

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING

Monday, December 10, 2012

Audrey P. Beck Building  
Conference Room B  
**6:00pm**

A G E N D A

1. Call to order
2. Approval of minutes for November 13, 2012 Meeting
3. Opportunity for Public Comment
4. Proposed Budget Transfers - FY 2012/13
5. Meeting Schedule for Calendar Year 2013
6. Allocation of Financial Services Cost
7. Other Business/Future Agenda Items
8. Adjournment

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF NOVEMBER 13, 2012

Members Present: W. Ryan, D. Freudmann, C. Schaefer

Other Council Members Present: P. Shapiro

Staff Present: C. Trahan

Meeting called to order at 6:00pm.

1. Minutes from 10/9/12 meeting approved as presented.
2. Opportunity for Public Comment – none
3. Cherie Trahan gave an overview of the Quarterly Financial Statements for the period ending September 30, 2012 and answered various questions from the Committee. There are no major areas of concerns regarding the FY2012/2013 budget at this time.

David Freudmann requested that a revenue and expenditure summary for the Storrs Center Reserve Account be included in future Financial Statements. Cherie can provide this.

4. Adjournment. The meeting adjourned at 7:00 pm.

Motions:

Motion to approve the October 9, 2012 minutes by Carl Schaefer. Seconded by David Freudmann.  
Motion so passed.

Motion to recommend acceptance of the Quarterly Financial Statements as of September 30, 2012 by David Freudmann. Seconded by Carl Schaefer.

Motion to adjourn.

Respectfully Submitted,  
Cherie Trahan  
Director of Finance

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**INTEROFFICE MEMORANDUM**

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**TO:** MATTHEW HART  
**FROM:** CHERIE TRAHAN  
**SUBJECT:** SALARY BUDGET TRANSFERS 2012/2013  
**DATE:** DECEMBER 5, 2012

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Salary budget transfers for the fiscal year 2012/2013 are listed below. A brief description of the requested transfers over \$1,000 is detailed below. The majority of the increases are due to the general wage increase for non-union personnel, Professional & Technical bargaining unit, and the Fire union which were budgeted for in Contingency. The net affect of these changes is an increase of \$110,690. This leaves a balance in the Contingency account of \$64,310 for remaining contract settlements for the Public Works personnel, Custodian/Maintenance personnel and unexpected expenditures.

- Municipal – Increase \$12,480 – General wage increase for non-union personnel. Also included is the temporary assistant to cover for maternity leave which is partially offset by the savings from the short term disability (\$5,300).
- Personnel – Increase \$3,170 – General wage increase for non-union personnel and temporary hours for an office intern.
- Registrars – Decrease - \$5,150 – Actual number of hours worked were less than budgeted between the months of July and November.
- Town Clerk – Increase \$3,620 – General wage increase for personnel.
- Finance Administration – Increase \$1,490 – General wage increase for non-union personnel.
- Accounting & Disbursements – Increase \$3,800 – General wage increase for personnel is offset by the decrease in the Straight Overtime line item.
- Revenue Collections – Increase \$2,900 – General wage increase for personnel. Increase in temporary staff which is partially offset by savings in the Part-time line item.
- Assessment – Increase \$3,810 – General wage increase for personnel.

- Police Services – Decrease \$9,250 – Full-time Administrative Assistant position has been reduced to a Part-time benefits position.
- Animal Control – Decrease \$3,930 – General wage increase for personnel offset by vacancy for Assistant Animal Control Office filled at a lower step than originally budgeted.
- Fire & Emergency Services Administration – Increase \$2,990 – General wage increase for non-union personnel.
- Fire & Emergency Services – Increase \$82,560 – General wage increase for union personnel. Budgeted salaries were based on 2009/10 rates.
- Public Works Administration – Increase \$2,700 - General wage increase for personnel.
- Public Works Supervision & Operations – Increase \$2,200 - General wage increase for personnel.
- Public Works Road Services – Decrease \$38,760 – Savings due to two employees out on Workers Compensation and vacancies filled at lower rates than originally budgeted.
- Public Works Grounds Maintenance – Increase \$11,520 – Increase is due to backfilling vacancies in Road Services with Grounds Maintenance employees.
- Engineering – Increase \$3,720 – General wage increase for personnel.
- Building Inspection – Increase \$2,310 – General wage increase for personnel.
- Housing Code Inspection – Increase \$1,870 – General wage increase for personnel.
- Facilities Management – Increase \$2,370 – General wage increase for non-union personnel and Professional Technical personnel.
- Human Services – Increase \$4,150 - General wage increase for personnel.
- Youth Services – Increase \$2,900 – General wage increase for personnel.
- Senior Services – Increase \$2,910 – General wage increase for personnel.
- Library Services – Increase \$8,290 – General wage increase for personnel.
- Planning Administration – Increase \$5,030 – General wage increase for personnel.

