

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF SEPTEMBER 22, 2016

Members Present: Ryan (Chair), Raymond

Other Council Members Present: Shapiro

Staff Present: Hart, Trahan

Guests: None

1. Meeting called to order at 6:30pm
2. Approval of minutes for August 8, 2016

Raymond moved and Ryan seconded to approve the minutes of the August 8, 2016 meeting as presented. Motion so passed.

3. Opportunity for Public Comment – Betty Wassmundt, Old Turnpike Road, spoke regarding her concerns about long term obligations for shared service employees.
4. Staff Reports – Finance Director Trahan reported that the Town questioned the amount of administrative charges we were being assessed by Anthem. Anthem assured us that we were being charged correctly. However, our new benefits consultant, Lockton, researched and found the error and secured a significant refund for us. They will be returning \$340,309.82 plus interest for 2014, 2015 & 2016. Trahan also reported that we will have another tax sale on December 6, 2016. Demand notices were sent out on 11 properties, 4 of which have paid the outstanding taxes. The remaining properties will be part of the tax sale.
5. Policies and Procedures Update – None at this time. Recommended changes will follow the Purchasing Ordinance review.
6. Fraud Risk Assessment Update – Amy Meriwether will have an update at the October meeting.
7. Purchasing Ordinance Review – The Committee discussed at length the August 8th memo from Trahan. The Committee supports the Option 2 approval thresholds, however they want to receive a listing of all vendors who meet or exceed the cumulative contract value of \$50,000 as part of the quarterly financial statements. These thresholds and the reporting requirement will be included in the next draft Purchasing Ordinance for the Finance Committee's review.
8. Debt Performance Goals – Trahan reported significant work on the threshold assessments – similar communities, impact on bond rating, etc. A detailed report will be provided at the October meeting. The Committee will review this report and then decide if they would like Bill Lindsay, Financial Advisor, to meet with them.
9. Quarterly Financial Statements dated June 30, 2016 – Trahan reviewed the statements and answered questions from the Committee. Trahan reported the unaudited yearend results for the General Fund increasing fund balance by \$403,820. Of that amount, \$100,000 will be put in assigned fund balance to be available for tax appeal settlements. Trahan also reviewed the yearend results for the Parks & Recreation Fund, Capital Non-Recurring Fund, Town Aid Road Fund, Solid Waste Fund, Health Insurance Fund, and the Management Services Fund.

Ryan moved and Raymond seconded to accept the Quarterly Financial Statements dated June 30, 2016. Motion so passed.

10. Proposed FY 2015/16 Yearend Transfers – The Committee discussed the proposed yearend transfers. These transfers align the budget with actual expenditures for the year. In addition, a proposed increase of \$143,000 for capital and one-time expenditures was discussed at length. Trahan provided additional information on each of the project funding requests (attached to these minutes).

Raymond moved and Ryan seconded to approve the Proposed FY2015/16 Yearend Transfers as presented. Motion so passed.

11. Proposed FY 2015/16 CIP Adjustments and Closeouts – Trahan reviewed the proposed CIP transfers and closeouts. Included in these adjustments are the anticipated final changes for the Storrs Center projects, as well as recording \$774,087 in future Storrs Center tax revenue that will be needed to cover the cost overrun. The adjustments also include the project appropriation for (3) Board of Education yearend funded projects. The Committee discussed this appropriation and Raymond questioned whether this funding could have been put towards the MMS gymnasium project. Trahan confirmed the Board could have done this.

Ryan moved and Raymond seconded to approve the Proposed FY2015/16 Capital Improvement Program Adjustments as presented. Motion so passed.

12. Mansfield Discovery Depot – Trahan briefed the Committee on some of management's concerns expressed in her memo dated September 22nd. Key Town staff began meeting with MDD staff and Board members in November, 2015 regarding the fiscal results of the MDD. Town Manager Hart informed the Committee that our agreement with the MDD expires in January, 2017 and we are in the process of renegotiating. Hart assured the Committee that management is willing to work with the MDD on creating a corrective plan to address these concerns. We are not looking to replace the MDD as our day care provider, but there are management concerns that need to be addressed. We will provide a monthly update to the Finance Committee on the progress.
13. Communications/Other Business/Future Agenda Items – Chair Ryan asked Trahan to prepare a response regarding the long term obligations of shared service employees.
14. Adjournment. The meeting adjourned at 8:10 pm.
Raymond moved and Ryan seconded to adjourn. Motion so passed.

