

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD  
**SPRAGUE SUBCOMMITTEE**  
**REGULAR MEETING NOTICE AND AGENDA**

**Meeting Date and Time:** Thursday, March 25, 2021 12:30 PM – 2:00 PM

**Meeting Location:** This was a virtual meeting. Meeting materials can be found at <https://portal.ct.gov/OPM/Marb/Sprague-Committee-Meetings-and-Materials>

**Call-in Instructions:** Telephone: (860) 840-2075  
Access Code: 644 978 872

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Mark Waxenberg

**Town Officials in Attendance:** First Selectman Cheryl Blanchard, Melissa Sevigny, Superintendent William Hull, Michele Demicco.

**OPM Staff in Attendance:** Julian Freund

I. Call to Order

The meeting was called to order at 12:36 PM

II. Approval of Minutes:

a. November 18, 2020 Subcommittee Special Meeting

Mr. Waxenberg made a motion, with a second by Ms. Shaw, to approve the minutes. The motion passed unanimously.

III. Review and Discussion: FY 2020 Financial Statements and Audit

Susan Jones and Jason Cote, of Hoyt, Filippetti & Malaghan, LLC, summarized the results of the Town's FY 2020 financial statements and audit. The auditors issued a clean opinion of the financial statements. The deficit in the General Fund was reduced from a deficit of approximately (\$800,000) to a deficit of about (\$48,000) as of June 30, 2020. The Capital Non-Recurring Fund deficit grew in FY 2020 to a final deficit amount of approximately (\$635,000). Individual projects may have negative balances for one of two reasons; either funding has been approved or awarded but not yet received, or the project has no funding or insufficient funding authorized. This issue resulted in a new finding in this year's audit.

Members discussed the reporting schedule the Town uses to track the projects in the Capital Non-Recurring Fund. Several prior year findings are repeated in the FY 2020 audit. Some have since been resolved or are nearing the point of having been resolved, but were still open items at fiscal year end and therefore are reported in the FY 2020 audit. The finding regarding internal controls for the Child Nutrition Fund has been resolved. The finding regarding general ledger systems is in the process of being resolved. Both will likely be closed out in the next audit. The finding regarding Policies and Procedures may carry over again due to the length of time it will take to develop a comprehensive manual. Several findings from the prior year were closed, including the internal control finding for the Water and Sewer Authority and two grant compliance issues. The Town indicated that it intends to hire outside help to complete the Policies and Procedures Manual. The Board of Education continues to update its manual.

#### IV. Review and Discussion: Board of Education FY 2022 Recommended Budget

Superintendent Hull summarized the Board of Education FY 2022 Budget. The FY 2022 budget increases by \$98,544, or 1.47%, which is just under the assumed 1.5% increase in the 5-Year Plan. The only staffing increase is a 0.2 FTE adjustment for the Social Worker position. Special Education private tuition at the high school level and both regular and special education tuition for elementary school, magnet schools and school choice are all increasing. Some savings are realized in regular education and public special education tuition at the high school level, as well as private special education tuition at the elementary school level. Savings have also been realized in special education transportation costs. The move to multi-age classrooms at Sayles School has led to several more students opting to attend magnet schools which has added some cost.

Mr. Hull indicated that the BOE is exploring infrastructure, curriculum and some items that have been reduced in recent years as potential uses of anticipated Federal funding. The BOE is reluctant to direct the funding to additional staffing since the funding is one-time.

An enrollment increase at the high school age is projected in three years.

Ms. Shaw asked about short-term needs caused by the pandemic which could be addressed by the Federal funds. Mr. Hull said planning has begun to anticipated infrastructure improvements that will help reduce costs in the long-run, such as HVAC efficiencies and installation of solar panels.

#### V. Adjourn

Ms. Shaw made a motion to adjourn, with a second by Mr. Waxenberg. The meeting adjourned at 1:28 PM.