

EHHD Finance Committee
Special Meeting
Minutes – DRAFT
November 20, 2023
Mansfield Town Hall, Conference Room A

Call to order at 2:40 PM.

Members present: J Elsesser (virtually) R Aylesworth, J Rupert (virtually)

Staff present: R Miller, A Backus

R Aylesworth MOVED, and J Elsesser seconded to approve the August 17, 2023 minutes as presented. Motion PASSED unanimously.

R Miller presented the financial report for the period ending September 30, 2023. R Aylesworth MOVED, and J Elsesser seconded to accept the financial report as presented. Motion PASSED unanimously.

R Miller presented the Proposed FY24/25 Operating and Capital Non-recurring Budgets. Proposed budget highlights include:

- A 1.8% increase in spending for a total proposal of \$1,010,076 in operations.
- A 3.5% increase in the member town per capita rate to \$6.015.
- This budget provides level services.
- Proposed total Capital non-recurring spending of \$52,000.

Discussion on the proposed budget ensued.

J Elsesser question if the proposed appropriation of \$27,000 for a new fleet vehicle is enough. R Miller stated that this figure can be increased to accommodate this concern.

R Aylesworth noting appropriations earmarked for office space reorganization asked if there was a specific expense planned for this item. R Miller responded that what specifically is funded, and the final appropriation amount is still open to discussion with the Town of Mansfield and Board of Directors. The current FY23/24 adopted, and FY25/26 Projected figures are placeholders.

R Aylesworth noted that the agency has a good fund balanced and questioned if an increase in the appropriation of fund balance could be used to reduce the proposed increase the member town per capita rate. R Aylesworth asked how much of a change is needed to get to a 2.5% per capita rate increase. R Miller answered, approximately \$4,700 in additional revenue and/or a reduction in spending.

A discussion on the method used to estimate budget revenues ensued. The revenue analysis within the budget documents was reviewed. It was noted that one service fee category, "B100 Public Health Reviews" were conservatively estimated.

J Rupert expressed concern with the proposed appropriation for the increase in staff wages. J Elsesser suggested that it be clarified in the narrative that only a portion of the appropriation is earmark for general wage increases, with the balance available for individual merit based increases only at the discretion of management. R Miller stated he would make that edit.

R Aylesworth MOVED, and J Elsesser seconded to recommend the proposed FY24/25 operating and CNR budget be forwarded to the full board for their consideration with the following adjustments:

- The B100 Public Health Review fee for service be increased \$2,000 from \$24,000 to \$26,000.
- The Appropriation of Fund Balance be increased \$2,700 from \$60,706 to \$63,406.
- Use the above referenced adjustments to reduce the member to per capita rate increase from 3.5% to approximately 2.5%.
- Increase the proposed appropriation in the CNR budget for the fleet vehicle by \$2,000 from \$27,000 to \$29,000.

The motion PASSED, unanimously.

Meeting adjourned at 3:50 pm.

Respectfully submitted,

Robert Miller

Secretary