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BLOOMFIELD TOWN COUNCIL

FINANCE, BUDGET, AUDIT, AND BONDING SUBCOMMITTEE

There was a regular meeting of the above reference subcommittee held on Monday, June 15, 2026 at 6:00 p.m. in a hybrid meeting style. The in-person meeting location was Bloomfield Town Hall – Council Chambers, 800 Bloomfield Avenue, Bloomfield, CT, and the virtual location was via Zoom.

Committee members present were: *In-Person*: Deputy Mayor Lloyd, Chair; Mayor Harrington; Councilor Merritt ***via Zoom:*** Councilor Cooper

Committee members absent were: Councilor Waterhouse

Also present were: *In-Person* — Latonia Tabb, Clerk of Council, Darrell Hill, Director of Finance; Warren Plumber, Director of Information, Technology and Innovation; Councilor DeBeatham- Brown; Daniel Facey, IT Intern and ***via Zoom***— India Rodgers, Director of Operations & Communications

The meeting was called to order at 6:05 p.m.

Old Business

A. Discussion and Status Update regarding the FY2025 Audit

Director Hill reported that the FY2025 audit is progressing as planned. The Finance Department has completed its reconciliation with the Board of Education, is finalizing the General Fund reconciliation, and expects to submit a fully auditable trial balance to CLA by July 17. CLA anticipates completing the audit by September, approximately two months later than previously projected. Mr. Hill noted that the FY2026 audit will also be delayed by about two months but emphasized that the process should be more efficient than the prior year because both Town staff and the external auditors are now familiar with the Town's financial records and procedures.

Councilor Cooper asked about the reasons for the FY2025 audit delay. Director Hill explained that the primary factors included delays in reconciling financial information and receiving fixed asset data from the Board of Education, continued cleanup of financial records, and the extended budget cycle. Councilor Cooper thanked Director Hill and the Finance staff for their continued progress, noting that the Town is moving in the right direction.

Councilor Merritt inquired about filling the vacant accountant position and the Board of Education's implementation of the Munis financial system. Director Hill reported that the

accountant position will be posted soon and confirmed that the Board of Education has successfully transitioned accounts payable to Munis, with payroll conversion remaining on schedule for January 1, 2027, to ensure smooth implementation.

The mayor asked about the impact of the delayed audit timeline on the Town's financial standing and credit rating. Director Hill stated that although the FY2025 audit is now expected to be completed in September and the FY2026 audit may be delayed by approximately two months, the Finance Department has significantly improved its processes and is no longer falling behind on routine financial operations. He added that the anticipated delay is far less severe than the FY2024 audit delay and is not expected to have the same negative impact on the Town's standing with Standard & Poor's.

There was continued conversation with the Councilors and Director Hill.

New Business

A. Discussion of May 2026 Monthly Financial Report

Director Hill presented the May 2026 Financial Report, highlighting that Town revenues continue to outperform budget while expenditures remain within projected levels. He reported that current revenue trends indicate the Town will use significantly less of the appropriated fund balance than originally budgeted, allowing approximately $2.75 million to remain in the unassigned fund balance and maintaining the fund balance within the Town Council's policy target.

Mr. Hill also reviewed the departments projected to exceed their appropriations and those expected to finish the fiscal year under budget. He explained the proposed fourth-quarter budget transfers, which would reallocate existing appropriations from departments with projected surpluses to those with projected deficits. He noted that the transfers do not increase the overall Town budget but ensure departmental budgets are balanced at year-end, with Town Council approval required for transfers between departments. Visual financial schedules and supporting documentation accompanied the presentation.

There was a discussion on the financial status of the Town. Councilor Merritt asked why the Town performs fourth-quarter budget transfers instead of simply reporting departments that exceeded their budgets, questioning whether the practice was intended to avoid audit findings.

Director Hill explained that the transfers are not related to the external audit but are required to comply with the Town Charter's budget authority. He stated that while the Town Manager may transfer funds within a department, only the Town Council has the authority to transfer appropriations between departments. The fourth-quarter transfers ensure departments have the legal spending authority for expenditures incurred before the close of the fiscal year on June 30.

Deputy Mayor Lloyd requested clarification for the public on the purpose of fourth-quarter budget transfers, noting that budget variances are a normal result of changing costs and operational needs throughout the fiscal year rather than poor budgeting.

Director Hill explained that the transfers are necessary to comply with the Town Charter, which requires departments to remain within their authorized appropriations. He stated that the transfers reallocate budget authority between departments, not expenditures, and described the Finance Department's ongoing efforts to improve financial controls, strengthen budgeting practices, and ensure compliance with the Town Charter through consistent use of requisitions, purchase orders, and improved financial reporting.

