



**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: September 23, 2022

SUBJECT: Agenda for MFAC Meeting – Wednesday, October 12, 2022

The next MFAC meeting is scheduled for October 12th 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: 352 734 83#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS will be distributed via email to your electronic calendar. If you did not receive the link, please email [Alexis.Aronne@ct.gov](mailto:Alexis.Aronne@ct.gov).

**The Agenda is as follows:**

1. Call to order
2. Approval of the minutes to the June 29, 2022, meeting
3. Town of Brooklyn
  - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rates)
  - 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
  - Review of FY 2020-21 Audit Results including Audit Findings
  - Corrective Action Plan – FY 2021 Audit and Management Letter findings

- FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rates)
  - Status Update:
    - Finance Office staffing – City and Board of Education
    - Use of ARPA funds and impact on the City’s finances
    - Migration to new financial accounting system
    - Status of FY 2022 audit report (timeline/schedule)
  - Other fiscal related matters
5. Town of Hamden
- FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rate)
  - Adopted FY 2022-23 Budget with budget assumptions and prior years comparisons
  - Status Update:
    - Use of ARPA funds and impact on the Town’s finances
    - Update on corrective actions taken to address audit and management letter findings identified in the June 30, 2021, audit report
    - Completion of the Capital Budget
    - Status of the FY 2022 audit report (timeline/schedule)
  - Other fiscal related matters
6. Town of Plymouth
- FY 2020-21 Audit Results and Audit Findings or unaudited results with audit status update
  - FY 2021-22 Budget to Actual results through June 30, 2022 (including tax collection rate)
  - Status Update:
    - Staffing of the finance office and Board of Education
    - Use of ARPA funds and impact on the Town’s finances
  - Status of the FY 2022 audit report, including planned corrective actions to ensure timely issuance (timeline/schedule)
  - Other fiscal related matters
7. Other Business
- a) Outstanding Municipal Audit Reports – June 30, 2021
  - b) Implementation of Public Act 22-35

Please contact Alexis Aronne at [alexis.aronne@ct.gov](mailto:alexis.aronne@ct.gov) for any questions you may have.

Cc:

Austin Tanner, First Selectman, Town of Brooklyn  
 Shelley Cates, Finance Director, Town of Brooklyn  
 Rushie Bean, Board of Education Business Manager, Town of Brooklyn  
 Richard Dziekan, Mayor, City of Derby  
 Walt Mayhew, Chief of Staff, City of Derby  
 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