

Carver Board of Selectmen Meeting Minutes  
Carver Town Hall, 2<sup>nd</sup> Floor  
February 21, 2017 - 6:30pm

In Attendance: Chairman Ronald Clarke, Vice-Chairman Alan Dunham, Sarah Hewins, Helen Marrone, Dave Robertson, Town Administrator Milanoski (TA) & Elaine Weston

Chair led the meeting with the Pledge of Allegiance and read the community prayer.

Finance Committee members John Cotter and Mark Townsend were in attendance— no quorum and no votes will be taken

**Town Audit Update:** Dick Sullivan present from Powers & Sullivan – The audit was performed in compliance with Government Auditing Standards. The opinion is that the financial statements present the Town's financial position in accordance with GAAP (Generally Accepted Accounting Principles). There were no significant deficiencies or material weaknesses identified. There was an unqualified audit meaning the books are 'clean' which is the best result you can get. The Federal Awards Report were all also clean opinions. The General Fund budget is \$41 million. The Town was budgeted to use \$1.55 million in Free Cash and \$85,000 in Overlay. Revenues exceeded budget by \$1.4 million. Expenditures and encumbrances were under budget by \$785,000. General Fund Balance is \$8.2 million including Stabilization Funds. General Fund Balance was 21% of expenditures. Unassigned General Fund Balance was 17.8% of expenditures. The Financial Position Highlights were the Stabilization Fund balances with \$2.8 million, Net Pension Liability is \$17.3 million based on 805 report for Plymouth County Retirement. OPEB (Other Post Employment Benefits) have a valuation dated 7/1/2015, a discount rate of 4%, total unfunded at 7/1/2015 was \$41.4 million. Governmental Debt is \$32.2 million including the new Fire Station and the new Elementary School. Financial Position Highlights include the Sewer Enterprise Debt of \$4.8 million, Capital Leases of \$686,000 which are comprised of various public safety and education vehicles, authorized and unissued debt of \$38.1 million. The General Fund Debt Service is less than 1% of the budget. Next year this number will be 7.8% of the budget. Capital additions include several vehicles including fire trucks, servers, School building, Fire Station and various equipment. The Town is required to have a Single Audit which includes specific testing of Federal Expenditures. Significant Single Audit changes have been implemented in Fiscal Year 2016 under "Uniform Grant Guidance". There were no audit findings. The significant Single Audit changes have been implemented in Fiscal Year 2016 under "Uniform Grant Guidance". The Management Letter reported no material weaknesses in internal control. Of nine prior year comments, six have been resolved. The items that have been resolved include: Year End closing process, Accounting for Betterments, Police detailed and Firearms permits, reconciliation of Treasurer's cash book balances, water user charges billing and accounting for septic loans has been partially resolved. The comments that remain unresolved are: Fraud risk assessment, budgeting consolidated town services (Health Insurance) and budget development and monitoring which is anticipated to be resolved in 2017.

There are currently Five comments for this year: Procurement procedures, documentation and authorization with the School, Documentation of internal controls of Federal grants, Future GASB's- GASB 75 will be implemented in Fiscal Year 2018.

The Chair asked to have the Pension issue mini actuarial study for carver with Plymouth County looked into so we pay our actual cost and don't subsidize other communities

#### **Town Department Budget Fiscal Year 2018 Review:**

**Veterans:** Ken Morrison presented the Veterans budget. The budget is comprised of money going out to the Veteran's in the community and the Town gets reimbursed 75% of those expenses. The budget assists approximately 35 families and prices are increasing. The budget also includes emergency repairs and fuel assistance. Cotter questioned the increase of \$30,000. TA stated that there is an additional overrun projected and the budget was based on normal inflation so the budget will better estimate the actual expenditures.

**Permitting/Planning** Marlene McCollem presented the budget for Permitting, Environmental & Planning. The Department also assists North Carver Water and Redevelopment Authority. Requesting a permanent part-time employee as well as an increase for the Office Manager due to the increase in responsibilities. Dunham questioned if there is enough staff to handle the workload-McCollem stated that it has been going well and there are systems in place that are improving department flow and operations. Clarke questioned how the cross-training was going – McCollem stated that the cross-training is complete and the Department is good. Clarke questioned if the inspections were tied out to the rate – those are not, as no significant change has happened. The inspectors are Per Diem. The Board would like to see a report of the number of permits issued and inspections completed for the year. Marrone questioned if there were conflicts of inspectors/businesses. McCollem stated that you cannot inspect your own work. McCollem praised her staff for their dedication and hard work over the year.

**Council on Aging:** Carole Julius presented the Council on Aging budget. The Council on Aging has had a lot of changes over the past year and is now fully staffed at the level that can meet the needs of the senior community providing congregate meals and meals on wheels. The custodian position will not be filled next year- that money has been transferred to the DPW. The positions are: Head Cook & Facilities Manager and Program Assistant and Activities Coordinator as well as an Outreach Coordinator and Gatra Dispatcher. The Outreach Coordinator and Gatra Dispatcher are not funded by the Town. Dunham questioned if the Gatra bus would be available to transport senior residents for Annual Town Meeting. Julius stated that would be possible and she will coordinate it. Clarke questioned the air conditioning at the Council on Aging. TA went to the Community Preservation Committee & they feel that using the window air conditioners are a good low-cost solution considering it is in the budget for a feasibility study to relocate the Council on Aging. The Master Plan also recommends relocating the Council on Aging. Clarke questioned the Freezer-Julius stated that the freezer is outside in a shed to protect it from the elements, as it did not fit into the building.

