

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF JANUARY 14, 2013 (as amended)

Members Present: W. Ryan (Chair), D. Freudmann, C. Schaefer

Other Council Members Present: E. Paterson (ex-officio), P. Shapiro

Staff Present: C. Trahan, M. Hart

Guests: V. Rossitto, Blum, Shapiro & Co.

1. Meeting called to order at 6:04pm.
2. Minutes from 12/10/12 meeting passed as amended and presented.
3. Opportunity for Public Comment – None
4. Vanessa Rossitto from Blum, Shapiro & Co. provided an overview of the FY 2011/12 audit, Comprehensive Annual Financial Report, Federal Single Audit, and the State Single Audit and answered questions raised by the Finance Committee. Vanessa confirmed that the Town received the highest opinion possible – an unqualified opinion and that there were no material misstatements or significant deficiencies in the financial statements. Vanessa also reviewed the Management Letter. The Committee will discuss at a future date having a fraud audit performed. In addition, Cherie Trahan will provide a discussion, as recommended by the auditors, of any capital projects that are in a deficit position at yearend specifically including planned future funding.
5. Cherie Trahan presented preliminary data regarding agenda item #6 of the December 10, 2012 meeting – Allocation of Financial Services Costs. A more detailed study will be attempted in summer, 2013.
6. David distributed copies of the Agreement Between the Town of Mansfield and Regional School District No. 19 for Parking Lot and Grounds Maintenance Services as approved by the Town Council on Sept. 26, 2011. He discussed his concerns that it costs us far more to provide these services than what this agreement is for. Bill Ryan stated that he is comfortable that the amount charged is reasonable for the work provided and covers our costs. He discussed the issue with both Ralph Pemberton and Bruce Silva who confirmed that they had previously gotten similar estimates from outside vendors. Cherie explained that the original calculations were done by Lon Hultgren in 1986 and included the cost of wages, the use of equipment, and materials used. In 1996 this calculation was updated to include maintenance of Hanks Hill Road fields. More recently an adjustment was made due to the installation of artificial turf and the reduced need for grounds maintenance in those areas. Over the years, these calculations have been adjusted on an annual basis for inflation.

Carl Schaefer expressed his concern that there was no supporting documentation presented for either of the cost scenarios being discussed and that no action should be taken until we have more information. Bill Ryan suggested that we ask Lon Hultgren, Director of Public Works to come and review this with the Committee.

Paul Shapiro added that the appropriate time for this discussion would be when a new contract is presented to the Finance Committee/Town Council for approval. At that time a review can be done and Lon Hultgren would be asked to provide additional information.

7. Adjournment. The meeting adjourned at 7:08pm.

Motions:

Motion to approve the December 10, 2012 minutes by Carl Schaefer. Seconded by David Freudmann. Motion so passed.

Motion to recommend acceptance of the 2011/12 Comprehensive Annual Financial Report by the Town Council by David Freudmann. Seconded by Carl Schaefer. Motion so passed.

Motion introduced by David Freudmann:

Move, that the Finance Committee recommend to the Town Council that the Agreement Between the Town of Mansfield and Regional School District No. 19 for Parking Lot and Grounds Maintenance Services, not be extended or renewed beyond its expiration on June 30, 2013. There was no second. Motion failed.

Motion to adjourn.

Respectfully Submitted,

Cherie Trahan, Director of Finance