



TOWN OF CARVER

Carver Finance Committee

108 Main Street
Carver, MA 02330

Meeting Minutes of January 6, 2020
@ 7:00 PM
Carver Town Hall, Second Floor Room #1

Members: Alan Germain; Chairman, Kathryn Bandzul; Vice Chairman, Members: George Callahan, Elizabeth Sulger, Adam Holmes, Patrick Kenneally, Bill Duggan, Kevin Sullivan, Patrick Meagher, Marie Zweigman, Town Finance Director; Meg LaMay, and Carver Town Administrator; Michael Milanoski
Also present: Recording Secretary, Kelly Dicarli
Absent: Member; Steve Pratt
Meeting Opened: 7:02 P.M.

Meeting Opened:

A: Pledge of Allegiance

B: Meeting will be recorded by Area 58, Public comment

C: Minutes: Read and approve minutes of December 2, 2019 meeting.

Kathryn Bandzul made a motion to accept the minutes; given the correction of Marie Zweigman spelling of her last name throughout the minute document. Seconded by Elizabeth Sulger. Voted and passed, 8-2.

Adam Holmes and Bill Duggan abstained from vote as they were absent from last Finance Committee meeting.

D: Town Administrator update:

1. Beginning of budget presentation and discussion with individual departments.

- a. Michael Milanoski initiated his presentation to clarify the budget process to which he noted in the MGL., Town of Carver Bylaws under Chapter 3 Town Administrator, section 3.4.3 Financial Management Duties, subsection 3.4.3.2. "To prepare and present, an annual operating budget for the Town and present a capital improvement plan, prepared by the Capital Outlay Committee for the five (5) fiscal years next ensuing".
- b. Michael Milanoski distributed and reviewed with the committee members the *Chart for cost of Living and Step increases for all Union and Non-Unions Employees* document
 - i. In summary, salaries are based on grade and step level and noted a 2% salary increase for the next two (2) years negotiated by the Select Board.
 - ii. Adam Holmes inquired to Michael Milanoski examples of non-union employees? Michael Milanoski noted a sample of these employees which includes but not limited to, the Fire Department, a few employees within the police department, EMS, few personal in the Finance Department and Administrative Department, Veterans, and a few library employees.
- c. Michael Milanoski distributed and reviewed with the committee members the *Town of Carver Proposed Operating Budget for the Fiscal Year Ending 06/30/21*
 - i. This is a 1.5-page document that fell within the Finance Department and the Department of Community Living and Human Resource items.
 - ii. Examples of reduction and increases from the Operating Budget documentation as follows:
 1. Town-Wide Expense:
 - a. Telephone: a reduction in telephone expense due to a telephonic upgrade. The Town of Carver eliminated copper lines. All phones are voices over IP and eliminated phone lines no longer needed. Alan Germain inquired if this

number incorporates cell phone? Michael Milanoski responded there is limited employees with cell phone.

- b. Gasoline: Expected decrease due to the new Police vehicles having new battery sensors. Kathryn Bandzul asked about hybrid cruisers. Michael Milanoski noted few options are being discussed.

2. Finance Committee

- a. Committee Salaries: Alan Germain asked about changes in finance committee salaries due to having full board committee. Michael Milanoski will review budget and funds to accommodate the salary of the full board
- b. Clerical Salary: Alan Germain inquired about Clerical salary changes from \$975.00 in 2019 actual budget to \$0.00. Meg LaMay, the Town Finance Director, stated this position doesn't exist anymore.

3. Finance Department:

- a. Budget incorporated to add an assistant finance director
- b. Payroll coordinator position is pulling out of union
- c. Department Salary: Overall: \$1,800 increase from 2020 from operational standpoint with all changes.
- d. Equipment rental: Reduction in this budget due to moving technology out of department budget into capital budget.

4. Legal Service/Law account: Increase due to new playground

5. Data Processing- Reduction, budget being managed by Operations and Maintenance (O&M)

6. Department of Community Living:

- a. Budget added Deputy Director of Outreach, Awareness and Veterans Agent Support and Counsel on Aging salaries.
- b. Telephone: Kathryn Bandzul inquired about telephone changes, Meg LaMay noted this incorporates internet services and SAILS network from library. Library has own service.
- c. Computer expense: Alan Germain inquired about the \$26,000 Town recommended budget cost? Michael Milanoski noted this tie into sales, sale network, and service charges. Michael Milanoski and Meg LaMay will change description on budget document for improved clarification
- d. Gatra Subsidy: This budget includes to pay for drivers and fuel. Gives the town flexibility for affordable transportation

7. Veterans Benefits: Currently at a stabilized point in the budget.

8. Employee Benefits

- a. Fire Fighters LOSAP: Michael Milanoski discussed with the Committee Members this benefit is designed for Fire Fighters whom spent 20 years of service within the Carver Fire Department. After 20 years, Firefighters receive a small retirement, however cannot collect till the age of 65. Alan E. Dunham; Select Board Member (present) noted this is benefit to keep people committed longer in the department.
- b. Health Insurance Premiums: Budget remains stable. However, completing re-organization health insurance. School department has own health care.
- c. Life insurance: Reduction due to overbudgeted in 2020

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

None noted

F: Committee member comments:

- 1. Alan Germain noted there is a Massachusetts Municipal Association (MMA) Annual Meeting and Trade Show. Dates: Friday, January 24, 2020 – 7:30 A.M. to Saturday, January 25, 2020- 5:15 P.M. He will email Finance Committee Members further details.
- 2. Alan Germain commented that the Board of Assessors should be recorded and minutes taken to increase trust and transparency within the Town of Carver.

3. Patrick Kenneally inquired which department the Finance Committee would like to see present? Alan Germain noted the Finance Committee would rely on Michael Milanoski regarding department readiness. Alan Germain also mentioned the school budget for the March meeting.

G: Next meeting dates and times:

1. Finance Committee Meeting: Monday, January 27, 2020 at 7 P.M.
2. Finance Committee Meeting: Monday, February 10, 2020 at 7 P.M.
3. Finance Committee Meeting: Monday, February 24, 2020 at 7 P.M.

H: Follow up for next meeting:

1. Follow up from the Board of Assessor being recorded and minutes being taken during meeting
2. Follow up departments willing to participate in the future Finance Committee meeting.

I: Adjournment: Elizabeth Sulger made a motion to adjourn. Seconded by George Callahan. Voted and passed unanimously, 10-0

Meeting adjourned at 840: P.M.

Respectfully submitted,
Kelly DiCarli

Voted & Approved