

**Minutes of the Selectmen's Meeting of March 3, 2015**  
**Town Hall – Selectmen's Meeting Room #1, Second Floor 7:00pm**

Present: Chairman Richard Ward , Vice-Chairman Ronald Clarke, Alan Dunham, Sarah Hewins, Helen Marrone, Town Administrator Michael Milanoski (TA) & Elaine Weston.

The meeting was called to order at 7:00pm. The Chair led the audience in the Pledge of Allegiance and Dunham led the audience in community prayer. The Chair reviewed the agenda.

**Public Comment Period:** None

**Powers & Sullivan-Town Audit Review for FY 14** Richard Sullivan present to review the responsibilities of the auditor and to give an overview of the audit.

Audit Objectives: To express our opinions on the Town's basic financial statements and on the Town's compliance with provisions of OMB Circular A-133 with respect to federal grants. We performed our audit in compliance with GAAP. (Generally Accepted Accounting Principles which are used as generally accepted auditing standards) and GASB-(Government Auditing Standards Board). Management is responsible for the preparation and fair presentation of the financial statements in accordance with GAAP.

The audit is divided into two phases: Prelim in July (audit the budget, debt, single audit) & Year End in November (substantively test all elements of the balance sheet, perform analytics & compile the financial statements).

Items Noted: Unfunded Liability increased by \$3.4 million to \$19.2 million. Total Liability is \$45.8 million, Long-term debt \$7.2 million. Revenues \$42.1 million & Expenses \$43.5 million. New Capital Leases-\$476 issued, Capital Asset Activity \$32.3 million

FY2014 results: Budgetary General Fund increased by \$25K (essentially broke even, better than expected receipts \$731k, Appropriations turned by \$489K, Did not have to use free cash \$1 million).

Unassigned Fund Balance: Increased \$89k and new totals \$3.4 million, includes general stabilization of \$1 million, with excellent appropriations of 10.2%.

Real Estate tax collections remain consistent-97% collection rate. Total Debt Service is \$7.78% of budget, most of the debt is in the Enterprise Fund, that will change with upcoming projects. Enterprise Funds both essentially broke even: NCWD \$86k loss, Cranberry Village \$14k gain.

Overall Results: Unmodified Opinion is that this is the best that the Town can get. Reporting deadlines were met, information received was accurate, responses to our audit inquiries were timely, no internal control issues, no adjustments required to the general ledger.

A-133 Audit: Reports on Federal Awards. Spent \$1 million in 2014, Tested Special Education \$502k (49%), Test results-no findings, no question costs, 3 Unmodified Opinions.

Management Letter: Prior Year Comments (6), 3 are considered resolved. Still open are: Year End Closing Procedures, Fraud Risk Assessment, Reconciliation of Police Detail Account.

**New Comments (7):**

1. Limit use of manual checks, primarily related to payroll issues and the timely submission of timesheets.
2. Audit of Student Activity Funds-MASBO recommends an external audit every three years.
3. Library Cash Collection Procedures-improvement in the collection, custody and reporting of cash activity at the library.
4. Accounting for Betterments-What needs to be done and who is responsible for doing it. Need accountability. Currently is coordinated between Assessor's Office and Treasurer's Office.
5. Accounting for Septic Loans-Accounting for this needs to be improved. Records per the Planning Department do not agree to the detail payment schedule.
6. Accounting for Payroll Withholdings-currently done by both Treasurer & School. Should consolidate so that only the Treasurer's Office is responsible. Avoids duplicity and additional reconciliations.
7. Budgeting Consolidated Town Services-Noted that health insurance is budgeted at both the School department level at the Town level. We normally see this consolidated and monitored only at the Town level and not as an individual component of any department budget.

**Management Letter: Information Comments (2)**

1. GASB 68-Net Pension Liability will need to be reported on the face of the financial statements. Currently 50% funded. Liability is \$653 million. Town's share is \$18.3 million.
2. Reserve for compensated Absences-MGL passed allowing the establishment of a reserve for termination costs. \$772k (offered for consideration).

**Town Administrator Update:**

**Fire Station Committee Update:** Town Meeting in 2009 approved \$8.75 million for a cost estimate. Since then, there have been market cost increases. Now conceptual designs have to be reduced significantly in order to make the construction fit a cost estimated 7 years ago. This has been challenging and counterproductive to a Public Emergency Facility. The original architect did not put a cost estimate inflator in to account for cost increases. Currently the building is estimated to cost \$9.3 million. Once the committee receives the bids, they will have a better idea of how much over budget the project will be (if needed).

**FY 16 Ten Year Budget Forecast Update:** Personal Property goes toward the Capital Budget. Currently it is anticipated to be reduced by \$300,000 due to NStar receipts (now Eversource). Real Estate is the new money Carver brings in which is less than \$100,000 in new funds. The Governor announced today that they are putting in more money to Chapter 70 and state aid which amounts to \$20 per student. It is anticipated that Carver will get a small amount (estimated about \$40,000 chapter 70 and \$15,000 state aid).

**Update on 10-Year Capital Plan:** TA reviewed the Capital Plan which outlines Fixed Capital Stabilization Expenses, Available Capital Stabilization Revenue and Annual Target Funds Available. This document will change each year as it is an ongoing document taking into account new projects each year. Currently there are 72 items in the 10 year plan. 16 of those items are for FY 16 which include Well Upgrade to green sand, Dump Truck with Sander and wing plow, Master Plan, Forest Street Playground, Walk-in Cooler-Freezer, Replace Fire Engines 1, 2 & 3, Fire Station supplemental funding, Cruiser replacement, Roof replacement, Replace Mechanical System, Replacement windows & seals, replace gymnasium floor, technology and text book update, replace 71 passenger bus, Schematic Design for Elementary School & Title V at the MHS.

