

EHHD Finance Committee
Special Meeting Minutes
November 17, 2017
Mansfield Town Hall Council Chambers

Call to Order at 8:39 PM by Chairperson Paterson

Present: E Paterson, J Elsesser, J Stille, P Schur, A Meriwether, R Miller

R Miller presented overview of draft fiscal year 2018/2019 budget. Highlights include: (1) increase in spending of \$2,497 for a total of \$818,507; (2) increase member town contribution rate by 2.5% to \$5.427 per capita; (3) total CNR spending of \$15,000; (4) rate increases for selected fee for service categories with five new fee for service categories proposed.

Discussed regarding the budget ensued.

By consensus the committee established a FY18/19 budget development "goal" of holding the member town contribution rate flat, and directed the health director to implement the following changes, at his discretion and where feasible, in achieving progress towards this stated goal:

- Move \$2,000 from office equipment line to CNR budget.
- Apply any reductions realized from the final health insurance premium numbers as an offset.
- Apply any additional state aid as an offset.
- Increase state aid estimate, apply as offset, then use fund balance if final adopted state aid estimate is short.
- Adjust town compensation rate to account for population change only.

R Miller presented details for each proposed change to the fee schedule noting that a thorough review of the fee categories, and rates occurred in preparation for this budget cycle. Highlights include: (1) alignment of schedule with FDA Food Code classifications noting that there will be fee "winners and losers" due to the new class definitions; (2) rate increases in 14 current categories, not associated with the FDA change; (3) five proposed new categories; (4) An estimated \$7,800 in new revenues with \$7,000 of it built into the draft budget.

Discussion on proposed fee schedule ensued. By consensus the committee recommended the following:

- Late fee for temporary food permits to apply within 7 days of event, not 14 day as proposed.
- Non-profit categories be added denoting no charge in the schedule.
- Written policies for both the application of the temporary food permit late fee, and the miscellaneous inspection/consultation fee be established. Further, that the application of the inspection/consultation fee be applied after a minimum number of hours.
- Increase FNA/VA mortgage rate to be more in line with commercial mortgage.

Adjourned 4:31pm.

Respectfully submitted,



Robert Miller, Secretary