

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

**Meeting Date and Time:** Wednesday, December 1, 2021 10:00 AM –12:00 PM

**Meeting Location:** This was a virtual meeting. 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: 691 625 870

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Matthew Brokman, Stephen Falcigno, Thomas Hamilton, Mark Waxenberg (joined after approval of minutes), Robert White

**Municipal Officials in Attendance:** Mayor Bronin, Jennifer Hockenull, First Selectman Cheryl Blanchard, Mayor Rossi, Frank Cieplinski

**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 10:16 AM.
  
- II. Public Comment Period  
There was no public comment.
  
- III. Approval of Minutes:
  - a. November 3, 2021 Regular Meeting  
Mr. Hamilton made a motion to approve the minutes, with a second by Mr. White. The minutes were approved with a correction to the West Haven mayor's title on page three.
  
- IV. City of Hartford
  - a. Subcommittee update  
A written update was included in the meeting materials. The Subcommittee met on November 18. Tom Hamilton, MARB member and CFO of Norwalk Public Schools, gave a presentation at the Subcommittee meeting on Norwalk's experience with making changes to special education programming. Hartford Public Schools Superintendent Torres-Rodriguez described programmatic changes that have been underway in Hartford. The Subcommittee will compile

an information request to be provided to the Superintendent. The Subcommittee also will be engaging an employee benefits consultant to help analyze health insurance options available to the school district. The Subcommittee also reviewed the monthly status update on the City's budget mitigation measures.

b. Review and discussion: Monthly Financial Report: October 2021

Mayor Bronin reported that the current projection is an end of year \$2 million deficit, driven on the expenditures side by high overtime expenses in the Fire Department, rising fuel costs and water expenses. Health care costs are higher than the previous two fiscal years for the same period, but still within budgeted amounts. Mayor Bronin noted that salary projections are conservative at this time, because attrition savings are not reflected in projected savings until the savings have been experienced. The City is currently planning to direct the additional PILOT revenues received in the current year to capital reserve. In the event the City is still projecting a deficit in the final quarter of the fiscal year, some of the additional revenue could be used to ensure positive year-end results. Ms. Kennison asked if the Board of Education would provide the budgeted revenues to accompany the expenditure budget in future monthly reports.

c. Review and discussion: Non-Labor Contracts

- i. Kounkuey Design Initiative, Inc: Neighborhood planning
- ii. FHI Studio: Neighborhood planning

Randall Davis, Deputy Director of Development Services, explained the two neighborhood planning contracts. Through the contracts, the City will work with neighborhoods and residents to identify community priorities. The neighborhood plans will complement the City's Plan of Conservation and Development last updated in 2020. These contracts will prepare plans for four of the City's 17 distinct neighborhoods. The City intends to prepare plans for all neighborhoods over a five-year period. The contractors were selected through an RFP process. The plans are funded in the department's General Fund operating budget.

iii. Greenwood Emergency Vehicles: Purchase of Pumper Trucks

Ms. Hockenull explained that the City is ordering two pumpers, one to be funded in 2023 and one in 2024. The order is being placed now to lock in pricing. Assistant Chief Reilly added that the department aims to replace one piece of apparatus per year. Ms. Shaw asked whether the department might see a reduction in the price if costs decline. Mr. Reilly answered that he expected that would be the case. Mr. Brokman asked how the vendor was selected. Mr. Reilly answered that an RFP process was used to select the vendor.

V. Town of Sprague

a. Subcommittee Update

A written update was included in the meeting materials. The Subcommittee met on November 18. The Subcommittee reviewed the Town's and Board of Education's current plans for use of ARPA funds.

b. Review and discussion: Monthly Financial Report: October 2021

First Selectman Cheryl Blanchard reported that year-to-date revenues and expenditures are consistent with prior years. She also noted that the planned public hearing regarding suggested uses of ARPA funds will likely be scheduled for after the holidays. She also reported that the FEMA reimbursements for road repairs after flood damage have been requested but not yet confirmed.

VI. City of West Haven

a. Subcommittee Update

A written update was included in the meeting materials. The Subcommittee met on November 16. The City presented its action plan for addressing Purchasing related items in the current memorandum of agreement. Updates were also provided on hiring for vacant positions and planning for ARPA funding.

b. Update on CohnReznick audit

Ms. Kennison reported that CohnReznick was on site this week and the City has been responding to their requests for information. At this time, the anticipated date of a final report is not known. While the contract with CohnReznick is in effect through the end of March, the report is expected to be finalized prior to that date.

c. Review and discussion: Monthly Financial Report: October 2021

Mr. Cieplinski reported that overall revenues are higher than prior years for the same period. An unbudgeted property sale generated approximately \$500,000. He noted that he will be recommending the property sale as a source of funding for proposed new positions in Purchasing. An increase in the fees for property transfers and the higher than budgeted PILOT payments are also contributing to the favorability in revenues. Revenues are projected to end the year about \$1.8 million higher than budget. Expenditures are largely in line with prior years with the exception of Public Works overtime. A small deficit is projected in the Sewer Fund. The Allingtown Fire Fund is projecting a surplus of about \$800,000.

Mr. White asked if any additional positions, other than those to be requested in Purchasing, are going to be needed as a result of the Memorandum of Agreement. One position remains in the Personnel Department to be filled, but it is a funded position. Mr. Cieplinski said that he is not aware of any unbudgeted positions at this time that need to be filled. He is asking department heads to submit for the fiscal year 2023 budget request any additional positions that they believe will be required.

Mr. Brokman asked if the projected Allingtown surplus could be directed to the reducing the district's pension liability. Mr. Cieplinski replied that would be an appropriate use of the funds.

Ms. Kennison asked for an update on the City's department head meeting regarding purchasing procedures. Mayor Rossi said that the meeting was held to explain that best practices would be put into place and that she has not experienced any pushback from departments.

Mr. Hamilton noted the additional PILOT funds provides the City with an opportunity to adequately staff the Purchasing function. He urged the City to staff the office with three employees rather than two.

Ms. Shaw asked if the projected increase in revenues includes any Municipal Restructuring Funds. Mr. Cieplinski replied that no restructuring funds are reflected in the FY 2022 budget or projections.

VII. Other Business

a. Review, discussion and possible action: 2022 Calendar

Mr. White made a motion to approve the meeting schedule, with a second by Mr. Hamilton. All members voted in favor.

b. Review, discussion and possible action: 2022 Subcommittees

Mr. Waxenberg made a motion to approve the subcommittees membership as distributed, with a second by Mr. Hamilton. All members voted in favor.

VIII. Adjourn

Mr. Falcigno made a motion to adjourn, with a second by Ms. Shaw. The meeting adjourned at 11:40 AM.