



# TOWN OF CARVER

## Finance Committee

108 Main Street  
Carver, MA 02330

Meeting Minutes of April 14, 2020  
@ 7 PM

### Zoom Meeting Authorized Person Alan Germain, Chairman

Present: Alan Germain; Chairman. Kathryn Bandzul; Vice-Chairman Members: George Callahan, Adam Holmes, Patrick Kenneally, Patrick Meagher, Elizabeth Sulger, Kevin Sullivan, and Marie Zweigman

Also present: Michael Milanoski; Carver Town Administrator, Meg LaMay, Town Finance Director, and Recording Secretary, Kelly DiCarli

Absent: Members; Bill Duggan

Meeting Opened: 7 P.M.

A: Administer Update for FY20, FY21, anticipated financial impact to the Town of Carver, and revenue reduction from Covid – 19.

Michael Milanoski; Carver Town Administrator initiated the Finance Committee with fiscal year updates for 2020 and 2021 which includes:

1: FY20: Operation stand point:

- a. social distance restriction continues till May 4, 2020
- b. The Town has restricted staff for non-essential employee and essential staff continue on a regular salary.
  - i. Essential departments examples includes: Finance Department and inspection department.
  - ii. Non-Essential departments examples includes: Library and Council on Aging (however continues to serve meals on wheels to residents.
- c. School continues to provide lunches through June 2020
- d. Open Operations: GATRA continues to operate and Operation and Maintenance continues to clean buildings. SERVPRO (Plymouth location) donated cleaning supplies free of charge, and ongoing construction projects (police station and playground)
- e. The Town Hall employees are in the office two (2) per week and working from home three (3) days per week

2: FY20: Financial Standpoint:

- a. The State passed a law for towns to address Covid 19 issues, if the Town runs into deficit accounts, they can defer payment for three (3) years before paying this back.
- b. The Town will review and monitor the down turn on meal tax from restaurants being closed. There is a ninety (90) day lag and last payment for meal tax payment was prior to Christmas 2019. Next payment is later this fiscal year.
- c. The Town of Carver is putting together spending freeze for the next four (4) weeks.
- d. Twenty-Five (25) Town employees volunteered to go on furlough with every intention hiring these employees back. If any of these employees are in a Union: (1) they will

maintain seniority and (2) The Town will cover its share of health care benefits and employee will pay their share whether they are full time or part time.

- e. Furlough of Town Employees will extend till July 21 2020. The new Town Administrator will determine to either release or extend this.
- f. Meg LaMay, Town Finance Director completed a Cash Flow projection through the end of the year and as other towns may be looking to borrow money, Carver is doing well and no projection to borrow money till this point due the ongoing successful execution of the Financial Departments.
- g. Michael Milanoski noted the Board of Selectman elected to suspend fines/penalties for late payments of property and excise fees till June 30 2020 provided residence have a reasonable concern due to the impact from Covid-19 (ie. financial or health issue or a resident is self-employed and unable to work). The resident would need to fill out a form and attest to the reasonable issue to which the Town will waive fees.
- h. The Town of Carver budget and annual spending is around 44 million dollars. The Conservation Commission and Board of Selectmen will be asking the Governor to reallocate ½ million dollars to general stabilization budget. All actions will get through the town through fy21

