



## CARVER FINANCE COMMITTEE MINUTES OF FEBRUARY 7, 2022 MEETING

Present: Chairman Alan Germain, Adam Holmes, Vice-Chairman Members: Bill Cullum, Ron Clarke, Walter Cole and Elizabeth Sulger.

Absent: Pat Meagher, Greg Boudreau, Tony Macrina

Also Present: Dave Siedentopf, Cara Dahill, Bob Fennessey, Sue Moquin, and Recording Secretary Ashley Swartz.

Mr. Germain opened the meeting at 7:00 P.M. with the Pledge of Allegiance. It was noted that the Guest Wi-Fi was not working making a Zoom connection unavailable to Pat Meagher and Tony Macrina. Mr. Germain then asked if there were any public comments and heard none.

### **Town Administrator, Finance Director Update:**

#### **Budget Discussion: Operations and Maintenance, Town Clerk, Finance Dept, Planning Dept, Board of Health**

Operations and Maintenance Dave Siedentopf (Director of Operations & Management) – First noted the increases across the department. DPW increases and municipal buildings and explanation of the need for an additional position between (speaker) and Deputy Director. The new position would be a non-union, town position (Grade C, step one) – assistant Deputy Director – with similar mechanical knowledge. This position has been noted as being “in the works” for a while. Mr. Germain asked about the decrease in “summer help” and it was explained that this was sufficient for the need. There was also further explanation that school line items were kept separate to allocate budgets for particular needs of the school. Mr. Germain also asked why there was an internet line item for DPW. Dave said he had to double check why this was – Mr. Holmes said this should be under the IT budget. Mr. Holmes asked about the increase in rubbish and waste removal (double) and it is because the contract is going up. These are for all municipal buildings (does not include schools – Dave combined contracts because there was a savings but the school still pay independently). Well contracted services include everything except North Carver Water District and the Schools. Dave said these are usually renegotiated every three years (which explains the jumps in the budgets).

Motion to approve the total O&M budget made by Mr. Holmes, seconded by Ms. Sulger, approved unanimously 5-0-0.

**Voted & Approved**



Town Clerk – Cara Dahill (Town Clerk) – Three elections, state primary and local election this year. Ballots and cards will be mailed out again and these expenses will fall on the town. This will require temporary and/or seasonal help. There are two postage items – one for the Clerk side and one for the election side. There will be opt in cards, ballots, paper costs, printing, and postage expenses. Money was also saved by not having to do a fourth precinct. Additional equipment will be \$10,000 and there will be 300 hand held “voter” for town meeting. They last 10 years, the improvements are included and the maintenance fees for each is 87 cents. This will help town meeting move faster, more accurate counts, and preventing people from voting multiple times. Cara said a demonstration could be done prior to purchase. A point was made that a tool like this could remove peer pressure from voting. Ms. Sulger questioned if the cost was worth the few meetings a year. Mr. Clarke said he would like to see the demonstration before approving this particular line item but he is in favor of the idea. Mr. Germain requested to have the expense name changed per Mr. Holmes question as to whether or not this should be in the budget. Cara said she can get written testimonials from towns currently using this. Mr. Holmes suggested submitting a reserve fund request now in order to have the equipment for the Town Meeting in April. The suggestion was to take this out of the budget for this year and submit a transfer request for this year – if the demo can be done soon and the equipment is purchased then the items can be used for this upcoming Town Meeting. Motion made to approve the Town Clerk budget and Town Registrar budget, holding off on the additional equipment made by Ms. Sulger, seconded by Mr. Clarke. Approved unanimously 6-0-0.

Board of Health – Mr. Germain had a conversation with Kevin Forgue, Kevin explained the increase in landfill operation was due to ongoing DEP required testing of the site. There was a jump in the department head because of where the funds were being allocated from the Health Agent salary was coming from the Selectman’s budget. Now the full hours are being allocated from the Board of Health budget. There is confusion for the Committee because the offset is not obvious – when the budget was updated for Board of Health, Elaine had not yet updated the budget for the Selectman’s budget. Motion made by Mr. Clarke to approve the Board of Health Budget, seconded by Ms. Sulger, approved unanimously 6-0-0.