**Library:** Carole Julius present for the Library budget. The library has obtained a license to show movies to the public, they also offer several services and subscriptions to the public. The passport program brings in money for books and programs that the Town doesn't typically have the funding for.

**Finance:** Meg LaMay present for the Finance budget. This year the Finance Department budget has drastically changed due to the consolidation, change to an Assessing consulting company and the moving of Accounting and Payroll offices. The Finance Department is looking at issues and progress is being made on problem solving. Paul Kapinos is doing the Assessing consulting and it is going well. The Assessing Office is doing a great job handling the public and day to day operations and has found that there needs to be dedicated office staff and the budget reflects having two full-time employees in the office. LaMay praised her staff for their dedication and hard work.

**Clerk:** Lynn Doyle present for the Town Clerk budget. The Town Clerk budget remains the same and the Election budget changes drastically depending on the year. The first early voting was held in 2016 for which a \$600 grant was received to cover over 90 hours of staffing. Early voting was a success to the public and a large expense to the office. The Town received approximately \$1,200 for State Elections. In the future she will be looking to get capital funding for 4 new tabulators. Doyle stated that the staff cut in the office has been challenging over the last year and is hoping to see reprieve now that the busy election year is over. The counter is consistently busy and there is no way to predict the fluctuations the way another dept. such as the tax office may be able to. Senior work-off employees have been helpful to the office. It has been challenging to have coverage for vacations of staff, etc. Doyle praised her staff for all of the hard work they put in over the year. Doyle reviewed openings for Town Elections for which no one has pulled papers for: Board of Health, School Committee, Library Trustee & Redevelopment Authority. In addition, papers have been pulled for positions which have not been received.

#### **Town Administrator Update:**

**Complete the Street Program:** Motion by Marrone to approve Marlene's recommendation to apply for the grant as discussed at the 2/7/17 meeting, second by Dunham. Vote 5-0.

**Update on FY18 Budget scheduling of remaining Departments:** School Committee 2/28/17

**Update on Warrant for 2017 ATM** Articles can be approved at the 2/28/17 meeting and any remaining articles at a future meeting.

**Update on New Elementary School** The project is ahead of schedule due to the weather cooperating. The steel is being staged and the structure will be erected within the next few weeks. The Contractor is aware that the contract is sound and protects the town. Dunham questioned if there was a web-cam up. The camera can be accessed thru the School website.

**March 15-Green Communities Forum:** Representatives will be here for a forum at 7pm.

## **Board of Selectmen Update**

**Robertson:** None

**Hewins:** None

**Marrone:** None

**Dunham:** Superintendent Knief sent a letter to Sen. Pacheco & Rep. Gifford to attend the next joint meeting with the BOS & School scheduled for 3/30. Fire Dispatch has moved into the new Fire Station located at 99 Main St.

**Clarke:** The building on the corner of Rt. 58/Plymouth St. is being looked into by Town Counsel to see if there is a solution that could allow someone to go to the ZBA. Reviewed TA performance review process. Carver Cares requested the restriction on marijuana as well as considering a ballot measure.

**Set Cranberry Village Water Rates:** Last year a one-year rate reduction was approved and it was approved after Town Meeting. This year's Annual Town Meeting will require a vote on that. Cranberry Village major repairs and the water consumption has gone down. The request is to reinstate the rate that was in place before the rate reduction. Clarke requested this be tabled so Cranberry Village can be contacted so they are aware of this.

**Approval of Executive Session Minutes for release with redactions by Town Counsel:** Motion by Dunham to approve the release of Executive Session minutes with redactions by Town Counsel of the following dates: 2/26/13, 3/12/13, 3/26/13, 4/1/13, 4/9/13, 4/23/13, 5/28/13, 6/25/13, 7/9/13, 7/16/13, 7/23/13, 8/27/13, 9/10/13, 10/8/13, 12/17/13 & 12/23/13 as amended, second by Marrone. Vote 5-0.

**Approval of Minutes of 2/7/17:** Motion to approve minutes by Dunham, second by Marrone. Vote to approve with amendments by Dunham, second by Marrone. Vote 4-0-1 (Robertson abstain)

**Request to use Shurtleff Park:** Old Home Day 7/29/17. Motion to approve by Dunham, second by Marrone. Vote 5-0.

**Request for Road Race:** South Shore Race Management 7/29/17. Motion to approve by Marrone, second by Dunham. Vote 5-0.

Next meetings: 2/7, 2/21, 3/7, 3/21, 3/30, 4/4, 4/11

Motion to adjourn at 9:15pm by Marrone, second by Dunham. Vote 5-0.