

Carver Board of Selectmen Meeting Minutes  
Carver Town Hall, 2<sup>nd</sup> Floor  
January 19, 2016 7:00pm

In Attendance: Chairman Ronald Clarke, Vice Chairman Richard Ward, Alan Dunham, Sarah Hewins, Town Administrator Milanoski and Elaine Weston

Absent: Helen Marrone

The Chair read the announcements and Cub Scout Pack 63 led the Pledge of Allegiance. Dunham led the community prayer.

Cub Scout Pack 63 presented donation of \$150 to the Carver Food Pantry.

**Public comment period:** Bob Belbin-questioned the school procurement topic on the agenda. Would like the public notified of site visits of all committees.

**Pole Hearing-NStar & Verizon:** North Main St. for the New England Farms that is going in. Motion to approve by Ward, second by Dunham. Vote 4-0.

**Powers & Sullivan presentation of FY15 Audit:** Dick Sullivan-gave an overview of the audit process throughout the year. GASB 68 took the pension liability of Plymouth County & put it on the balance sheet-our portion is \$16 million. Plymouth County is 60% funded-all other municipalities are in the same position, but now it is showing on the Town's statements and does not make the financial statements look good. All towns have until 2040 to get it funded. Other Post Employee Benefits (OPEB) unfunded liability is \$41 million. We need to demonstrate to lenders that we are aware of it & that we are contributing to it. The Town has an 'unmodified opinion' which is a clean opinion. There is no recommendation on the General Ledger which indicates the financials being prepared by the Town Accountant

are accurate. The Management Letter looks at last year's comments and determines if they have been resolved. There were 9 last year, 4 have been resolved. Not all are easy to resolve such as risk assessment. Would like to see year end closing procedures more formalized. Accounting for betterments and septic loans are still ongoing internal control issues. Health Insurance is still not a town-wide budget line item as well as Pensions. New comments: Police detail accounts and Fire permits. Treasurer's Cash Reconciliation-should have a formalized process to ensure the banks are doing their job. Budget development monitoring-this is effected by School bottom line spending-transfers were being made and not notifying the Town Accountant. All line item transfers should be approved by the School Committee on a regular basis. Overall the audit went well.

John Cotter-Chairman of the Finance Committee would like to see changes in the internal control issues. Chairman Clarke is looking to see the results of the consult and the recommendations.

### **Town Administrator Update:**

**Financial Update-Bonding** Met with First Southwest in regards cash flow & financing needs. The town is looking for funding of 3 engines & the school-approximately a \$30 million bond-most of which would be a 25 year bond. Meeting with Standard & Poors in late February for a bond rating. An earlier recommendation was to borrow \$20 million now & \$10 million next year, but the odds of the rates increasing are more likely than the rate decreasing in the future.

Dunham stated that the increase voted on to fund the school is not represented in our current tax bill, the increase is just the regular annual assessment value.

**Year to date budget:** Town Accountant LaMay stated that most budgets are on target and there are a few items that may need line item transfers. The only concern is the North Carver Water District which has been ongoing for several years, and will need to continue to be subsidized by the Town for the foreseeable future. Meals tax collected is \$72,000. That trend will probably not double as King Richard's Faire and Edaville were a large part of that and they are not open year-round.

TA stated Borrego gave a donation that can be used to fund computers at the school that were not procured correctly. Clarke stated that the Chair of the School Committee will work with the Selectmen to make sure the Town is made whole with the money. Dunham wants to make sure it does not happen again. TA stated that The Town's Procurement Policies are in place and there was human error that happened at the school and the Town will work on a town-wide pre-approval process.

Motion by Hewins to accept additional donation from Federal Road Solar One and use those funds to purchase 278 computers and 46 monitors installed this summer that were acquired by the school district through an invalid procurement having missed some of the technical protocols that needed to be followed for a purchase of this amount. This donation and assignment of funds by the Board of Selectmen will allow the computers to remain in the Middle High School, rather than returning all computers to vendor after using them for five months and will be less disruptive to the students, second by Dunham. Vote 4-0.

**Fire Station Update:** Chief Weston gave an overview of the status of the project. The steel is going up this week for the station and the training facility is being built this week. Two donations were made for

the Fire Station: the Pilgrim Nuclear Power Plant, Entergy Corporation for the new Fire Station Generator. Tom Walsh worked hard to get this donation as Entergy announced they would be closing and they did not think the Town would be receiving this grant. Franklin Marsh, LLC & Weston Cranberry Corp. donated \$22,480 in labor and supplies. Chief Weston has researched many different resources on where to buy things needed for the station and he has been successful at finding alternate ways of buying items at a significant savings to the town.

Ward thanked Chief Weston for all of the effort he has put into this project as well as all of the Firefighters donating their time on the project.

Motion by Hewins to accept the donation from Franklin Marsh, LLC & Weston Cranberry Corp., second by Dunham. Vote 4-0.

Motion by Hewins to accept the donation from Entergy Corp., and to recognize Tom Walsh, EMS Director for all of his efforts running the department and his dedication and professionalism, second by Dunham. Vote 4-0.

