

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

**Meeting Date and Time:** Thursday, March 10, 2022 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: 973 933 012

**Members in Attendance:** Acting Secretary Beckham, Christine Shaw, Matthew Brokman, Patrick Egan, Stephen Falcigno (joined after adoption of minutes), Thomas Hamilton, David Biller, Mark Waxenberg, Robert White

**Municipal Officials in Attendance:** Jennifer Hockenull, Leigh Ann Ralls, First Selectman Blanchard, Superintendent Hull, Michel Demicco, Mayor Rossi, Scott Jackson, Lee Tiernan

**OPM Staff in Attendance:** Kimberly Kennison, Michael Milone (OPM Liaison), Gareth Bye, Julian Freund

I. Call to Order & Opening Remarks by Acting Secretary Jeff Beckham and Treasurer Shawn Wooden

The meeting was called to order at 10:03 AM. Secretary Beckham introduced himself to the board. Ms. Shaw welcomed Secretary Beckham to the board.

II. Public Comment Period

There was no public comment.

III. Approval of Minutes:

a. February 10, 2022 Regular Meeting

A motion to approve the minutes was made by Ms. Shaw with a second by Mr. Brokman. The motion passed 7-0-1 with Secretary Beckham abstaining.

IV. City of Hartford

a. Subcommittee update

A written update was provided in the meeting materials. The City's auditor presented the FY 2021 audit during the February Subcommittee meeting. The Subcommittee also reviewed the updated budget mitigation measures status report.

b. Review and discussion: Monthly Financial Report: January 2022

Ms. Hockenull provided an overview of the monthly financial report. The current projection for the FY 2022 surplus has been adjusted to \$2.3 million. Members had questions about the City's exposure to increasing energy costs, the results of the 2021 revaluation, and turnover in the Fire and Police departments over the last several years. The City will follow up with information on those topics for the upcoming Subcommittee meeting.

c. Review and discussion: Non-Labor Contracts:

i. Aetna Life Insurance Company – Parking Agreement

The contract is a one-year agreement between the City and Aetna to provide parking space to Hartford Public Schools. The term of the contract is August 2022 through July 2023 with a total cost of \$129,000. The prior contract had a cost of approximately \$125,000

V. Town of Sprague

a. Subcommittee Update

A written update was provided in the meeting materials. The Subcommittee reviewed the Board of Education proposed budget for FY 2023. The proposed budget increases by 1.6%. The Subcommittee was also updated on the Town's progress in developing financial policies and procedures and the status of the FY 2021 audit which is expected to be completed by the end of March. The Town continues to work on a plan for prioritizing its ARPA funds and may work with the council of governments for assistance in developing the plan. The Town also alerted the Subcommittee regarding a sinkhole at the Paper Mill Pond dam. DEEP has advised the Town to have an inspection completed and to monitor the site.

b. Review and discussion: Monthly Financial Report: January 2022

An overview of the monthly financial report was provided. First Selectman Blanchard reported that revenues and expenditures are both in alignment with the prior year. She is seeking another meeting with DEEP to confer with local person who has knowledge of the site. She also noted that the Town has met with the consultant who will be assisting with ARPA planning. Mr. Hull reported on the BOE monthly report and noted that a year-end balance of about \$100,000.

VI. City of West Haven

a. Subcommittee Update

A written update was included in the meeting materials. The Subcommittee reviewed the City's credit card policy. The City also provided a presentation on the Human Resources action plan as well as a comprehensive update on the status of recruitment for open positions. Ms. Kennison also noted that Mr. Cieplinski is no longer the City's Finance Director. Scott Jackson has been hired as the Finance Director.

b. Update: CohnReznick Audit

Ms. Kennison updated the board regarding the status of the CohnReznick audit. No additional information has been provided to the consultant. CohnReznick has begun finalizing the report. The report is expected to be completed by the end of the month. She added that much of the employee payroll information reported as CRF expenditures still has not been reconciled by the City to payroll records provided as backup. Members asked about the implications, which are that some reported expenditures may be disallowed as CRF expenses.

c. Review and discussion: Monthly Financial Report: January 2022

An overview of the monthly financial report was provided. The year-end projections for each of the three funds have not changed materially since the prior month report. The City continues to project a General Fund surplus of about \$1.46 million for FY 2022 driven in part by the higher than budgeted PILOT revenues. The Allingtown Fire Fund is projected to end the year with a \$946,000 surplus. The Sewer Fund is projected to end the year with a deficit of about (\$463,000). Members also discussed high insurance claims activity in the Sewer Fund.

d. Review and discussion: Non-Labor Contracts:

i. Greenskies Clean Energy – Solar Power and Services Agreement

Two agreements were presented with Greenskies Clean Energy to install solar panels at two sites, City Hall and the Police Department. The agreement also entails providing the City with solar energy at a cost of 12.09 cents per kilowatt hour.

VII. Other Business

There was no other business.

VIII. Adjourn

Mr. Biller made a motion to adjourn, with a second by Ms. Shaw. All voted in favor. The meeting adjourned at 11:34 AM.