



CARVER FINANCE COMMITTEE MINUTES OF SEPTEMBER 13, 2018 MEETING

Present: Chairman Alan Germain, Kathryn Bandzul, Vice Chairman, Bill Duggan, Joseph Patten, John Cotter, Jr., George Callahan, Michael Milanoski, Town Administrator, Meg LaMay, Finance Director and Marianne MacLeod, Recording Secretary.

Mr. Germain opened the meeting at 7:00 p.m. and began the meeting with the Pledge of Allegiance.

Public Comment: None.

Transfer request from reserve fund for AED devices for several town buildings presented by Tom Walsh. Mr. Walsh is the EMS Chief for the Town of Carver. He gave a background about the project. The COA Building has an AED. This summer it was discovered the battery needed to be replaced. Mr. Milanoski asked about putting AED's in four town buildings – the COA, Town Hall, Library and DPW facility on Pond Street. It is required that there is medical overview of the AED's and the Town will have an agreement between Beth Israel Deaconess Hospital and the EMS Service. The purpose tonight is to request the funds for the start-up of the program. The school department recently purchased 15 AED's and these 4 AED's were added to that order to get the lower price. These four will be at a price of just over \$7,200. Mr. Walsh advised the need for CPR training to anyone who wishes to take it, within the four buildings. It will be approximately \$2,800 for the CPR training costs. Who will do the actual training has not yet been decided. Mr. Walsh is requesting the transfer of \$10,000 into an account with control of the EMS Department. Any money not used will go back to the general account. Future needs will be handled in the budgetary process.

Mr. Patten asked if the school training would be included. Mr. Walsh said the school is separate. The amount he is talking about is just for the 4 new AED's. Mr. Cotter asked if the current budget could handle the costs. Mr. Milanoski said Mr. Walsh is using ambulance receipts and in the future funding will be budgeted. Mr. Cotter asked if it could be funded from the Town Hall budget or DPW budget. Mr. Milanoski said yes, it could, but this is new and the rest of the town budgets are tight. There could be a deficit in each department later in the year if money came out of the budget. Mr. Milanoski stated the school has a supervisor in the school department for medical overview of those AED's. The Town will need someone to stay on top of these four buildings and the AED's. The Fire Department, Police and School Departments all have AED's. These would be the first public-accessed AED's.

Mr. Germain asked Ms. LaMay to give this its own line item. Yes, she said, it will be segregated to keep it separate. Mr. Patten asked about the reserve fund. Ms. LaMay said she would get back to him on the balance. She believes it would be approximately \$87,211. Mr. Patten made a Motion to transfer up to \$10,000 to the EMS budget for the purchase of 4 AED's and CPR training, seconded, voted 5-0-1 with the abstention of Ms. Bandzul.

Presentation by and discussion with Meg LaMay, Finance Director and Michael Milanoski, Town Administrator – update and overview on the following:

Financial Management Policies – Mr. Germain asked Mr. Milanoski and Ms. LaMay to do an overview of how the finances are handled for the Town. The Financial Management Policies are approved by Town meeting and have been regularly updated by the Board of Selectmen. Mr. Milanoski explained the financial objectives of the Board of Selectmen for the Town. Any budget figure needs to be approved 30 days before Town Meeting. He also shared some key points of the policies. Mr. Cotter commented that item 5 is a good thing.

2017 Audit update – Ms. LaMay handed out the presentation to the BOS from the company that performed the annual audit. She reviewed this document with committee members and explained the different sections.

Budget process – Mr. Milanoski reviewed the handout for the FY20 process. He also reviewed a handout showing Massachusetts State Aid to Carver.

10 year performa-Mr. Milanoski reviewed the handout.

10 year capitol – Mr. Milanoski reviewed the handout.

Town Meeting Budget Article

Department Budget sheets/monthly report for FY18 – Ms. LaMay reviewed the monthly report and explained the reports she sends out via email. The monthly report goes out to all departments for review.

Mr. Milanoski gave out the Town Annual Report for 2017. He also shared the Town Warrant that is distributed at each town meeting and reviewed what is in it.

Mr. Milanoski also handed out the Town's Organization Chart.

Mr. Milanoski also handed out a Chart for Cost of Living & Step Increases for all Unions and Non-Unions and reviewed the information.

Mr. Milanoski also handed out the S&P Global Ratings Summary for the Town of Carver, MA; General Obligation. He reviewed the information.

At the next Board of Selectmen meeting they are putting together a task force – Economic Development Task Force for renewable energy. He reviewed what the group will be doing.

Read and approve minutes of July 12, 2018 and August 2, 2018 meetings. Mr. Cotter made a Motion to accept the minutes of July 12, 2018, seconded and voted unanimously 5-0-0. Ms. Bandzul made a Motion to accept the minutes of August 2, 2018, seconded by Mr. Patten, voted and passed unanimously 5-0-0.

Ms. Bandzul made a Motion to adjourn, seconded by Mr. Patten, voted and passed unanimously 5-0-0.

Respectfully submitted,

Marianne MacLeod,
Recording Secretary

EXHIBITS:

- A. Meeting Minutes – 7/12/18
- B. Meeting Minutes – 8/2/18
- C. Financial Management Policies, updated 6/27/17
- D. Act Regarding Group Health Insurance for Eligible Employees & Retirees in the Town of Carver
- E. Town of Carver FY20 Operating Budget Process
- F. Town of Carver FY20 Capital Outlay Process
- G. Massachusetts State Aid-Carver
- H. Final 10-year Forecast FY18
- I. Municipal Databank aka “Free Cash”
- J. Town of Carver Capital Plan
- K. Town-wide Organization Chart
- L. Chart for Cost of Living & Step Increases for all Unions and Non-Unions
- M. S&P Global Ratings Summary-Town of Carver, MA; General Obligation