TOWN OF MANSFIELD  
BUDGET TRANSFERS  
FY 2012/2013

ACCOUNT NUMBER	DEPT	OBJECT	APPROP	INCREASE (DECREASE)	ADJUSTED APPROP	
111 12100 51601 06	Municipal	Regular	191,040	2,420	0	193,460
111 12100 51603 06	Municipal	Temporary	0	10,060	0	10,060
111 12200 51601 06	Personnel	Regular	47,430	950	0	48,380
111 12200 51602 06	Personnel	Part time (B)	28,830	570	0	29,400
111 12200 51603 06	Personnel	Temporary	0	1,650	0	1,650
111 14200 51604 06	Registrars	Elected Officials	60,510	0	(5,150)	55,360
111 14200 51605 06	Registrars	Part time	1,400	0	0	1,400
111 15100 51201 06	Town Clerk	Regular - CSEA	102,490	2,020	0	104,510
111 15100 51601 06	Town Clerk	Regular	80,510	1,600	0	82,110
111 16100 51601 06	Finance Adm	Regular	115,210	1,490	0	116,700
111 16200 51201 06	Acctg & Disb.	Regular - CSEA	76,750	4,000	0	80,750
111 16200 51205 06	Acctg & Disb.	OT-Straight Time CSEA	3,000	0	(1,500)	1,500
111 16200 51601 06	Acctg & Disb.	Regular	64,840	1,300	0	66,140
111 16300 51201 06	Revenue Coll	Regular - CSEA	103,410	2,050	0	105,460
111 16300 51205 06	Revenue Coll	OT - Straight Time CSEA	1,000	0	0	1,000
111 16300 51603 06	Revenue Coll	Temporary	0	3,500	0	3,500
111 16300 51605 06	Revenue Coll	Part-time NB	16,650	0	(2,650)	14,000
111 16402 51201 06	Assessment	Regular - CSEA	193,040	3,810	0	196,850
111 16402 51204 06	Assessment	OT - 1 1/2 CSEA	1,000	0	0	1,000
111 16402 51205 06	Assessment	OT - Straight time	2,000	0	0	2,000
111 16402 51605 06	Assessment	Part-time NB	1,000	0	0	1,000
111 21200 51102 06	Police Serv	Secretaries	0	3,620	0	3,620
111 21200 51201 06	Police Serv	Regular - CSEA	46,930	0	(12,870)	34,060
111 21200 51302 06	Police Serv	Part time - NB	51,300	0	0	51,300
111 21200 51303 06	Police Serv	OT 1 and 1/2	500	0	0	500
111 21300 51201 13	Animal Cntrl	Regular - CSEA	55,990	1,110	0	57,100
111 21300 51202 13	Animal Cntrl	Part time - CSEA - B	24,630	0	(5,990)	18,640
111 21300 51204 13	Animal Cntrl	OT - 1 1/2 CSEA	1,290	0	0	1,290
111 21300 51605 13	Animal Cntrl	Part time NB	1,850	950	0	2,800
111 22101 51201 06	Fire Marshall	Regular - CSEA	11,650	0	0	11,650
111 22101 51508 06	Fire Marshall	Volunteer Incentive Prg.	4,500	0	0	4,500
111 22101 51601 06	Fire Marshall	Regular	86,000	0	0	86,000
111 22155 51046 06	Fire & Emer Svc	Ambulance Serv. Fund Deduction	(20,560)	0	0	(20,560)
111 22155 51508 06	Fire & Emer Svc	Volunteer Incentive Prg.	42,450	0	0	42,450
111 22155 51601 06	Fire & Emer Svc	Regular	150,300	2,990	0	153,290
111 22160 51501 16	Fire & Emer Svc	Regular	759,870	62,170	0	822,040
111 22160 51503 16	Fire & Emer Svc	Part time	247,150	20,390	0	267,540
111 22160 51504 16	Fire & Emer Svc	Training	20,000	0	0	20,000
111 22160 51505 16	Fire & Emer Svc	OT - 1 1/2	131,650	0	0	131,650
111 23100 51201 06	Emer Mgmt	Regular CSEA	11,650	230	0	11,880
111 23100 51601 06	Emer Mgmt	Regular	38,020	760	0	38,780
111 30100 51201 06	PW Admn.	Regular - CSEA	14,080	280	0	14,360
111 30100 51405 06	PW Admn.	Town Aid Deduction	(56,200)	0	0	(56,200)
111 30100 51601 06	PW Admn.	Regular	122,040	2,420	0	124,460
111 30200 51201 07	PW Oper.	Regular - CSEA	23,650	470	0	24,120
111 30200 51601 07	PW Oper.	Regular	87,170	1,730	0	88,900
111 30300 51401 07	Road Serv.	Regular	544,460	0	(47,760)	496,700
111 30300 51402 07	Road Serv.	OT - 1 1/2	61,590	0	0	61,590
111 30300 51603 07	Road Serv.	Temporary	23,100	9,000	0	32,100
111 30400 51401 07	Grounds Maint	Regular	300,120	2,520	0	302,640
111 30400 51402 07	Grounds Maint	OT - 1 1/2	14,350	0	0	14,350
111 30400 51603 07	Grounds Maint	Temporary	26,800	9,000	0	35,800
111 30600 51401 07	Equip. Maint	Regular	174,640	0	0	174,640
111 30600 51402 07	Equip. Maint	OT - 1 1/2	13,000	0	0	13,000
111 30700 51048 06	Engineering	State Grant Deduction	(4,000)	0	0	(4,000)
111 30700 51201 06	Engineering	Regular - CSEA	159,720	3,170	0	162,890
111 30700 51605 06	Engineering	Part time NB	27,500	550	0	28,050
111 30800 51201 06	Building Insp	Regular - CSEA	28,010	550	0	28,560
111 30800 51205 06	Building Insp	OT Straight Time CSEA	900	0	0	900
111 30800 51601 06	Building Insp	Regular	134,690	1,760	0	136,450

