

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING

Monday, January 9, 2017

Audrey P. Beck Building
Conference Room B
5:30pm

A G E N D A

CALL TO ORDER

APPROVAL OF THE MINUTES.....1

OPPORTUNITY FOR PUBLIC COMMENT

STAFF REPORTS.....3

OLD BUSINESS

1. Policies and Procedures Update
2. Purchasing Ordinance6
3. Financial Management Goals/Policies – Debt Performance (table to February)
4. Mansfield Discovery Depot Update

NEW BUSINESS

1. Comprehensive Annual Financial Report (separate document)
2. FY 2016/17 State Rescissions.....15

COMMUNICATIONS/OTHER BUSINESS/FUTURE AGENDA ITEMS

ADJOURNMENT

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

**Finance Committee – Draft Agenda Schedule 2017
(Excluding Standing Items)**

January 9, 2017

1. Old Business – Purchasing Ordinance, MDD Update
2. Comprehensive Annual Financial Report

February 14, 2017

1. Old Business – Debt Management Policy – Bill Lindsay
2. Quarterly Financial Statements
3. Proposed Salary Transfers FY 16/17

March 13, 2017

1. Financial Management Goals – Financial Reporting, Reserve (Contingency), Capital Improvements, Investment, Operating Expenditures, Revenues
2. Solid Waste Fund – Appropriate level of Fund Balance/Equipment Replacement Schedule
3. Revised budgeting format for Shared IT and Shared Finance Services

April 12, 2017

1. Financial Management Goals – Financial Reporting, Reserve (Contingency), Capital Improvements, Investment, Operating Expenditures, Revenues
2. Proposed CIP Adjustments

May 8, 2017

1. Appoint the Auditors
2. Quarterly Financial Statements

June 12, 2017

1. Financial Management Goals – Financial Reporting, Reserve (Contingency), Capital Improvements, Investment, Operating Expenditures, Revenues

July 10, 2017

1. Financial Management Goals - Financial Reporting, Reserve (Contingency), Capital Improvements, Investment, Operating Expenditures, Revenues

August 14, 2017

1. Preliminary Yearend Results

September 11, 2017

1. Proposed Yearend Transfers
2. Quarterly Financial Statements

**Finance Committee – Draft Agenda Schedule 2017 - Continued
(Excluding Standing Items)**

October 10, 2017

1. Transfer of Uncollected to Suspense

November 13, 2017

1. Quarterly Financial Statements
2. Regular Meeting Schedule for 2018
3. Budget Process for 18/19

December 11, 2017

1. Proposed Salary Transfers 17/18

Town of Mansfield
Tax Sale Results - December 14, 2016

Original list	Description	Amount Due	Payoffs	SOLD AT AUCTION	POSTPONED AT AUCTION	WRITE OFF
Blanchette, C.	91 Chaffeeville Lot 13	\$ 5,056.75	\$ 5,056.75	\$ -	\$ -	\$ -
Brooks, G.& L.	14 Sharon Dr	3,546.64		-		(3,546.64)
Decaro, K.	300 Coventry rd	13,398.84	13,398.84	-		
Drumlin Studios I LLC	Browns Rd	4,560.77	4,560.77	-		
Gwozdz, P.	25 Barlow Dr	6,449.44		-		(6,449.44)
Jonaitis, E.	53 Marybell Dr	8,894.06		-		(8,894.06)
Krivicky, T.	468 Stafford Rd	7,610.96		-	7,610.96	
Meadowbrook Pines	Michele La	2,103.35	2,103.35	-		
Schmeelk, P.	16D College Park	18,136.45	18,136.45	-		
Venter, R.	76 Fern Rd	55,803.08		-	55,803.08	
W & W Inc	Cider Mill Rd (2 parcels)	6,543.56		-	6,543.56	
Total		<u>\$ 132,103.90</u>	<u>\$ 43,256.16</u>	<u>\$ -</u>	<u>\$ 69,957.60</u>	<u>\$ (18,890.14)</u>

Proposed Revisions – Version 4 – 1/4/17

Chapter 76. Purchasing

[HISTORY: Adopted by the Town Council of the Town of Mansfield 6-22-2009, effective 7-22-2009.[1] Amendments noted where applicable.]

