

**Carver Select Board  
Meeting Minutes  
Town Hall- 108 Main Street  
July 13, 2023 - 5:00pm**

In Attendance: Chair Mark Townsend, John Cotter, Sarah Hewins, Town Administrator Robert Fennessy and Assistant Town Administrator Elaine Weston

Via remote participation: Dan Ryan

Absent: Vice-Chair Jim Hoffman

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

**Citizens Participation:** None

**Year-end Inter-departmental transfers:**

Fennessy stated M.G.L Chapter 44 §33B allows the Select Board to make inter-departmental transfers at the end of the year.

Fennessy stated there are a number of items that need to be transferred to balance the fiscal budget of fiscal year 2023. This is a routine procedure throughout the Commonwealth, as each departmental budget projection is the best that the Town can make when the budget was formulated in the Fall of 2021. He noted that there are some budget lines that need to be allowed to deficit spend, such as the legal budget and snow removal, as the town requires legal representation and defense of litigation and cannot decide not to plow streets for public safety purposes. Although the requests for interdepartmental transfers is somewhat considerate, there is a significant number of available resources with funding to supplement the budget.

Fennessy stated that the Finance Committee met on Monday and voted unanimously 5-0 to approve all proposed transfers.

The transfer needs are as follows:

Utilities: \$35,000; Legal: \$90,000; Planning Salaries: \$18,000; Capital Outlay Stipends: \$600; Police Salaries: \$168,170; County Tax Assessment: \$420 & Medicare: \$22,655.

The following is also a request of the Fire Department Chief to transfer internally from their Salaries Line to Expenses Line: Carver Fire SCBA Gears: \$22,100 from Carver Fire Salaries

Fennessy noted that the Finance Committee Reserve fund of \$125,000 was used to transfer for the following items:

\$9,500 for the pricing of audit and softright contracts increased as well as staff trainings  
\$5,500 for Assessing Salaries

\$80,000 for a legal personnel matter  
\$30,000 for disallowed Covid 19 Cares Act funding

Townsend asked about the Medicare amount increasing.

Finance Director Sue Moquin stated that the cost of employment and new hires, as well as increases in collective and personnel contracts, increased the cost of Medicare. She stated that this is the first year Medicare costs has affected the Town negatively. Moquin stated that this budget line item should be increased going forward.

Chief of Police Marc Duphily spoke on the Police Salaries deficit. Chief Duphily stated there are several factors that effected the budget this fiscal year. There were two personnel changes that required the need to back-fill shifts. The School Resource Officer was deployed and the shifts needed to be filled with overtime. This position needs to be specially trained and the Town worked with the School to bring somebody in. This was paid through overtime and the School did assist with some of the funding of this. In addition, there was a personnel matter that required placing a staff member on administrative leave causing the need for overtime to fill those shifts. Duphily noted these are not normal occurrences for the department. Over the past several years during the budget process, the overtime salaries line has stayed the same, while the overtime rate has been increasing. Each year, the amount of work remains the same or increases and the pool of money remains the same. Duphily stated that Fennessy has increased the overtime salary each year and is moving it up to cover normal overtime projections.

Townsend clarified that this overtime does not include the details that people see when they are driving down the road. Those are paid privately such as Eversource and King Richard's Faire. Duphily agreed with that statement, but also added that the School and Town details are paid through their respective budgets.

Fennessy noted that transfers to cover these aforementioned transfer needs will come from the following sources:

Town Hall Additional Hours: \$52,000; Municipal Insurance: \$15,000; Select Board Contractual: \$5,000; Accounting Salaries: \$25,000; Town IT: \$50,495; Old Colony Assessment: \$38,350; Town-wide Maintenance Contracts: \$80,000; Interest on Temp loans: \$69,000.

Ryan questioned why a Special Town Meeting is not necessary to make the transfers. Moquin stated that these numbers were not available earlier in the year and M.G.L. Chapter 44 Section 33B allows for the transfers by the Select Board until July 15. Townsend stated even anticipating a shortfall, it would be hard to anticipate the actual number needed by Town Meeting and transfers would most likely still be necessary.

Cotter had several questions on the detail items from specific budgets. He questioned if this was a guarantee to cover all the outstanding transfers, as he recalled last year the Finance

Director needed to make additional transfers in August. Moquin stated that there is enough to cover the expected deficits, and she stated that she buffered the legal amount with more, and that those extra funds go back in the general fund which is why she cannot answer with exact numbers until all billing is in and accounted. Cotter asked why she is transferring funds from outside of the Accounting division when there is funding available within the department using the extra \$25,500 to offset the \$9,500. Moquin stated that all of the estimated needs were listed and kept together in an aggregate fashion for the purpose of streamlining from the reserve fund. Moquin stated it would have been more moving around of the funds, and doing it this way is less line items were necessary to move and approve the transfers.

Cotter asked that in regards to the disallowance of Covid Cares funds, where did the number of \$30,000 come from - as he was unable to reconcile it with the ARPA documents and it looks like it was plugged in to round out the amount to equal the \$125,000. Moquin stated this amount was rounded to close out a fund for what the Town was not reimbursed for the Covid Cares Act (not ARPA) funds for fiscal years 2020 & 2021.

Hewins thanked Moquin for her work on the year end finances.

Motion by Hewins to transfer from Town Hall Additional Hours: \$52,000; Municipal Insurance: \$15,000; Select Board Contractual: \$5,000; Accounting Salaries: \$25,000; Town IT: \$50,495; Old Colony Assessment: \$38,350; Town-wide Maintenance Contracts: \$80,000; Interest on Temporary loans: \$69,000 for a total of \$334,845, to the Utilities: \$35,000; Legal: \$90,000; Planning Salaries: \$18,000; Capital Outlay Stipends: \$600; Police Salaries: \$168,170; County Tax Assessment: \$420 & Medicare: \$22,655, second by Cotter.

Roll call – affirmative: Hewins, Townsend, Ryan, Cotter

Motion to approve transfer from fire salaries to Carver fire expenses of the Fire Department in the amount of \$22,100 by Hewins, second by Cotter.

Roll call affirmative- Hewins, Ryan, Townsend, Cotter

Motion to ratify reserve fund transfers of Accounting \$9,500, \$5,500 for Assessing Salaries \$80,000 for a legal personnel matter and \$30,000 of disallowed Covid 19 Cares Act funding by Hewins, second by Cotter.

Roll call – Affirmative: Hewins, Ryan, Cotter, Townsend.

Chief Duphily thanked the Board for their continued support of the Police Department. Fennessy noted that a new police officer has finished the academy which will help to keep the overtime budget more manageable.

**Minutes & Licenses:**

Motion to approve One Day Special License, Wine and Malt only, request of Brewery 44 to be sold at Shurtleff Park on Carver Old Home Day from 9:00am-2:00pm by Hewins, second by Cotter.

Roll call affirmative: Hewins, Ryan, Townsend, Cotter

**Select Board Community Announcements:**

Ryan: None

Cotter: None

Hewins: Carver Trail and Conservation Stewards received a Mass Trails grant for trail maintenance and safety equipment. This is a federal grant so it may take some time to get the funds.

Townsend: Congratulated Christopher Mahoney on his graduation from the Police Academy

**Next Meeting:** July 18

Motion to adjourn at 5:33 pm by Cotter, second by Hewins.

Roll call- affirmative: Hewins, Ryan, Townsend, Cotter

Listing of Exhibits: Listing of year-end budget transfers, application for One Day Special License