

TOWN OF MANSFIELD
SPECIAL TOWN COUNCIL MEETING

Thursday, April 21, 2016

Audrey P. Beck Municipal Building
Council Chambers

6:30pm

A G E N D A

Call to Order/Roll Call

1. Staff Reports/Communications
2. Budget Review
 - Flagged Items
 - Additions and Reductions
3. Discussion of Proposed Budget/Council Questions

ADJOURNMENT

Town Council - 2016/2017 Budget Review - Future Discussion Topics

Type	Date	Information	Councilor	Page	Action	Disposition	Completed
Future Discussion Topic	3/30/2016	Explore possiblity of private ambulance service	Raymond			Hart/Dagon	
Future Discussion Topic	4/4/2016	Discussion of where the community is with regards to mental health cases and issues	Raymond			Hart/Schneider	
Future Discussion Topic	4/20/2016	Discussion of the Management Service Fund	Raymond				
Future Discussion Topic	4/20/2016	Provide a better understanding of the State's expectations for the PILOT money given to towns/ Population figures used to figure Mansfield's payment to EHHD	Raymond	253	Invite EHHD to a future Council meeting		

Town Council - 2016/2017 Budget Flagged Items to be discussed on April 21, 2016

Type	Date	Item Flagged	Councilor	Page	Action	Disposition
1 Flag	3/28/2016	Discussion of SCBA Replacement	Multiple	Power Point	Additional information distributed on 3/30/2016	Chief Dagon
2 Flag	3/28/2016	Capital Fund - School Projects - Invite Facilities Manager, Superintendent of Schools and Representative of the Board	Multiple	Power Point	Supt. Lyman and Board members will be prepared to discuss on April 7th	Trahan- Informed Supt. Lyman that the Council wishes to discuss with the Board at their budget presentation. The CIP discussion is the same evening as the Board Budget discussion
3 Flag	3/30/2016	Fire Fighter Position	Multiple			
4 Flag	3/30/2016	Request to include funds in the Legislative budget for a financial control audit	Raymond	Pg. 94	Email communication with J. Centofanti distributed on 4/05/16	Trahan
5 Flag	4/5/2016	Grants to Area Agencies	Shaiken	Pg. 156	Chart of current funding, requested funding, and recommendation from HS Advisory Committee distributed on 4/7/16 UPDATE: Chart HSAC worked with incorrectly reflected current year funding as \$4,000 for Sexual Assault Crisis Services. FY 14/15 and FY 15/16 funding is \$4,500. Therefore proposed amount of \$4,000 is actually a reduction of \$500	Trahan
6 Flag	4/7/2016	Explore alternatives to bonding for the proposed Mansfield Board of Education projects	Raymond			
7 Flag	4/14/2016	Early Childhood Services Coordinator	Ryan			
8 Flag	4/14/2016	Implementation of motor vehicle tax change	Ryan			

