

APPROVED
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES
West Haven Subcommittee of the MARB

Meeting Date and Time: Tuesday, March 23, 2020 10:00 AM – 12:00 PM

Meeting Location: This was a virtual meeting. Meeting materials may be accessed at the following website: <https://portal.ct.gov/OPM/Marb/West-Haven-Committee-Meetings-and-Materials>

Telephone Number: (860) 840-2075

Meeting ID: 512 209 73

Members in Attendance: Secretary McCaw, Christine Shaw (State Treasurer designee), Patrick Egan, Stephen Falcigno, Thomas Hamilton, Robert White.

City Officials in Attendance: Mayor Rossi, Frank Cieplinski, Lee Tiernan, Council Member Hoskie, Matt Cavallaro

Other Board Members in Attendance: Matt Brokman

OPM Staff in Attendance: Michael Milone (OPM Liaison), Bill Plummer, Julian Freund

I. Call to Order & Opening Remarks

The meeting was called to order at 10:07 AM.

II. Approval of minutes:

a. February 23, 2021

Mr. Hamilton made a motion to approve the minutes, with a second by Mr. Falcigno. The minutes were approved 5-0-1, with Secretary McCaw abstaining.

III. Review and Discussion: FY 2022 Recommended Budget

Finance Director Frank Cieplinski reviewed certain revenue and expenditure highlights in the Recommended FY 2022 Budget. Revenues include an increase in fees based on higher real estate conveyance taxes and a portion of anticipated American Rescue Plan Act (ARPA) funding. No Municipal Restructuring Funds are budgeted in FY 2022. Expenditures include funding for new positions in the Personnel Department, Finance Department, Information Technology and the Police Department.

Secretary McCaw noted that the overall budget is relatively flat, at a 0.1% increase. She asked what assumptions the City is making regarding the use of \$1.575 million in ARPA funding. Mayor Rossi said that the assumptions are based on conversations with members of Congress and that the budget uses a small amount of the overall ARPA funding that is expected to be available. Secretary McCaw suggested using caution in relying on ARPA funding for budgeting purposes until firm guidance from the Treasury Department

is issued. Before the FY 2022 budget is approved, the proposed uses of the \$1.575 million will need to be validated. Members suggested a contingency plan be developed for the ARPA funding.

Members discussed the conditions around ending the City's designation. Secretary McCaw referred to the statutory requirements for ending designation. She indicated that if the City is on a sustainable financial path, a lighter touch with respect to oversight may be appropriate while the City continues to work on organizational infrastructure issues and meets the financial requirements set out in statute.

The proposed budget for the Allingtown Fire Fund includes a reduction of the mill rate from 14.02 mills to 10.91 mills. The motor vehicle transition grant is included, as well as a FEMA grant which will be used for fire apparatus acquisition. Members discussed the status of the Allingtown pension fund, which was funded at 28% as of June 30, 2020. The current fiscal year budget includes a contribution to pension fund above and beyond the ADEC amount. The proposed budget for FY 2022 does not include any additional contribution beyond the ADEC. Secretary McCaw and other members suggested that the mill rate reduction be reconsidered in order to allow for a greater contribution to the pension fund and to pre-fund OPEB.

Members asked about the status of the RFP for consolidated pension fund investment services and the multi-year planning efforts of the three fire districts. Lee Tiernan said that the RFP was issued that week and a preferred firm would be identified within two weeks. The fire districts have established a Tri-District Commission and are believed to be meeting for the first time this month. The City will follow up with the districts regarding planning efforts as required in the current MOA.

The board briefly discussed the impact of the revaluation. Members were referred to a written analysis prepared by Michael Milone. The City Assessor and Mr. Milone continue to add to the analysis.

The status of an update to the 5-Year Plan was discussed. Mr. Cieplinski indicated that the updated Plan would be ready for the next full MARB meeting.

IV. Update: Corrective Action Plan

The transition of the Procurement Manager is underway now that the ADP system has been implemented. There are no updates to any other items in the plan since the last meeting.

V. Update: ADP Implementation

The ADP system has been live for two City payroll cycles. Some final issues are being corrected. The Board of Education payroll was run through Munis due to an issue with benefits mapping in the system, which is expected to be corrected by the next payroll.

VI. Adjourn

A motion was made by Mr. White to adjourn, with a second by Mr. Hamilton. The meeting adjourned at 11:18 AM.