TOWN OF MANSFIELD  
BUDGET TRANSFERS  
FY 2012/2013

ACCOUNT NUMBER	DEPT	OBJECT	APPROP	INCREASE(DECREASE)	ADJUSTED APPROP
111 30810 51201	06	Housing Code Insp Regular - CSEA	94,820	1,870	0 96,690
111 30810 51205	06	Housing Code Insp OT - Straight time	8,100	0	0 8,100
111 30900 51103	06	Facilities Mgmt Maint. Personnel	186,790	0	0 186,790
111 30900 51113	06	Facilities Mgmt Substitutes	1,200	0	0 1,200
111 30900 51120	06	Facilities Mgmt OT Straight Time	2,300	0	0 2,300
111 30900 51121	06	Facilities Mgmt OT Double Time	1,000	0	0 1,000
111 30900 51122	06	Facilities Mgmt OT - 1 1/2	14,000	0	0 14,000
111 30900 51201	06	Facilities Mgmt Regular CSEA	18,640	370	0 19,010
111 30900 51601	06	Facilities Mgmt Regular	100,710	2,000	0 102,710
111 42100 51201	06	Human Services Regular - CSEA	108,680	2,160	0 110,840
111 42100 51601	06	Human Services Regular	100,390	1,990	0 102,380
111 42204 51603	06	Youth Employment Temporary	1,500	0	0 1,500
111 42210 51027	06	Youth Serv YS Grant	(16,340)	0	0 (16,340)
111 42210 51201	06	Youth Serv Regular - CSEA	146,180	2,900	0 149,080
111 42210 51602	06	Youth Serv Part-time (B)	25,000	0	0 25,000
111 42300 51029	12	Senior Serv TVCCA Grant Deduction	(2,580)	0	0 (2,580)
111 42300 51201	12	Senior Serv Regular - CSEA	129,790	2,570	0 132,360
111 42300 51202	12	Senior Serv Part time (B) CSEA	45,120	0	0 45,120
111 42300 51602	12	Senior Serv Part time (B)	16,860	340	0 17,200
111 42300 51605	12	Senior Serv Part time NB	11,240	0	0 11,240
111 43100 51201	08	Library Adm Regular - CSEA	133,500	2,640	0 136,140
111 43100 51202	08	Library Adm Part time-B-CSEA	24,890	410	0 25,300
111 43100 51601	08	Library Adm Regular	250,030	4,170	0 254,200
111 43100 51605	08	Library Adm Part time	91,450	1,070	0 92,520
111 51100 51047	06	Planning Adm HUD Grant Deduction	(24,520)	0	0 (24,520)
111 51100 51049	06	Planning Adm Small Cities/Prog Inc Deduction	(5,000)	0	0 (5,000)
111 51100 51201	06	Planning Adm Regular - CSEA	122,040	2,510	0 124,550
111 51100 51601	06	Planning Adm Regular	125,920	2,520	0 128,440
111 73000 56312	06	Contingency	175,000	0	(110,690) 64,310
			<u>\$6,337,610</u>	<u>\$186,610</u>	<u>\$ (186,610) \$6,337,610</u>