Town Council - 2016/2017 Budget - Requests for Additional Information

Type	Date	Requests for Information	Councilor	Page	Action	Disposition
Request for Information 1	3/28/2016	How much of the grand list increase is attributable to changes in the assessments of Eversource for this year and Algonquin Transmission lines for 2016/17	Raymond	29 and 30	Schedule distributed 3/30/2016	Trahan/Complete
Request for Information 2	3/30/2016	Provide information regarding the impact of the Algonquin gas line upgrades on the grand list	Raymond		Assessor has reached out to Algonquin Gas Transmission, but have not had a return call. Project website: http://accessnortheastenergy.com/ Estimated Completion 4Q2018, total cost \$3 billion. Followup: At this time, Algonquin Gas does not have any plans to add to or replace existing natural gas pipelines in Mansfield.	Trahan/Complete
Request for Information 3	3/30/2016	Provide information regarding the increase in the number of 'police activities' between projected FY 15/16 and proposed FY 16/17	Ryan, Kegler, Moran	115	Requested clarification from Sgt. C. on 4/4/16. Followup: Revised page distributed on 4/20/16.	Trahan/Complete
Request for Information 4	3/30/2016	Provide information explaining why the number of residential structures is the same for FY 14/15, FY 15/16, and FY 16/17	Kegler	121	Page updated & distributed on 4/5/16. Comments: we've had very little new construction lately other than Storrs Center and now Meadowbrook Gardens Apartments. A number of mobile homes have been removed and a few houses have been torn down in the past couple of years. Breakdown by structure type distributed on 4/5/16	Trahan/Complete
Request for Information 5	3/30/2016	Provide information explaining the decrease in revenues in the Fire Prevention budget and detail what those fees include	Raymond	123	The decrease is due to the reduction from Storrs Center for Fire Safety Code Fees. The majority of Phase 3 buildings are exempt from Fire Codes (fees).	Raiola/Complete
Request for Information 6	3/30/2016	Provide the number of motor vehicle accidents to which fire apparatus has been sent	Shaiken		Schedule distributed 4/20/16	Chief Dagon/Complete
Request for Information 7	3/30/2016	Provide the correct total for the number of medical calls in graph	Kegler	128	Corrected page distributed 4/5/16	Chief Dagon/Complete
Request for Information 8	3/30/2016	Verify the correct amount for the estimated Storrs Center tax revenue	Raymond	13 and 68	Corrected pages distributed 4/5/16	Trahan/Complete
Request for Information 9	3/30/2016	Verify the correct amount for the Storrs Center operating costs	Raymond	13 and 14	Corrected pages distributed 4/5/16	Trahan/Complete

Town Council - 2016/2017 Budget - Requests for Additional Information

	Type	Date	Requests for Information	Councilor	Page	Action	Disposition
10	Request for Information	4/5/2016	Confirm budget figures for paving management of the last few years	Raymond	187	We have averaged \$358,000 over the past 5 years. See attached schedule for funding breakdown. Note: the memo on the Pavement Mgmt Study incorrectly estimated current funding at \$600,000	Trahan/Complete
11	Request for Information	4/5/2016	Provide information on the number of employees who are receiving step pay increases and general wage increases. Provide the value of steps per bargaining unit	Raymond		Schedule distributed 4/7/16	Trahan/Complete
12	Request for Information	4/5/2016	Provide ending date of the contract for electricity	Raymond		Current contract for electricity with Nextera ends December, 2017. Updated contracts list distributed 4/7/16	Trahan/Complete
13	Request for Information	4/5/2016	Provide information regarding Human Services payroll details including steps, partial or full year employment, and details regarding the Early Childhood Coordinator	Moran		Schedule distributed 4/7/16	Trahan/Complete
14	Request for Information	4/7/2016	Provide information on per pupil costs by districts.	Ryan		Information distributed 4/14/16	Trahan/Complete
15	Request for Information	4/7/2016	Correct the percentage of increase in the Medical Benefits line in the Employee Benefits charts	Ryan	176	Correct percentage is 21.3%	Trahan/Complete
16	Request for Information	4/7/2016	Clarify the number of the ambulance recommended for replacement	Kegler	191	Ambulance 507 it being replaced.	Trahan/Complete
17	Request for Information	4/7/2016	Provide the current balances for the existing and proposed CIP projects	Raymond		Schedule distributed 4/14/16	Trahan/Complete
18	Request for Information	4/7/2016	Request that Chief Dagon be asked to provide information regarding the Public Safety CIP items including details on ongoing replacement programs and plans for existing balances in the CIP Fund	Multiple		Chief Dagon will attend the meeting on April 20th to review these items and answer any questions.	Chief Dagon
19	Request for Information	4/14/2016	Indicate which entities are sewer and which are sewer and water	Raymond	228	Revised page distributed on 4/20/16 indicating which customers pay for water, sewer, or both	Trahan/Complete
20	Request for Information	4/14/2016	Add footnotes explaining the allocation for capital equipment in the Solid Waste Management Fund which is being paid over time	Raymond	232	Footnote added and revised page distributed 4/20/16	Trahan/Complete
21	Request for Information	4/14/2016	In future budgets provide line item details for the Parks and Rec Fund	Raymond	212	Schedule distributed 4/20/16	Trahan/Complete
22	Request for Information	4/14/2016	In future budgets clarify titles in the Parks and Rec Fund in order to better follow the funds	Raymond	211-212	Revised page distributed indicating "Unassigned Fund Balance" on 4/20/16	Trahan/Complete