Councilor DeBeatham-Brown expressed concern regarding compliance with the Town Charter's purchasing requirements and requested additional details on departments requiring fourth-quarter budget transfers to better understand the causes of overages and improve future budget planning. She emphasized the importance of reviewing expenditures and ensuring available funds are appropriately returned to the unassigned fund balance when possible.

Director Hill explained that, rather than providing individual invoices, Finance would provide detailed Munis reports showing departmental expenditures, encumbrances, and budget variances to support Council review. He noted that the overages were associated with specific circumstances and that the Finance Department continues to improve budget forecasting and financial controls.

Director Hill also provided an update on the implementation of requisitions and purchase orders, explaining that purchase order compliance has improved over the past year and a half, while the requisition process required by the Charter is currently being tested in Munis before being implemented town wide. He stated that these improvements will increase financial visibility, strengthen internal controls, and support more accurate budgeting.

There was additional discussion with the Councilors and Director Hill.

B. Discussion of Draft FY2026 Fourth Quarter Budget Transfers

Director Hill presented the draft fourth-quarter budget transfer resolution and explained that the departments requiring additional funding, including Finance, Town Attorney, and Registrar of Voters, have had known budget pressures throughout the fiscal year. He noted that the projected overages are related to previously discussed factors, including audit-related staffing costs, increased legal activity, Freedom of Information requests, and state-mandated election expenses.

Mr. Hill stated that Finance will provide supporting documentation, including detailed financial reports, for Council review. The final fourth-quarter transfer request will be included in the upcoming Council agenda package for consideration.

Mayor Harrington asked for clarification on the anticipated amount of the fourth-quarter budget transfers.

Director Hill stated that the anticipated fourth-quarter budget transfers are approximately $750,000. He explained that the transfers are not an increase or decrease to the Town's overall budget, but rather a reallocation of existing appropriations between departments to

ensure proper budget authority and transparency. He noted that Finance presents these requests based on actual expenditures, encumbrances, and year-end projections, allowing the Council and public to understand the Town's fiscal position. Mr. Hill emphasized the importance of addressing projected needs proactively rather than seeking approval after expenses occur, while recognizing that unforeseen circumstances can impact budget projections throughout the fiscal year.

Councilor DeBeatham-Brown stated her support for following the Town Charter and requested sufficient supporting information on budget overages to make an informed decision. She clarified that her request was not to review every invoice, but to understand the reasons behind significant overages and ensure residents have transparency regarding the use of funds.

Director Hill explained that the expenses have already occurred and that the purpose of the fourth quarter transfer is to adjust budget authority, not approve new spending. He reiterated that supporting documentation and Munis reports would be provided.

Deputy Mayor Lloyd noted that fourth quarter transfers have been a practice in recent years and expressed interest in reviewing historical practices to better understand the frequency and process. She emphasized that improved purchase order and requisition procedures should help provide better budget projections and reduce future variances.

Director Hill added that municipalities handle budget transfers differently and that the key requirement is approval by the governing body responsible for appropriating the budget. He noted that future review of transfer practices could help determine whether additional process improvements are appropriate for Bloomfield.

C. Discussion of Town Attorney Expenses

Deputy Mayor Lloyd requested additional details regarding Town Attorney expenses, noting that she was seeking a general breakdown rather than individual invoices or purchase orders. She requested clarification on major categories, such as litigation, contract negotiations, and other legal expenses, to better understand whether anticipated costs were properly included in the budget. She noted that she did not recall receiving advance notice regarding potential legal costs associated with contract negotiations during the prior budget process.

Deputy Mayor Lloyd stated that the information would provide Councilors with greater context when considering fourth quarter transfers and recommended coordinating with Director Hill to determine the appropriate level of detail needed. She made a motion to table discussion of Town Attorney expenses until a future meeting to allow additional information to be provided.

It was moved by Mayor Harrington, seconded by Councilor Cooper and voted unanimously to table this item.

Public Comments

Erin Barringer, 28 Kenmore Road, questioned undefined Munis transactions and requested clarification on whether they were related to coding, training, or purchase order/requisition processes. She also asked for additional details regarding Town Attorney expenses, including legal costs, tax appeals, and whether future budgets adequately account for anticipated expenses. She requested clarification on the difference between budgeted amounts and actual legal expenditures.

Rickford Kirton, 7 Hickory Lane, requested greater transparency regarding referendum costs, audit presentations, Board of Education financial reporting, FOIA processes, and fourth quarter transfers. He recommended public presentation of audit findings, discussion with Board of Education finance staff regarding Munis challenges, and additional detail on budget overages and supporting documentation for transfers.

Councilor Merritt discussed the budget percentage in reserves.

Approval of Minutes

It was moved by Councilor Merritt, seconded by Councilor Cooper, and voted unanimously to approve the 5/18/26 meeting minutes as written.

Adjournment

It was moved by Councilor Merritt, seconded by Deputy Mayor Lloyd, and voted unanimously to adjourn the meeting at 7:57 p.m.