

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF AUGUST 25, 2014

Members Present: Bill Ryan (Chair), Paul Shapiro, Virginia Raymond

Other Council Members Present: Betty Wassmundt

Guests Present: Vanessa Rossitto, Partner and Jeff Ziplow, Partner - BlumShapiro

Staff Present: Matt Hart, Cherie Trahan

1. Meeting called to order at 6:00pm.
2. Minutes from 7/14/14 meeting approved as presented.
3. Opportunity for Public Comment – None
4. Transfer to Suspense Request – The Committee discussed the request to transfer \$2,362.75 to the Property Tax Suspense Book. This represents an amount due on a mobile home which was foreclosed on after the death of the owner. Since there are no surviving family members or estate to pay the tax, Attorney Cohen of Pullman & Comley advised that the Council transfer this tax to the suspense list. The Committee requested that Cherie Trahan follow up on the specifics as to why the judgment in this case terminated the Town's tax liens. The Committee discussed the request to have the Revenue Collector attend a Finance Committee meeting to review our collection practices. Cherie Trahan confirmed that this will be scheduled.
5. Proposed 2013/14 UConn Water/Sewer Budget – The Committee reviewed the proposed UConn Water/Sewer budget for FY 13/14. Cherie Trahan explained that the delay in submitting the proposed budget was due to 4 new customers being added to the new pump station. Water meter readings needed to be obtained from UConn in order to calculate the sewer charge.
6. Shared Services Discussion – The Committee had a lengthy discussion regarding the shared services of the finance department with the other entities (Board of Ed, Region 19, EHHD, Discovery Depot, Downtown Partnership). Jeff Ziplow from BlumShapiro provided an overview of what he does for Blum Shapiro, including consulting on shared service implementation, internal control reviews, etc. Mr. Ziplow stated that he is a strong supporter of the shared services model, but that since Mansfield's model has been in place for over 20 years, it might need some "tweaking". Virginia Raymond requested a full review of our current policies and procedures (including a gap analysis), along with our compliance with those procedures. Matt Hart also requested that we look at our resources to determine if they adequate for the agencies we support. Mr. Ziplow confirmed that they could provide those services and he would provide a proposal for the next Finance Committee meeting. The Committee supported the request for both analyses.
7. Communications/Other business/future agenda items –
 - ⇒ Review of BlumShapiro Proposal
 - ⇒ Parameters for building permit fee reductions
 - ⇒ General discussion on collection procedures
 - ⇒ Preliminary Yearend Results and Yearend Budget Transfers
8. Adjournment. The meeting adjourned at 7:02 pm.

Motions:

Motion to approve the July 14, 2014 minutes by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed.

Motion to recommend approval of the transfer to suspense by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed.

Motion to recommend approval of the proposed UConn Water/Sewer 2013/14 budget by Paul Shapiro. Seconded by Virginia Raymond. Motion so passed

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan, Director of Finance



Volume 14, Issue 7

BULLETIN

Shared Services

CCM's Research and Information Service has recently received numerous requests concerning shared services between Connecticut municipalities and their Boards of Education. We believe this may also be of interest to you and your municipality.

In light of Public Act 13-60 which requires a town to make spending recommendations to the school board concerning consolidation of non-educational services and cost savings, many municipal governments have consolidated services with their Board of Education in an effort to share costs and eliminate overlapping services. These services often include IT services, human resource services, finance services, facility maintenance services, and others.

This bulletin provides examples of different Connecticut municipalities and boards that have collaborated to operate in a more efficient manner. This bulletin represents information gathered this month in a survey CCM sent to all 169 municipalities.

The table below includes the responses received as of August 8, 2014.

Municipality	IT	Grounds/Facility Maintenance	Human Resources	Office Services	Office Software	Finance	Other	None
Vernon	✓	✓					✓	
Warren								✓
Washington		✓						
Waterford	✓	✓	✓	✓		✓		
West Hartford	✓	✓	✓	✓	✓	✓	✓	
Weston	✓	✓						
Westport	✓	✓		✓			✓	
Willington	✓					✓		
Wilton		✓					✓	
Windham					✓	✓		
Windsor		✓					✓	
Windsor Locks								✓

Note: Almost all the municipalities who selected “Other” as a shared service did so as their local government shares risk management/insurance services with their board of education.

For additional information or questions, please contact CCM’s Research and Information Services at (203) 498-3000 or by email at research@ccm-ct.org.

The information provided in this bulletin is not intended to be legal advice or opinion.



Who We Are About Us

BlumShapiro is the largest regional accounting, tax and business consulting firm based in New England with offices in Connecticut, Massachusetts and Rhode Island.

We serve as your business advisors, helping you solve challenges and maximize opportunities. Drawing upon our breadth and depth of experience in our primary service areas — non-profit organizations and educational institutions, privately held businesses and government entities — we strategically tailor and consistently deliver tested solutions for unlocking the full potential of your organization. Our highly valued team members bring their diverse backgrounds and strengths to the table resulting in you receiving a true blend of national firm experience and local firm delivery. Our team shares a common passion: a personal commitment to each client's success as well as to the communities in which we live and work.

BlumShapiro's clients include those in manufacturing, distribution, retail, construction, healthcare, real estate and auto dealerships. Government clients include municipalities, quasi-government entities and state government departments, for which we provide audit as well as specialized consulting services. Our non-profit clients are diverse and include human service agencies, private and community foundations, professional, trade and economic development associations, arts, cultural and membership organizations, healthcare organizations and educational institutions.

Baker Tilly International

We are proud to be an independent member of Baker Tilly International, a leading global network of 161 high quality, independent firms that provide accounting, assurance, tax and specialist business advice in 137 countries. The network allows us to serve our clients as they expand their businesses throughout the U.S. and abroad.

