



# 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: February 15, 2024

SUBJECT: Agenda for MFAC Special Meeting – Wednesday, February 28, 2024

Due to the cancellation of the February 14<sup>th</sup> meeting, a special meeting of the MFAC has been scheduled for February 28<sup>th</sup> at 10:00 a.m. The meeting 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: 104 558 694#

### 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 December 13, 2023, meeting
3. Delinquent FY 2022 Municipal Audit Reports Update
  - Town/City Presentations
4. City of Derby
  - Status Update:
    - Finance Office staffing – City and BOE
    - Staffing of the Tax Collector's Office
    - New Financial Accounting System / Budget and Reporting
    - FY 2023 Audit Status, including timeline for audit submission
  - 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
5. Town of Hamden
  - Status Update – Financial Condition and Related Matters
  - Review of the FY 2022-23 Audit Results including Audit and Management Letter Findings
  - 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

6. Town of Plymouth
  - Status 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
  - 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
  
7. Other Business
  - Guidelines for Municipalities Meeting with the MFAC (Draft)
  - 5-Year Financial Plan Template (Draft)
  - Facilitating a Timely Audit – Best Practices (Draft)

Please contact Bill Plummer at [bill.plummer@ct.gov](mailto:bill.plummer@ct.gov) for any questions you may have.

Cc:

Joseph DiMartino, Mayor, City of Derby  
Brian Hall, Interim Finance Director, 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  
Roberto Alves, Mayor, City of Danbury  
Taylor O'Brien, Chief of Staff, City of Danbury  
Dan Garrick, Finance Director, City of Danbury  
RSM, Audit Firm for City of Danbury  
Dan Cunningham, First Selectman, Town of East Lyme  
Kevin Gervais, Finance Director, Town of East Lyme  
CLA, Audit Firm for Town of East Lyme  
David R. Porter, Town Manager, Town of Marlborough  
Linda Savitsky, Interim Finance Director, Town of Marlborough  
CLA, Audit Firm for Town of Marlborough  
Secretary of State  
Sarah Sanders and Kimberly Masson - State Treasurer's Office