



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison *Kimberly Kennison*
Executive Financial Officer

DATE: January 21, 2022

SUBJECT: Agenda for MFAC Meeting – Wednesday, February 16, 2022

The next MFAC meeting is scheduled for February 16th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075
Meeting Access Code: 768 520 40#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS will be distributed via email to your electronic calendar. If you did not receive the link, please email Alexis.Aronne@ct.gov.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the December 8, 2021 meeting
3. Town of Brooklyn
 - FY 2020-21 Audited/Unaudited Operating Results.
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rates on FY 2021-22 quarterly taxes levied to date)
 - Status Update:
 - Corrective Action Plan - Audit and Management Letter findings
 - June 30, 2021 audit (if report has not been issued)
 - Use of ARPA funds and impact on the Town's finances
 - Other fiscal related matters
4. City of Derby
 - FY 2020-21 Audited/Unaudited Operating Results
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rate on the January 2022 tax levy)

- Status Update:
 - Corrective Action Plan - Audit and Management Letter findings
 - June 30, 2021 Audit (if report has not been issued)
 - Response to MFAC Recommendations Letter
 - Other fiscal related matters
5. Town of Ellington
- FY 2021 Audited Financial Statements – Presentation / Results, Audit Findings, Management Letter, and Corrective Action Plan
 - Request to MFAC - Consideration for Release
6. Town of Hamden
- FY 2020-21 Audited/Unaudited Operating Results
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rate on the January 2022 tax levy)
 - Status Update:
 - Corrective Action Plan - Audit and Management Letter findings
 - Response to MFAC Recommendations Letter
 - Other fiscal related matters
7. Town of Plymouth
- FY 2020-21 Audited/Unaudited Operating Results.
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rate on the January 2022 tax levy)
 - Status Update:
 - Corrective Action Plan - Audit and Management Letter findings
 - June 30, 2021 audit (if report has not been issued)
 - Use of ARPA funds and impact on the Town’s finances
 - Other fiscal related matters
8. FHMS Project Update
9. Other Business

Please contact Alexis Aronne at alexis.aronne@ct.gov for any questions you may have.

Cc:

Austin Tanner, First Selectman, Town of Brooklyn
Rushie Bean, Finance Director, Town of Brooklyn
Richard Dziekan, Mayor, City of Derby
Agata Herasimowicz, 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
Lauren Garrett, Mayor, Town of Hamden
Curtis Eatman, Director of Finance, Town of Hamden
Joseph Kilduff, Mayor, Town of Plymouth
Grace Zweig, Interim Finance Director, Town of Plymouth
Secretary of State
State Treasurer’s Office



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison *Kimberly Kennison*
Executive Financial Officer

DATE: March 24, 2022

SUBJECT: Agenda for MFAC Meeting – Wednesday, April 20, 2022

The next MFAC meeting is scheduled for April 20th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075

Meeting Access Code: 126 085 112#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS will be distributed via email to your electronic calendar. If you did not receive the link, please email Alexis.Aronne@ct.gov.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the February 16, 2022 meeting
3. Town of Brooklyn
 - Presentation of June 30, 2021 Audit Results.
 - FY 2020-21 Financial Statements Results
 - FY 2021 Audit and Management Letter Findings / Corrective Action Plans
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rates on quarterly taxes levied)
 - Status Update:
 - Use of ARPA funds and impact on the Town's finances
 - Proposed FY 2022-23 Budget or Adopted FY 2022-23 Budget (if adopted)
 - Other fiscal related matters
4. City of Derby
 - FY 2020-21 Unaudited Operating Results
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rate on the January 2022 tax levy)

- Status Update:
 - Corrective Action Plan - Audit and Management Letter findings
 - June 30, 2021 Audit – Provide details of open items
 - Finance Office staffing – City and Board of Education
 - Proposed FY 2022-23 Budget or Adopted FY 2022-23 Budget (if adopted)
 - Other fiscal related matters
5. Town of Hamden
- Presentation of June 30, 2021 Audit Results.
 - FY 2020-21 Financial Statements Results
 - FY 2021 Audit and Management Letter Findings / Corrective Action Plans
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rate on the January 2022 tax levy)
 - Status Update:
 - Use of ARPA funds and impact on the Town’s finances
 - Debt Restructuring Plan and its effect on projected annual debt service payments and fund balance
 - Proposed FY 2022-23 Budget or Adopted FY 2022-23 Budget (if adopted)
 - Other fiscal related matters
6. Town of Plymouth
- FY 2020-21 Audited/Unaudited Operating Results (most current)
 - Status Update:
 - June 30, 2021 Audit (if report has not been issued)
 - Corrective Action Plan - Audit and Management Letter findings
 - Use of ARPA funds and impact on the Town’s finances
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rate on the January 2022 tax levy)
 - Proposed FY 2022-23 Budget or Adopted FY 2022-23 Budget (if adopted)
 - Other fiscal related matters
7. Other Business
- a) June 30, 2021 Outstanding Municipal Audits
 - b) Legislation Update

Please contact Alexis Aronne at alexis.aronne@ct.gov for any questions you may have.

