

STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD  
DRAFT SPECIAL MEETING MINUTES

**Meeting Date and Time:** Thursday, November 21, 2024, 10:00 AM

**Meeting Location:** Legislative Office Building  
Room 1D  
300 Capital Avenue  
Hartford, CT 06106

Meeting materials can be found at  
<https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

**Call-In Instructions:** Telephone: 1-860-840-2075  
Meeting ID: 984 206 367#

**Members in Attendance:** Secretary Jeffrey Beckham, Kevin Alvarez (State Treasurer's-Designee), Thomas Hamilton and Stephen Falcigno. TEAMS: Sal Luciano, Susan Weissenberg, David Biller, and Robert White.

**Municipal Officials in Attendance:** Paul Foster, Mayor Dorinda Borer, Michael Gormany, Rick Spreyer, Paul Dorsi. TEAMS: Julian Freund, Lee Ann Ralls, David Taylor, Diana McManus, Rick Fontana, Ken Carney, Nicholas Pascale, and Matthew Cavallaro.

**Staff in Attendance:** Kimberly Kennison, John Mehr, Simon Jiang, Rachel Moser, and Chris Collibee. TEAMS: Gareth Bye, Bill Plummer, Michael Reis, and Lori McLoughlin.

**OAG Staff in Attendance:** James Caley, Assistant Attorney General

- I. Call to Order & Opening Remarks by Secretary Jeffrey Beckham and Kevin Alvarez (State Treasurer's Designee).

The meeting was called to order at 10:04 AM.

- II. Public Comment

There was no public comment.

- III. Approval of Minutes

- a. October 3, 2024, Special Meeting

Mr. Luciano made a motion to approve the October 3, 2024, Special Meeting Minutes, seconded by Mr. Alvarez. Motion carried with Ms. Weisselberg, Mr. Hamilton, and Mr. Falcigno abstaining.

- IV. City of Hartford

- a. Review and Discussion: Labor Contract

- i. Board of Education (BOE) and The Hartford Principals' and Supervisors' Association, Local No. 22 AFSA, AFL-CIO

Mr. Foster provided overview of the labor contract. The contract term is from July 1, 2025, to June 30, 2028. This union represents 121 members that are made up of principals, assistant principals, directors, assistant directors, and administrative staffs. This contract added Juneteenth as a holiday, reduced the number of sick days, and converted assistant principals to 12-month employees from 11-month employees. Wage increases are 2.5% in the first year, 2.75%, in the second year, and 3.00% in the third year. The increase cost of this agreement is approximately \$2 million over the three-year period.

b. Review and Discussion:

i. City and BOE Financials – Monthly Financials - September 2024

Mr. Freund provided an overview of the City's financials. On the revenue side, the City collected 39% of budgeted revenues. Property tax collections are at 51.2% of budget which is a bit understated due to several large refunds issued on prior year taxes. State aid to the City is at 28% of budget. On the expenditures side, the City is at 19.0% compared to 18.9% compared to last year. The City is projecting that overtime will be unfavorable over the 12 months that are offset by vacancy savings. Legal expenses are projected to be over budget due to a large settlement.

Mr. Foster provided an overview of the BOE's financials through the first quarter, spending was at \$52.8 million. The BOE is monitoring the risk of a deficit due to two assumptions for FY25. The first is access to the non-lapsing funds. However, the unplanned higher tuition cost in FY24, required using \$5.0 million of the \$5.6 million of the non-lapsing fund. The second is COVID relief funds were spent in FY24 leaving no unspent funds for FY25. Mr. Foster reported that the teaching positions have 180 vacancies. The BOE has hired a Chief Financial Officer (CFO) that starts December 2<sup>nd</sup>, a new Budget Director, and a new Executive Director of Financial Management.

ii. Status of FY 2024 Audit

Ms. Ralls provided an update on the FY 2024 audit. The auditors are in the middle of their field work with completion in early December. The City is expecting to file the audit report by December 31, 2024.

V. City of West Haven

a. Executive Session pursuant to Connecticut General Statutes Sections 1-200(6), Section 1-210(b), Section 1-225(f), and 1-231 for the purpose to review the Whittlesey Consultants' Draft Reports for the City of West Haven, and to discuss the settlement of a personal injury claim.

Secretary Beckham stated that the MARB members will be going into Executive Session pursuant to Connecticut General Statutes section 1-200(6), 1-210(b), 1-225(f), and 1-231 for the purpose to just discuss the settlement of a personal injury claim. Also joining the Executive Session will be Attorney James Caley and Attorney Gareth Bye (by TEAMS), Mayor Dorinda Borer, and Attorney Paul Dorsi from West Haven and OPM staff.

