

AGENDA

In accordance with PA 21-2 §147 and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting will be held virtually. The public may listen to the meeting live by calling [+1 \(929\) 205-6099](tel:+19292056099) and using meeting ID [885 3347 8860](#). Additionally, a video recording of the meeting will be available on **YouTube** at [“MANSFIELD CONNECTICUT STREAMING CHANNEL”](#) the day after the meeting. Public Comment will be accepted by email at FinanceCom@mansfieldct.org or by USPS mail at ATTN: Finance, 4 South Eagleville Rd, 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

Opportunity for Public Comment

Staff Reports

1. Approval of Minutes
 - a. December 13, 2021

Old Business

New Business

2. Extension of Auditor Agreement for FY2122
3. Budget and Salary Transfers
4. Solar Project – Recommendations from Adam Teff – TitanGen and Facilities Department
5. P&R Financials and Review Strategies for Improving MCC’s membership

Communications/Other Business/Future Agenda Items

Adjournment

MINUTES

Members Present: Shaiken, Fratoni

Other Council Members Present: Moran

Staff Present: Aylesworth, Bradshaw-Hill, O'Keefe, Rontey

Guests:

1. Meeting called to order at 6:08 pm
2. Opportunity for Public Comment – None
3. Staff Reports – Multi-family Trash Service: Casella Waste Systems maintained the current rate for an additional year and the one year contract was signed.
4. Approval of minutes for November 8, 2021

Fratoni moved and Shaiken seconded to approve the minutes of November 8, 2021, as presented. Motion passed.

5. Financial Statements as of September 30, 2021– Director Bradshaw-Hill provided an overview of the financial statements and answered questions from the Committee.

Fratoni moved and Shaiken seconded to accept the Financial Statements dated September 30, 2021 and to refer them to the Town Council. Motion passed unanimously.

6. 2022 Meeting Schedule – Council Members reviewed the schedule. One recommended edit to change the reference from Columbus Day to Indigenous Peoples Day

Fratoni moved and Shaiken seconded to accept the 2022 Finance Committee Meeting Schedule. Motion passed unanimously.

7. P&R Financials and Review Strategies for Improving MCC's membership: Acting Director O'Keefe and Kimberly Rontey provided an overview of the current state; staff recommendations; and answered questions from the Committee.

8. Communications/Other Business/Future Agenda Items: Additional sessions focused on Park and Recreation recommendations scheduled in January 2022

9. Adjournment. The meeting adjourned at 7:02 pm.

Fratoni moved and Shaiken seconded to adjourn. Motion so passed.

Respectfully submitted: Charmaine Bradshaw-Hill, Director of Finance

MEMO

To: Ryan Aylesworth, Town Manager
CC: Alicia Ducharme, Budget Analyst
From: Charmaine Bradshaw-Hill, Director of Finance
Date: January 19, 2022
Subject: **Salary Budget Transfers – FY 2021/22**

The proposed salary budget transfers for fiscal year 2021/2022 are listed below. A brief description of the requested transfers over \$1,000 is detailed below by department. We budgeted Non-Union, Professional Technical, and Department of Public Works wage increases of 2.0% in Contingency for the fiscal year. The actual approved wage increase is 2.75%. In addition to the salary adjustments, included in this memo are adjustments due to resignations, job reclassifications, and delays in hiring for positions. We are now moving these funds out of Contingency for those increases to the department budgets. Overall, there is a net decrease of \$54,770 that will remain in Contingency for future use.

- Municipal Management – Increase \$9,710– Increase is primarily due to the general wage increase that was budgeted in Contingency have now been moved to the department budget. Also, included is the merit increase for the Town Manager that had not been included in Contingency during the budget process and an increase in overtime for the Executive Assistant.
- Human Resources – Decrease \$12,020 – The general wage increase that was budgeted in Contingency has been offset by salary savings due to hiring the of the Human Resource Specialist at a rate lower than budgeted and a part-time vacancy within the department that has now been filled.
- Town Clerk – Increase \$6,210 – General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Registrars – Decrease \$15,320 – Decrease is due to fewer hours worked by staff than estimated during the first six months of the fiscal year.
- Revenue Collections – Increase \$4,990 – General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Property Assessment – Increase \$6,310 – General wage increase that was budgeted in Contingency has now been moved to the department budget. Also included is \$300 for overtime that was not originally budgeted.
- Police Services – Increase \$1,500 – General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Fire Marshal – Increase \$3,840 – General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Emergency Management – Increase \$1,760 - General wage increase that was budgeted in Contingency has now been moved to the department budget.

- Public Works/Equipment Maintenance – Increase \$9,020 – General wage increase are offset by savings for two laborer vacancies and one crew leader position being hired at a lower rate than budgeted.
- Engineering – Increase \$5,020 – General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Building/Housing Inspection – Increase \$11,560 – General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Facilities Management – Decrease \$24,310 – General wage increase are offset by the reduction of .50 FTE Custodial position.
- Human Services – Increase \$22,220– General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Library Services – Increase \$18,060– General wage increase that was budgeted in Contingency has now been moved to the department budget.
- Planning Administration – Increase \$7,510 – General wage increase that was budgeted in Contingency has now been moved to the department budget. Also included is funding for a temporary hire while filling a vacancy within the department.
- Employee Benefits – Increase \$30,870– Increase is due to the change in salaries listed above.

Attachments

1. Salary Transfers FY 2021/2022