# Town of Mansfield Office of the Town Clerk

**To:** Committee Chairman  
**From:** Sharon Tyler, Asst Town Clerk  
**Date:** November 8, 2012  
**Re:** Schedule of Meeting Dates for 2013

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The **FREEDOM OF INFORMATION ACT** requires:

- A **schedule of regular meetings** for the ensuing year, signed by the chairman or the secretary be filed with the Town Clerk not later than January 31<sup>st</sup>, and no such meeting shall be held sooner than 30 days after such schedule has been filed. Your list should include the exact date (not, for instance, first Monday), time and place of the meetings. In accordance with Sec. 2-21f of the general statutes, if any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. A list of legal holidays is attached. In order for the Town website to reflect all regularly scheduled meetings for the year, as required by law, all meeting rooms should be reserved as soon as the schedule for the year is known.
- The **agenda of each regular meeting** must be available to the public and must be filed not less than 24 hours (excluding Saturdays, Sundays, holidays and any date on which the agency's office is closed) before the meeting in the office of the Town Clerk and on the Town's website.
- A **notice of special meeting** must be filed in the office of the Town Clerk and on the Town's website at least 24 hours (excluding Saturdays, Sundays, legal holidays and any day on which the office is closed) prior to the time of such meeting, and must include the business to be transacted. No business other than that listed in the notice may be considered. In addition, such written notice shall be delivered to the usual place of abode of each member of the public agency so that it is received prior to the special meeting. In case of emergency, a special meeting may be held without posting such notice, but a copy of the minutes of such emergency meeting must be filed with the Town Clerk and on the website not later than 72 hours following the meeting.

(When a meeting is cancelled for any reason, please post the cancellation as soon as possible.)

**SEE ATTACHMENT FOR LEGAL HOLIDAYS**

**LEGAL HOLIDAYS IN THE STATE**

January 1 .....	New Year's Day
First Monday on or after January 15 .....	Martin Luther King, Jr. Day
February 12 .....	Lincoln Day
Third Monday in February .....	Washington's Birthday
Last Monday in May .....	Memorial Day
July 4 .....	Independence Day
First Monday in September .....	Labor Day
Second Monday in October .....	Columbus Day
November 11 .....	Veterans' Day
December 25 .....	Christmas

Whenever any of such days occurs upon a Sunday, the Monday next following such day shall be a legal holiday and whenever any of such days occurs upon a Saturday, the Friday immediately preceding such day shall be a legal holiday. (Sec. 1-4 CT Gen. Stat.)

- \*The Friday before Easter Sunday .....
  - \*The Fourth Thursday in November .....
- Good Friday  
Thanksgiving Day

\*These days are designated by the Governor

TOWN OF MANSFIELD  
FINANCE COMMITTEE  
Meeting Schedule - 2013

Monday - January 14, 2013  
Monday - February 11, 2013  
Monday - March 11, 2013  
Monday - April 8, 2013  
Monday - May 13, 2013  
Monday - June 10, 2013  
Monday - July 8, 2013  
Monday - August 12, 2013  
Monday - September 9, 2013  
Tuesday - October 15, 2013  
Tuesday - November 12, 2013  
Monday - December 9, 2013