

Date: January 16, 2025

Subject: Finance Committee January 15,  
2025, Meeting Minutes

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To: Board of Directors

From: Finance Committee, and Arthur  
G. Simonian, Executive Director

AGS

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**Finance Committee  
January 15, 2025  
Meeting Minutes**

The Finance Committee met Wednesday, January 15, 2025, at The District Offices at 245 Main Street, Cromwell, Connecticut.

Executive Director, Art Simonian, called the meeting to order at 5:07 PM. Committee Members, Doug Sienna, Joe Corlis, and Rick Healey (remotely) were present. There was a quorum. Also, present was Executive Director – Arthur Simonian, Board Chairman John Dunham and our auditor Darin Offerdahl. Committee members Carl Erlacher and Nick Stevens were absent.

The following is a summary of the December 5, 2024, Finance meeting:

1. Audit: Mr. Offerdahl presented the Fiscal Year 2024 Audit. The audit went smoothly with no significant changes, no material weaknesses and completed timely. The audit for Fiscal Year 2024 is completed and will be filed with the State by 01/31/25.

Keynotes: Mr. Offerdahl will finalize and provide copies by the end of the week to the Mattabassett District for distribution to the Board of Directors members and town clerks.

**MOTION:** Mr. Sienna moved to accept FY2024 Audit report.

Mr. Healey seconded the motion.

**RESOLVED:** The motion was approved unanimously.

2. Budget: Mr. Simonian presented the Budget for Fiscal Year 2026. He will revise the capital and operational portions which will be reviewed at an upcoming Finance meeting in early February.

Keynotes: Mr. Simonian will send an email to the communities regarding the Draft Budget by end of the week.

3. Check and ACH Payments Procedures dated 1/15/2025 were reviewed and approved to proposed process to include the addition of ACH payments when checks are no longer accepted by vendors.

**MOTION:** Mr. Sienna moved to recommend the Check and ACH Payment and Procedures dated 1/15/2025 for recommendation to the Board of Directors for their review and approval.

Mr. Corlis seconded the motion.

**RESOLVED:** The motion was approved unanimously.

4. Other business and related matters: Upcoming Board meeting is scheduled for **Tuesday**, January 21<sup>st</sup> at 7 p.m.

5. **Adjournment:**

**Mr. Sienna moved, no second required, and the committee approved unanimously to adjourn at 6:45 PM.**