GENERAL REFERENCES

Administrative departments — See Ch. 2.

Code of Ethics — See Ch. 25.

Disposal of property — See Ch. 73.

Reserve Fund — See Ch. 85.

[1] Editor's Note: This ordinance also superseded former Ch. 76, Purchasing, adopted 5-29-1990.

§ 76-1. Title.

This chapter shall be known and may be cited as "The Ordinance for Obtaining Goods and Services."

§ 76-2. Legislative authority.

This chapter is enacted pursuant to the provisions of Town Charter § C506B(1)(c).

§ 76-3. Purpose; applicability; environmental considerations.

- A. The purpose of this chapter is to provide a set of procedures designed to obtain the best possible value for the necessary goods and services purchased by the Town of Mansfield, in accordance with Article V, § C506, of the Town Charter. It shall be the general policy and presumption of the Town Council that contracts for the procurement of supplies, materials, equipment, property or services shall be entered into pursuant to a competitive process. The Town Council has also determined that competitive bidding in some instances may be against the best interest of the Town. The Council, therefore, invokes its powers under Article V, § C506B(1)(c), of the Town Charter to establish this chapter designed to better ensure receipt by the Town of the best possible value for necessary goods and services by taking advantage of all prudent purchasing methods and opportunities available in the marketplace, including the open competitive bidding

process, and delegates authority to implement these procedures to the Purchasing Agent. These procedures are further designed to provide for the fair and equitable treatment of all persons involved in public purchasing by the Town of Mansfield.

- B. This chapter shall apply to the purchase of all supplies, materials, equipment and other commodities and contractual services and construction (hereafter referred to as "products and services") required by any department, agency, board or commission of the Town, irrespective of the source of funds, except the purchase of specialized goods and contractual services for the purpose of instruction by the Board of Education. The Mansfield Board of Education and the Region 19 Board of Education shall be encouraged to adopt purchasing regulations similar to the provisions of this chapter. Nothing herein contained shall be construed to prevent the Director of Finance from serving, to the extent requested, as the Purchasing Agent for all requirements of the Board(s) of Education.

- C. In order to increase the development and awareness of environmentally sound products and services, the Town of Mansfield will ensure that all possible and feasible specifications are reviewed for consideration of environmental impacts. Consideration will be given to those products that, from a life cycle perspective, adversely affect the environment in the least possible way. This means that the Town of Mansfield will make a reasonable and responsible effort to choose product and services that:
 - 1) Are produced in an environmentally responsible manner.
 - 2) Are distributed in an environmentally responsible manner.
 - 3) Cause the least possible damage to the environment.
 - 4) Can be removed in an environmentally responsible manner.

§ 76-4. Solicitation and award procedures.

- A. As provided in the Town Charter, the Director of Finance shall serve as the Purchasing Agent for the Town, and shall be responsible for the procurement of all products and services for the Town. Subject to the limitations set forth in the Charter and in § 76-3B of this chapter, the Purchasing Agent shall have the authority to approve all contract specifications, prescribe the method of source selection to be utilized in the procurement of all products or services, award all contracts for products and services based on a determination of the bidder who offers the best value to the Town, and shall have the authority necessary to enforce the purchasing provisions of the Charter and these rules. In addition, the Purchasing Agent shall have the following specific duties:
 - 1) To inspect all supplies, material and equipment ordered by and delivered to the Town to ensure compliance with specifications and conditions affecting the purchase

thereof, or delegate the inspection thereof to such Town employees as are authorized to purchase said supplies, materials or equipment in accordance with Subsection B of this section.

