

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

**REGULAR MEETING MINUTES**  
West Haven Subcommittee of the MARB

**Meeting Date and Time:** Tuesday, March 22, 2022, 10:00 AM – 12:00 PM

**Meeting Location:** This was a virtual meeting. Meeting materials may be accessed at the following website:  
[Municipal Accountability Review Board \(ct.gov\)](https://www.ct.gov/marb)

**Call-In Instructions:**

Telephone Number: (860) 840-2075

Meeting ID: 694 293 308

**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, Scott Jackson, Pamela Alvino, Jumaine Samuels, Wilma Petro (procurement consultant), Neil Cavallaro, Matt Cavallaro, Stefania Larry

**OPM Staff in Attendance:** Julian Freund, Alexis Aronne

I. Call to Order & Opening Remarks

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

II. Approval of minutes:

a. February 22, 2022 Regular Meeting

Mr. Hamilton made a motion to approve the minutes with a second by Ms. Shaw. One typographical correction was noted to page 1, third paragraph. The minutes were approved unanimously with the correction.

III. Update: CohnReznick Audit

Ms. Kennison informed the subcommittee CohnReznick is drafting the report. They anticipate a final report available by month end. OPM Office of Intergovernmental Policy and Planning (IGPP) has not received final CRF expenditure details from the City. The IGPP office reached out to the Mayor for final data. Mr. Jackson stated the details would be transmitted to OPM IGPP division within a day.

IV. Review and Discussion: Board of Education FY 2023 Recommended Budget

Mr. Neil Cavallaro, Superintendent, updated the subcommittee on the budget. The proposed budget requests level funding from the General Fund. Mr. Cavallaro noted that Covid related grants have supported

school operations. When grant resources expire, the City may need to contribute more to the Education budget. Technology enhancements and investments have been largely funded through grant resources. Maintaining technology will require ongoing funding. Fifty support positions have been added to district staffing. Members discussed the potential future funding gap when non-recurring grant funds expire. Mr. Hamilton and Mr. White advised the Board of Education to prepare a detailed five-year financial plan to reflect the future funding gap and timing. Matt Cavallaro predicted that FY 2025 would be the first year in which additional financial support will likely be needed. Ms. Kennison asked about health insurance amounts projected and budgeted considering the transition to the State Partnership health plan. Matt Cavallaro said that the level funding in FY 2023 reflects the addition of employees and their premium costs. Mr. Falcigno asked about enrollment projections. Superintendent Cavallaro said that future projections show decreasing enrollment. Energy expenses may need to be amended in the final budget to reflect recent rises in cost. Matt Cavallaro indicated he would prepare a five-year projection that reflects all sources of funding including Covid related grants as well as other routine grant sources. Members also asked for data regarding the total number of students receiving special education services and the number or percentage of those that are outplaced for services.

#### V. Review and Discussion: Mayor's FY 2023 Recommended Budget

Mayor Rossi highlighted certain aspects of the proposed budget, such as the increased PILOT grant, additional positions in the procurement function and finance office, and the level mill rate for personal property and real estate. The motor vehicle mill rate is capped, consistent with the proposed mid-term State budget. Mr. Jackson said the overall cost of government increases from \$165.5 million to \$168.3 million. Mayor Rossi said that the budget includes 2% increases for most City employees and 2.5% for Police. In addition to the 2.5% increase for Police, a \$10,000 per employee increase is proposed as a retention incentive which would be supported using ARPA funds for the first two years. The mayor said that the updated 5-Year Plan would demonstrate the City could sustain this additional salary expense.

Mr. White asked about the impact of withheld Municipal Restructuring Funds from FY 2021 and the potential impact of having to restore misappropriated Covid Relief Funds. The City anticipated the FY 2021 results will show a surplus without the need for restructuring funds. The mayor does not know what the federal government will do regarding CRF. Ms. Kennison noted that the FY 2021 projections are still unaudited estimates.

Mr. Hamilton asked about new positions funded in the budget. New positions funded in the budget include the Director of Procurement, a Buyer and an administrative position in the procurement office. The Personnel Department includes a new Organization Development Specialist. The HR Generalist which remains vacant, was funded in FY 2022 and continues to be funded in FY 2023. A previously budgeted Payroll Specialist does not appear to be included in the FY 2023 budget. A Junior Financial Analyst is included in the Finance office. In addition to other positions discussed, a Police Captain, previously unfunded, has been funded in the budget.

Ms. Kennison noted that budget discussion would carry into the next Subcommittee meeting. Discussion of an updated 5-Year Plan is also still pending.

The Capital plan as included in the budget document has been revised. The City will provide an updated version after this meeting.

#### VI. Update: ARPA Funds Plan

Mayor Rossi informed the subcommittee the plan has been presented to City Council. The Council will be reviewing the plan at its next meeting. A Grants Administration position has been funded as part of the plan.

The Civilian Board has been formed to help facilitate projects. None of the ARPA funding has been expended yet. Mayor Rossi provided an overview of the proposed uses.

Mr. Falcigno and Mr. Hamilton cautioned against committing funds for projects or programs that will result in ongoing recurring expenses. When ARPA funding is depleted, the City will either need to absorb these costs in its operating budget, seek alternative funding sources, or eliminate or reduce services. The board suggested the plan be organized to show projects and expenses that are purely one-time, those that have ongoing financial implications that the City anticipates another entity to support, and those that are anticipated to be ongoing, such as the Police retention fund. The 5-Year Plan should reflect any expenses that will need to be sustained by the City.

VII. Update: MOA Action Plans

a. Human Resources (Personnel Dept.)

Ms. Alvino updated the subcommittee on Human Resources action plan. The ADP portal is being used as more of a recruitment and onboarding tool. Ms. Kennison asked about the Payroll position. It was to be a new position, but does not appear to have been included in the proposed budget.

b. Staffing Plan

Updates were provided on several positions being recruited.

c. Information Technology

Mr. Samuels informed the subcommittee on open items. The Sharepoint migration project will be closed once access permissions are updated. About 85% of server migrations have been completed. Remaining servers need to have certain applications removed before they can be migrated. Microsoft two-factor authentication has been activated.

d. Purchasing/Accounts Payable

Edits to the procurement ordinance have been forwarded to the Finance Director and new Procurement Director for their review. Mr. Hamilton asked about the process for setting up new vendors and the due diligence performed. Ms. Petro indicated the process is moving to the new Procurement Director.

e. Corrective Action Plan

None.

VIII. Other Business

None.

IX. Adjourn

Ms. Shaw made a motion to adjourn, with a second by Mr. Falcigno. The meeting adjourned at 12:05 PM.