

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD  
**SPRAGUE SUBCOMMITTEE**  
**REGULAR MEETING MINUTES**

**Meeting Date and Time:** Thursday, November 18, 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: 347 571 728

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Matthew Brokman, Sal Luciano, Mark Waxenberg

**Town Officials in Attendance:** First Selectman Cheryl Blanchard, Melissa Seigny, Superintendent Hull

**OPM Staff in Attendance:** Julian Freund

I. Call to Order

The meeting was called to order at 12:32 PM.

II. Approval of Minutes:

a. July 22, 2021 Subcommittee Regular Meeting

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

III. Review and Discussion: ARPA and ESSER Funding Overview and Town Priorities

Superintendent Hull provided an overview of the district's planned uses of relief funds over a three-year period. Approximately \$720,000 in funding is available to the district. Among the proposed uses is two years of funding for an Instructional Coach that would assist district teachers with addressing learning loss and how to provide one-to-one interventions with students affected by learning loss. About \$100,000 will support technology upgrades and replacements. Other planned uses include student programming (field trips, summer school, after-school activities), supportive programming (parent academy, school-based health clinic), and custodial staffing.

First Selectman Blanchard provided an overview of the Town's considerations for use of ARPA funds. The Town will receive a total of approximately \$846,000. Priorities currently under consideration include cybersecurity and IT upgrades and streetlight replacements. The Board of Finance will set a date for a public hearing for citizen input on the use of ARPA funds. The plan for use of the funds will need to be approved through the normal appropriation process (Town Meeting).

#### IV. Review and Discussion: Status Updates

##### a. Audit services RFP

The auditor has provided the Town with its list of required documents. Small funds have been closed and the General Fund and the Capital Non-Recurring Fund are in the process of being closed. Field work is expected to begin January 17<sup>th</sup>.

##### b. Financial Policies and Procedures

The contract with the consultant assembling the policies and procedures has been extended to the end of November. The Town is reviewing a draft and providing the consultant with revisions. The final policies and procedures are expected by the end of the year.

##### c. Corrective Action Plan

Other than policies and procedures, there were no other updates on the Corrective Action Plan. The Town reported that all invoices are current. The Subcommittee requested that an updated cash flow through the end of the fiscal year be provided.

#### V. Other Related Business

Mr. Hull reported that the contract for Non-Certified employees is currently in negotiation.

#### VI. Adjourn

Mr. Luciano made a motion to adjourn with a second by Mr. Waxenberg. The meeting adjourned at 1:14 PM.