- 2) To procure and award contracts for, or supervise the procurement of, all products and services needed by the Town, and to maintain custody and care of all contracts for goods and contractual services to which the Town is a party.
 - 3) To transfer between offices or sell, trade, or otherwise dispose of surplus supplies, materials, or equipment belonging to the Town.
 - 4) To prepare, issue, revise, and maintain all bid specifications and to establish and maintain programs for specification development, and the inspection, testing, and acceptance of products and services.
 - 5) To prepare and adopt operational procedures governing the procurement functions of the Town.
 - 6) To have the discretion and authority for cause to disqualify vendors and to declare them to be irresponsible bidders and to remove them from receiving any business from the Town.
 - 7) To cancel, in whole or in part, an invitation to bid, a request for proposals, or any other solicitation, or to reject, in whole or in part, any and all bids or proposals when to do so is in the best interests of the Town.
 - 8) To require, when necessary, bid deposits, performance bonds, insurance certificates, and labor and material bonds or other similar instruments or security which protect the interests of the Town.
 - 9) To procure for the Town all federal and state tax exemptions to which it is entitled.
 - 10) To ensure that the Town is exempt from state fair trade laws as provided by the Connecticut General Statutes.
 - 11) To join with other units of government and with private sector organizations in cooperative purchasing plans when the best interests of the Town would be served.
- B. Delegation to other Town officials. With the written approval of the Town Manager, the Purchasing Agent may delegate any portion of the authority to purchase certain products and services to other Town employees, if such delegation is deemed necessary and appropriate for the effective and efficient operation of Town government and for the procurement of those items. The Purchasing Agent, with the written approval of the Town Manager, may revoke such delegation at any time. The person to whom such authority is delegated shall be responsible for complying with the requirements of the

Charter, this chapter and any rules or regulations which may exist relating to the execution of the procurement process.

C. Methods of source selection. In accordance with Article V of the Town Charter, unless otherwise prescribed by law, the Purchasing Agent shall take advantage of all prudent purchasing methods and opportunities available in the marketplace. This includes, but is not limited to, such methods as competitive sealed bids, competitive sealed proposals, competitive negotiation, sole-source procurement, small purchase procedures, credit card procedures, bulk ordering, emergency purchases, multi-step bidding, Internet purchasing, use of cooperative purchasing plans and public auctions. The Purchasing Agent may "pre-qualify" a small number of firms, typically no more than three (3) or four (4), using one of the previous methods listed in this sub-section for obtaining future goods and services needs. In deciding which method to utilize, the Purchasing Agent may take into consideration the following factors:

- 1) How to obtain the best value for the commodity.
- 2) Whether or not to utilize a fixed-price or fixed-service contract under the circumstances.
- 3) Whether quality, availability, or capability is overriding in relation to price.
- 4) Whether the initial installation needs to be evaluated together with subsequent maintenance and service capabilities and what priority should be given to these requirements.
- 5) What benefits are derived from product or service compatibility and standardization and what priority should be given to these requirements.
- 6) Whether the marketplace will respond better to a solicitation permitting not only a range of alternative proposals, but evaluation, discussion, and negotiation of them before making the award.
- 7) What is practicable and advantageous to the Town.
- 8) The availability of vendors.
- 9) The efficiency of the process.
- 10) The fair and equitable treatment of potential participants.
- 11) The degree to which specifications can be made clear and complete.
- 12) The timeliness of the process to the needs of the Town.

- D. Award of contract. Contracts shall be awarded, by the Purchasing Agent to the vendor who offers the best value to the Town. The Finance Committee shall be advised in the next quarterly financial report, or sooner when appropriate, when the Purchasing Agent awards a contract for goods or services for \$10,000 or more (but not professional services as defined in Subsection I) other than by competitive sealed bid in accordance with Article V, § C506B(1)(c), of the Town Charter. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Purchasing Agent.

On behalf of the Town, the Purchasing Agent shall have the authority and responsibility to execute contracts for the purchase of all products and services for the Town, determining the length of the contract, payment terms, and other specifications. Following the termination of any the contract, the Purchasing Agent will initiate a new procurement process begins again if the goods and services are still needed.

The Finance Committee shall be advised on a quarterly basis of all vendors whose cumulative contracts with the Town or Board reach \$50,000.