Mr. Falcigno made a motion to go into Executive Session with a second from Mr. Hamilton. Motion carried. The MARB went into Executive Session at 10:25 AM.

Mr. Falcigno made a motion to leave the Executive Session with a second from Mr. Luciano. Motion carried. The MARB returned to the Special Meeting at 10:48 AM.

Secretary Beckham stated that the MARB was in Executive Session from 10:25AM to 10:48AM to discuss a personal injury claim and is now back in Special Session. The MARB will now be taking up Item V– b.i. on the special meeting agenda.

b. Discussion and Possible Actions:

i. Settlement of a Personal Injury Claim

Secretary Beckham asked for a motion to accept the settlement of the claim as proposed to the MARB by the City and its counsel.

Mr. Falcigno made a motion to approve the settlement of the claim as proposed, with a second from Mr. Luciano. Motion carried.

c. Mayor’s Executive Summary

Mayor Borer shared with the MARB that Standards and Poor (S&P) recently upgraded the City’s credit rating to “A minus” from “BBB+”, noting that the City has been upgraded twice over the last 10 months. The City Council approved a Fund Balance policy that was drafted by the Finance Director. The FY24 audit appears to be on time. The City paused working with the consultants, Whittlesey and Protiviti, to focus on the audit. The Mayor has started visiting the City’s larger businesses as well as the University of New Haven, Yale, and the Veterans Administration Hospital.

d. Review, Discussion and Possible Action:

i. City and BOE Monthly Financials – September 2024

Mr. Gormany provided an update on the City’s financials with Revenue collection at 33.08% of overall budget and Tax collections at 49.29%. The City has received additional revenue from the State in the Motor Vehicle Pilot Fund. Expenditures are at 12.44% of budget with the City continuing to monitor overtime expenses. Allingtown Fire Department and the Sewer Fund are trending on budget. Mr. Hamilton commented on monitoring interest income as the Federal Reserve cuts interest rates.

Mr. Cavallaro the BOE’s financials. He stated that there has been very limited expenditure activity with it being early in the school year. Mr. Cavallaro noted that there was an issue with September 25<sup>th</sup> payroll with double payments that the BOE and City are working on. Mayor Borer informed the MARB that this will be Mr. Cavallaro last meeting as he has a new opportunity. Secretary Beckham congratulated him on the new opportunity and appreciated his work with the MARB.

ii. City and BOE Year End June 2024 Budget Transfers

Mr. Gormany commented on the City’s three (3) FY2024 budget transfers. The first is a set of transfers between various expenditures within the General Fund’s operating budget. The second is to transfer \$990,000 from the General Fund to the Sewer Fund due to sewer expenditures exceeding revenues. The third is a budget revision for the Allingtown Fire Department (AFD) having excess revenues of \$403,000 and having unspent expenditures of \$806,000. AFD can make an additional payment of \$1.2 million to pension liability.

Mr. Luciano made a motion to approve the City’s budget transfers, with a second from Mr. Alvarez. Motion carried.

Mr. Cavallaro provided the BOE's FY2024 budget transfers between various expenditures within its operating budget and stated that the BOE has a balanced budget.

Mr. Luciano made a motion to approve the BOE's budget transfers, with a second from Mr. Falcigno. Motion carried.

iii. Status of FY 2024 Audit

Mr. Gormany stated that the finance department has bi-weekly meetings with the auditors and expect the June 30, 2024 audit report to be issued by December 31, 2024.

Secretary Beckham has indicated that the FY2024 audit looms large in matters that concerns West Haven's status with the MARB.

e. ARPA Funded Projects

A copy of the City's ARPA Project Tracker was provided. Mayor Borer stated that the City received \$29 million of ARPA funding and plans to have those funds obligated by December 31, 2024. She noted that a significant amount of money was spent on the administration of these funds with an ARPA Committee, a consultant, and an attorney to ensure that the City will not be paying back any funds. The City has also adopted a resolution to allocate any funds not obligated to go to prevalent needs.

f. Tier IV Action Plan Update:

i. Finance Manager Summary – Protiviti

A copy of the City of West Haven's Status Report prepared by Protiviti was provided.

g. Review, Discussion and Possible Actions: Non-Labor Contracts:

i. PMA Management Corp. – Third Party Claim Administrative Services – Workers Compensation and Risk Services

PMA Management Corp. is a Third-Party Administrator (TPA) that is providing various crucial services to the City of West Haven that include claim handling of workers compensation, property and casualty, and other liability claims. PMA is currently working off a renewal contract for the period July 1, 2023, through June 30, 2026. This contract was not executed by the prior administration or advertised as an RFP.

