

EHHD Finance Committee  
Special Meeting/Budget Workshop  
November 21, 2013  
Mansfield Town Hall Council Chambers  
Draft meeting minutes

Meeting Called to Order at 8:37 AM

Committee members present: E Paterson, R Field, P Schur, J Elsesser, J Stille

Board members present: S Werbner, M Capriola

Staff present: C Trahan, R Miller

R Miller updated the committee on the current projections for FY13/14. Based on current data a small operating surplus is projected.

R Miller presented a FY14/15 operating budget (fund 634) for discussion purposes. The salient parts of this budget include:

- 6.2% increase in total operating expenditures
- 6.1% in town contribution rate
- 5% across the board increase in service fee rates
- A decrease in grant deductions of \$17,865
- general wage increase of 2% plus steps
- medical insurance premium increase of 24.5%, with a 1%/3% increase in PPO/POE premium cost share for employees
- \$26,179 appropriation from fund balance to balance the budget

R Miller presented the FY13/14 and FY14/15 estimates for the special program fund 636, identifying which grants are anticipated to support operations.

R Miller presented an update five year plan for the capital non-recurring fund 635, which incorporates an estimate IT infrastructure upgrade, and excludes other strategic plan initiatives such as digitizing records, office space, and community health needs assessment.

General committee discussion ensued. It was the general sentiment of the committee that routine services not be impacted, while working to reduce the increase to the town contribution rate, and develop a multi-year capital plan that funds the IT upgrade, fleet vehicle replacement, community health needs assessment, and other identified strategic planning priorities.

The committee provided the following direction to management in developing a proposed FY14/15 operating budget:

- Reduce the town contribution to 5%, or below with offsetting reductions in the office equipment and CNR appropriation line items in the operating budget.
- Fund the IT upgrade initiative and other strategic planning initiatives with an equity transfer from the general fund balance.
- The equity fund transfer shall occur before the final development and presentation of the proposed FY14/15 budget.
- Update the five year CNR fund plan to include IT capital costs and a phase in period for IT operational costs.

Respectfully submitted,

Robert L. Miller  
Secretary