**MSBA Statement of Interest:** Motion read by Hewins: Having convened in an open meeting on January 19, 2016, prior to the closing date, the Board of Selectmen of Carver in accordance with its by-laws, has voted to authorize the Superintendent to submit to the MSBA the Statement of Interest for the roof repair, boiler, and windows located at the Middle High School; and hereby specifically acknowledges that by submitting this Statement of Interest Form, the MSBA in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the MSBA, or commits the Town School District to filing an application for funding with the MSBA, second by Dunham. The MSBA will reimburse 50% of the cost.

Vote 4-0.

**Update on municipal opportunities with abutting Towns for shared services:** TA has been working with SRPEDD and with the State from the Community Compact Grant. The work is ongoing and the next meeting is in February.

**Forest St. recreation project update:** This is to be discontinued due to extraordinary cost per Recreation Committee. They will look into temporary solutions by the DPW to make it usable. When this project was approved, the school project was not in process with the recreation fields. Those fields may satisfy some of the needs that were being researched.

**Discussion of Annual Town Meeting:**

Update on Dept. of Revenue for possible reorganization of Finance Departments based on best practices for similar size communities and creation of Human Resources and centralized procurement functions for FY17 to better address Carver's future financial long term sustainability. DOR looking to see if deficiencies are structure related and will be at a future meeting to present their findings.

Update on School budget for FY17: The budget submitted is consistent with Town Financial Policies.

**Set deadline for submittal of Annual Town Meeting Articles and Town Reports.** TA reviewed the calendar and deadlines. Motion by Dunham to accept the schedule as presented, second by Hewins. Vote 4-0.

**Update on Joint Facilities:** TA hoping to have a report status by Mid February.

Update on Capital Budget: All departments have submitted their capital items.

TA would like FY17 to work to improve internal functions and fine tune the management structure.

**Board of Selectmen Update:**

**Ward:** Master Plan Committee encompasses every aspect of the town and encourages all to participate. The Carver Cares program is moving forward and would like to see that as part of the Master Plan.

**Hewins:** Master Plan Committee is being held this Thursday at 7pm in the HS School Library. YPAC has an MOU with the school & police department in regards to being proactive on combating the drug issue in town. Thanked the school and all who are working on it. Thanked the DPW for their hard work and clarified that due to the town wells there is a mixture of sand and salt that is used, where other towns can use salt which is more effective, but can contaminate well water.

**Dunham:** Reminded all to donate to the food pantry.

**Clarke:** Edaville donated all of their stock to the food pantry at the closing of their season. Congratulated the Carver Police Department on their successful drug bust. He will contact School Committee to reconvene meetings.

**Personnel Health Ins. Look Back Period Policy:** Affordable Care Act is being mandated by the IRS. A 6-month look back will be done to make sure anyone working more than 30 hours a week is being offered health insurance and a report will be done to record this. A fine will be incurred if this is not done. Motion to adopt the Look Back Period Policy by Hewins, second by Dunham. Vote 4-0.

**Lakeville Animal Shelter:** Motion to accept the agreement with Lakeville by Hewins, second by Dunham. Vote 4-0.

**Tom's Auto Service:** Change of name on License to Tom's Auto Inc. Motion to approve by Dunham, second by Hewins. Vote 4-0.

**Chapter 61A:** 0 Rear South Meadow Road. Motion by Hewins for the town to exercise their first right of refusal to not purchase the land, second by Dunham. Vote 4-0.

**Update on Elementary School Project:** The Project Manager and Architect are moving forward and have been meeting with school officials.

Dunham questioned the status of the sub-committee. TA stated when the project is at 30% the committee will be contacted to meet.

**Discussion on Town Administrator's Evaluation process/timing:** Ward feels the review should be done before the election so the members he has been working with will be doing the review, not new members that have not worked with him. Clarke agrees that the logic behind it is that every member would have worked with the TA at least one year. Clarke feels the timelines should be modified to be the same as the Annual Town Meeting timeline was changed. Motion by Ward to change the timeline of the review process to mirror the time sequence that was set in place leading up to the Town Election, second by Hewins. Vote 4-0.

**Minutes; 12/15/15:** Motion to approve minutes by Dunham, second by Hewins. Vote 4-0.

**One Day Special License:** Motion to approve Bartending Service of New England on 2/6/16 7pm-11pm by Ward, second by Dunham. Vote 4-0.

**Meeting Schedule:** Feb. 2, Feb. 10 (instead of Feb. 16), March 1, March 9 (instead of March 15), March 30 (instead of April 5). Motion to approve by Dunham, second by Hewins. Vote 4-0.

Motion to adjourn at 9:20pm by Dunham to Executive Session to discuss strategy with respect to collective bargaining negotiations with unions (Clerical, DPW, Dispatchers, PEC/IAC-Health Care, Police) and for non-union negotiations and with all non-union personnel not under contract, and strategy for litigation, and for purchase, exchange, sale, 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, second by Hewins. Roll Call affirmative: Dunham, Hewins, Ward & Clarke.

Motion to adjourn at 10:15 pm by Dunham, 2<sup>nd</sup> by Ward. Vote 4-0.