The City's Finance Department is requesting approval to enter into a contract with PMA that expires on June 30, 2025, while it advertises an RFP for these services to be effective July 1, 2025. PMA would currently receive an annual claim handling service fee of \$183,750 plus an additional claim handling fee for other specific types of claims. These service fees would be paid out of the General Fund. The West Haven City Council approved this request at its October 28, 2024, meeting.

Mr. Gormany noted that this is a one-year contract ending June 30, 2025, so not to disrupt the services being provided by PMA since 2011-2012. Mr. Hamilton mentioned that with an RFP, there may be issues with legacy claims if there are two different vendors involved beginning in July 1, 2025.

Mr. Luciano made a motion to approve the PMA Management Corp. contract with a second by Mr. Falcigno. The motion was approved unanimously.

ii. Municipal Emergency Services, Inc. – Turnout Gear for the Three Fire Districts – ARPA Funds

The Allingtown, Center, and West Shore Fire Districts are looking to purchase new protective gear for the firefighters. Each district will purchase 27 sets of Fire Dex coats and pants from Municipal Emergency Services (MES) of Waterford, CT for \$99,900 per District (\$299,700 total). The vendor MES has a Sourcwell contract, a purchasing type co-op used by the City of West Haven. This purchase is using ARPA funds.

Mr. Luciano made a motion to approve the Municipal Emergency Services, Inc. protective gear contract with a second by Mr. Hamilton. The motion was approved unanimously.

iii. Stryker Sales, LLC – LIFEPAK 35 Cardiac Monitor and Defibrillator for Allingtown Fire District – ARPA Funds

The Allingtown Fire District is looking to purchase a new LIFEPAK 35 Cardiac Monitor and Defibrillator from Stryker Sales, LLC of Chicago, IL for \$54,934.40. The vendor Stryker has a Sourcwell contract, a purchasing type co-op used by the City of West Haven. This purchase is using ARPA funds.

Mr. Falcigno made a motion to approve the purchase of the Defibrillator from Stryker Sales, LLC with a second by Mr. Alvarez. The motion was approved unanimously.

iv. Flash Fire Industries – Fire Training – Use of Burn Trailer and Fire Scenarios – ARPA Funds

The Allingtown, Center, and West Shore Fire Districts are looking to provide firefighter training for rescue, foreground, and roof operations. This training will involve two vendors plus additional payroll costs for personnel coverage during the training periods.

The first vendor, Flash Fire Industries of Monroe, CT, will provide training associated with using a burn trailer and advanced Rapid Intervention Team (RIT) scenarios. The cost of this training is \$54,000. This vendor is a sole source provider of this training. Mr. Spreyer stated that this is the second half of ARPA funds for training used by the three fire districts.

Mr. Luciano made a motion to approve the Flash Fire Industries contract with a second by Mr. Alvarez. The motion was approved unanimously.

v. Forge Fire & Company – Fire Training and Equipment – ARPA Funds

The second vendor, Forge Fire & Company of Perrysville Ohio, will be providing training and equipment that includes a 24-foot commercial trailer and two (2) APEX roof cut props. The cost of this training and equipment is \$47,800.

Mr. Alvarez made a motion to approve the Forge Fire & Company contract with a second by Mr. Falcigno. The motion was approved unanimously.

vi. West Shore, Center and Allingtown Fire Districts – Fire Training – Shift Coverage Payroll Costs – ARPA Funds

The Allingtown, Center, and West Shore Fire Districts will incur additional payroll costs for personnel coverage during the training periods for its firefighters. Each district is requesting up to \$66,066 for additional personnel coverage costs for these training periods.

Mr. Alvarez made a motion to approve the Fire Training with a second by Mr. Falcigno. The motion was approved unanimously.

vii. New England Yankee Construction LLC – Abatement and Demolish Eight Homes in the City

The City went out for bid seeking proposals to abate and demolish eight (8) houses that have been acquired by the City. Six (6) bids were received. The City is seeking approval to award this bid to New England Yankee Construction LLC, West Haven, CT for \$262,831. This project is being funded through a 2021 grant with the United States Department of Agriculture’s (USDA) National Resource Coalition Services program for floodplain easement.

Mayor Borer shared that these are dilapidated and vacant properties, located along Beach Street, which were flooded during Hurricane Irene and Sandy. The Federal Government through the USDA purchased the homes that will be demolish and will be made into watersheds.

