

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF DECEMBER 12, 2016

Members Present: Ryan (Chair), Raymond, Marcellino

Other Council Members Present: Shapiro

Staff Present: Hart, Trahan

Guests: None

1. Meeting called to order at 5:00pm
2. Approval of minutes for November 28, 2016

Raymond moved and Marcellino seconded to approve the minutes of the November 28, 2016 meeting as presented. Motion so passed.

3. Opportunity for Public Comment – None
4. Staff Reports – Finance Director Trahan reported back on the Board of Education (Account 62401) FY 16/17 question – This department shows 67% of the annual budget spent (\$210,748) as of September 30th. What is included in this department? This reflects the annual payments for the Early Retirement plan. As of this year, the Board is paying for 11 retirees and there are 7 more eligible to receive this benefit upon retirement. The benefit is payable to teachers hired before September 1, 1987 whose age and years of service total at least 70 and who have at least 15 years of service with Mansfield. Those eligible receive 20% of their final pay for 5 years. These payments are made in July hence the large portion of this account is already spent for the year.
5. Policies and Procedures Update – The Committee received the final red-lined version of the Revised Policies and Procedures. Correction for page 22 – confirm the number of bank accounts that get reconciled. Rewording for page 38, Item 5 Accounts Payable – “The final check run for the current fiscal year is performed in the idle of the ~~next~~ first month of the next fiscal year.” Corrections will be made and the Policies and Procedures will be posted on the Town’s website.

Marcellino moved and Ryan seconded to accept the revisions to the Policies and Procedures as reflected in Version 4 dated October, 2016 with updates to pages 22 and 38 as recommended by the Committee. Motion so passed.

6. Fraud Risk Assessment Implementation Update – The Committee received the final version of the Fraud Risk Assessment Implementation Plan items. Procedures will be implemented per the plan and will be the basis for an internal control audit later in the year. The procedures will be reviewed again following the audit for potential modifications.

Marcellino moved and Raymond seconded to accept the implementation plan as recommended. Motion so passed.

7. Purchasing Ordinance Review – The Committee received the final red-lined version of the recommended changes to the Purchasing Ordinance. A few additional comments/changes were discussed, so this item will come back to the Committee for further review. Items for further review include Professional & Technical Services where the scope of work is less precise, and

how frequently the Town should go out to bid for services such as Bond Counsel, Financial Advisor, etc. Typically, municipalities have long term relationships with these types of firms. Staff will come back with a listing of what services would be considered in this category.

Councilor Raymond suggested that for some types of purchased services, we might consider going out to bid and pre-qualifying a number of vendors so that we have a pool of firms to choose from rather than doing individual bids.

8. Debt Performance Goals – Trahan reviewed her analysis work on affordability measures with the Committee. The Committee would like to have our financial advisor come to a meeting to discuss the affordability measures and thresholds with them. Trahan will schedule for an upcoming meeting.
9. Mansfield Discovery Depot – Town Manager Hart discussed the status of our current agreement with the MDD and the recommendation on the Council agenda to negotiate a 6 month extension. Trahan reviewed some of the progress to date working with the MDD Director and one Board member.
10. Regular Meeting Schedule for 2017 – Proposed schedule is for the Finance Committee to continue their meetings on the second Monday of each month at 5:30pm.

Raymond moved and Marcellino seconded to approve the Regular Meeting Schedule as presented. Motion so passed.

11. Budget Process for FY2017/2018 – The Committee reviewed two options for reviewing the budget document during the Council’s Budget Workshops – a page-by-page approach and a functional review approach. In the past, we have done a page-by-page review. The Committee agreed to try the functional review approach this year, noting that we will still review each page in the proposed budget.

Manager Hart informed the Committee that staff had a budget kickoff meeting and that his direction to staff was to plan for a current services budget cognizant of the State’s 2.5% Spending Cap legislation. The Committee requested additional information on the State’s plan for their unfunded pension liability. What will the impact be on municipalities?

12. Communications/Other Business/Future Agenda Items – None

13. Adjournment. The meeting adjourned at 6:16pm.

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

Respectfully Submitted,

Cherie Trahan, Director of Finance