



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Finance Officer

DATE: January 10, 2020

SUBJECT: Agenda for MFAC Meeting – Wednesday, January 22, 2020

A special meeting of the Municipal Finance Advisory Commission is scheduled for Wednesday, January 22, 2020. **The meeting location will be at the Board of Regents Conference Room, 61 Woodland Street, Hartford, CT beginning at 10:00 a.m. The Conference Room is located on the ground floor.**

**The Agenda is as follows:**

1. Call to order
2. Approval of the minutes to the October 16, 2019 meeting
3. Town of Brooklyn – Update on Corrective Action on Audit Findings from the June 30, 2018 Audit / Status of June 30, 2019 Audit
4. Town of Ellington – Update on Corrective Action on Audit Findings from the June 30, 2018 Audit / Status of June 30, 2019 Audit
5. Town of Plymouth –Results of June 30, 2019 Audit / Corrective Action Plan to Management Letter Findings
6. Proposed Calendar Year 2020 Meeting Dates
7. Other business

Please contact Lori Stevenson at 860-418-6402 for any questions you may have.

Cc: Secretary of State  
State Treasurer's Office  
The Honorable Richard Ives, First Selectman, Town of Brooklyn  
The Honorable Lori L. Spielman, First Selectman, Town of Ellington  
The Honorable David V. Merchant, Mayor, Town of Plymouth



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Finance Officer *Kimberly Kennison*

DATE: March 6, 2020

SUBJECT: Agenda for MFAC Meeting – Wednesday, March 18, 2020

A regular meeting of the Municipal Finance Advisory Commission is scheduled for Wednesday, March 18, 2020. **The meeting location will be at the Board of Regents Conference Room, 61 Woodland Street, Hartford, CT beginning at 10:00 a.m. The Conference Room is located on the ground floor.**

**The Agenda is as follows:**

1. Call to order
2. Approval of the minutes to the January 22, 2020 meeting
3. Town of Brooklyn – Update on Corrective Action on Audit Findings from the June 30, 2018 Audit / Status of June 30, 2019 Audit
4. Town of Ellington – Update on Corrective Action on Audit Findings from the June 30, 2018 Audit / Status of June 30, 2019 Audit
5. Town of Plymouth
6. Financial Reporting and Fiscal Condition Monitoring System Project
7. Other business

Please contact Lori Stevenson at 860-418-6402 for any questions you may have.

Cc: Secretary of State  
State Treasurer's Office  
The Honorable Richard Ives, First Selectman, Town of Brooklyn  
The Honorable Lori L. Spielman, First Selectman, Town of Ellington  
The Honorable David V. Merchant, Mayor, Town of Plymouth



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission  
FROM: Kimberly Kennison, Executive Finance Officer  
DATE: May 11, 2020  
SUBJECT: Agenda for MFAC Telephonic Meeting – Wednesday, May 27, 2020

A regular meeting of the Municipal Finance Advisory Commission is scheduled for Wednesday, May 27, 2020. **This will be a telephonic meeting and is scheduled to begin at 10:00 a.m.** Information for attending the meeting telephonically is as follows:

**Call-In Instructions:**

Meeting participants may use the following telephone number and access code:

Telephone Number: 860-840-2075  
Meeting Access Code: 303 470 498#

**The Agenda is as follows:**

1. Call to order
2. Approval of the minutes to the January 22, 2020 meeting
3. Town of Brooklyn – Results of the June 30, 2019 Audit Report including restatements and reclassifications / Update on Corrective Action Plan to address audit findings from the June 30, 2019 audit / Other fiscal related matters
4. Town of Ellington – Status of Outstanding June 30, 2019 Audit Report / Update on Corrective Action on Audit Findings from the June 30, 2018 Audit / Other fiscal related matters
5. Town of Plymouth - Discussion
6. Outstanding June 30, 2019 municipal audit reports
7. Tiers Status Report
8. Financial Reporting and Fiscal Health Monitoring System Project
  - a) Data Collection – Municipal Fiscal Indicators
  - b) Data Collection – Uniform Chart of Accounts
  - c) Automation of Financial and Demographic Data / Analysis of Information

d) Comprehensive Monitoring System

9. Other business

Please contact Lori Stevenson at [lori.stevenson@ct.gov](mailto:lori.stevenson@ct.gov) for any questions you may have.

Cc: Secretary of State

State Treasurer's Office

The Honorable Richard Ives, First Selectman, Town of Brooklyn

The Honorable Lori L. Spielman, First Selectman, Town of Ellington

The Honorable David V. Merchant, Mayor, Town of Plymouth



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission  
FROM: Kimberly Kennison, Executive Finance Officer  
DATE: September 1, 2020  
SUBJECT: Agenda for MFAC Telephonic Meeting – Wednesday, September 16, 2020

As you may recall, we had informed you that the July 29, 2020 meeting of the Municipal Finance Advisory Commission (MFAC) was to be re-scheduled to a later date. Please be advised that the re-scheduled meeting of the MFAC will be held on Wednesday, September 16, 2020. This will be a telephonic meeting and is scheduled to begin at 10:00 a.m. Information for attending the meeting telephonically is as follows:

**Call-In Instructions:**

Meeting participants may use the following telephone number and access code:

Telephone Number: 860-840-2075  
Meeting Access Code: 475 945 406#

**The Agenda is as follows:**

1. Call to order
2. Approval of the minutes to the May 27, 2020 meeting
3. City of Derby Presentation – Update on current fiscal condition and fiscal recovery plan
4. Town of Hamden Presentation – Update on current fiscal condition and fiscal recovery plan
5. Other business

Please contact Lori Stevenson at [lori.stevenson@ct.gov](mailto:lori.stevenson@ct.gov) for any questions you may have.

