



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICIAL MINUTES

MUNICIPAL FINANCE ADVISORY COMMISSION

REGULAR MEETING

THURSDAY, FEBRUARY 20, 2014

- Meeting Location: Office of Policy and Management
450 Capitol Avenue, Room 4A
Hartford, CT 06106
- Date/Time: February 20, 2014, 10:00 A.M.
- Members Present: Chairman Thomas Hamilton
Ms. Kathleen Clarke Buch
Mr. Robert Dakers
Mr. John Schuyler
Ms. Rebecca Sielman
- Members Absent: Mr. Robert Burbank
Mr. Douglas Gillette
Ms. Diane Waldron
- Others Present: April Capone, OPM Staff
Jean Gula, OPM Staff
William Plummer, OPM Staff
Morgan Rice, OPM Staff
Dale Martin, Town Manager, Town of Winchester
Robin Manuele, Finance Director, Town of Winchester
Christopher King, King & King, CPAs
Joseph Mancini, Finance Director, City of West Haven
Judith Blank, Day Pitney, LLP
Kristin Wirtanen, State Treasurer's Office
1. Meeting called to order at 11:00 a.m.
 2. Minutes to the September 12, 2013 meeting approved by all Commissioners present with one abstention.

3. Town of Winchester – Financial Condition Update / 2012 Audit Results

Ms. Robin Manuele, Finance Director of the Town of Winchester provided the Commissioners an update of the Town's fiscal status. She referenced a number of documents she had provided the Commission for the meeting that addressed the Town's fiscal condition, including cash flow projections, year-to-date 2013-14 budget to actual projections, etc. She also updated Commissioners on recent financial practices instituted by the Town since the Commission last met. The Town has developed a written policies and procedures manual and has approved a fund balance policy, with the goal of a fund balance of 10% of the operating budget.

A series of questions were posed by Commissioners in regard to the recently issued June 30, 2012 audit report. Commissioners also noted that the Town had yet to issue its June 30, 2013 audit report and inquired as to the status of the completion of the 2013 audit. The Town could not specify an anticipated issuance date for the 2013 audit report as there were still a number of audit issues that appeared to be outstanding. Commissioners had a number of questions relating to the 2013-14 fiscal year financial operations. Ms. Manuele and Town Manager Dale Martin addressed each of the questions posed. Ms. Manuele also indicated that the Town does not intend at this time to propose a 2014-15 budget with a property tax increase.

Commissioners discussed with the Town its defined benefit pension plan and made several suggestions as to items the Town may want to review on a going forward basis as it relates to the plan and its effect on the Town's finances.

Chairman Hamilton thanked Ms. Manuele and Mr. Martin from the Town and its auditor, Chris King for attending the meeting.

4. West Haven –Financial Condition Update / 2013 Audit Results

Finance Director Joe Mancini reviewed with the Commissioners the City's preliminary June 30, 2013 audit results. He also indicated that the recently elected Mayor, Edward O'Brien, is receptive to a meeting with the MFAC, but unfortunately was not able to make today's MFAC meeting. The City is projecting a \$2.8 million positive General Fund results of operation, which would decrease its fund deficit from a cumulative \$10.7 million as of June 30, 2012 to a \$7.9 million deficit as of June 30, 2013. A discussion ensued as to the current deficits in the various funds besides the General Fund, such as special revenue funds and the internal service funds. Commissioners believe that the City needs to have a plan to address each of these deficits. A discussion ensued in regards to the possibility of deficit financing and other approaches to eliminate the deficits. Several questions were posed with Mr. Mancini in regard to internal control and financial practices improvement which would promote improvements in the City's fiscal status.

Commissioners thanked Mr. Mancini for his presentation.

5. East Haven – Financial Condition Update / 2013 Audit Results

Mr. Plummer referenced the June 30, 2013 audit report which indicated a positive results of operations in the General Fund for FY 2012-13, with the Town reporting a cumulative fund balance in the General Fund of \$1.6 million as of June 30, 2013. The internal service funds continued to report significant deficits and the Town has indicated it will begin to address the deficits in the 2014-15 budget on a go forward basis. Commissioners briefly discussed the City's finances and the additional financial documents submitted.

6. Borough of Jewett City – Update

According to Mr. Plummer, the Borough did submit its June 30, 2013 audit report and there were no substantial financial issues observed in the report that warranted the Commission to address.

7. Other business

A list of meeting dates for calendar 2014 were reviewed by the Commission and it was decided that a new list of dates would be transmitted to the Commission as there were several conflicts with certain dates proposed.

Meeting was adjourned at 12:30 p.m.