Cc: Austin Tanner, First Selectman, Town of Brooklyn
 Rushie Bean, Finance Director, Town of Brooklyn
 Richard Dziekan, Mayor, City of Derby
 Walt Mayhew, Chief of Staff, City of Derby
 Agata Herasimowicz, Director of Finance, City of Derby
 Lauren Garrett, Mayor, Town of Hamden
 Sean Grace, Chief of Staff, Town of Hamden
 Curtis Eatman, Director of Finance, Town of Hamden
 Rick Galarza, Deputy Finance Director, Town of Hamden
 Joseph Kilduff, Mayor, Town of Plymouth
 Grace Zweig, Finance Director, Town of Plymouth
 Secretary of State
 State Treasurer’s Office



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison *Kimberly Kennison*
Executive Financial Officer

DATE: June 3, 2022

SUBJECT: Agenda for MFAC Meeting – Wednesday, June 29, 2022

The next MFAC meeting is scheduled for June 29th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075

Meeting Access Code: 591 129 934#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS will be distributed via email to your electronic calendar. If you did not receive the link, please email Alexis.Aronne@ct.gov.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the April 20, 2022, meeting
3. Town of Brooklyn
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including collection rates on quarterly taxes levied)
 - Adopted FY 2022-23 Budget with budget assumptions and prior years comparisons
 - Status Update:
 - Use of ARPA funds and impact on the Town's finances
 - Update on implementation of corrective action plans for FY 2021 Audit and Management Letter Findings
 - Other fiscal related matters
4. City of Derby
 - FY 2020-21 Unaudited Operating Results
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including tax collection rate)
 - Adopted FY 2022-23 Budget with budget assumptions and prior years comparisons

- Status Update:
 - Corrective Action Plan - Audit and Management Letter findings
 - Audit - June 30, 2021 – Provide from audit firm details of open items, projected date for issuance of the audit report
 - Finance Office staffing – City and Board of Education
 - Other fiscal related matters
5. Town of Hamden
- FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including tax collection rate)
 - Adopted FY 2022-23 Budget with budget assumptions and prior years comparisons
 - Status Update:
 - Use of ARPA funds and impact on the Town’s finances
 - Update on corrective actions taken to address audit and management letter findings identified in the June 30, 2021, audit report
 - Debt Restructuring – Completed in FY 2021-22 / Planned for FY 2022-23
 - Other fiscal related matters
6. Town of Plymouth
- FY 2020-21 Unaudited Operating Results
 - FY 2021-22 Budget to Actual results with projections through June 30, 2022 (including tax collection rate)
 - Adopted FY 2022-23 Budget (or latest Proposed if not adopted) with budget assumptions
 - Status Update:
 - Audit - June 30, 2021 – Provide from audit firm details of open items, projected date for issuance of the audit report
 - Corrective Action Plan - Audit and Management Letter findings
 - Use of ARPA funds and impact on the Town’s finances
 - Staffing of the finance office and Board of Education
 - Other fiscal related matters
7. Other Business
- a) Outstanding Municipal Audit Reports – June 30, 2021
 - b) Legislation Update

Please contact Alexis Aronne at alexis.aronne@ct.gov for any questions you may have.

Cc:

Austin Tanner, First Selectman, Town of Brooklyn
 Rushie Bean, Finance Director, Town of Brooklyn
 Richard Dziekan, Mayor, City of Derby
 Walt Mayhew, Chief of Staff, City of Derby
 Agata Herasimowicz, Director of Finance, City of Derby
 Lauren Garrett, Mayor, Town of Hamden
 Sean Grace, Chief of Staff, Town of Hamden
 Curtis Eatman, Director of Finance, Town of Hamden
 Rick Galarza, Deputy Finance Director, Town of Hamden
 Joseph Kilduff, Mayor, Town of Plymouth
 Grace Zweig, Finance Director, Town of Plymouth
 Secretary of State
 State Treasurer’s Office



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison *Kimberly Kennison*
Executive Financial Officer

DATE: September 23, 2022

SUBJECT: Agenda for MFAC Meeting – Wednesday, October 12, 2022

The next MFAC meeting is scheduled for October 12th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075
Meeting Access Code: 352 734 83#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS will be distributed via email to your electronic calendar. If you did not receive the link, please email Alexis.Aronne@ct.gov.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the June 29, 2022, meeting
3. Town of Brooklyn
 - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rates)
 - Status Update:
 - Finance Office staffing
 - Use of ARPA funds and impact on the Town's finances
 - Update on corrective action plans for FY 2021 Audit and Management Letter Findings
 - Status of FY 2022 audit report (timeline/schedule)
 - Other fiscal related matters
4. City of Derby
 - Review of FY 2020-21 Audit Results including Audit Findings
 - Corrective Action Plan – FY 2021 Audit and Management Letter findings

- FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rates)
 - Status Update:
 - Finance Office staffing – City and Board of Education
 - Use of ARPA funds and impact on the City’s finances
 - Migration to new financial accounting system
 - Status of FY 2022 audit report (timeline/schedule)
 - Other fiscal related matters
5. Town of Hamden
- FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rate)
 - Adopted FY 2022-23 Budget with budget assumptions and prior years comparisons
 - Status Update:
 - Use of ARPA funds and impact on the Town’s finances
 - Update on corrective actions taken to address audit and management letter findings identified in the June 30, 2021, audit report
 - Completion of the Capital Budget
 - Status of the FY 2022 audit report (timeline/schedule)
 - Other fiscal related matters
6. Town of Plymouth
- FY 2020-21 Audit Results and Audit Findings or unaudited results with audit status update
 - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rate)
 - Status Update:
 - Staffing of the finance office and Board of Education
 - Use of ARPA funds and impact on the Town’s finances
 - Status of the FY 2022 audit report, including planned corrective actions to ensure timely issuance (timeline/schedule)
 - Other fiscal related matters
7. Other Business
- a) Outstanding Municipal Audit Reports – June 30, 2021
 - b) Implementation of Public Act 22-35

Please contact Alexis Aronne at alexis.aronne@ct.gov for any questions you may have.

Cc:

Austin Tanner, First Selectman, Town of Brooklyn
 Shelley Cates, Finance Director, Town of Brooklyn
 Rushie Bean, Board of Education Business Manager, Town of Brooklyn
 Richard Dziekan, Mayor, City of Derby
 Walt Mayhew, Chief of Staff, City of Derby
 Lauren Garrett, Mayor, Town of Hamden
 Sean Grace, Chief of Staff, Town of Hamden
 Curtis Eatman, Director of Finance, Town of Hamden
 Rick Galarza, Deputy Finance Director, Town of Hamden
 Joseph Kilduff, Mayor, Town of Plymouth
 Grace Zweig, Finance Director, Town of Plymouth
 Secretary of State
 State Treasurer’s Office



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison *Kimberly Kennison*
Executive Financial Officer

DATE: November 14, 2022

SUBJECT: Agenda for MFAC Meeting – Wednesday, December 7, 2022

The next MFAC meeting is scheduled for December 7th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075
Meeting Access Code: 155 172 71#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS was previously distributed via email to your electronic calendar.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the October 12, 2022, meeting
3. Town of Brooklyn
 - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rates)
 - FY 2022-23 Budget to Actual results to date with projections through June 30, 2023 (including tax collection rates to date)
 - Status Update:
 - Finance Office staffing
 - Use of ARPA funds and impact on the Town's finances
 - Update on corrective action plans for FY 2021 Audit and Management Letter Findings
 - Status of FY 2022 audit report (timeline/schedule)
 - Other fiscal related matters

4. City of Derby
 - Corrective Action Plan Update and Implementation – City and Board of Education – FY 2021 Audit and Management Letter findings. (Refer to MFAC Letter dated 10/31/22.)
 - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rates)
 - FY 2022-23 Budget to Actual results to date with projections through June 30, 2023 (including tax collection rates to date)
 - Status Update:
 - Finance Office staffing – City and Board of Education
 - Use of ARPA funds and impact on the City’s finances
 - Status of FY 2022 audit report (timeline/schedule – City and Board of Education)
 - Other fiscal related matters

5. Town of Hamden
 - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rate)
 - FY 2022-23 Budget to Actual results to date with projections through June 30, 2023 (including tax collection rates to date)
 - Status Update:
 - Use of ARPA funds and impact on the Town’s finances
 - Corrective Action Plan Update and Implementation – Town and Board of Education – FY 2021 Audit and Management Letter findings.
 - Status of the FY 2022 audit report (timeline/schedule)
 - Adopted Fund Balance Policy
 - Other fiscal related matters

6. Town of Plymouth
 - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rate)
 - FY 2022-23 Budget to Actual results to date with projections through June 30, 2023 (including tax collection rates to date)
 - Status Update:
 - Use of ARPA funds and impact on the Town’s finances
 - Management Letter – FY 2021 Audit
 - Timeline as requested – MFAC Letter dated 10/31/22
 - Updating of FY 2022 records including issuance of the FY 2022 audit report
 - Updating of FY 2023 records
 - Staffing of the Finance Office
 - Other fiscal related matters

7. Other Business
 - a) Status of Outstanding Municipal Audit Reports – June 30, 2021
 - b) Calendar Year 2023 Proposed Meeting Dates
 - c) Other

Please contact Bill Plummer at bill.plummer@ct.gov for any questions you may have.

Cc:

Austin Tanner, First Selectman, Town of Brooklyn
Shelley Cates, Finance Director, Town of Brooklyn
Richard Dziekan, Mayor, City of Derby
Walt Mayhew, Chief of Staff, City of Derby
Nancy Balsys, Deputy Finance Director, City of Derby

Dr. Matthew J. Conway, Jr., Superintendent, Derby Public Schools
Robert Trainor, Business Manager, Derby Public Schools
Lauren Garrett, Mayor, Town of Hamden
Sean Grace, Chief of Staff, Town of Hamden
Curtis Eatman, Director of Finance, Town of Hamden
Rick Galarza, Deputy Finance Director, Town of Hamden
Joseph Kilduff, Mayor, Town of Plymouth
Grace Zweig, Finance Director, Town of Plymouth
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