Town Council - 2016/2017 Budget - Requests for Additional Information

	Type	Date	Requests for Information	Councilor	Page	Action	Disposition
23	Request for Information	4/20/2016	Describe the use of the "Zamboni" equipment	Multiple	handout	Zamboni is the manufacturer of an ice re-surfacing machine. Facilities refers to their floor cleaning machines as Zambonis because they resemble and function like the ice resurfacing machine. In this case it is a walk-behind floor cleaner/polisher.	Trahan/Complete
24	Request for Information	4/20/2016	Provide information on the number of Open Government website visits	Marcellino		Past 90 days, there have been 174 visitors to our site. Average time on site 4:43 mins; 39.66% returning and 60.34% are new to the site	Trahan/Complete
25	Request for Information	4/20/2016	Provide information on what the staffing budget would have looked like if there had been a 13th firefighter for the entire current year and compare that to the projected staffing budget for FY2016/17 which reflects 14 firefighters.	Ryan/ Kegler	handout	Memo distributed on 4/21/16 regarding the fire staffing costs.	Trahan/Complete



Town of Mansfield Department of Finance

To: Town Council
From: Cherie Trahan, Director
CC: Matt Hart, Town Manager; Dave Dagon, Fire Chief; Maria Capriola, Assistant Town Manager
Date: April 21, 2016
Re: Proposed Fire Staffing Analysis

During the April 20, 2016 budget workshop, the Council questioned why there was such a large increase (\$61,155) in Fire Services salaries from FY 15/16 to the Proposed FY 16/17. First \$10,005 of this increase is for the Volunteer Incentive program, bringing the actual change to career firefighter salaries to \$51,150. The general opinion was that if a fourteenth firefighter was added, there would be enough savings in part-time to offset the cost. A number of factors in the current year budget (15/16) answer this question. The following chart details: the actual salary costs for FY 14/15; the Manager's Proposed FY 15/16 budget for 14 full-time firefighters; the Adopted FY 15/16 budget including 13 full-time firefighters; and the Proposed FY 16/17 budget.

Description	(13 FF) FY 14/15 Actual	(14 FF) Proposed 15/16	(13 FF) Adopted 15/16	(14 FF) Proposed 16/17
Regular Salaries	\$ 858,738	\$ 947,640	\$ 885,920	\$ 942,750
Part-time	223,593	216,130	226,530	119,030
Training Salaries	47,212	25,000	25,000	25,000
Overtime	235,580	160,900	160,900	262,420
	1,365,123	1,349,670	1,298,350	1,349,200
Contingency for Overtime			27,400	
	1,365,123	1,349,670	1,325,750	1,349,200
Increase/(Decrease) Over Adopted FY 15/16				23,450
% Increase/(Decrease)				1.8%
Increase/(Decrease) Over Actual FY 14/15				(15,923)
% Increase/(Decrease)				(1.2%)

Note: General Wages increases for both FY 15/16 and FY 16/17 are included in contingency

Some important facts regarding the data in the chart above:

1. FY 14/15 reflects the actual staffing costs for the department with 13 full-time firefighters, a total cost of \$1,365,123.
2. The Manager's Proposed Budget for FY 15/16 included the addition of 1 full-time firefighter, bringing the total to 14. In doing so, the proposed overtime budget was reduced to \$160,900, and the part-time budget reduced to \$216,130.
3. During budget deliberations, in an effort to reduce the overall budget due to a significant loss in State aid, the 14th firefighter position was proposed to be hired in January, 2016 rather than July, 2015. Ultimately, the 14th position was removed entirely. A portion of the balance of the funding (\$11,000) was used to cover additional costs for the Resident State Trooper program. The balance (\$27,400) was moved to contingency to help cover the reduction in the overtime budget. If this funding was not sufficient, management anticipated the need to find savings in other accounts.
4. In comparison to FY 14/15 actual costs, the Adopted FY 15/16 shows a reduction of \$39,373, with no change in shifts/hours of coverage. This is clearly not reflective of the true cost to provide the required level of staffing.
5. In comparison to FY 14/15 actual costs, the Proposed FY 16/17 shows a decrease of \$15,923 or 1.2%.

