

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD  
**REGULAR MEETING MINUTES**

**Meeting Date and Time:** Thursday, November 5, 2020 10:00 AM –12:00 PM

**Meeting Location:** This was a telephonic meeting. Meeting materials can be found at <https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

**Telephonic Meeting:** Telephone 1 860-840-2075  
Meeting ID: 745 945 374

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Matthew Brokman (joined 10:15), Stephen Falcigno, Thomas Hamilton, Sal Luciano, Mark Waxenberg, Robert White

**City Officials in Attendance:** Mayor Bronin, Micheal Lupkus, Jolita Lazauskas, Leigh Ann Ralls, John Phillip, First Selectman Cheryl Blanchard, William Hull, Mayor Rossi, Frank Cieplinski, Lee Tiernan, Jennifer Amendola

**OPM Staff in Attendance:** William Plummer, Michael Milone (OPM Liaison to West Haven), Julian Freund

I. Call to Order & Opening Remarks by Secretary Melissa McCaw and Treasurer Shawn Wooden

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

II. Public Comment Period

There was no public comment.

III. Approval of Minutes:

a. October 8, 2020 Regular Meeting

A motion to approve the minutes was made by Mr. Luciano with a second by Ms. Shaw. All voted in favor.

IV. City of Hartford Issues and Items

a. Subcommittee update

An overview of the written Subcommittee update was provided. Mr. Hamilton asked about the status of the Hartford Board of Education's Covid response. Mayor Bronin responded that the school system had been operating with a fully in-person option, but is shifting to a hybrid system as of mid-November. The BOE finished FY 2020 with a surplus that was largely due to Covid. The reserves set aside for the BOE

will be available to help cover ongoing and future Covid expenses, along with any grant resources that are or become available.

b. Review and discussion: Monthly Financial Report: September 2020

Mayor Bronin explained that the City is projecting a shortfall at the end of this fiscal year of about \$1.4 million. The shortfall is driven in part by very conservative assumptions for attrition. In addition, the City had a tax lien sale that is not yet reflected in the current projections. The lien sale is expected to generate about \$1 million. On the expenditure side, Police Department overtime expenses have been over budget. Interest Income has been significantly lower than budgeted as a result of the low interest rate environment. Revenue from the parking authority is also running low.

c. Non-Labor Contracts:

i. Tyler Technologies – Revaluation

John Phillip, City Assessor, explained that the contract with Tyler is to conduct the October 2021 revaluation. At approximately \$20 per parcel, the total cost is estimated at approximately \$519,000. The same vendor conducted that last revaluation. Mr. White asked about the option for using the vendor for litigation services after January 2022 as an addendum to the contract. Mr. Phillip indicated that the City rarely uses the revaluation vendor for litigation. The City typically either handles these cases in-house or contract with appraisers on individual properties. Mr. Hamilton asked if there is any concern over Covid and its impact on property values. Mayor Bronin responded that there has been concern, primarily with commercial properties. However, delaying revaluation may not help and may make matters worse.

ii. Cigna - Third Party Administrator

A brief explanation of the Cigna third party administrator service contract was provided. The City is extending the current contract by six months, and has issued an RFP for a new contract to take effect July 2021.

iii. ORL - Facility Management

A brief explanation of this contract for facilities management services was provided. The contract is a renewal of an existing agreement for management of the public safety complex.

V. Town of Sprague Issues and Items

a. Subcommittee update

The Sprague Subcommittee has not met in several months. The Town is working on updating a previous draft of the 5-Year Plan. A Subcommittee meeting is expected this month for the purpose of reviewing an updated 5-Year Plan and to review a tentative agreement between the Board of Education and the Teachers' union.

b. Update: 5-Year Plan status

A joint meeting of the Board of Selectmen, Board of Finance and Board of Education is scheduled for this evening. Ms. Blanchard noted that she and the Superintendent will be developing a list of contingency measures to help close projected budget gaps. The Town has prepared materials to help illustrate projected mill rates and the increases in the mill rate that would be needed to close projected budget gaps.

c. Review and discussion: Monthly Financial Report: September 2020

Ms. Blanchard reported that revenues and expenditures are on par with the same period as the prior fiscal year. She noted that Superintendent Hull explained that the BOE is currently projecting an end of year balance of about \$120,000. However, unanticipated expenses related to Covid, or unexpected changes in special education population, could result in higher than projected expenditures. The district is currently operating in-person four days per week with one day for teacher planning. The reopening committee is meeting later this month to evaluate if opening for five days per week is possible, or if other adjustments are needed. Mr. Waxenberg asked about tuition expenses. Mr. Hull responded that unplanned outplacements raised expenses, and more students enrolled in elementary magnet schools resulting in additional tuition expenses.

VI. City of West Haven Issues and Items

a. Subcommittee Update

An overview of the written Subcommittee update was provided. The agendas for upcoming Subcommittee meetings will include review of fire district pension and OPEB valuations and ongoing steps related to the State Partnership health plan. Mayor Rossi reported that the City has engaged a temporary benefits specialist to help with the ADP project. Ms. Kennison noted that the latest status report had shown delays on several project milestones.

b. Review and Discussion: Monthly Financial Report: September 2020

Mr. Cieplinski noted that tax collections, which had lagged early in the year, have rebounded to levels consistent with prior years for the same period. The year to date expenditures are also in line with prior year actuals. The Sewer and Fire funds are also both in line with budget. The City's first tax sale is expected in February.

c. Non-labor Contracts:

i. Motorola

Mr. Cieplinski explained that the current dispatch system was installed five years ago without a maintenance contract. The software is out of date and cannot be upgraded at this point. The contract is a five-year maintenance agreement. The first year of the contract is funded in the current budget.

VII. Other Business

a. Subcommittee membership

A list of current members on each Subcommittee was included in the meeting materials. Any requested changes should be communicated to OPM in advance of the next MARB meeting. The board will approve Subcommittee memberships for calendar year 2021 at the December meeting. A review of attendance for the past year showed consistent attendance for the full MARB and for the Hartford and Sprague subcommittee meetings. However, reaching a quorum for the West Haven Subcommittee has

been problematic at times. Lack of quorum has effected three West Haven Subcommittee meetings in the last year.

#### VIII. Adjourn

A motion to adjourn was made by Mr. Luciano with a second by Mr. Brokman. The meeting adjourned at 11:23 AM.