- 1) The quality, availability, adaptability, and efficiency of use of the products and service to the particular use required.
- 2) The degree to which the provided products and services meet the specified needs of the Town, including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services or systems.
- 3) The number, scope, and significance of conditions or exceptions attached or contained in the bid and the terms of warranties, guarantees, return policies, and insurance provisions.
- 4) Whether the vendor can supply the product or service promptly, or within the specified time, without delay or additional conditions.
- 5) The competitiveness and reasonableness of the total cost or price, including consideration of the total life-cycle cost and any operational costs that are incurred if accepted.
- 6) A cost analysis or a price analysis including the specific elements of costs, the appropriate verification of cost or pricing data, the necessity of certain costs, the reasonableness of amounts estimated for the necessary costs, the reasonableness of allowances for contingencies, the basis used for allocation of indirect costs, and the appropriateness of allocations of particular indirect costs to the proposed contract.
- 7) A price analysis involving an evaluation of prices for the same or similar products or services. Price analysis criteria include, but are not limited to: price submissions of prospective vendors in the current procurement, prior price quotations and contract

prices charged by the vendor, prices published in catalogs or price lists, prices available on the open market, and in-house estimates of cost.

- 8) Whether or not the vendor can supply the product or perform the service at the price offered.
- 9) The ability, capacity, experience, skill, and judgment of the vendor to perform the contract.
- 10) The reputation, character and integrity of the vendor.
- 11) The quality of performance on previous contracts or services to the Town or others.
- 12) The previous and existing compliance by the vendor with laws and ordinances or previous performance relating to the contract or service, or on other contracts with the Town or other entities.
- 13) The sufficiency, stability, and future solvency of the financial resources of the vendor.
- 14) The ability of the vendor to provide future maintenance and service for the use of the products or services subject to the contract.

E. Common specifications and standards.

- 1) In accordance with this chapter, all of the Town's departments, agencies, boards and commissions shall work together with the Purchasing Agent to identify common needs and establish standard specifications for the purchase of goods and contractual services which are commonly used by more than one department, agency, board, or commission.
- 2) The Purchasing Agent shall be responsible for identifying goods and contractual services common to the needs of the Town, School Department and their boards and commissions and for preparing and utilizing standard written specifications submitted for such goods and contractual services. After adoption, each standard specification shall, until revised or rescinded, apply in terms and effect to every purchase and contract for said goods or contractual service. The Town Manager may exempt any using agency of the Town from the use of the goods or contractual services in such standard specification if, in his/her judgment, it is in the best interest of the Town to so do.

F. Sole-source procurement and brand name specification.

- 1) It is the policy of the Town to encourage fair and practicable competition consistent with obtaining the best possible value for the necessary products and services required by the Town. Since the use of sole-source procurement or a brand name specification is restrictive, it may be used only when the Purchasing Agent makes a written determination that there is only one practical source for the required product or service or that only the identified brand name item or items will satisfy the Town's needs and the Town Manager concurs with such finding. A requirement for a particular brand name does not justify sole-source procurement if there is more than one potential vendor for that product or service.
 - 2) Any request by a using agency that procurement be restricted to one potential contractor or be limited to a specific brand name shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.
 - 3) A record of all sole-source procurements and brand name specifications shall be maintained. Sole-source records shall list each contractor's name; the amount and type of each contract; a listing of the products or services procured under each contract; and the effective dates of the contract. Brand name records shall list the brand name specification used, the number of suppliers solicited, the identity of these suppliers, the supplier awarded the contract, and the contract price. The Town Council Finance Committee shall be advised, in the next quarterly financial report, or sooner when appropriate, when the Purchasing Agent and the Town Manager have made a determination of brand name or sole-source selection.
- G. All purchases made and contracts executed by the Purchasing Agent shall be pursuant to a written or electronic purchase order from the head of the office, department or agency whose appropriation will be charged, and no contract or order shall be issued to any vendor unless and until the Director of Finance certifies that there is to the credit of such office, department or agency a sufficient unencumbered appropriation balance to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued. This requirement may be deferred in the event that an emergency situation requires prompt action by the Purchasing Agent. This subsection will not prevent the use of open purchase orders or the use of a purchasing card program designed to consolidate many small transactions onto a single monthly invoice.
- H. The responsible head of each department, office, institution, board, commission, agency or instrumentality of the Town shall certify, in writing, to the Purchasing Agent the names of such officers or employees who shall be exclusively authorized to sign purchase orders for such respective department, office, institution, board, commission, agency or instrumentality, and all requests for purchases shall be void unless executed by such certified officers or employees and approved by the Purchasing Agent.
- I. **Professional services.** As the procurement of professional services is generally exempt from the requirements of competitive sealed bidding, all contracts for professional services, including legal services, shall be obtained in accordance with the following guidelines, with the exception of the Town Attorney who shall be chosen in accordance

