

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
DRAFT SPECIAL MEETING MINUTES

Meeting Date and Time: Monday, January 27, 2025, 10:30 AM – Special Meeting

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: 930 222 764#

Members in Attendance: Secretary Jeffrey Beckham, Kevin Alvarez (State Treasurer’s Designee), David Biller, Stephen Falcigno, Thomas Hamilton, Lisa Hammersley, and Sal Luciano.

Municipal Officials in Attendance: Mayor Dorinda Borer, Michael Gormany, Rick Spreyer, David Taylor, and Paul Dorsi and Craig Thompson (Police).

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

OAG Staff in Attendance: James Caley, Assistant Attorney General

Munistat Services Staff in Attendance: Bill Lindsey

I. Call to Order & Opening Remarks by Secretary Jeffrey Beckham

The meeting was called to order at 10:30 a.m.

II. Approval of Minutes

a. December 19, 2024, Special Meeting

Mr. Biller made a motion to approve the December 19, 2024, Special Meeting Minutes with a second from Mr. Luciano. Motion carried. Mr. Falcigno abstained

III. City of West Haven

a. Review, Discussion, and Possible Action: Proposed Bond Anticipation Notes, Issue of 2025, Series A

On February 15, 2024, the City issued \$10.135 million of Bond Anticipation Notes (BANS) that mature on February 13, 2025. The City has since received approximately \$5.2 million of grant funds that will be used to paydown a portion of the maturing BANS. The City is seeking approval to issue \$5.025 million of new BANS with a maturity date of March 27, 2025 (45 days). A summary of the Note Sale was included in the meeting packet.

Mr. Lindsey, Financial Advisor from Munistat Services, stated that notes are coming due on February 13, 2025, and were issued as retainage notes for the City's High School project with the expectation that additional grant funds will be received as the High School Post Project Audit is completed by the State. The City has received about \$5.2 million in grants recently that were used to pay down the notes from \$10.135 million to \$5.025 million. Due to the FY2024 audit not being completed, the \$5.2 BANS will roll over for 45 days and then be extended for 12 months in March 2025. There is a minor budgetary impact with the addition of this short extension for 45 days. There is \$30,739 of interest cost on the notes for the 45 days.

Mr. Falcigno made a motion to approve the issuance of \$5.025 million of new BANS with a maturity date of March 27, 2025, second from Mr. Luciano. Motion carried.

b. Update: Issuance of General Obligation Bonds and Notes in late March 2025

The City is planning on issuing long-term bonds and short-term notes in late March of 2025. The City plans to issue of \$12.450 million of new money general obligation bonds to fund the fiscal year 2023-2024 Capital Budget and roll-over \$5.025 million of Bond Anticipation Notes (BANS) for 12 months. MARB approval was not needed at this meeting.

Finance Director Michael Gormany provided an overview of the General Obligation Bonds and BANS issuances scheduled for March 2025. The bond issuance will be funding the City's fiscal year 2024 Capital Projects. On January 27, 2025, the City Council will consider an item adopting this bond resolution. Upon approval, the City will be bringing the Bond Resolution for MARB approval to the February 27, 2025, meeting.

c. Mayor's Executive Summary

The Mayor updated the MARB of the recent hiring of a Human Resource Commissioner and a Health Director.

d. Update: Status of FY 2024 Audit

Mayor Borer shared that the audit was due on January 30, 2025, but the auditors are requesting additional time due to the recent hiring of a new BOE Finance Director and to get OPEB information from Milliman. The City will be requesting a 30-day extension but hoping to need only another two weeks. The Mayor expects to get the draft copies of the financials and the single audit by February 3, 2025, from the auditors. Ms. Kennison requested that the City's auditors be available to present at the February Full MARB meeting.

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

Secretary Beckham, recommended that the three (3) non-labor contracts be taken as one motion for approval, as had been done at the last board meeting. MARB members had time to review

the contracts materials and asked if there were any questions. The MARB members and the City staff did discuss the ADP contract and the implementation process.

Secretary Beckham read into record each contract and asked for a motion to approve the following non-labor contracts:

i. Automatic Data Processing (ADP), Inc. - Payroll and Benefits Services – City and BOE

(Description - The City went out for bid seeking proposals from qualified vendors to provide payroll and benefits services for the City of West Haven and the Board of Education. Four (4) bids were received and was reviewed by the City. The City opted to remain with its current provider, ADP. The City is seeking approval to award a three-year contract that ends on the third anniversary of the Effective Date. The cost is based on the aggregated cost of various itemized services to be provided that is determined by a charge at a per item price times the number of that provided services. Projected costs for all these services over the three-year period is \$1,243,155.32. The payroll and benefits service would be funded out of the City's General Fund budget and the Board of Education budget.)

Ms. Gormany stated that they will be using a different process that ADP calls optimization to fix any implementation problems and to scrub all the data. The payroll manager is spearheading the project, working with both the City and Board of Education. MARB members recommended that the City hire a Project Manager to lead this implementation.

ii. Elm City Materials, Inc. – Paving services for Sidewalk, Driveway, Curb, and Road Repairs

(Description – The City went out for bid in October 2023 seeking proposals from contractors to perform sidewalk, driveway, curb, and road repairs. Six (6) bids were received. The City awarded, and contracted on February 22, 2024, this work to one of the bidders. However, after careful review and inspection by the City it was determined to terminate the agreement with this contractor pursuant to the terms and conditions of the executed contract. The City is seeking approval to award the remainder of this project work from March 1, 2025, through October 31, 2025, to Elms City Materials, Inc. of West Haven for \$422,000. The City Public Works budget and City Capital Projects will fund these sidewalk and road repairs.)

iii. Frontier Communications – Internet and Fiber Upgrades for the Police Department

(Description – The City is looking to switch from its current provider to Frontier Communications to upgrade the Police Department internet and fiber from 500MB to 5GB. Also, having fiber connection with the Animal Control Building and an internet upgrade for the Detective Division Forensic Unit. The City is seeking approval of a 60-month contract for this upgrade of services with Frontier Communications for a total of

\$143,100. Frontier Communication has a State Contract. The source of funding for this upgrade is the Police Department budget.)

Mr. Luciano made a motion to approve the above three contracts (Agenda items III. e. i-iii.) with a second by Mr. Alvarez. The motion passed unanimously.

f. West Haven Subcommittee Meeting in February

The next Subcommittee meeting is tentatively scheduled for February 13, 2025, and will be held virtually as a Teams Meeting. At the Subcommittee Meeting Members will develop recommendations for criteria for releasing the City from MARB oversight that will be discussed by the full MARB at its regular February meeting.

d. Adjourn

The next regularly scheduled MARB meeting will be held at the Legislative Office Building at 10:00 AM on February 27, 2025.

Mr. Luciano made a motion to adjourn, seconded by Mr. Alvarez. Motion carried. The meeting was adjourned at 11:01 AM.