Respectfully Submitted,

Cherie Trahan, Director of Finance



TOWN OF MANSFIELD (RSD #19)

Rel code 0193

Duplicate amounts billed

2016	ADMINISTRATIVE FEE	42,947.28
	GROUP SPECIFIC COMMISSION	6,456.96
	INDIVIDUAL STOP LOSS	88,556.64
		<hr/>
		137,960.88
		<hr/>
2015	ADMINISTRATIVE FEE	52,925.85
	GROUP SPECIFIC COMMISSION	7,957.20
	INDIVIDUAL STOP LOSS	102,955.00
		<hr/>
		163,838.05
		<hr/>
2014	ADMINISTRATIVE FEE	13,218.81
	GROUP SPECIFIC COMMISSION	2,119.70
	INDIVIDUAL STOP LOSS	23,172.38
		<hr/>
		38,510.89
		<hr/>
Total	ADMINISTRATIVE FEE	109,091.94
	GROUP SPECIFIC COMMISSION	16,533.86
	INDIVIDUAL STOP LOSS	214,684.02
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		340,309.82
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Proposed Use of Yearend Funds – FY 2015/16

Council Chambers Carpeting/Walls - \$16,500 – We have been funding the upgrade to the Council Chambers with funds from the Land Protection Program, a 270 Fund account. We would like to finish this project by replacing the carpeting and removing the wallpaper and painting. In order to finish this project now, we need approximately \$16,500 more than the program balance. The carpeting in the Council Chambers is approximately 15 years old and the room was last painted over 20 years ago.

Historical Society Facilities Study - \$15,000 – This project was approved by the Council during FY 16/17 following a request for assistance from the Historical Society. Staff identified funding from the Facility Deferred Maintenance account. As this was not budgeted for originally, we would like to replace these funds with yearend surplus so that we can continue with planned projects.

Fire Alarm Panel at MCC - \$10,000 – This is to replace the fire alarm panel. It is in need of repairs and we are having more and more difficulty finding the needed parts. This is the original panel installed during construction of the facility (2003).

Library Shelving Stabilizers - \$4,000 – Staff discovered that some of the free standing library shelves need extra stability. To do this, the recommended remedy is to put “end panels” on each of the units. As with the Historical Society study, this was not budgeted for originally, so we would like to replace these funds with yearend surplus so that we can continue with other planned projects.

Trees - \$25,000 – These funds are used to remove and replace public trees that have become hazards or have died. The number of hazardous trees has increased and many smaller street trees have died in the past year due to the very dry summer. We have more projects in the queue than we have funding for. This would allow us to continue our replacement efforts. The current balance in this account is \$30,750.

Guiderails - \$25,000 - We have been trying to build this CIP account up over time. Guiderail new installations and maintenance are done from this accounts as funds permit. Many wire and wooden post systems need to be replaced with flex beam systems. This would allow us to continue our replacement/installation efforts. The current balance in this account is \$55,660.

Office Furniture - \$37,500 – In FY2015 we began budgeting for the replacement of old office furniture with more ergonomic workstations, primarily in the Town Hall. Many of the offices had not been upgraded or had furniture replaced in over 25 years. We are systematically upgrading one or two offices a year as we have funding. This additional funding would allow us to purchase high density file storage systems for the Public Works and Building departments as well as replace 15 year old office furniture in the Town Manager’s office.

Website Design - \$10,000 – There has been increasing interest in improving the town’s website. We propose a joint project with the Board of Education, who has already approved using \$10,000 of yearend surplus, to review and begin the re-design of the Town/Board website pages. We anticipate this will be sufficient to begin the process,