Planning Department – Sue Moquin – Gave them a 1% increase that everyone else got. Mr. Germain asked about the permitting software – an email was sent to Mr. Germain from the new Building Inspector about this software being a “mistake” and said no other towns are using this. Mr. Germain read the email from Paul. This doesn’t tie into other departments, as originally thought, and the investment could be made elsewhere. Ms. Sulger made the point that the repercussions of pulling out of the contracted should be explored before we terminate. Mr. Fennessy said he spoke to Paul about this and agrees that this is not something that should be used in a community like ours. Mr. Germain would like to take this item out of the approval tonight – “Other Purchases” but Sue said \$3,725 should be the number because this line item is used for other things. Mr. Holmes said he wasn’t comfortable voting on this item because no one from Planning (who uses this software) wasn’t present. Mr. Germain agreed and decided to table this line item. Motion to table the Planning Budget until next meeting made by Mr. Clarke, seconded by Ms. Sulger. Approved unanimously 6-0-0.

# Voted & Approved



Finance Department – Sue Moquin

There were increases in salaries as well as some positions changed from part time to full time. (Finance, Assessing and Clerical, Treasurer and Collector saw increases due to salary increases, trainings, adding hours and changing positions from part time to full time).

Other increases include: postage, advertisement (titles and unclaimed property), other professional services (register deeds at the court), certification (treasurer collector / state mandated).

Mr. Germain asked about the “Financial Disclosure” – this is in regards to borrowing or changes. Mr. Holmes asked about “Other Purchases/Services” for \$67,000. Sue explained that that each department has its own “Other Purchases/Services” and they all cover different things. They could also cover multiple things. Mr. Holmes and Mr. Germain stated that this could be a catch all for everything that doesn’t fall into a category.

Sue said she would like to reorganize the Finance Department and put everything under one umbrella and use memos to clarify what each “Other Purchases/Services” is for. Ms. Sulger asked if items like paper and software were going to be paid for by the schools. She felt this was discussed last year. There was a discussion about whether or not there was a tradeoff between the schools regarding IT and O&M. The question is where does this particular part of the budget lie. Legal went up 20% due to tax title. Sue said she was going to update Legal for their next meeting. Mr. Holmes argued that putting this in the budget was a slippery slope – action would be taken because its “it the budget”. Mr. Clarke said the return could be great if they are aggressive. Mr. Germain said he would like to see it as a separate line item so you could see the offset (labeled ‘Tax Title’). Sue said she has seen “Tax Title” as a separate department so the funds have to go to this specific use and the budget can’t be shifted around within Legal. Motion to approve the total Finance Department made by Ms. Sulger, seconded by Mr. Clarke, approved unanimously.

Motion to approve the Legal Services Department budget, moving \$20,000 to a new Department under Treasurer for “Tax and Title made by Ms. Sulger, seconded by Mr. Clarke, approved unanimously 6-0-0.

Motion to table the total computer operating budget made by Mr. Holmes, seconded by Mr. Clarke, approved unanimously 6-0-0.

### **Discussion/opinion/thoughts on No. Carver project as requested by RDA**

Mr. Germain spoke about the height requirement for the project in North Carver and thinks the RDA needs to approach the project by looking at the overall impacts of what will happen if this Mr. Clarke spoke about the impact report that was recently received and it seems that traffic is concern. Mr. Germain spoke about some of the revenue options that can come from a project like this and Mr. Clarke added that it “has to be the right project”. Mitigation agreements are still ongoing so there is not a lot of information to share.

### **Read and Approve Minutes of 10/25/21 and 11/16/2021**

Motion to approve minutes from October 25 as written made by Mr. Clarke, seconded by Ms. Sulger, approved unanimously 6-0-0.

**Voted & Approved**

Mr. Holmes asked to amend the minutes. Motion to approve minutes from November 16 made by Mr. Holmes as amended, seconded by Mr. Clarke, approved unanimously 6-0-0.

**Next Meetings:** February 17<sup>th</sup>, February 24<sup>th</sup>, February 28<sup>th</sup>, March 1<sup>st</sup>

Motion to adjourn Ms. Sulger, seconded by Mr. Clarke, unanimously approved 6-0-0.

Adjourned 9:00 PM

Minutes submitted by Ashley Swartz.

Voted & Approved