Town of Mansfield
Proposed FY 2016/17 Budget
Options to Adjust to the Governor's April 12, 2016 Budget Proposal

Adjustments Needed:

Reduction in Education Cost Sharing (ECS)	\$ 387,700
Reduction in Municipal Revenue Sharing (MRS)	632,300
	<u>\$ 1,020,000</u>

Adjustments Needed:

Provide Funding for Vinton Boiler	<u>\$ 450,000</u>
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Potential Adjustments:

Reduce contribution to Fund Balance to \$500,000	\$ 400,000
Bring % of Fund Balance to 8.4% of expenditures	
(up from 8.1%)	
Reduce Transfer from General Fund to CNR	325,000
Remove MV Mill Rate Cap	40,000
Reduction in Region 19 budget	55,000
Reduce Transfer to Storrs Center Reserve/Overrun Payoff	200,000
(Overrun current est \$815,000; pay off \$200k in 16/17)	
	<u>\$ 1,020,000</u>

Potential Adjustments:

Increase Transfer from CNR	125,000
Reduce Facilities 5 Year CIP Plan	50,000
Reduce IT 5 Year CIP Plan	50,000
Funding from MSF Energy account	225,000
	<u>\$ 450,000</u>

Other Potential Adjustments Needed:

Increase budget for Early Childhood Coordinator	8,500
Audit of Policies & Procedures	25,000
Restore funding for Sexual Assault Crisis Services	500
Carryover balance of CY Early Childhood grant	(7,500)
Day Care Fund cover the cost of carpeting at MDD	(20,000)
Reduce transfer from CNR to MSF for Town technology	(6,500)

Estimated Debt Schedule
Vinton Boiler Replacement

Principal \$ 450,000
Interest Rate 3.000%

Issue Date: 12/15/2016
10 Year Payback

	Fiscal Year	Due Date	Principal	Interest	Total Debt Service
1	16/17	06/15/13		6,750	6,750
2	17/18	12/15/13		6,750	6,750
	17/18	06/15/14	50,000	6,750	56,750
3	18/19	12/15/14		6,000	6,000
	18/19	06/15/15	50,000	6,000	56,000
4	19/20	12/15/15		5,250	5,250
	19/20	06/15/16	50,000	5,250	55,250
5	20/21	12/15/16		4,500	4,500
	20/21	06/15/17	50,000	4,500	54,500
6	21/22	12/15/17		3,750	3,750
	21/22	06/15/18	50,000	3,750	53,750
7	22/23	12/15/18		3,000	3,000
	22/23	06/15/19	50,000	3,000	53,000
8	23/24	12/15/19		2,250	2,250
	23/24	06/15/20	50,000	2,250	52,250
9	24/25	12/15/20		1,500	1,500
	24/25	06/15/21	50,000	1,500	51,500
10	25/26	12/15/21		750	750
	25/26	06/15/22	50,000	750	50,750
			450,000	74,250	524,250

Estimated Debt Schedule
Mansfield Middle School Gymnasium Repairs

Principal \$ 873,000
Interest Rate 3.000%

Issue Date: 12/15/2016
10 Year Payback

	Fiscal Year	Due Date	Principal	Interest	Total Debt Service
1	16/17	06/15/13		13,095	13,095
2	17/18	12/15/13		13,095	13,095
	17/18	06/15/14	97,000	13,095	110,095
3	18/19	12/15/14		11,640	11,640
	18/19	06/15/15	97,000	11,640	108,640
4	19/20	12/15/15		10,185	10,185
	19/20	06/15/16	97,000	10,185	107,185
5	20/21	12/15/16		8,730	8,730
	20/21	06/15/17	97,000	8,730	105,730
6	21/22	12/15/17		7,275	7,275
	21/22	06/15/18	97,000	7,275	104,275
7	22/23	12/15/18		5,820	5,820
	22/23	06/15/19	97,000	5,820	102,820
8	23/24	12/15/19		4,365	4,365
	23/24	06/15/20	97,000	4,365	101,365
9	24/25	12/15/20		2,910	2,910
	24/25	06/15/21	97,000	2,910	99,910
10	25/26	12/15/21		1,455	1,455
	25/26	06/15/22	97,000	1,455	98,455
			873,000	144,045	1,017,045