

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF OCTOBER 13, 2015

Members Present: Ryan (Chair), Shapiro, Raymond

Other Council Members Present: Marcellino, Paterson, Moran (at 6:08pm), Wassmundt (at 6:12pm)

Staff Present: Hart, Trahan, Meriwether

Guests: None

1. Meeting called to order at 6:00pm

2. Approval of minutes for September 15, 2015

*Shapiro moved and Raymond seconded to approve the minutes of the September 15, 2015 meeting. Motion passed unanimously.*

3. Approval of minutes for September 21, 2015

*Shapiro moved and Raymond seconded to approve the minutes of the September 21, 2015 meeting. Motion passed unanimously.*

4. Opportunity for Public Comment – None

5. Staff Reports – The Finance office is progressing through the annual audit with BlumShapiro. Eastern Highlands Health District and Region 19 are nearly complete. BlumShapiro began working on the Town's audit and annual report. Cherie Trahan and Amy Meriwether met with the Managing Partner (V. Rossitto) and our Account Manager (M. Popham) last week and there are no concerns at this time and we are moving according to schedule.

Town Manager Hart discussed the possible replacement of carpeting in the Town Hall, with funding from the yearend transfer to the deferred maintenance account. Manager Hart will come back to the Committee with a report on the need once we have received quotes.

6. Policies and Procedures Update – Cherie Trahan reviewed her memo dated October 7, 2015 and answered questions from the Committee.

7. Fraud Risk Assessment RFP – Trahan reviewed her memo dated September 10, 2015 to Town Manager Hart regarding the responses received for the Fraud Risk Assessment RFP. If the Committee is in agreement with Trahan's recommendation, the contract will be awarded by Manager Hart to CohnReznick. The Fraud Risk assessment will provide a GAP analysis and include areas of cash collection and use of town assets. Trahan will provide oversight of the project. The Committee is in agreement with the recommendation to contract with CohnReznick.

8. Audit Services FY 2015/16 – Trahan reviewed her memo dated October 7, 2015 regarding audit services for FY 2015/16, including the BlumShapiro's fee schedule and the Government Finance Officers Association Best Practice regarding Audit Procurement. Trahan recommends finishing this contract with BlumShapiro with year 5 for the FY 2015/16 audit and going out to bid for FY 2016/17. BlumShapiro does an outstanding job with our financial review and statements however the RFP process would ensure a competitive price.

9. Communications/Other Business/Future Agenda Items – The packet included a communication from BlumShapiro – Audit Communication with Those Charged with Governance. Future agenda items include:

- ⇒ Discussion on the procedures for tax collection when there is a transfer of property (either commercial to commercial or residential sales)
- ⇒ Update on the Fee Waiver program changes – program and revenue impacts
- ⇒ Update of Fraud Policy, Fraud Tip Line & Whistleblower Policy
- ⇒ Review of Purchasing Ordinance
- ⇒ Level at which we propose bonding
- ⇒ Continue review of the Fiscal Management Policies (Fund Balance complete, need to update Investment, Debt, etc)
- ⇒ Discussion with Mansfield Discovery Depot regarding a preschool subsidy
- ⇒ Parameters for building permit fee reductions

10. Adjournment. The meeting adjourned at 6:43 pm.

*Raymond moved and Shapiro seconded to adjourn. Motion passed unanimously.*

Respectfully Submitted,  
Cherie Trahan, Director of Finance