with Article III, § C305, of the Town Charter. The Town Manager shall execute an agreement for professional services with the appointed Town Attorney.

- 1) A request for proposal (RFP) or request for qualifications (RFQ) shall be written for all requests for professional services [except as described in Subsection I(23) below] of \$25,000 or more. The RFP or RFQ shall be written in such a manner as to describe the requirement to be met, without having the effect of exclusively requiring a proprietary product or service, or procurement from a sole source, unless approved in accordance with the requirements of this section. This requirement may be met by using State contracted pricing or pre-qualified pricing through other governmental or cooperative agency arrangement including but not limited to the Connecticut Conference of Municipalities (CCM) and Capital Region Council of Governments (CRCOG).
- ~~2) When the scope of work is less precise as determined by the Town Manager, the preferred method of obtaining professional services shall be through the use of competitive negotiation. The process used for the solicitation of proposals shall assure that a reasonable and representative number of vendors are given an opportunity to compete. The Town Manager may limit the number of qualified vendors considered and may approve solicitation by invitation or public notice.~~
- 3)2) In accordance with Article III, § C305C, of the Town Charter, the Town Manager, with the approval of the Town Council, may obtain special legal services other than the Town Attorney. In obtaining those services, the Town Manager may consider, in addition to hourly rate, the reputation, character and integrity of the firm, the quality of performance on previous contracts and services to the Town, the ability of the firm to provide these services over an extended period, and the ability, capacity, experience, skill and judgment of the attorneys performing the service.
- 4)3) The award of a professional services contract shall be done in a manner designed to obtain the best possible value to the Town and with consideration of the factors listed in Subsection D of this section, titled "Award of contract."
- 5)4) Professional services defined.

a. Professional services are defined as:

- i. Work requiring knowledge of an advanced type in a field of study and which frequently requires special credentialing, certification or licensure. Such areas include but are not limited to engineers, architects, appraisers, medical service providers, consultants, actuaries, banking services, and legal; or
- ii. Work that is original and creative in character in a recognized field or artistic endeavor or requires special abilities and depends primarily on a person's invention, imagination, or creative talent. Such fields or artistic endeavors include but are not limited to the following: health and fitness, cultural arts, crafts, ice skating, and specialty area instructors; and
- iii. Work that requires consistent exercise of independent discretion and judgment to perform according to a provider's own methods and without being subject to the control of the Town except as to the result of the work.

- b. Professional service providers shall not be dependent on the Town as their sole client, and must be clearly considered an independent contractor as opposed to an employee as defined by state and federal laws, regulations, and court decisions.

~~6)~~ On behalf of the Town, the Purchasing Agent shall have the authority and responsibility to execute professional service contracts under \$25,000, determining the length of the contract, payment terms, and other specifications. The Town Manager shall have the authority and responsibility to execute professional service contracts of \$25,000 or more, determining the length of the contract, payment terms, and other specifications. Following the termination of any contract, the Purchasing Agent will initiate a new procurement process if the goods and services are still needed.

