

## **MINUTES OF MEETING OF MONDAY, DECEMBER 1, 2008**

Meeting was called to order by Vice Chairman Csorny at 5:10 p.m.

Present: James Csorny  
Jack Orben  
Angela DeVito  
Kathleen Wojciechowski  
Richard Ehlers, Counsel  
Lucille Sullivan  
Councilman John Dunleavy

Absent: Sean McCabe  
Hank Boerner  
Lori Taggart

### **#45-08 – APPROVES MINUTES OF MEETING OF NOVEMBER 3, 2008**

Kathleen Wojciechowski offered the following resolution which was seconded by Jack Orben.

RESOLVED, the minutes of the meeting of November 3, 2008 be and are hereby approved; and

BE IT FURTHER RESOLVED, that a copy of said minutes be maintained in the files of the Agency and become a part of the record of the Agency.

**Vote: 4 yes**  
**3 absent**

### **#46-08 – APPROVES MINUTES OF SPECIAL MEETING OF SEPTEMBER 29, 2008**

Kathleen Wojciechowski offered the following resolution which was seconded by Jack Orben.

RESOLVED, the minutes of the special meeting of September 29, 2008 be and are hereby approved; and

BE IT FURTHER RESOLVED, that a copy of said minutes be maintained in the files of the Agency and become a part of the record of the Agency.

**Vote: 4 yes**  
**3 absent**

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**#47-08 – ACCEPTS REPORT OF EXPENSES AND AUTHORIZES PAYMENT OF BILLS**

Jack Orben offered the following resolution, which was seconded by Kathleen Wojciechowski.

WHEREAS, a report of expenses of the RIDA for the period 11/1/08 to 11/30/08 as attached has been prepared and submitted for consideration.

NOW, THEREFORE, BE IT RESOLVED, that said report of expenses dated December 1, 2008 be and is hereby accepted and expenses as listed are authorized for payment.

**Vote: 4 yes**  
**3 absent**

**#48-08 – ADOPTS BUDGET FOR FY 2009**

Kathleen Wojciechowski offered the following resolution, which was seconded by Jack Orben

WHEREAS, by resolution #38-08 adopted on October 6, 2008, this Board did approve a proposed budget for FY 2009; and

WHEREAS, said proposed budget was submitted for review and comment to all parties as required by law; and

WHEREAS, no comments were received.

NOW, THEREFORE, BE IT RESOLVED, that the budget for FY 2009 as attached be and is hereby adopted.

**Vote: 4 yes**  
**3 absent**

**#49-08 – AUTHORIZES CHAIRMAN TO EXECUTE ENGAGEMENT LETTER WITH AUDIT FIRM**

Angela DeVito offered the following resolution, which was seconded by Kathleen Wojciechowski.

WHEREAS, the agency is in receipt of an engagement letter with the firm of Markowitz, Fenelon & Bank, LLP to conduct the audit of the agency's financial records for the fiscal year 2008.

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NOW, THEREFORE, BE IT RESOLVED, the Chairman be and is hereby authorized to execute said engagement letter with Markowitz, Fenelon & Bank, LLP.

**Vote: 4 yes**  
**3 absent**

It was decision of the Board to defer discussion of replacement of the Executive Director to a subsequent meeting when the full Board could be in attendance.

The Board engaged in a general discussion regarding the need for a clear mission statement for the agency and how the preparation of a mission statement can be accomplished. It was also discussed what roles other town agencies could provide in furthering jobs and economic development for the town.

There being no further business, the meeting was adjourned at 5:55 p.m.