



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

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

DATE: March 31, 2023

SUBJECT: Agenda for MFAC Meeting – Wednesday, April 19, 2023

The next MFAC meeting is scheduled for April 19th 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: 325 660 021#

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 February 15, 2023, meeting
3. Status of Outstanding Municipal Audit Reports - FY 2021 and 2022
4. Town of Brooklyn
 - FY 2021-22 Budget to Actual results through June 30, 2022 – Town and BOE
 - FY 2022-23 Budget to Actual results with projections through June 30, 2023 – Town and BOE
 - FY 2023-24 Adopted or Proposed Budget – Town and BOE
 - Status Update:
 - Tax Collection Rates - FY 2023
 - Finance Office staffing – Town and BOE
 - Use of ARPA funds and impact on the Town and BOE finances
 - Corrective action plans for FY 2021 Audit and Management Letter Findings
 - FY 2022 audit report - Timeline/Schedule - List of outstanding items
 - Other fiscal related matters
5. City of Derby
 - FY 2021-22 Budget to Actual results through June 30, 2022, City and BOE
 - FY 2022-23 Budget to Actual results with projections through June 30, 2023, City and BOE
 - FY 2023-24 Adopted or Proposed Budget – City and BOE

- Status Update:
 - Tax Collection Rates – FY 2023
 - Finance Office staffing – City and Board of Education
 - City Human Resources Director
 - Use of ARPA funds and impact on the City’s finances
 - Corrective Action Plan City and BOE – Findings from FY 2021 Audit
 - New Financial Accounting System
 - FY 2022 audit report - Timeline/Schedule - List of outstanding items
 - Other fiscal related matters
6. Town of Hamden
- Outstanding FY 2022 Management Letter (submittal to OPM required)
 - FY 2022-23 Budget to Actual results with projections through June 30, 2023, Town and BOE
 - FY 2023-24 Adopted or Proposed Budget - Town and BOE
 - Status Update:
 - Use of ARPA funds and impact on the Town and BOE finances
 - Corrective Action Plan – FY 2022 Federal Audit Findings / Management Letter Findings
 - 5-Year Capital Plan and Debt Restructuring
 - Other fiscal related matters
7. Town of Plymouth
- Delinquent FY 2021 Management Letter
 - FY 2021-22 Budget to Actual results through June 30, 2022 – Town and BOE
 - FY 2022-23 Budget to Actual results with projections through June 30, 2023 – Town and BOE
 - FY 2023-24 Adopted or Proposed Budget - Town and BOE
 - Status Update:
 - Use of ARPA funds and impact on the Town and BOE finances
 - FY 2022 audit report - Timeline/Schedule - List of outstanding items
 - FY 2023 Reconciliations and recording of transactions
 - Staffing of the Finance Office, Town and BOE
 - Other fiscal related matters
8. Other Business

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
 Secretary of State
 State Treasurer’s Office