



CARVER FINANCE COMMITTEE MINUTES OF DECEMBER 2, 2019 MEETING

Present: Alan Germain; Chairman, Kathryn Bandzul; Vice Chairman, Members: George Callahan, Patrick Meagher, Elizabeth Sulger, Kevin Sullivan, Marie Zweigman, Adam Holmes arrived late and Meg LaMay, Finance Director, Michael Milanoski, Town Administrator and Recording Secretary Marianne MacLeod.

Absent: William Duggan, Steve Pratt, Patrick Kenneally.

Chairman Germain opened the meeting at 7:00 p.m. with the Pledge of Allegiance

Meeting will be recorded by Area 58.

Transfer request for Veterans Budget.

Mr. Germain gave a background on this. Each year, Donna Forand chairs a committee that decorates veteran's graves with wreaths in December and noted this is very respectful to the veterans and their families for their sacrifice. Wreaths are donated and volunteers help place them. This request is for \$1,500 from the Reserve Account to the Veterans budget. Ms. Forand shared that it is a community project with help from students to place the wreaths. This would eliminate any shortfalls. In addition the Board suggested the \$1500 be added to next years budget for the same reason with the understanding if any of the funds are not used they be turned back to free cash at the end of the year.

Ms. Bandzul made Motion to approve a transfer of \$1,500 from the Reserve Fund to the Veterans Account, seconded by Ms. Zweigman. Discussion: Ms. Bandzul thanked Ms. Forand for all her hard work putting this together. Voted and passed unanimously 7-0-0.

Town Administrator update including but not limited to:

Mr. Milanoski gave members a copy of the Finance Management Policy. He reviewed changes made to the policy. He feels the Town is meeting all the financial planning goals. Mr. Germain added that the update will be posted on the town website.

Capital budget for the next 10 years including forecast and free cash for ATM

Mr. Milanoski gave members a spreadsheet outlining the 10-year Forecast. There is a 2.56% increase over last year. Ms. LaMay reviewed the assumptions when building the budget.

Mr. Milanoski then reviewed Free Cash for ATM 2020.

Mr. Milanoski reviewed the actual budget.

Mr. Milanoski reviewed the Capital Budget Plan, which was approved by the Capital Outlay Committee last week.

Mr. Milanoski handed out a Town Wide Organization Chart, which he reviewed for members. The Chart is broken into three divisions: Public Safety Departments, General Government and Town/School Shared Services.

Presentation on Community Living

Mr. Milanoski explained the creation of the Department of Community Living. No positions are being lost. This brings three departments together and provide enhanced services – The Library, the Veterans and the COA.

Finance Department re-structure plan.

Mr. Milanoski reviewed a breakdown of the Finance Department in two separate areas – Accounting & Assessing and Treasurer & Tax Collector. He explained how the changes would benefit the town finance area to run efficiently and successfully.

Ellen Blanchard came before the Board members. She retired as Director of Assessing from the Town of Carver – FY2002-2015. She shared her experience and her opinion about the new restructuring plan. She offered her services.

Michael Paduch also spoke up. He is the Chairman of the Board of Assessors. He is concerned that the restructuring may not be enough to get the job done right. He is hopeful that this will work but feels there may be a need for more hours and more expertise for this department.

Mr. Milanoski assured the committee any additional help needed would be provided as the department transitions to the new structure.

Ms. Bandzul made a Motion to support the town wide organization chart, FY21, appendix A, seconded by Ms. Sulger, voted and passed unanimously 7-0-0.

Read and approve minutes of November 18, 2019 meeting.

Ms. Bandzul made Motion to approve the minutes as written, seconded by Mr. Callahan, voted and passed 6-0-1 with Ms. Zweigman abstaining because she wasn't present at the last meeting.

Committee member comments.

Ms. Marie Zweigman was welcomed by Mr. Germain. This makes a full Board of 11 members. This is the first time in over 20 years Carver has reached this level.

Mr. Germain did some research. A selectperson brought up the condition of the toilet paper used town-wide; he found out the Town as a whole uses 64,000 rolls of toilet paper per year. If better toilet paper is purchased it would increase the cost by \$48,640. He put this together in order to show that research should be done prior to making statements.

A while ago, there was a comment made on Social Media that salaries of certain employees of the Town are very low. Mr. Germain requested Ms. LaMay to take the lowest paid employee salary and increase it to \$16.61, which is a 25% increase, because of union/non-union and contracts negotiated, the 25% has to carry through the entire matrix, which would cost \$938,000. for the current year. Additionally one year of just the health portion of the 50/50 going back to 75/25 would cost \$41,983. It doesn't account for additional costs for future hires and would significantly affect other areas in the future amounting to millions of additional dollars, including OPEB and new hires in the future.

Ms. Bandzul made a Motion to adjourn, seconded by Mr. Callahan voted and passed unanimously 7-0-0.

Respectfully submitted,

Marianne MacLeod
Recording Secretary

Voted & Approved