference Room, 2<sup>nd</sup> Floor**  
**SWPCA Plant Site, 111 Harbor View Ave.**  
**Full Meeting Minutes**

**Attendees**

|                           |                                      |
|---------------------------|--------------------------------------|
| <b>Cristina Andreana</b>  | <b>WPCA Board Member</b>             |
| <b>William Brink</b>      | <b>Executive Director, WPCA</b>      |
| <b>Mark Turndahl</b>      | <b>Accountant, WPCA</b>              |
| <b>David Yanik</b>        | <b>Controller, City of Stamford</b>  |
| <b>Bruce Blasnik, CPA</b> | <b>Partner, O'Connor Davies, LLP</b> |
| <b>Lynda Roca</b>         | <b>Computil</b>                      |

**Call to Order, Pledge and Roll Call**

Cristina Andreana, Board member called the meeting to order at 6:15PM. A quorum was not present (1 of 3 Finance Committee members present)

**Approval of January 16, February 16 and May 1, 2013 Meeting Minutes:**

A quorum was not present (1 of 3 Finance Committee members present) so these minutes were not approved.

**Review: Accounts Receivable Report discussed at the 5/1/13 Committee Meeting**

A proposed Accounts Receivable Report prepared by M. Turndahl was distributed for discussion. C. Andreana made some format changes to this Report and M. Turndahl will incorporate these changes in future Accounts Receivable Reporting.

**Discussion: FY 13-14 Operating and Revenue Budget**

W. Brink discussed issues brought up by the Board of Reps regarding the balancing of the SWPCA Budget. Items originally captured below the line: Capital Reserve at \$1,500,000 and Transfer to General Fund (Pooled Cash) \$1,250,000 and additional debt service \$990, 861 had to be added to the Expenditure Budget to match the Revenue Budget.

**Discussion: Status on Cross Reference of Overdue Assessments with the User Rate Charges and steps taken towards Collection of unpaid loans**

M. Turndahl reviewed the aging of past due Assessment and Connection charges and identified some accounts that are currently also being pursued by Ackerly and Ward for past due sewer use charges. W. Ward agreed to pursue collection efforts on these accounts as well. A detailed list of these accounts still needs to be compiled along with all pertinent information that W. Ward will need to begin his collection efforts.

**Discussion: Reconciliation of Special Assessment & Connection Charges between WPCA Records and Tax Department Billing Report**

- a. Update on meeting with Tax Department/Assessment & Connection Loans
- b. Status of Official Payment's contract and public notification

W. Brink, M. Turndahl and P. Chakravarti met with B. Napoletano of the Tax Department to discuss past reconciliation and Management Letter issues. Procedures were established to reconcile and approve new assessment and connection billings and loan set-ups before they are recorded in the H T E system.

Official Payments has been selected to provide the SWPCA with credit and debit card payment options to the SWPCA customers. We are currently reviewing the contract to establish these services and expect to sign it shortly.

**Discussion & Vote:**

- a. Hardship Case: 538 Fairfield Avenue
- b. Transfer of Funds from Administration Part-time to Seasonal overtime.

A quorum was not present; items not discussed.

**Discussion: Determination of future agenda items and prioritization**

Quorum not present; item not discussed.

**Old Business**

None discussed.

**New Business**

B. Blasnik briefly discussed the June 2012 Management Letter and Managements Responses. He was very encouraged by the staff changes and process improvements made at the SWPCA and expect a much improved Report for the June 2013 year.

He then continued to discuss his expectations for the June 2013 audit. C. Andreana voiced her concern regarding a lack of communication during the 2012 Audit that did not present the opportunity to address audit issues. B. Blasnik expects with the addition of a Director and an Accountant at the SWPCA the audit will run smoother than the 2012 audit. He also plans to provide Biweekly updates to management and Board members to address and correct issues before they become a major problem.

**Adjournment**

C. Andreana adjourned meeting at 7:45 pm. Discussion: none