- J. Invoice schedule. All contracts for goods, contractual services and professional services to which the Town is a party shall include a provision requiring the vendor or contractor to invoice the Town in a timely manner, pursuant to a schedule established by the Purchasing Agent.
- K. Custody of contracts. All contracts for goods, contractual services and professional services to which the Town is a party shall be kept in the office of the Purchasing Agent and shall be under the care and custody of the Purchasing Agent unless the Purchasing Agent has delegated the authority to take custody of such a contract to another Town official in accordance with Subsection B of this section. All other contracts to which the Town is a party or to which any officer or board, bureau or commission of the Town, acting in behalf of the Town, is a party shall be kept on file in the Town Clerk's office and shall be under the care and custody of the Town Clerk. When any officer, board, bureau or commission of said Town shall require any original contract in which the Town is interested, as aforesaid, the contract shall not be taken from the Town Clerk's or Purchasing Agent's office until such officer, board, bureau or commission has given a receipt therefor, and a copy of such contract shall be filed with the Town Clerk or Purchasing Agent as soon as the same can be made. The above provisions shall not apply when any such contract is needed for temporary use in the Town building and is returned on the same day that it is taken.

N.B #2

Cherie Trahan

From: Cherie Trahan
Sent: Friday, December 30, 2016 9:58 AM
To: Matthew W. Hart
Subject: FY 2016/17 Municipal Aid Reductions
Attachments: State grants.pdf

The State has released the grant reductions for FY 16/17 due to the MORE lapse savings. Mansfield will see a reduction of \$105,859 in our Education Cost Sharing Grant (ECS).

In addition, the State has reached the maximum bonding authorization for LoCIP projects. Therefore no further reimbursement requests will be accepted beyond those that were approved as of December 22, 2016. We were scheduled to submit a request for the March, 2017 entitlements of \$195,109.

It is our understanding that no further cuts to municipalities for the current year are anticipated. Our total loss in State aid is \$300,968. Recall, our adopted budget left \$372,926 of State aid unappropriated due to concerns of rescissions. This will leave us with a surplus of State revenue of \$71,968, which will roll into fund balance at the end of the year along with the projected \$500,000 from our adopted FY 2016/17 budget. The projected Fund Balance is as follows:

Fund Balance, 7/1/16	\$4,262,610
Anticipated Revenue Surplus	<u>571,968</u>
Projected Fund Balance, 7/1/17	<u>\$4,834,578</u>
Reserve as % of Adopted Budget	9.4%

Cherie

Cherie Trahan
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Town of Mansfield/Mansfield Board of Education
 State Grant Analysis
 As of December 29, 2016

Grant	2009	2010	2011	2012	2013	2014	2015	Actual	Council Adopted	State Adopted	State Amended	Incr/(Decr)
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2017	2017	2017
Pequot Grant	349,407	191,334	193,911	211,700	231,700	205,985	205,662	241,157	205,528	204,996	204,996	(532)
PILOT	8,396,689	8,055,354	7,265,843	7,058,654	7,030,230	6,784,862	7,656,351	7,192,804	7,187,599	7,131,699	7,131,699	(55,900)
ECS	10,070,677	10,070,677	10,070,677	10,065,506	10,189,409	10,168,358	10,181,241	10,169,249	9,798,810	10,053,269	9,947,410	148,600
Transportation	247,412	137,067	135,357	116,428	132,423	124,527	119,987	111,600	112,398	-	-	(112,398)
Town Aid	205,614	206,217	205,727	208,125	212,152	423,034	415,303	416,521	416,521	416,521	416,521	-
LoCIP	182,348	174,491	183,979	183,703	189,462	192,489	184,935	195,109	195,109	195,109	525,280	(195,109)
Municipal Revenue Sharing				407,710	281,154						2,516,331	401,413
MRS Select Payment in Lieu												(114,116)
Municipal Aid Adjustment						625,545	319,207					
Total Actual	19,452,147	18,835,140	18,055,494	18,251,826	18,266,530	18,524,800	19,082,686	18,326,440	20,670,279	21,043,205	20,742,237	71,958
\$ Incr (Decr) from Prior		(617,007)	(779,646)	196,332	14,704	258,270	557,886	(756,246)	2,343,839	2,716,765	2,415,797	
% Incr (Decr) from Prior	3.9%	-3.2%	-4.1%	1.1%	0.1%	1.4%	3.0%	-4.0%	12.8%	14.8%	13.2%	