

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF APRIL 11, 2016

Members Present: Ryan (Chair), Raymond, Marcellino

Other Council Members Present: Shapiro, Kegler (5:35pm), Sargent (5:45pm)

Staff Present: Hart, Trahan, Vincente

Guests: None

1. Meeting called to order at 5:32 pm
2. Approval of minutes for March 14, 2016

Marcellino moved and Raymond seconded to approve the minutes of the March 14, 2016 meeting as presented. Motion passed unanimously.

3. Opportunity for Public Comment – David Freudman, 22 Eastwood Road, expressed concerns regarding: the proposal to issue debt for the school projects in the FY 16/17 proposed CIP budget; lack of resistance from the Finance Committee on the proposed school budget; a \$160,000 facility study and why we need a study to tell us what condition our building are in.
4. Staff Reports – Windham & UConn Water/Sewer budgets for FY15/16, normally come to the Finance Committee before going to Council. However, due to the timing, we will discuss the proposed budgets with the entire Council at the budget workshop on Thursday, 4/14/16. The budgets will then be presented at the April 25, 2016 for approval by the WPCA.
5. Policies and Procedures Update – Fraud Risk Assessment – The Accounting Manager and Finance Director are currently reviewing an extensive draft of the report. Trahan recommends that Joe Centofanti present the report to you in May. However, he is unavailable on Monday nights in May. A special Finance Committee will be held in May for discussion of the report and recommendations.
6. Schedule of Future Agenda Items – Finance Director Trahan distributed a proposed agenda schedule for the balance of 2016, including a review of the Purchasing Ordinance and the Financial Management Policies. Councilor Raymond requested a status report on compliance by the various entities that we support with our Financial Policies and Procedures. Trahan will provide at the next meeting.
7. Parks & Recreation Program Review – Parks & Recreation Director Vincente reviewed the materials in the packet and answered questions from the Committee. Trahan reviewed the funding options on page 10 of the packet, noting that management's recommendation is to gradually increase to this level of funding. An additional \$30,000 has been included in the proposed FY 16/17 Town budget. The Committee discussed the Community Arts Program, its discontinuation of funding from UConn and whether the proposed FY 16/17 Parks & Recreation budget includes taking over the programs. Councilor Raymond urged looking at the number of programs we offer and the number of full-time equivalents it takes to run these programs.
8. Proposed FY 2015/16 CIP Adjustments – Trahan reviewed the proposed CIP adjustments and answered questions from the Committee. No additional funding is requested from the town. Any increases to projects comes from contributions or other local support.

Marcellino moved and Raymond seconded to approve the proposed CIP adjustments as presented and recommend approval by the Town Council. Motion passed unanimously.

9. Communications/Other Business/Future Agenda Items – none

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

Raymond moved and Marcellino seconded to adjourn. Motion passed unanimously.

Respectfully Submitted,
Cherie Trahan, Director of Finance