

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

Meeting Date and Time: Thursday, July 22, 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: 426 752 237

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

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

OPM Staff in Attendance: Julian Freund

I. Call to Order

The meeting was called to order at 12:31 PM.

II. Approval of Minutes:

a. June 10, 2021 Subcommittee Special Meeting

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

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

The Subcommittee was presented information regarding eligible uses and other aspects of the U.S. Treasury's interim final rule on ARPA funding. The Town is anticipating receiving a total of approximately \$846,000 in ARPA funds. Half of the funds have been made available to the Town. The remaining funds are expected to be distributed in May 2022.

The Town has completed very preliminary planning, but has determined that its IT infrastructure and security is in need of upgrading. The Town also has identified needed improvements to its

water and sewer infrastructure. The Town was asked to assemble a timeline for identifying its priorities and proceeding through the necessary local approvals for the funding.

As a non-entitlement community, the Town of Sprague will be required to submit annual reports in October of each year.

The school district is receiving ARPA funding directly which, in combination with the ESSER II round of funding, totals about \$1 million. Planned uses of the funding include establishing a school-based health clinic and the provision of behavioral health support. Plan will be done and approved by the BOE on August 9.

IV. Review and Discussion: Status Updates

a. Audit services RFP

Two responses to the RFP for audit services were received and the Town plans to make an appointment in August.

b. Financial Policies and Procedures

The consultant hired to draft the Town's financial policies and procedures expects to complete the project by the end of September. The BOE anticipates a similar completion date.

c. Corrective Action Plan

The Policies and Procedures manual is one of the findings from the audit and was already discussed.

Budgetary control over the Capital Non-Recurring Fund will be incorporated into the Policies and Procedures. The new language will specify that no contract may be executed until a source of funding has been approved by the Town Meeting or Board of Finance.

The Child Nutrition Funds have been added to the same general ledger system as the General Fund. The Special Revenue Fund is a work in progress. The Student Activities accounts will be the subject of a meeting over the summer to discuss. The PTA Fund has been resolved.

V. Other Related Business

None.

VI. Adjourn

Mr. Waxenberg made a motion to adjourn with a second by Mr. Brokman. The meeting adjourned at 12:52 PM.