**Update on Town Department Budgets:** Adjustments were made due to the anticipated \$300,000 decrease in personal property revenues). Since the original analysis, the new proposed amounts are recommended budgets as follows:

School: \$21,900,262 Town: \$9,252,316

TA asking the Board to approve the formula (item #7 of the Financial Management Policies which were approved by the Board of Selectmen & Town Meeting), so if budget adjustments need to be made, the numbers can be plugged in and the budget to be approved at a later date. Motion by Clarke to approve the school/town split of 70.3%/29.7%, second by Dunham. Vote 5-0.

**Update on Town Meeting Warrant:** Currently working on finalizing the Warrant for Town Meeting.

**Update on Town Hall Website Advisory Group:** The committee is making a recommendation for a web hosting company, Steve Dewhurst is copywriting the Town Website code and has been helping working toward an easy transition.

**MIIA Seminar for Town Employees:** Communication skills for working effectively with others.

**Board of Selectmen Comment Period:**

**Hewins:** Taste of Carver 2 Fri 6-10pm at the HS. Attended foundation budget review commission meeting with the Superintendent.

**Dunham:** Taste of Carver 2 Fri 6-10pm at the HS. Also, asked for food donations to the food pantry.

**Clarke:** Civics education initiative for HS seniors to pass the US citizenship test. The website has a mock test. Has contacted Rep. Gifford & will follow up with her & has started discussions with the School Committee.

**Marrone:** The entire BoS was not invited to the foundation budget review commission meeting. She feels things should be all inclusive. Beginning Town Talk at Frosty Dog Saturdays 12-1.

**Ward:** Taste of Carver 2 Fri 6-10pm at the HS, lots of food, kids activities, silent auction, live auction.

**School Building Committee Update:** DEP meeting with 4 issues which included the OPM for the School, Board of Health, Peter Gray & NCWD consultant. NCWD, Clear well expansion, Contract bids have been received. The low bidder was non-compliant and thrown out. The next lowest bidder was selected. Municipal Well (green sand test) should be shipping the canister next week. The site of new school would be the existing site. Both wells were discussed and the possibility of moving them as well as the existing septic system which will result in a significantly lower cost for the project. By asking for DEP's advice ahead of time, it makes moving forward with construction easier. They are happy to see the non-compliant septic being replaced with Title V.

Fri, March 6 at 10:30am there is a meeting on building green at the School Administration Building.

Next meeting is Tuesday March 10, which will be televised, and is being held at Town Hall meeting room #1. Discussion will be on the new site of the school. Citizens are invited to attend and participate.

Motion to Re-appoint Constable Robert Tirrell by Clarke , second by Dunham. Vote 5-0.

**Discussion of Common Core request for a public meeting to discuss topic:** Marrone has attended 2 workshops and has read extensively about it and would like to educate the residents of the town. The main concerns are the standards: MA dropped its own standards to join 44 other states. The mathematician on the standards board refused to sign off on the standards. She stated it is unconstitutional and the invasion of privacy will be unprecedented. The expense that its costing is astronomical. She would like to have 3 educated professionals speak on the topic. She requested use of the school for the discussion and was denied use by the Superintendent as she doesn't want anything political in the school. Dunham questioned if there was a policy on what was allowed for use of school facilities. It is currently being held April 10 at 7pm at the Sportsmen's Club. Clarke questioned if anyone is attending that is in favor of Common Core, Marrone stated she invited the Superintendent to attend and she has declined. Clarke stated that the State has adopted Common Core so every student in the state is required to learn Common Core. Marrone stated that the town can opt out as it is still being implemented. Clarke would like to see the School policy on use of the building.

## **Minutes/Licenses**

Approval of Minutes: Motion to approve Feb. 17, 2015 by Dunham second by Hewins. Vote 5-0.

Motion to approve One Day Special License for Carver Sportsmen's Club 3/14/15 by Marrone, second by Hewins. Vote 5-0.

## **Public Comment Period:**

Andy Cardarelli: stated that republican and democratic debates were approved to use the School facility. Stated that we are a trial community for Parcc testing. Forest St. field budgeted amount is for only phase I.

Richard Dion-stated the town has improperly placed paved roads thru his property. TA will meet with Mr. Dion tomorrow.

Corneleus Shea: (148 Plymouth St) Agrees with Mr. Dion that the intersection is dangerous and has been almost hit on several occasions. He initiated the complaint several years ago.

Kim Shea: Thanked Marrone & Cardarelli for putting together the forum on Common Core.

Motion to adjourn into Executive Session at 9:55pm by Dunham to discuss strategy with respect to collective bargaining negotiations with unions (Clerical, DPA, Dispatchers, PEC/IAC-Health Care, Police) and for non-union negotiations (Town Administrator Performance Evaluation) and with all non-union personnel not under contract, and strategy for litigation, and for purchase, exchange, lease or value of real estate that may have a detrimental effect on the bargaining position of the town if held in open session, and to reconvene in open session for purpose of adjournment, second by Hewins. Roll Call-Affirmative: Dunham, Hewins, Clarke, Ward, Marrone.

Motion to adjourn at 11:00pm by Hewins, second by Marrone. Vote 5-0.