



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Financial Officer *Kimberly Kennison*

DATE: February 15, 2024

SUBJECT: Agenda for MFAC Special Meeting – Wednesday, February 28, 2024

Due to the cancellation of the February 14th meeting, a special meeting of the MFAC has been scheduled for February 28th at 10:00 a.m. The meeting will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075

Meeting Access Code: 104 558 694#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS was previously distributed via email to your electronic calendar.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the December 13, 2023, meeting
3. Delinquent FY 2022 Municipal Audit Reports Update
 - Town/City Presentations
4. City of Derby
 - Status Update:
 - Finance Office staffing – City and BOE
 - Staffing of the Tax Collector's Office
 - New Financial Accounting System / Budget and Reporting
 - FY 2023 Audit Status, including timeline for audit submission
 - FY 2022-23 Unaudited Results, City and BOE
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, City and BOE
 - ARPA Report on use of funds – City and BOE
5. Town of Hamden
 - Status Update – Financial Condition and Related Matters
 - Review of the FY 2022-23 Audit Results including Audit and Management Letter Findings
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - ARPA Report on use of funds - Town and BOE

6. Town of Plymouth
 - Status Update:
 - Staffing of the Finance Office, Town and BOE
 - Corrective Action Plan and Implementation –FY 2022 Audit and Management Letter Findings
 - FY 2023 Audit Status, including timeline for audit submission
 - FY 2022-23 Unaudited Results, Town and BOE
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - ARPA Report on use of funds - Town and BOE

7. Other Business
 - Guidelines for Municipalities Meeting with the MFAC (Draft)
 - 5-Year Financial Plan Template (Draft)
 - Facilitating a Timely Audit – Best Practices (Draft)

Please contact Bill Plummer at bill.plummer@ct.gov for any questions you may have.

Cc:

Joseph DiMartino, Mayor, City of Derby
Brian Hall, Interim Finance Director, City of Derby
Nancy Balsys, Deputy Finance Director, City of Derby
Dr. Matthew J. Conway, Jr., Superintendent, Derby Public Schools
Robert Trainor, Business Manager, Derby Public Schools
Lauren Garrett, Mayor, Town of Hamden
Sean Grace, Chief of Staff, Town of Hamden
Curtis Eatman, Director of Finance, Town of Hamden
Rick Galarza, Deputy Finance Director, Town of Hamden
Joseph Kilduff, Mayor, Town of Plymouth
Grace Zweig, Finance Director, Town of Plymouth
Roberto Alves, Mayor, City of Danbury
Taylor O'Brien, Chief of Staff, City of Danbury
Dan Garrick, Finance Director, City of Danbury
RSM, Audit Firm for City of Danbury
Dan Cunningham, First Selectman, Town of East Lyme
Kevin Gervais, Finance Director, Town of East Lyme
CLA, Audit Firm for Town of East Lyme
David R. Porter, Town Manager, Town of Marlborough
Linda Savitsky, Interim Finance Director, Town of Marlborough
CLA, Audit Firm for Town of Marlborough
Secretary of State
Sarah Sanders and Kimberly Masson - State Treasurer's Office



CONNECTICUT Policy and Management

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Financial Officer *Kimberly Kennison*

DATE: March 15, 2024

SUBJECT: Agenda for MFAC Meeting – Wednesday, April 17, 2024

The next MFAC meeting is scheduled for April 17th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075
Meeting Access Code: 747 858 204#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS was previously distributed via email to your electronic calendar.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the February 28, 2024, meeting
3. FY 2022 and 2023 Municipal Audit Reports Update
 - Update on Delinquent FY 2022 Municipal Audit Reports
 - Town/City Presentations
 - Update on FY 2023 Municipal Audit Reports
4. City of Derby
 - Status Update:
 - Finance Office staffing – City and BOE
 - Staffing of the Tax Collector’s Office
 - New Financial Accounting System / Budget and Reporting
 - FY 2023 Audit Status, including timeline for audit submission
 - FY 2022-23 Unaudited Results, City and BOE
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, City and BOE
 - ARPA Report on use of funds – City and BOE
 - Other Fiscal Matters

5. Town of Hamden
 - Status Update – Financial Condition and Related Matters
 - FY 2024-25 Budget
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

6. Town of Plymouth
 - Status Update:
 - Staffing of the Finance Office, Town and BOE
 - Corrective Action Plan and Implementation –FY 2023 Audit and Management Letter Findings
 - FY 2023 Audit Status (if report not submitted), including timeline for audit submission
 - FY 2022-23 Audited/Unaudited Results, Town and BOE
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

7. Other Business
 - Guidelines for Municipalities Meeting with the MFAC (Draft)
 - Facilitating a Timely Audit – Best Practices
 - Proposed Legislation

Please contact Bill Plummer at bill.plummer@ct.gov for any questions you may have.

