



TOWN OF CARVER

Carver Finance Committee

108 Main Street
Carver, MA 02330

Meeting Minutes of October 26, 2020

@ 7:00 PM

Carver Town Hall, Second Floor Room #1

Present: Alan Germain; Chairman, Kathryn Bandzul; Vice Chairman, Members: Bill Cullum, Patrick Kenneally Elizabeth Sulger, Marie Zweigman, Rick LaFond; Carver Town Administrator, and Meg LaMay; Town Finance Director

Also present: Recording Secretary, Kelly Dicarli

Absent: Members: George Callahan, Bill Duggan, Adam Holmes, Patrick Meagher, and Kevin Sullivan

Tardy: None

Meeting Opened: 7:01 P.M.

I. Meeting Opened:

A: Pledge of Allegiance

B: Meeting will be recorded by Area 58

1. Area 58 unavailable; No fault noted

C: Public comment:

1. None

D: Finance Director Update: Free cash certification and Town wide budget adjustments for FY22.

1. Meg LaMay; The Town Finance Director completed an overview and discussed how towns obtain free cash certifications.
2. The Town of Carver was granted \$1,475,568.00 in Free Cash that was certified on October 20, 2020
3. Meg LaMay reviewed why Free Cash was higher than anticipated
 - a. Auctions last year for properties in tax foreclosure
 - b. The Town had appropriation close out
4. Chairman Germain inquired about the savings from the school shut down and town furlough
 - a. Meg LaMay noted approximately \$300,000 savings from school shut down
 - b. Unknown amount of savings from the Town furlough savings
5. Rick LaFond; Carver Town Administrator discussed the Cares Act
 - a. A check was accepted for the Cares Act in the amount of \$165,000
 - b. Meg LaMay reviewed the Cares Act definition and criteria
 - c. Meg LaMay summarized special revenue fund, general fund and close out as free cash for end of the year.
6. The Urban Renewal Plan grant for town was reviewed and no updates mentioned
7. The Plymouth Street Water Project status was reviewed
 - a. Meg LaMay stated it was for DPW water line extension and the funds have been reappropriated to the Police Station. New funding would be approved by town meeting, no matter the source.
8. Chairman Germain inquired about the expected percentage budgets in each department?
 - a. Rick LaFond noted the following timeline:
 - i. He will meet with Meg LaMay and discuss budget submission by Thanksgiving
 - ii. In the next few weeks, the Town of Carver Finance Department will review revenues and make future budget projection: possible 10%.

- iii. In early December 2020, he and Meg LaMay will coordinate meetings with all departments and review their budgets and proposals
- iv. End of the calendar year, the first draft for preliminary budget will be distinguished

E: Grant applications: Discussion on timeline for implementing

1. Chairman Germain reviewed with Rick LaFond and Meg LaMay if the Finance Committee should hold off on grants due to the Town's spending freeze. Both Rick LaFond and Meg LaMay agreed to continue implementing the grant process to the approved applicants.
2. Chairman Germain confirmed the Finance Committee will be distributing checks from the Town of Carver Grant Program to the following applicants:
 - i. Shane Gives Thanks
 - ii. South Shore Women's Health
3. Chairman Germain noted that of 1700 people connected with Shame Gives Thanks, 600 individuals are from Carver.
4. Chairman Germain reviewed the next step for the organizations obtain the check: The organizations need to review with the Finance Committee what they did with last year's check and 75% of the check needs to be used within the Town of Carver.

F: Discussion of current financial policies: updated 09-26-19.

1. Rick LaFond noted the Select board asked the Finance Committee to review The Town of Carver Financial Policies for any changes and best practice.
2. Discussion amongst the Finance Committee about possibility having a joint meeting with the Select board to review the financial policies from 09-26-19 with the attendance of the Town of Carver Finance Director, Meg LaMay
3. Vice-Chairman Bandzul made a motion to keep the Town of Carver financial policies as written from date 09/26/19 with no changes except with the expectations to change the wording from "Board of Selectman" to "Select board". Should any changes be examined, Finance Committee requests a joint meeting with the Select Board prior to the changes. Seconded by Member Zweigman. Voted and passed unanimously, 6-0

G: Minutes: Reviewed minutes of August 17, 2020

1. Vice-Chairman Bandzul made a motion to accept the minutes as written from August 17, 2020. Seconded by Member Zweigman. Voted and passed unanimously, 4-0-2
2. Member Kenneally and Cullum abstained.

H: Minutes: Reviewed minutes of September 21, 2020

1. September 21, 2020 minutes will be posted, however no vote due to no quorum.

I: Minutes: Reviewed minutes of October 15, 2020

1. Vice-Chairman Bandzul made a motion to accept the minute as written from October 15, 2020. Seconded by Member Zweigman. Voted and passed unanimously, 5-0-1
2. Vice-Chairman Bandzul abstained

J: Any topics not reasonably anticipated by the chairman 48 hours in advance.

- 1: None

K: Next meeting date and time:

1. Finance Committee Meeting: Monday, November 09, 2020 at 7 P.M.

L: Follow up for next meeting:

1. Grant application approval
2. Nominate a new Vice-Chairman for the Finance Committee (see committee member comments below)

M. Committee member comments.

1. Vice-Chairman Bandzul announced her resignation from the Finance Committee.

N: Adjournment:

1. Vice-Chairman Bandzul made a motion to adjourn. Seconded by Member Sulger. Voted and passed unanimously, 6-0

Meeting adjourned at 8:02 P.M.

Respectfully submitted,
Kelly DiCarli

Voted & Approved