



**STATE OF CONNECTICUT**  
**OFFICE OF POLICY AND MANAGEMENT**

**REVISED**

TO: Members of the Municipal Finance Advisory Commission

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

DATE: December 5, 2023

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

The next MFAC meeting is scheduled for December 13<sup>th</sup> 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#** 332 021 73#

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](mailto: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