Cc:

Joseph DiMartino, Mayor, City of Derby
Brian Hall, Interim Finance Director, City of Derby
Nancy Balsys, Deputy Finance Director, City of Derby
Dr. Matthew J. Conway, Jr., Superintendent, Derby Public Schools
Robert Trainor, Business Manager, Derby Public Schools
Lauren Garrett, Mayor, Town of Hamden
Sean Grace, Chief of Staff, Town of Hamden
Curtis Eatman, Director of Finance, Town of Hamden
Rick Galarza, Deputy Finance Director, Town of Hamden
Joseph Kilduff, Mayor, Town of Plymouth
Grace Zweig, Finance Director, Town of Plymouth
Roberto Alves, Mayor, City of Danbury
Taylor O'Brien, Chief of Staff, City of Danbury
Dan Garrick, Finance Director, City of Danbury
RSM, Audit Firm for City of Danbury
Dan Cunningham, First Selectman, Town of East Lyme
Kevin Gervais, Finance Director, Town of East Lyme
CLA, Audit Firm for Town of East Lyme
David R. Porter, Town Manager, Town of Marlborough
Linda Savitsky, Interim Finance Director, Town of Marlborough
CLA, Audit Firm for Town of Marlborough
Secretary of State
Sarah Sanders and Kimberly Masson - State Treasurer's Office



CONNECTICUT

Policy and Management

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Financial Officer *Kimberly Kennison*

DATE: July 15, 2024

SUBJECT: Agenda for MFAC Meeting – Wednesday, August 14, 2024

The next MFAC meeting is scheduled for August 14th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075

Meeting Access Code: 782 418 939#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS was previously distributed via email to your electronic calendar.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the April 17, 2024, meeting
3. FY 2022 and 2023 Municipal Audit Reports Update
 - Update on Delinquent FY 2023 Municipal Audit Reports
 - Town/City Presentations
4. City of Derby
 - FY 2023 Audit Results / Tiers Criteria Results
 - FY 2023 Audit Findings - Corrective Action Plan and Implementation Status
 - Status Update:
 - Finance Office staffing – City and BOE
 - New Financial Accounting System / Budget and Reporting
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, City and BOE
 - FY 2024-25 Adopted Budget with Major Assumptions
 - Tax Collection Rates – July/August 2024
 - ARPA Report on use of funds – City and BOE
 - Other Fiscal Matters

5. Town of Hamden
 - Status Update:
 - Staffing of the Finance Office – Town and Bd. Of Education
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - FY 2024-25 Adopted Budget with Major Assumptions
 - Tax Collection Rates – July/August 2024
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

6. Town of Plymouth
 - Status Update:
 - Staffing of the Finance Office, Town and BOE
 - FY 2023 Audit Status, including timeline for audit submission
 - FY 2022-23 Audited/Unaudited Results, Town and BOE
 - Corrective Action Plan and Implementation – FY 2023 Audit and Management Letter Findings
 - FY 2023-24 Budget to Actual results with projections through June 30, 2024, Town and BOE
 - FY 2024-25 Adopted Budget with Major Assumptions
 - Tax Collection Rates – July/August 2024
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

7. Other Business
 - Legislation Adopted in the 2024 Legislative Session Affecting Municipal Finance and Audits

Please contact Bill Plummer at bill.plummer@ct.gov for any questions you may have.

Cc:

Joseph DiMartino, Mayor, City of Derby
Brian Hall, Finance Director, City of Derby
Nancy Balsys, Deputy Finance Director, City of Derby
Dr. Matthew J. Conway, Jr., Superintendent, Derby Public Schools
Robert Trainor, Business Manager, Derby Public Schools
Accavallo & Company LLC – Derby Audit Firm
Lauren Garrett, Mayor, Town of Hamden
Sean Grace, Chief of Staff, Town of Hamden
Curtis Eatman, Director of Finance, Town of Hamden
Rick Galarza, Deputy Finance Director, Town of Hamden
Joseph Kilduff, Mayor, Town of Plymouth
Grace Zweig, Finance Director, Town of Plymouth
Roberto Alves, Mayor, City of Danbury
Taylor O'Brien, Chief of Staff, City of Danbury
Dan Garrick, Finance Director, City of Danbury
RSM, Audit Firm for City of Danbury
Dan Cunningham, First Selectman, Town of East Lyme
Kevin Gervais, Finance Director, Town of East Lyme
David R. Porter, Town Manager, Town of Marlborough
Linda Savitsky, Interim Finance Director, Town of Marlborough
CLA, Audit Firm for Towns of East Lyme, Marlborough and Plymouth
Secretary of State
Sarah Sanders and Kimberly Masson - State Treasurer's Office



