

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF JULY 29, 2015

Members Present: Ryan (Chair), Shapiro, Raymond

Other Council Members Present: Paterson, Wassmundt, Moran (joined at 6:04pm)

Staff Present: Hart, Trahan, Meriwether

Guests: None

1. Meeting called to order at 6:00pm

2. Approval of minutes for June 8, 2015

Shapiro moved and Raymond seconded to approve the minutes of June 8, 2015. Motion passed unanimously.

3. Approval of minutes for June 10, 2015

Shapiro moved and Raymond seconded to approve the minutes of June 10, 2015. Motion passed unanimously.

4. Opportunity for Public Comment – Arthur Smith, Mulberry Road, would like to know what controls are in place for procurement and how will it be documented. He would also like to know if there is any auditing of the Playground Committee and how will we monitor them. David Freudman, Eastwood Road, spoke about the budget document and the need to make it easy for citizens to know what professional consultants are included in the budget.

5. Staff Reports – Finance Director Trahan reviewed her memo dated July 29, 2015 discussing the taxability and reporting of the Wellness Program incentives, bank account authorizations, the FY 14/15 audit engagement letter, and the upcoming work to be done for a Fraud Policy, Whistleblower Policy and Fraud Tip Line. Town Manager Hart provided comments on Town Attorney Deneen's opinion on the Purchasing Ordinance, specifically the reference to the procurement of professional & technical services. Trahan further distributed and reviewed a memo with her comments regarding the same (attached). Due to the lack of definition of "precise" in the Ordinance, staff has been instructed to issue an RFP/RFQ for all professional and technical services for \$10,000 or more. The Committee discussed all items and agreed the Purchase Ordinance should have further review, possibly by an Ad Hoc committee.

6. BlumShapiro Operational and Financial Controls Review – Trahan reviewed her memo regarding the Policies and Procedures Manual and suggestions for future updates. The Committee discussed Version 2.0 of the Finance Department Policies and Procedures Manual, dated April 2015 at length, providing feedback on areas for clarification or further review.

Shapiro moved and Ryan seconded to accept the BlumShapiro report and that the Finance Department is encouraged to review and revise the policies and procedures with major changes being brought to the Finance Committee. Motion passed unanimously.

7. Fraud Risk Assessment RFP – Finance Director Trahan reviewed the draft RFP for a Fraud Risk Assessment. She pointed out that the two areas that needed to be finalized were the scope of service and the insurance requirements. The RFP would be advertised as soon as those items were finalized.
8. Communications/Other business/future agenda items –
 - ⇒ Review of Purchasing Ordinance
 - ⇒ Implementation of Whistler Blower policy and Fraud Tip Line
 - ⇒ Level at which we propose bonding
 - ⇒ Continue review of the Fiscal Management Policies (Fund Balance complete, need to do Investment, Debt, etc)
 - ⇒ Discussion with Mansfield Discovery Depot regarding a preschool subsidy
 - ⇒ Parameters for building permit fee reductions
9. Adjournment. The meeting adjourned at 7:27 pm.
Shapiro moved and Raymond seconded to adjourn. Motion passed unanimously.

Respectfully Submitted,
Cherie Trahan, Director of Finance