

AGENDA

In accordance with PA 22-3, this meeting will be a hybrid meeting. A video recording of the meeting will be available on **YouTube** at [“MANSFIELD CONNECTICUT STREAMING CHANNEL”](#) within seven (7) days after the meeting.

Residents who attend in person can speak during the "Opportunity for Public Comment" portion of the meeting. Public Comment from those viewing the meeting remotely will be accepted by email at FinanceCom@mansfieldct.org or by USPS mail at 4 South Eagleville Road, Mansfield, CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting).

Call to Order

1. Presentation of FY2025 Audit Reports
2. Opportunity for Public Comment
3. Staff Reports
4. Approval of Minutes
 - a. December 8, 2025

Old Business - N/a

New Business

5. Capital Improvement Project Adjustments FY2026

Communications/Other Business/Future Agenda Items

Adjournment



**Town of Mansfield
Agenda Item Summary**

To: Town Council Finance Committee
From: Ryan J. Aylesworth, Town Manager; Amanda L. Backhaus, CPA, Director of Finance; Maria E. Capriola, Chief of Shared Services and Administration
Date: January 12, 2026
Re: Audited Financial Statements Dated June 30, 2025

Subject Matter/Background

Attached are the audited financial statements dated June 30, 2025. Leslie Zoll, Principal at CliftonLarsonAllen LLP, will be present to provide a summary of the audit results.

Recommendation

If the Finance Committee recommends that the Town Council accept the financial statements, the following motion is in order:

Move effective January 12, 2026, to recommend the Town Council accept the audited Financial Statements dated June 30, 2025.

Attachments

1) N/a - See links for all related audit reports below.

Annual Financial Statement:

<https://www.mansfieldct.gov/DocumentCenter/View/26849/2024-2025-Town-of-Mansfield-Financial-Statements>

Federal Single Audit

<https://www.mansfieldct.gov/DocumentCenter/View/27095/2024-2025-Town-of-Mansfield-Federal-Single-Audit-Report>

State Single Audit

<https://www.mansfieldct.gov/DocumentCenter/View/26850/2024-2025-Town-of-Mansfield-State-Single-Audit-Report>

Communication with Governance

<https://www.mansfieldct.gov/Admin/DocumentCenter/Document/View/27088/Communication-with-Governance>

DRAFT MINUTES

Members Present: Shaiken, Cotton, Zaicek

Others Present: Moran, Kueffner, Tomecko

Staff Present: Aylesworth, Capriola, Backhaus

Meeting called to order at 5:01 PM

1. Opportunity for Public Comment: None noted.
2. Staff Reports: Backhaus reported that the Town's audit report was finalized in November. This is very early for audit completion and all reports included clean audit opinions. She noted she is working to add a presentation from the auditors to our next meeting.
3. Approval of minutes for October 8, 2025:

Carlita moved and Shaiken seconded to approve the minutes of October 8, 2025. Zaicek abstained. Motion passed.

4. Finance Committee Meeting Schedule 2026: Shaiken noted that we have historically held our Finance meetings before the first Council meeting of the month with the exception of the few meetings noted in the packet. No members had objections to continuing with this schedule.

Cotton moved to approve, effective December 8, 2025, that the Finance Committee approve the 2026 Meeting Schedule as presented. Zaicek seconded and the motion passed unanimously.

5. Quarterly Financial Statements – Q1 September 30, 2025: Backhaus reviewed the quarterly financial statements for the period ending September 30, 2025 noting the following highlights:
 - General Fund Revenues are at 51.1%. Tax collections are in line with the prior year. The first ECS payment was received in October. Interest income is trending above budget but not as above as prior years.
 - General Fund Expenditures are at 22.6% and no departments are anticipated to be over budget.
 - The Day Care Fund has a surplus for the quarter. We were able to file amended tax returns and finally received the employee retention credit that was earned during COVID.
 - Capital Nonrecurring Fund has an available balance of approximately \$1 million.
 - Mansfield Downtown Partnership has a deficit of \$10 thousand. We anticipate this will adjust as the year progresses and we receive our payment from UCONN, which is received annually.
 - Solid Waste and Sewer funds are both currently operating at a surplus due to positive collection rates.
 - The Health Insurance Fund has a deficit of \$652 thousand. This is slightly higher than the budgeted amount of \$505 thousand. The fund balance in this fund is significantly higher than

goal, which is why a large amount of fund balance was budgeted to be used in the current year. Overall monthly medical claims are up 21% from the prior year.

