

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

**Meeting Date and Time:** Thursday, May 6, 2021 10:00 AM – 12:00 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: 377 458 089

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

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

**OPM Staff in Attendance:** Julian Freund

I. Call to Order

The meeting was called to order at 10:04 AM.

II. Approval of Minutes:

a. March 25, 2021 Subcommittee Special Meeting

Ms. Shaw made a motion to approve the minutes, with a second by Mr. Waxenberg. All voted in favor.

III. Review, Discussion and Possible Action: Labor Contract

a. MEUI Local 506

The proposed agreement covers four employees in the Public Works Department. The prior contract expired June 30, 2020. The term of the successor contract would be July 2020 through June 2023.

The MARB has authority to approve, reject or take no action on the contract. If the MARB chooses to take action, it would have until June 9th. First Selectman Cheryl Blanchard summarized the major provisions in the contract which provides for general wage increases of 2% in each year. Reimbursements for safety shoes and uniforms were increased and a

new reimbursement for eyewear was included. Mr. Waxenberg noted that the comparables illustrate the percentage changes in the salaries for similar positions in other towns. The Town will provide additional comparable data prior to the meeting of the full MARB.

Mr. Waxenberg made a motion with a second by Ms. Shaw to recommend approval of the contract by the full MARB. The motions passed unanimously.

#### IV. Review, Discussion and Possible Action: FY 2022 Recommended Budget

The Town Board of Finance released a proposed FY 2022 Budget in the previous week. The proposed budget would be presented at a public hearing followed by action to approve the budget, or send to referendum, at the annual Town Meeting. Mr. Freund and Ms. Blanchard summarized the proposed budget which is generally in alignment with the previously approved 5-Year Plan. The proposed mill rate increase is somewhat less than previously planned, but generated more revenue because of higher than anticipated grand list growth. The fund balance that results from the projected FY 2021 surplus and the proposed FY 2022 budget exceeds previous projections for Fund Balance.

Ms. Kennison suggested the Town begin assembling a plan for unplanned revenues that are likely to be received from Federal relief funds and State sources over the next year or so. Other members agreed that a plan for use of the funds would be valuable.

A motion was made by Ms. Shaw, with a second by Mr. Waxenberg, to recommend to the full MARB approval of the FY 2022 Budget as proposed. The motion was approved unanimously.

#### V. Review and Discussion: Updated 5-Year Plan

Ms. Kennison noted that the Town included a Draft 5-Year Plan in the meeting materials. The Plan is still in early draft form but was included as context for the budget discussion.

Further revisions or additions to the draft plan should include a description of the assumptions used in the revenue and expenditure projections as well as an exhibit showing projected changes in Fund Balance. Ms. Kennison suggested that the Town incorporate planned transfers to the CNR Fund in order to eliminate the deficit in that fund.

#### VI. Adjourn

Mr. Waxenberg made a motion to adjourn, with a second by Ms. Shaw. The meeting adjourned at 10:35 AM.