



CARVER FINANCE COMMITTEE MINUTES OF MAY 8, 2023, MEETING

Present: Chairman Alan Germain, Vice Chair Elizabeth Sulger, Ron Clarke, Bill Cullum, Walter Cole, Tony Macrina, and Patrick Meagher.

Also Present: Sue Moquin and Recording Secretary Ashley Swartz.

Mr. Germain opened the meeting at 6:35 PM.

Pledge of Allegiance.

Public comment – hearing none

Reorganization of the committee.

Mr. Clark nominated Mr. Germain for Chair, seconded by Ms. Sulger, approved 6-0-1 with Mr. Germain abstaining.

Mr. Macrina nominated Ms. Sulger for Vice-Chair, seconded by Mr. Clark, approved 6-0-1 with Ms. Sulger abstaining.

Town Administrator and Finance Director updates.

Bond status, project completion dates for Library and Town Hall Projects. Current budget status and expected shortfalls if any.

Mr. Meagher began with a comment regarding the work put in by Finance and Capital Outlay to find the money and work on the bond to get these important projects done.

Dave said the completion date for Town Hall is due to be done this week. The cupola should be done on the 19th. The roof will be done with money voted on at the Town Meeting in June. Dave is working on bids for both the Town Hall and the Library roofs. The intent is to put out the RFQ for July 1st. There is \$50,000 earmarked for the engineering services. It may take a month or so to get a bid package – which should go out in August and have a contractor on board in September – completing both roofs before winter. There should be bids for the painting on July 1.

The library must be closed for a few days – HVAC equipment will be available at the end of the month, and we are looking forward to having this completed at the end of July. They would like to have everything done by November – but this is pending all work will be done on time. Mr. Germain added to what Mr. Meagher said. Saying it was a lot of work to get these buildings done and was pleased to have it pass at Town Meeting. This is now a maintenance-free building due to the materials used. There is a warranty on the product (at least 20-30 years).

Mr. Germain asked Sue for an update on the bond status. HVAC is bonded and the money in the bank. There are some deficits that may need covering but Sue and Bob are working on that. At the end of March, they were on budget. Mr. Germain spoke with Dave, and he said two vehicles were being auctioned – so the health agent took one to do inspections with. This already had plates and was ready to be on the road. He suggested some electric vehicles (if they could even get a grant for them) for some of the town employees that need vehicles. The rate for the bond is about 4.25%. The other projects that were approved will also be short term and then will long term all the bonds together.

Approval of minutes of meeting: 02/06/2023, 02/13/2023, 03/02/2023, 03/06/2023.

Motion to approve minutes of February 6, 2023, made by Ms. Sulger, seconded by Mr. Clark, approved 7-0-0.

Motion to approve minutes of February 13, 2023, made by Ms. Sulger, seconded by Mr. Clark, approved 7-0-0.

Motion to approve minutes of March 2, 2023, made by Ms. Sulger, seconded by Mr. Clark, 6-0-1 with Mr. Meagher abstaining due to absence.

Motion to approve minutes of March 6, 2023, made by Ms. Sulger, seconded by Mr. Clark, approved 7-0-0.

Committee member comments.

Mr. Germain noted that it is grant application season. Walter has submitted on behalf of Shane Gives Thanks.

Sue said she met with Ron Griffin, and they are going to set up a timeline for the budget and work out how it should progress and work on a format that would be helpful to the Finance Committee (to ensure everyone is on board with the format). This will include projections for all the different departments. She is requesting a subcommittee prior to that meeting to anticipate questions. Mr. Germain said he has no interest in how much money was spent in 2020. He wants to see 2022 as closed, 2023 actual and projected and where we are at with the 2024 budget year to date. He explained he would like to see what was budgeted and what was used – so they could see clearly what happened with each line item and determine what they needed to do moving forward. Mr. Germain also said he would love to see Ms. Sulger on the subcommittee since she “spoke the same language”. His hope is that they are more organized than they were in past years – giving themselves enough time to do things correctly. Sue and Ron are going to create a schedule and give it to the Town Administrator to determine scheduling. Sue spoke about some of the ideas she must make sure the information is simple and clear. Mr. Germain added he believed budgets should be done in October. Some members agreed that August was too early to submit budgets. There was also discussion about the “Cherry Sheets” / Assessments. Ms. Sulger asked if the expense software could show a rolling twelve months – with the new software (installing in June), they will be able to see the budgets and actuals for a rolling twelve months. The historical data needs to be transferred but Soft Rite will be live for another year. Mr. Macrina asked if the budget was looked at monthly and Sue confirmed it would show her what percentage of the budget has been used month over month. She explained some of the nuances of

the billing cycle that will impact these reports. She explained that they will run two systems simultaneously while they implement the new one. These reports can be sent from Sue whenever they are requested. The actuals from 2022 will be converted to PDF. It also discussed the files that were not digitized and working with proprietary software.

Mr. Germain spoke about codifying the bylaws in order to keep the records up to date – taking the notes from the Town Meeting and certifying them.

Next meeting date: June 5, 2023, at 6:30 PM.

Motion to adjourn made by Mr. Clark, seconded by Ms. Sulger. Approved unanimously 7-0-0.

Adjournment 7:17 PM.

Minutes submitted by Ashley Swartz.

Voted and Approved