Mr. Alvarez made a motion to approve the New England Yankee Construction LLC contract with a second by Mr. Falcigno. Motion carried.

viii. Hinding Tennis Courts – Build Four New Tennis Courts at 190 Kelsey Avenue - ARPA Funds

The City is looking to rebuild four (4) existing tennis courts located at 190 Kelsey Avenue. Services to be provided include site work, drainage, laser grade, tree removal, fence removal, and asphalt reclaim.

The City is seeking approval to award this work to Hinding Tennis Courts of West Haven, CT for \$795,000. Hinding has a Sourcewell contract, a purchasing type co-op used by the City of West Haven.

Mr. Spreyer said that this is Painter Park, the most used park in the City, and the tennis courts are in disrepair. Hinding has been used for the City’s tennis and basketball courts in the past. Ms. Weisselberg noted that there were currently six (6) tennis courts shown in the photos. Mayor Borer responded that there was not enough funding to do all six courts. The Parks Superintendent has plans to do use the other two courts to accommodate the City’s youth, possibly with street hockey or biking.

Mr. Alvarez made a motion to approve the Hinding Tennis Courts contract with a second by Mr. Falcigno. The motion was approved unanimously.

ix. Affordable Wastes Systems LLC – Curbside Municipal Solid Waste (MSW), Recycling, Bulk and Leaf Collection Services

The City went out for bid seeking proposals for the Municipal Solid Waste (MSW) services that include curbside collection, curbside recycling collections, bulk trash collections, and leaf bag collections. One bid was received and was reviewed by the City.

The City is seeking approval to award a two-year, with an option for a third year, contract to Affordable Waste Systems, LLC of East Haven, CT totaling \$7,272,274. This contract would commence upon the full execution of the agreement to run through September 30, 2026, with an option for a third-year extension to September 30, 2027. This service would be funded out of the General Fund – Public Works budget.

Mr. Falcigno made a motion to approve the Affordable Wastes Systems LLC contract with a second by Mr. Hamilton. The motion was approved unanimously.

x. Gengras Ford LLC - Purchase of a 2024 F-350 Dual Rear Wheel (DRW) with Dump Body

The City of West Haven is looking to purchase one 2024 F-350 Dual Rear Wheel with Dump with a regular crew cab for the Public Works Department at a total price of \$77,538.80. The vendor is Gengras Ford LLC, of Plainville, CT, which has a State Contract. The source of funds for this purchase is FY2025 Bonding funds.

Mr. Alvarez made a motion to approve the purchase of a 2024 F-350 with a dump body that was seconded by Mr. Falcigno. The motion was approved unanimously.

xi. Gengras Ford LLC - Purchase of a 2024 F-350 4x4 with Aluminum Dumping Bed and Snowplow Package

The City of West Haven is looking to purchase one 2024 F-350 Regular Cab 4X4 with an aluminum dumping bed and a snowplow package for the Public Works Department at a total price of \$72,052.30. The vendor is Gengras Ford LLC, of Plainville, CT, which has a State Contract. The source of funds for this purchase is FY2025 Bonding funds.

Mr. Alvarez made a motion to approve the purchase of a 2024 F-350 4X4 with a second by Mr. Falcigno. The motion was approved unanimously.

xii. Tilcon Connecticut, Inc. – Street Paving Projects – ARPA and Capital Bonding Funds

The City is seeking approval to award the contract to perform numerous street paving projects in West Haven to Tilcon of Connecticut of New Britain, CT. The funding sources from these street paving projects are 1) ARPA Funds (Project 2023-020) = \$800,000, 2) FY2025 Bonding Funds and LoCIP funds = \$1,400,000 and 3) ARPA Funds (Contingency) = Up to \$750,000.

Mr. Luciano asked if this item was put out to bid. Mr. Gormany answer that Tilcon CT has a State Contract.

Mr. Alvarez made a motion to approve the Tilcon Connecticut, Inc. – Street Paving Projects contract with a second by Mr. Hamilton. The motion was approved unanimously.

VI. Review, Discussion and Possible Action: MARB Meeting Calendar for 2025

Mrs. Kennison stated that the calendar for 2025 has not been finalized and will be presented at the December 19th meeting.

VII. Adjourn

The Regularly Scheduled MARB Meeting on December 12, 2024, has been moved to December 19, 2024, as a Special Meeting at 10:00AM as a TEAMS Meeting.

Mr. Luciano made a motion to adjourn, seconded by Mr. Alvarez. The meeting was adjourned at 11:50 A.M.