- The interest rate for STIF is currently 4.38%. This is down from 5.36% in the prior year which aligns with Federal Reserve expectations.

Shaiken discussed the budget challenges that we have had with interest income. Finance is looking into a tiered CD approach to help us better budget. Backhaus answered questions from Zaicek and Kueffner.

Cotton moved to recommend, effective December 8, 2025, that the Town Council accept the Financial Statements dated September 30, 2025. Zaicek seconded. Motion passed unanimously.

6. Vendor List: Shaiken reminded the Committee that earlier in the year, the Committee had approved amendments to the purchasing ordinance. At that time, they removed the reporting requirement for vendors over \$50 thousand. At the same time, they requested Finance provide a quarterly update of vendors over \$50 thousand. The Committee reviewed the list noting that it was useful information. Shaiken requested we continue receiving this on a quarterly basis.
7. Communications/Other Business/Future Agenda Items: None noted
8. Adjournment. The meeting adjourned at 5:58 pm.

Cotton moved and Zaicek seconded to adjourn. Motion unanimously.

Respectfully submitted,

Amanda L. Backhaus, CPA
Director of Finance



**Town of Mansfield
Agenda Item Summary**

To: Town Council Finance Committee
From: Ryan J. Aylesworth, Town Manager
Amanda Backhaus, Director of Finance
Date: January 12, 2026
Re: Proposed Capital Improvement Program Adjustments FY2026

Subject Matter/Background

Attached please find the January 12, 2026 correspondence from the Director of Finance recommending an adjustment to the Capital Projects Fund.

Financial Impact

The majority of these transfers net to zero. There will be an increase to capital projects of \$20,199.20 due to insurance proceeds received. There will be an increase to BOE capital projects of \$162,000 due to mid-year transfers approved by the Board of Education through their operating budget.

Recommendation

If the Finance Committee recommends acceptance of the budget adjustments, the following motion would be in order:

Move, effective January 12, 2026, to recommend the Town Council approve the adjustments to the Capital Projects fund, as presented by the Director of Finance in her correspondence.

Attachments

1. Proposed Capital Improvement Program Adjustment FY2026 memo dated January 12, 2026

MEMO

To: Ryan Aylesworth, Town Manager
From: Amanda Backhaus, Director of Finance
Date: January 12, 2026
Subject: **Proposed Capital Improvement Program Adjustments for FY 2026**

Periodically we adjust and close out capital projects as appropriate. The adjustments listed below increase the appropriations for projects for which additional revenue sources have been identified.

Close Project	Project	Funding Adjustment	Notes
	Park Improvements	20,199.20	Increase appropriation for insurance proceeds received
	NZTC Building Repairs	(50,000.00)	Decrease appropriation to move funding to Park Building Repairs for additional repairs
	Park Building Repairs	50,000.00	Increase appropriation for transfer in from NZTC Building Repairs for additional repairs
	MMS Parking Lot Design	75,000.00	Increase appropriation from MBOE salary transfers for architectural design of parking lot including additional sidewalks and drainage study
	MMS School Security Grant	37,000.00	Increase appropriation from MBOE salary transfers for the replacement of the former main entrance doors which was not part of the original scope of the project
	Technology Infrastructure - Schools	50,000.00	Increase appropriation from MBOE salary transfer to purchase additional equipment
	Total:	\$ 182,199.20	

Should the Town Council agree with this recommendation the following motion is below:

Move, effective January 12, 2026, to recommend the Town Council approve the adjustments to the Capital Projects fund, as presented by the Director of Finance.