

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD  
**REGULAR MEETING NOTICE AND AGENDA**

**Meeting Date and Time:** Thursday, December 3, 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: 704 470 701

Members in Attendance: Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Matthew Brokman, Patrick Egan, Stephen Falcigno, Thomas Hamilton, Sal Luciano, Robert White

Municipal Officials in Attendance: Mayor Rossi, Frank Cieplinski, Council Member Hoskie, First Selectman Blanchard, Superintendent Hull, Mayor Bronin, Jolita Lazauskas, Michael Lupkus

OPM Staff in Attendance: Michael Milone (OPM Liaison), Julian Freund

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

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

II. Public Comment Period

There were no public comments.

III. Approval of Minutes:

a. November 5, 2020 Regular Meeting

A motion was made by Sal Luciano, with a second by Mr. Hamilton, to approve the minutes. The minutes were approved with Mr. Egan abstaining.

IV. City of West Haven

a. Subcommittee Update

Mr. Freund reviewed the written Subcommittee update that was distributed with the meeting materials.

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

Mr. Cieplinski provided an overview of the City's budget status. Some additional revenue from Building Permits is expected as the Building Department works through a backlog of permit applications. Tax collections are consistent with collections for the same period in prior years. Police employee costs are higher than the prior year for the same period, but was not unexpected because of recent hiring efforts. Mr. Cieplinski noted that overall expenditures appear to be several percentage points below expenditures for the same period in prior years. He will be investigating whether that is due to payment timing issues, or if significant savings at year-end can be expected.

Mayor Rossi reported that the Charter Revision proposals were not approved at referendum.

Mr. White asked about the next steps for the Fire Districts. Ms. Kennison explained that the districts will be developing multi-year plans and are expected to be following up with the Subcommittee at a future meeting.

Mr. Cieplinski updated the board on the ADP project. A temporary employee has been hired to help with the project. The projected go-live date has been moved to February 1 due to some data transfer concerns. Time clocks have been delivered and one has gone online for testing purposes.

#### V. City of Hartford

##### a. Subcommittee update

The Subcommittee had not met since the last MARB meeting. A special meeting is expected to be scheduled to consider a labor contract.

##### b. Review and discussion: Monthly Financial Report: October 2020

Mayor Bronin reported that the projected deficit for the current fiscal year has been revised downward since the prior meeting. The current projection is a deficit of about \$730,000 which the City believes will be mitigated. The City completed a tax deed sale which netted about \$1.25 million. Mr. Hamilton asked about the City's FY 2020 results and status of audit completion. Mayor Bronin reported that the audit is on track. A resolution has been submitted to the City Council to allow the Board of Education to carry a 2% reserve consisting of funds dedicated from FY 2019 plus additional surplus from FY 2020. The City experienced a surplus in FY 2020, some of which was allocated to capital reserve. The ending Unassigned fund balance is projected to be approximately \$20 million, plus another \$10 million in Committed or Assigned fund balance.

Mayor Bronin also provided a preview of the Firefighters' tentative agreement which was signed earlier in the week. The agreement is for a 4 and a half year contract which includes 1.5% pay increases in January 2021 and in July 2021, with no increases in the remaining years. Members' contributions to health insurance premiums increase by one percent in FY 2022 and FY 2023. The City is seeking to have the contract approved in time to implement the salary provisions that are scheduled to take effect in January. Special meetings of the Subcommittee and the full MARB will be scheduled within the next one to two weeks.

#### VI. Town of Sprague

a. Subcommittee update

A written update was provided in the meeting materials. The Subcommittee met in November and approved recommendations to the full MARB to approve the updated 5-Year Plan and the teachers' contract.

b. Review, discussion and possible action: Labor Contracts

i. Sprague Teachers' League

Superintendent Hull described the highlights of the proposed three-year contract. Detailed analysis of the contract is included in the meeting materials. The contract provides an aggregate 8.5% wage increase over 3 years. Mr. Luciano reported that the Subcommittee voted favorably on the contract.

Mr. Luciano made a motion, with a second by Mr. Egan, to approve the contract. The motion passed unanimously.

c. Review, discussion and possible action: FY 2021-2025 5-Year Plan

First Selectman Cheryl Blanchard described the assumptions that went into the updated 5-Year Plan. The complete plan, the assumptions used and projected fund balances were included in the meeting materials. Achieving balance required additional increases in the mill rate. Further work is still needed to achieve efficiencies. The Plan was presented at a joint meeting of the Board of Selectmen, Board of Education and Board of Finance, and was subsequently approved by each of those boards. Mr. Hamilton asked whether the Plan incorporates the provisions of the teachers' contract. Ms. Blanchard explained that the Plan does include those changes. Ms. Shaw asked how the Town would use any revenues from unanticipated growth. Ms. Blanchard explained that the additional revenue would go toward increasing fund balance.

Mr. Luciano made a motion to approve the Plan, with a second by Ms. Shaw. The motion passed unanimously.

d. Review and discussion: Monthly Financial Report: October 2020

The First Selectman reported that overall revenues are about 5% lower than the same period in the prior year due primarily to the timing of a payment from the Sewer Fund. Property taxes are consistent with the prior year for the same period. Expenditures are approximately 5% less than the same period in the prior year. Mr. Hull reported that the Board of Education is forecasting a surplus for the end of year. He also updated the board on the impact of the coronavirus. Students are currently distance learning with a tentative return to in-school learning on January 4<sup>th</sup>.

VII. Other Business

a. Review, discussion and possible action: 2021 Subcommittee membership

Ms. Kennison reviewed the current membership of the Subcommittees and asked if any members wished to change subcommittees or drop off of any Subcommittees. Achieving quorum for West Haven

Subcommittee meetings has been the most problematic. All members present indicated an interest on staying on their current committees. Mr. Luciano expressed a willingness to serve as an alternate on another Subcommittee if desired.

b. Review, discussion and possible action: 2021 Meeting calendar

Members reviewed the proposed calendar for 2021. Regular meetings of the Sprague Subcommittee have been scheduled on an every-other-month basis on days that also have Hartford Subcommittee meetings scheduled. Some members on both the Hartford and Sprague Subcommittees would be scheduled for two meetings on the same day. Those members were asked if back to back meetings would be preferred over a morning and afternoon meeting. Ms. Shaw and Mr. Brokman both indicated that back to back meetings would likely be preferable. The possibility of starting Subcommittee meetings at an earlier time was raised. The schedule will be revisited with the Secretary and brought back to the board at the January meeting.

VIII. Adjourn

A motion was made by Mr. Luciano, with a second by Mr. Egan to adjourn. The meeting adjourned at 11:22 AM.