

**TOWN OF WEST HARTFORD
FINANCE AND ADMINISTRATION COMMITTEE VIRTUAL MEETING
TUESDAY, FEBRUARY 16, 2021, 6:00 P.M.
MINUTES**

1. Call to Order

- A. Call to Order: Meeting was called to order by Deputy Mayor and Chair Leon Davidoff at 6:03 p.m.
- B. Present: Deputy Mayor and Chair Leon Davidoff, Mayor Shari Cantor, Councilor and Member Liam Sweeney, Councilor Lee Gold, Councilor and Member Mary Fay, Councilor Ben Wenograd, Town Manager Matthew Hart, Finance Director Peter Privitera, Finance Operations Manager Lisa Newton, HR Executive Director Rick Ledwith, IT Director Jared Morin.

Guests: Principal at CliftonLarsonAllen, Vanessa Rossitto; Director at CliftonLarsonAllen, Santo Carta; Senior at CliftonLarsonAllen, Melanie Krol.
- C. Audit Presentation: Principal at Clifton Larson, Allen Rossitto, gave an audit presentation that covered Terms of Engagement, Executive Summary, Financial Highlights, Federal and State Single Audit, Governance Communication, Upcoming GASB Pronouncements, and CLA.

2. Business Items

- A. Meeting Minutes, January 21, 2021: Town Manager Hart explained that there will be a new process for approving minutes in which standing committees approve the minutes, which will then be accepted by the full council. Councilor Sweeney moved to approve the January 21, 2021, meeting minutes and Councilor Fay seconded the motion. The motion carried unanimously.
- B. FY 2021/22 Budget Process & Schedule: Town Manager Hart started by stating that the proposed Capital Improvement Program and budget are planned to be presented to the Town Council at the March 9, 2021, meeting. He went on to explain the recommended approach to adapt the process to remote meetings as well as explained what is currently being done to adapt the town's finances to the challenges being posed by the pandemic in general.
- C. Presentation on Cybersecurity & Other IT Initiatives: Town Manager Hart introduced IT Director Morin who gave a PowerPoint presentation providing an update on the Information Technology Department addressing the Department's their response to the COVID-19 pandemic, the acceleration of eGovernment initiatives to modernize various governmental processes, the Town's recent adoption of Google Meets as a platform for virtual meetings, Cybersecurity concerns in the context of the pandemic, and what measures are being taken to deal with them proactively. He also explained how the additional workload caused by the pandemic has created the necessity for an IT Project

Manager position and gave a brief overview of some other projects that are currently underway to improve cybersecurity and technological accessibility within the Town. When the floor was opened for questions, Councilor Gold posed a question regarding whether the town might qualify to beta test Starlink, which was addressed by IT Director Morin who stated that he would look into it further.

3. Communications

4. Staff Reports

- A. Finance: Town Manager Hart explained that the Finance Report had been under an earlier presentation, but Finance Director Privitera provided some additional updates on the proposed budget, the annual bond sale in the first week of March, the situation pertaining to pension obligation bonds, FEMA reimbursements, and the monthly forecast, which was expected to be ready the following week. Deputy Mayor Davidoff asked a question regarding whether or not physical copies of the budget and Town Manager Hart explained that they are planning to make both digital and physical copies available.
- B. Human Resources: Deputy Mayor Davidoff started by citing a memo sent out by HR Executive Director Ledwith prior to the meeting. HR Executive Director Ledwith worked off of the memo and cited a few key points providing updates on current recruitment efforts, the switch to a new Employee Assistance Provider, the progress being made on addressing DEI (diversity, education, and inclusion), citing staff education and the planned formation of a DEI Committee, and the new planned performance evaluation process. Deputy Mayor Davidoff posed questions regarding the new DEI initiative and how it will apply to new hires, how those who have been trained will stay current in their training, how violations of DEI protocols will be handled, and how training materials will be made available, each of which were addressed by HR Executive Director Ledwith.
- C. Town Manager: Town Manager Matt Hart praised the Finance Department and other staff for their efforts, citing the clean audit.

5. Future Agenda Items

- A. Deputy Mayor Davidoff suggested discussing the strategies to make sure that the Town Clerk's Office, the Registrar of Voters Office, and the Revenue Collection Office stay responsive to the needs of the Town's residents. Mr. Gold suggested discussing obligation bonds, to which Deputy Mayor Davidoff replied that a discussion with Town Manager Hart and Finance Director Privitera may be in order before bringing the issue before the committee.

6. Adjourn

- A. Adjournment: Councilor Sweeney motioned to adjourn at 7:09, and the motion was seconded by Councilor Fay. Meeting was adjourned at 7:09 p.m.