

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF OCTOBER 14, 2014

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

Other Council Members Present: Betsy Paterson, Toni Moran, Betty Wassmundt, Steve Kegler, Alex Marcellino

Guests Present: Jeff Ziplow, Partner - BlumShapiro

Staff Present: Matt Hart, Cherie Trahan, David Dagon, John Carrington and Christine Gamache

1. Meeting called to order at 6:00pm.

2. Approval of the minutes for September 8, 2014

***Move** to approve the minutes of September 8, 2014 by Virginia Raymond. Seconded by Paul Shapiro. Motion passed unanimously.*

3. Approval of the minutes for September 16, 2014

***Move** to approve the minutes of September 16, 2014 by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.*

4. Opportunity for Public Comment – Rick Hossack, Old Turnpike Road expressed that he was not in favor of the additional appropriations requested as they were not in the budget. He recommends returning the funds to the taxpayers. Arthur Smith, Mulberry Road questioned whether there was anything in the financial control study that addresses unilateral approval of expenses by the Town Manager and expressed his concerns about Blum Shapiro evaluating their own work. He asked if the Finance Director has notified anyone as to whether she has retained legal counsel. He would like to know if the Attorney General has given approval of the agreement regarding the Community School of the Arts.

5. BlumShapiro Proposal to Perform a Financial Operations Controls Assessment –Jeff Ziplow, Partner with BlumShapiro reviewed the scope and cost updates to the proposal and answered questions from the Committee.

***Move** effective October 14, 2014 to authorize the Town Manager to execute a contract with BlumShapiro to perform the scope of services detailed in BlumShapiro's Proposal to Perform a Financial Operations Controls Assessment dated October 6, 2014, to be funded (\$52,500) by the additional State Payment in Lieu of taxes grant by Paul Shapiro. Seconded by Virginia Raymond. Motion passed unanimously.*

6. Proposed Additional Appropriations FY 2014/15 – The Committee discussed the proposed additional appropriations including a discussion of what was included in the 2014/15 Adopted Budget. Dave Dagon and John Carrington were available to answer questions regarding the capital improvement items requested.

**Move** effective October 14, 2014 to increase the FY 2014/15 General Fund Transfer to Capital/CNR by \$212,500 to be funded by the additional State payment in lieu of taxes grant.

**Move** effective October 14, 2014, to amend the Capital Non-recurring Fund and the Capital Improvement Program Fund budgets to fund a replacement for Ambulance 607 (\$50,000); a pavement management system study (\$50,000); street sign inventory/replacements (\$60,000).

**Move** effective October 14, 2014, to amend the Capital Improvement Program Fund budget for the purchase of a Transfer Station vehicle, roll off dumpsters, compactor and boxes for \$241,000, to be funded by the Solid Waste Fund.

**Moved** by Paul Shapiro. Seconded by Bill Ryan. Motion passed. Ryan & Shapiro in favor. Raymond against.

7. Tax Sale Results – Christine Gamache, Revenue Collector reviewed the results of the Town’s recent tax sale. Of the 11 properties submitted for collection and tax sale, 10 properties paid their taxes in full before the sale. One property was auctioned off on October 9, 2014 and was sold. All taxes for these properties have been collected. Proceeds of the sale in excess of the taxes and interest are turned over to the State for disposition. Property owners were responsible for all costs related to the collection process.
8. Tax Collection Procedures - Christine Gamache, Revenue Collector reviewed the town’s collection procedures and answered questions from the committee. Supplemental information was handed out and is attached to these minutes. Betty Wassmundt requested information on the number of businesses in town for the past (3) fiscal years.
9. Communications/Other business/future agenda items –
  - ⇒ Upcoming budget process
  - ⇒ Parameters for building permit fee reductions
10. Adjournment. The meeting adjourned at 7:18pm.

**Motions:**

Motion to adjourn.

Respectfully Submitted,  
Cherie Trahan, Director of Finance