CONNECTICUT

Policy and Management

TO: Members of the Municipal Finance Advisory Commission

FROM: Kimberly Kennison, Executive Financial Officer *Kimberly Kennison*

DATE: October 9, 2024

SUBJECT: Agenda for MFAC Meeting – Wednesday, November 20, 2024

The next MFAC meeting is scheduled for November 20th at 10:00 am and will be conducted remotely by telephone and via Microsoft TEAMS. Information for attending the meeting is as follows:

Attendance Instructions:

Attendance by phone use the following telephone number and access code:

Telephone Number: 860-840-2075
Meeting Access Code: 401 674 000#

Attendance by Microsoft TEAMS

The link to join the meeting via TEAMS was previously distributed via email to your electronic calendar.

The Agenda is as follows:

1. Call to order
2. Approval of the minutes to the August 14, 2024, meeting
3. FY 2023 and 2024 Municipal Audit Reports Update
 - OPM Update – Status of FY 2023 Municipal Audit Reports
 - Town/City Presentations
 - Update on Delinquent FY 2023 Municipal Audit Report including Updated Timelines
 - Plan/Strategy for return to timely audit submissions
4. City of Derby
 - Status Update:
 - Finance Office staffing – City and BOE
 - New Financial accounting System / Budget and Reporting – City and BOE
 - Budgeting Practice – Education Grants
 - Police outside work – charges/collection efforts
 - FY 2024 Audit, including timeline for submission
 - Updated Corrective Action Plan to FY 2023 Audit Findings, including projected implementation dates
 - FY 2023-24 Budget to Actual unaudited results through June 30, 2024, City and BOE
 - FY 2024-25 Budget to Actual results with projections through June 30, 2025, City and BOE
 - ARPA Report on use of funds – City and BOE
 - Other Fiscal Matters

5. Town of Hamden
 - Status Update:
 - FY 2024 Audit, including timeline for submission
 - Staffing of Finance Office – Town and Board of Education
 - FY 2023-24 Budget to Actual unaudited results through June 30, 2024, Town and BOE
 - FY 2024-25 Budget to Actual results with projections through June 30, 2025, Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

6. Town of Plymouth
 - Status Update:
 - Cyber Incident
 - Staffing of the Finance Office, Town and BOE
 - FY 2024 Audit, including timeline for submission
 - FY 2023-24 Budget to Actual unaudited results through June 30, 2024, Town and BOE
 - FY 2024-25 Budget to Actual results with projections through June 30, 2025, Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Other Fiscal Matters

7. Other Business
 - Municipal Fiscal Indicators
 - Proposed Calendar Year 2025 Meeting Dates

Please contact Bill Plummer at bill.plummer@ct.gov for any questions you may have.

Cc:

Joseph DiMartino, Mayor, City of Derby
Brian Hall, Finance Director, City of Derby
Nancy Balsys, Deputy Finance Director, City of Derby
Dr. Matthew J. Conway, Jr., Superintendent, Derby Public Schools
Robert Trainor, Business Manager, Derby Public Schools
Lauren Garrett, Mayor, Town of Hamden
Sean Grace, Chief of Staff, Town of Hamden
Curtis Eatman, Director of Finance, Town of Hamden
Rick Galarza, Deputy Finance Director, Town of Hamden
Joseph Kilduff, Mayor, Town of Plymouth
Seth Bernstein, Finance Director, Town of Plymouth
Roberto Alves, Mayor, City of Danbury
Taylor O'Brien, Chief of Staff, City of Danbury
Dan Garrick, Finance Director, City of Danbury
RSM, Audit Firm for City of Danbury
Dan Cunningham, First Selectman, Town of East Lyme
Kevin Gervais, Finance Director, Town of East Lyme
David R. Porter, Town Manager, Town of Marlborough
Linda Savitsky, Interim Finance Director, Town of Marlborough
CLA, Audit Firm for Towns of East Lyme and Marlborough
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