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Who We Are

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History

Maintaining double-digit annual growth in a challenging economy when many New England accounting and tax firms are realizing lower, single-digit growth rates is an achievement that BlumShapiro is proud to have earned. Our commitment to value people, relationships and professional integrity is what distinguishes us inside and outside our firm.

Formed in 1980 with the merger of Hartford's Blum, Gavens & Kaplan and Shapiro, Rosenthal & Company, P.C., the firm has a rich Hartford legacy. We maintain a philanthropic culture and civic commitment to the Greater Hartford region, even as the firm has grown beyond those borders into southern Connecticut's Fairfield County, Massachusetts and Rhode Island.

With a staff of nearly 400 working from our primary offices in Connecticut, Massachusetts and Rhode Island, BlumShapiro has grown to become the largest regional accounting, tax and business consulting firm based in New England. BlumShapiro serves as business advisors for today's leading companies, non-profit organizations and government entities.

"The firm's success rests on our ability to attract, hire and retain the best talent in the industry," according to Carl Johnson, BlumShapiro's managing partner for the past ten years. "We focus on treating our associates well and providing them with the tools necessary to deliver best-in-class service to our clients."

Actively involved in our community, we are a major supporter of the United Way and the Greater Hartford Arts Council, contributing nearly \$75,000 to each over the last two years alone. We also support Habitat for Humanity, the American Red Cross and countless local and national civic and human services-related charities. Annually, the BlumShapiro Foundation donates more than \$100,000 to support non-profit organizations in Connecticut, Massachusetts and Rhode Island.

"Founding members of our firm set the tone of giving back to our communities. It remains an important part of our firm's mission and values," said Johnson. "We encourage our employees to become involved in their local communities. They have responded by participating in more than 150 boards and numerous events throughout the year."

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PARTNER

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Areas of Expertise

Governmental, Municipalities, Law Firms, Hospitality, Business Technology Services, Consulting, Process and Controls Consulting, Sarbanes-Oxley Compliance, Software Services

About

Professional Experience Highlights

As a partner in BlumShapiro's Consulting Group, Jeff is responsible for the firm's business and technology consulting practices. He has significant experience working with business owners and managers to identify technology solutions and alternatives to their business needs.

Jeff has participated on a variety of projects, including defining information and technology requirements, developing strategic technology plans, performing information system security audits and performing software selections.

During the past several years, Jeff has been actively involved in providing investigative support and guidance to law firms and litigation consulting firms on technology-related issues for various criminal and civil court cases. As part of this effort, Jeff has developed a standard approach (methodology) for evidence collection and analysis using various technology tools. Our Computer Forensics practice uses these tools and expertise to help attorneys formulate their case and piece together electronic evidence.

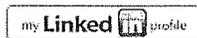
Jeff worked for Andersen Consulting for six years prior to joining BlumShapiro.

Professional Education

- University of Vermont — Bachelor of Arts
- Boston College — Master of Business Administration

Professional Organizations and Activities

- Certified Information Systems Auditor (CISA)
- Certified in Governance of Enterprise IT (CGEIT)
- Information Systems Audit and Control Association (ISACA)
- Government Finance Officers Association of Connecticut (GFOA)
- Hebrew Health Care
 - Board Member



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Areas of Expertise

Governmental, Municipalities, Accounting & Auditing

About

General Experience Highlights

As a partner in our Governmental Services Group, Vanessa performs on a wide variety of significant audit engagements, including financial and compliance audits of government and quasi-government engagements. She has over 20 years of experience in government accounting and auditing. Vanessa is knowledgeable of the reporting requirements of both OMB Circular A-133 and the State Single Audit Act. She has played an instrumental role in obtaining and maintaining the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for her clients.

Vanessa serves on the Special Review Committee for the GFOA Certificate of Achievement for Excellence in Financial Reporting. She has also testified before the State Legislative Program Review and Investigations Committee on behalf of the Connecticut Society of Certified Public Accountants on Raised Bill No. 1034, "An Act Concerning Regional School District Governance."

Professional Education

- Central Connecticut State University -- Bachelor of Science

Professional Organizations and Activities

- American Institute of Certified Public Accountants (AICPA)
- Connecticut Society of Certified Public Accountants (CTCPA)
 - Past Treasurer, Board of Directors
 - Past Chair, Governmental Accounting and Auditing Committee
- Government Finance Officers Association of Connecticut (GFOA)
- Government Finance Officers Association of the United States and Canada
 - Special Review Committee, GFOA Certificate of Achievement for Excellence in Financial Reporting
 - Special Review Executive Committee
- Leadership Greater Hartford
 - Board of Directors
 - Class of 2000
- Hartford Area Habitat for Humanity
 - Finance Committee
 - Past Vice President, Board of Directors
 - Past Chair, Governance Committee
 - Past Chair, Audit Committee
- Connecticut Council of Small Towns

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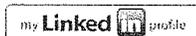
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Town of Mansfield
Financial/IT/Human Services
Payments for Service - FY 2014/15

Eastern Highlands Health District:

Contracted Payment \$ 27,400

Board of Education:

30% of Finance Director's Salary \$ 40,351 plus benefits

50% of Payroll Administrator's Salary \$ 56,529 plus benefits

\$ 96,880

Regional School District 19:

30% of Finance Director's Salary \$ 40,351 plus benefits

Contracted Payment \$ 95,200

\$ 135,551

Finance Director - Paid 40% Town; 30% Board of Ed; 30% Region 19

Payroll Administrator - Paid 50% Town; 50% Board of Ed

Finance Clerk - Paid 100% via the Health Insurance Fund - Split across all entities