

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
SPECIAL MEETING MINUTES

Meeting Date and Time: Thursday, November 2, 2023, 10:00 AM

Meeting Location: This will be a virtual meeting. Meeting materials can be found at <https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

Call-In Instructions: Telephone: 1 860-840-2075
Meeting ID: 495 576 369

Members in Attendance: Kimberly Kennison (Secretary designee), Andrea Comer (State Treasurer designee), David Biller, Stephen Falcigno, Sal Luciano, Thomas Hamilton, Lisa Hammersley, Mark Waxenberg, and Susan Weisselberg

Municipal Officials in Attendance: David Taylor, Rick Spreyer, Colleen O'Connor and Jumaine Samuels

Staff in Attendance: Michael Reis, John Mehr, Simon Jiang, James Caley, and Lori McLoughlin

I. Call to Order & Opening Remarks by Kimberly Kennison, Secretary Designee

The meeting was called to order at 10:06 A.M. Ms. Kennison stated that this would be a brief meeting to review a non-labor contract which is of an urgent nature and cannot wait until the next regularly scheduled meeting. She also noted that this is a special meeting and that only the items on the agenda would be discussed. No additional business would be discussed.

II. Approval of Minutes, October 17, 2023

A motion to approve the October 17, 2023, meeting minutes was made by Mr. Biller and seconded by Ms. Weisselberg. Motion passed unanimously.

III. City of West Haven

a. Review, Discussion and Possible Actions: Non-Labor Contract:

i. Synacktec d/b/a/ 443 Technologies – IT Equipment, Replacement of Network Switches

This is a non-labor contract to replace network switches that have come to the end of their useful lives. The project cost is approximately \$218,000 and will be funded through unused capital, non-recurring funds and unused bond funds that have all been designated to IT security. David Taylor noted that they plan to install the equipment in-house, utilizing overtime among three Information Technology (IT) staff members.

Ms. Kennison questioned if there was potential for any unforeseen expenses that should be considered. The City's IT Manager, Mr. Samuels, responded that the quote did not include expedited shipping, which would allow for priority shipping. Mrs. Kennison suggested the board include contingency dollars. Mr. Hamilton asked if there was a contingency built into the quoted contract price. Mr. Spreyer replied there was none. The board agreed that the contract should not exceed \$250,000.

A motion to approve the purchase of IT replacement network switches, not to exceed \$250,000, was made by Mr. Waxenberg and seconded by Ms. Comer. Motion passed unanimously.

IV. Adjourn

There being no further business, Mr. Biller moved to adjourn the meeting and Ms. Hammersley seconded the motion. The meeting adjourned at 10:12 AM.