



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: July 27, 2023

SUBJECT: Agenda for MFAC Meeting – Wednesday, August 16, 2023

The next MFAC meeting is scheduled for August 16th 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: 271 043 199#

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 19, 2023, meeting
3. Town of Brooklyn
 - OPM Tiers Eligibility Report
 - Consideration for Release from Commission Oversight
4. City of Derby
 - ✓ FY 2022 Audit Results and Audit Findings
 - Corrective Action Plans and Updates on Implementation – FY 2022 Audit
 - FY 2022-23 Budget to Actual results with projections through June 30, 2023, City and BOE
 - FY 2023-24 Adopted Budget – City and BOE with Comparative Prior Years Information
 - ARPA Report on use of funds - City and BOE
 - Status Update:
 - Tax Collection Rates – FY 2023
 - Finance Office staffing – City and BOE
 - City Human Resources Director
 - New Financial Accounting System
 - FY 2023 Audit Status
 - OPM Tiers Eligibility Report
 - Other fiscal related matters

5. Town of Hamden
 - FY 2022-23 Budget to Actual results with projections through June 30, 2023, Town and BOE
 - FY 2023-24 Adopted Budget - Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Debt Service Schedule – Principal and Interest Payment by year
 - Update - Corrective Action Plan and Implementation –Audit Findings and Management Letter
 - OPM Tiers Eligibility Report
 - Other fiscal related matters
6. Town of Plymouth
 - ✓ FY 2022 Audit Results and Audit Findings including Management Letter
 - Corrective Action Plan – Audit Findings and Management Letter
 - FY 2022-23 Budget to Actual results with projections through June 30, 2023 – Town and BOE
 - FY 2023-24 Adopted Budget - Town and BOE
 - ARPA Report on use of funds - Town and BOE
 - Status Update:
 - Tax Collection Rates – FY 2023
 - FY 2023 Audit Status, including reconciliations and recording of transactions
 - Staffing of the Finance Office, Town and BOE
 - OPM Tiers Eligibility Report
 - Other fiscal related matters
7. Outstanding FY 2022 Municipal Audit Reports, including Reports not Submitted by June 30, 2023
8. Other Business
 - a) Public Act 23-197 – Inform Legislative body of findings
 - b) Draft – Best Practice Guide – Facilitating a Timely Audit
 - c) Other

✓ = previously submitted to OPM

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

Cc:

Austin Tanner, First Selectman, Town of Brooklyn
Shelley Cates, Finance Director, Town of Brooklyn
Richard Dziekan, Mayor, City of Derby
Walt Mayhew, Chief of Staff, 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
Secretary of State
State Treasurer's Office