



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: November 21, 2023

SUBJECT: Agenda for MFAC Meeting – Wednesday, December 13, 2023

The next MFAC meeting is scheduled for December 13th 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: 987 327 333#

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 August 16, 2023, meeting
3. Municipal Accountability Review Board Update
 - City of Hartford
4. Delinquent FY 2022 Municipal Audit Reports Update
 - Town/City Presentations
5. City of Derby
 - FY 2022-23 Unaudited Results, City and BOE
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, City and BOE
 - ARPA Report on use of funds – City and BOE
 - Update:
 - Finance Office staffing – City and BOE
 - Staffing of the Tax Collector's Office
 - New Financial Accounting System
 - Corrective Action Plan and Implementation – FY 2022 Audit Findings / MFAC Recommendations
 - FY 2023 Audit Status, including timeline for audit submission
 - Other fiscal related matters

6. Town of Hamden
 - FY 2022-23 Unaudited Results, Town and BOE
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Status Update:
 - Corrective Action Plan and Implementation –FY 2022 Audit and Management Letter Findings
 - FY 2023 Audit Status, including timeline for audit submission
 - Other fiscal related matters
7. Town of Plymouth
 - FY 2022-23 Unaudited Results, Town and BOE
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Update:
 - Staffing of the Finance Office, Town and BOE
 - Corrective Action Plan and Implementation –FY 2022 Audit and Management Letter Findings
 - FY 2023 Audit Status, including timeline for audit submission
 - Other fiscal related matters
8. Other Business
 - OPM Analysis – Tier I Eligibility
 - Draft Calendar Year 2024 Meeting Dates
 - Commission Chair – Farewell to Chairwoman Buch / Discussion and Approval of New Chair

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

Cc:

Mayor, City of Derby
Nancy Balsys, Interim 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
James Cosgrove, First Selectman, Town of Branford
James Finch, Finance Director, Town of Branford
Mayor, City of Danbury
Dan Garrick, Finance Director, City of Danbury
First Selectman, Town of East Lyme
Kevin Gervais, Finance Director, Town of East Lyme
Secretary of State
State Treasurer's Office