

DRAFT
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES
West Haven Subcommittee of the MARB

Meeting Date and Time: Tuesday, November 17, 2020 10:00 AM – 12:00 PM

Meeting Location: This was a telephonic meeting. Meeting materials may be accessed at the following website:
<https://portal.ct.gov/OPM/Marb/West-Haven-Committee-Meetings-and-Materials>

Call-In Instructions:

Telephone Number: (860) 840-2075

Meeting ID: 329 602 61

Members in Attendance: Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Stephen Falcigno, Thomas Hamilton, Robert White

City Officials in Attendance: Mayor Rossi, Frank Cieplinski, Matthew Cavallaro, Chief Esposito (Allington Fire District), Chief O'Brien (First Fire Tax District), Chief Scaffariello (West Shore Fire District), Council Member Bruneau (and chair of West Shore Fire District), Commissioner Carew (First Fire Tax District), Deputy Chief Sweeney (First Fire Tax District), Jennifer Castelhana (Consulting Actuary)

OPM Staff in Attendance: Mike Walsh, William Plummer, Julian Freund

I. Call to Order & Opening Remarks

The meeting was called to order at 10:05 AM.

II. Approval of minutes:

a. September 22, 2020

A motion was made by Mr. Hamilton, with a second by Mr. White to approve the minutes. All voted in favor.

b. October 20, 2020

A motion was made by Mr. White, with a second by Ms. Shaw to approve the minutes. The motion passed with Mr. Hamilton abstaining.

III. Discussion: Fire District Pension and OPEB Valuations

Jennifer Castelhana, of Milliman, provided an overview of the pension valuation for each of the fire districts and the OPEB valuation for the First Fire Tax District and West Shore Fire District. The OPEB valuation for the Allington Fire District is currently in process. The projected growth in pension assets and projected benefits payments for the First Fire Tax District were highlighted. The District has historically not been making the actuarially determined contributions to the pension fund. Several scenarios comparing pre-funding pension

benefits to continued underfunding of the plan were explained. The Subcommittee discussed possible options for the First Fire Tax District, including the possibility of lengthening the amortization period which would reduce the actuarially determined contribution levels. Several members expressed a preference for fully funding contributions using an increased amortization period to continued underfunding of the plan based on the current amortization period of about 15 years. The valuation for the West Shore Fire District pension plan does not calculate an actuarially determined contribution. The report provides two cash flow scenarios that depict level contributions plans for funding of benefits. The Allingtown Fire District has been making its actuarially determined contributions. The OPEB plans for each of the districts are essentially unfunded at this point.

IV. Update: Status of Tri-District MOU

Chief O'Brien reported that some revisions have been made to the MOU and the expectation is that each of the districts will be approving it at their next meetings.

V. Update: Corrective Action Plan FY 2019 Audit Findings

Mr. Cieplinski reported that there have been no changes to the status of any of the items since the prior meeting. Open items include the hiring of the Procurement Manager. The City plans to fill the position effective January 1, 2021. Mr. Cavallaro reported that Education accruals have been closely reviewed to ensure all payables are booked in the proper year. Allingtown Fire District has submitted their asset list which is being reviewed by Finance staff currently. The Board of Education expects to select software to acquire for the Student Activities Fund within the next week or so.

VI. Update: Status of FY 2020 Close and Audit Process

Mr. Cieplinski reported that the books are closed and trial balances have been provided to the auditor. He indicated that obtaining necessary documentation from third parties tends to be the most significant challenge for the City in completing the audit.

VII. Update: Status of HR Corrective Action Plan and ADP Implementation

Mr. Cieplinski reported that the recently hired temp has been designated as the change agent for the ADP project. Testing of the data has begun. A payroll/benefits position has been posted for hiring and approximately 80 applications have been received. Ms. Kennison offered to participate in the selection process. Ms. Kennison indicated that the missed deadlines on the project status report are likely attributable to having the vacant position. The overall H.R. Action Plan which addresses the 19 recommendations in the HRCG report is being updated by Mr. Milone to reflect the current status of several items.

VIII. Adjourn

Mr. Falcigno made a motion, with a second by Mr. Hamilton to adjourn. The meeting adjourned at 11:32 AM.