Cc: Secretary of State  
State Treasurer's Office  
The Honorable Richard Dziekan, Mayor, City of Derby  
Keith McCliverty, Director of Finance, City of Derby  
The Honorable Curt B. Leng, Mayor, Town of Hamden  
Curtis Eatman, Director of Finance, Town of Hamden



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission  
FROM: Kimberly Kennison, Executive Finance Officer  
DATE: September 23, 2020  
SUBJECT: Agenda for MFAC Telephonic Meeting – Wednesday, September 30, 2020

A regular meeting of the Municipal Finance Advisory Commission is scheduled for Wednesday, September 30, 2020. **This will be a telephonic meeting and is scheduled to begin at 10:00 a.m.** Information for attending the meeting is as follows:

**Call-In Instructions:**

Meeting participants may use the following telephone number and access code:

Telephone Number: 860-840-2075  
Meeting Access Code: 550 054 515#

**The Agenda is as follows:**

1. Call to order
2. Approval of the minutes to the September 16, 2020 meeting
3. Town of Brooklyn –Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with Adopted Budget Assumptions / Update on Implementation of Corrective Action Plan to Address Audit Findings from the June 30, 2019 Audit / Status of the June 30, 2020 Audit / Other Fiscal Related Matters.
4. Town of Ellington – Review of the Results of the June 30, 2019 Audit / Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with Adopted Budget Assumptions / Update on Implementation of Corrective Action Plan to Address Audit Findings from the June 30, 2019 Audit / Status of the June 30, 2020 Audit / Other Fiscal Related Matters.
5. Town of Plymouth - Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with Adopted Budget Assumptions / Update on Implementation of Corrective Action Plan to Address Audit Findings and Recommendations from the June 30, 2019 Audit and Management Letter / Other Fiscal Related Matters.
6. Update on OPM’s Fiscal Health Monitoring System
7. Other business

Please contact Lori Stevenson at [lori.stevenson@ct.gov](mailto:lori.stevenson@ct.gov) for any questions you may have.

Cc: Secretary of State

State Treasurer's Office

The Honorable Richard Ives, First Selectman, Town of Brooklyn

The Honorable Lori L. Spielman, First Selectman, Town of Ellington

The Honorable David V. Merchant, Mayor, Town of Plymouth



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Finance Officer *Kimberly Kennison*

DATE: November 25, 2020

SUBJECT: Agenda for MFAC Telephonic Meeting – Wednesday, December 9, 2020

A regular meeting of the Municipal Finance Advisory Commission is scheduled for Wednesday, December 9, 2020. **This will be a telephonic meeting and is scheduled to begin at 10:00 a.m.** Information for attending the meeting is as follows:

#### Call-In Instructions:

Meeting participants may use the following telephone number and access code:

Telephone Number: 860-840-2075

Meeting Access Code: 987 425 534#

#### The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the September 30, 2020 meeting
3. **Town of Plymouth** - Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with projections through June 30, 2021 / Update on Implementation of Corrective Action Plan to Address Audit Findings and Recommendations from the June 30, 2019 Audit and Management Letter / Status of the June 30, 2020 Audit / Other Fiscal Related Matters
4. **Town of Brooklyn** – Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with projections through June 30, 2021 / Update on Implementation of Corrective Action Plan to Address Audit Findings from the June 30, 2019 Audit / Status of the June 30, 2020 Audit / Other Fiscal Related Matters.
5. **Town of Ellington** – Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with projections through June 30, 2021 / Update on Implementation of Corrective Action Plan to Address Audit Findings from the June 30, 2019 Audit / Status of the June 30, 2020 Audit / Other Fiscal Related Matters.
6. **City of Derby** - Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with projections through June 30, 2021 / Update on Implementation of Corrective Action Plan to Address Audit Findings and Recommendations



from the June 30, 2019 Audit and Management Letter / Status of the June 30, 2020 Audit / Other Fiscal Related Matters.

7. **Town of Hamden** - Unaudited Budget to Actual Results for FY 2019-20 / Most Current FY 2020-21 Budget to Actual Results with projections through June 30, 2021 / Update on Implementation of Corrective Action Plan to Address Audit Findings and Recommendations from the June 30, 2019 Management Letter / Status of the June 30, 2020 Audit / Other Fiscal Related Matters.
8. Calendar Year 2021 Proposed Meeting Dates
9. Other business

Please contact Lori Stevenson at [lori.stevenson@ct.gov](mailto:lori.stevenson@ct.gov) for any questions you may have.

Cc:

Richard Ives, First Selectman, Town of Brooklyn  
Stephanie Levin, Finance Director, Town of Brooklyn  
Richard Dziekan, Mayor, City of Derby  
Keith McLiverty, Interim Director of Finance, City of Derby  
Lori L. Spielman, First Selectman, Town of Ellington  
Tiffany Pignataro, Finance Director, Town of Ellington  
Felicia LaPlante, Assistant Finance Director, Town of Ellington  
Curt B. Leng, Mayor, Town of Hamden  
Curtis Eatman, Director of Finance, Town of Hamden  
David V. Merchant, Mayor, Town of Plymouth  
Ann Marie Rheault, Finance Director, Town of Plymouth  
Secretary of State  
State Treasurer's Office