



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
Secretary of State
State Treasurer's Office