### 3: Carver Town Administrator Update

- a. Michael Milanoski last day as Carver Town Administer is Friday, April 17, 2020. For the next two (2) years he will remain as a Executive Consultant for the Board of Selectmen. On Friday, April 10, 2020 the Board of Selectmen voted and offered the position Carver Town Administer Rick Lafond
- b. Three (3) accounts to move funds into Town Administer account line- in order for the Board of Selectmen to legally approve new contract it must first be funded: (1) Propane \$10,000 (natural gas account) (2) Street lights \$6,000 and (3) Telephone \$18,000.
- c. Chairman Germain noted the above transfers does not involve the Finance Committee and requires no approval from the committee. Money can be moved from various line items within the general government budget by the SB.
- d. Budget update (some examples) of current balances.
  - i. \$1.3 million in free cash in town meeting budget
  - ii. Cranberry village retained earnings (stabilization funds)
  - iii. Cpa- \$479,000
  - iv. Reserved \$77,000
  - v. Stabilization \$3.2 million
  - vi. Capital debt fund \$1.1million
  - vii. OPED \$1.2 million
  - viii. Fema \$205,000
  - ix. Health insurance reserved \$250,000 and extra \$100,000 catastrophic in health care
  - x. Unemployment reserved \$99,000
  - xi. Utilities \$175,000
  - xii. Special Education \$294,000
  - xiii. Salary adjust \$115,000
  - xiv. Earth removal \$191,000 which is given to DPW for road repairs
- e. Chairman Germain inquired about updates on the water contaminants on Plymouth Street and the proposed water line extension project if there is funding for this. Michael Milanoski noted there is funding for this construction of the new water line and engineering is proceeding as planned.



#### 4: FY21

- a. Goal for upcoming FY21 is to control spending.
- b. Furlough plan to reduce FY21 revenue short fall.
- c. Change in operational budget, Michael Milanoski presenting Board of Selectmen meeting- going to table living department- collaborating the Council on Aging, Library and Recreation. No changes org chart for FY21.
- d. Discussed transfer money into new Town Administrator account for FY21. Once contract executed, these expenses has to be paid.
- e. Chairman Germain noted another point of savings is the reduction of diesel fuel from school buses due to no school. In addition, Chairman Germain discussed the Finance Committee was not initially notified of the funding and transfer of expenses.
- f. Member Holmes noted that given the Town Meeting is delayed due to Covid-19 is there any discussion of re-visiting the FY21 budget expenses in relation to the new Town Administrator position. Michael Milanoski noted the Board of Selectmen and Finance Committee should be looking at this.

#### B: Discussion and vote to support conservation vote to transfer funds

This fund dates back to 2008. The Conservation Commission switched financial software packages in FY15. From FY08-FY15, any rollback tax payments went to this fund which would appear to be \$135,673, which was the carryover amount. All the deposits (credits) are receipts from rollback taxes. Since FY15, The Conservation Commission have steadily been using this account, which nothing has been used. Current five (5) members of The Conservation Commission has control of without oversight. The last meeting of The Conservation Commission, members voted unanimously 4-0 to move \$500,000 out of the fund and allow The Board of Selectmen to request the Governor to transfer money to the reserve fund. Because of the solar projects, \$480,000 has been added since 2015 and has steadily grown to \$616,000. Chairman Germain noted that no board should be allowed to have control over this amount of money with no oversight. The Board of Selectmen, Conservation Commission and Finance Committee in agreement with money transfer and needing State Legislator approve this request due to the amount.

Member Sulger made a motion to approve the transfer amount of \$500,000 from the Conservation Commission Land acquisition fund to a more restrictive fund. Seconded by Member Zweigman. Voted and passed unanimously, 8-0

#### C: Reserve fund support on transfer from Capitol Outlay

Chairman Germain seeking a vote to approve, contingent on Capital Outlay approval to transfer \$200,000 to the police station building project. This is necessary to enter into a contract for the outbuilding and fire suppression system.

Vice-Chairman Bandzul made motion to approve the transfer \$200,000.00 contingent on the affirmative vote of capital outlay to building committee. Capital Outlay will vote Wednesday, April 15, 2020. Seconded by Member Meagher. Voted and passed unanimously, 9-0

#### D: Committee meeting comments:

Member Holmes acknowledged last Finance Committee before Michael Milanoski leaves office and offers "Thanks" for his 6 years of office.

E: Next Finance Committee meeting: TBD

F: Next Town Meeting: Tentative- June 9, 2020 Alternate date June 13, 2020

I: Follow up for next meeting:  
Nothing noted

J: Adjournment:

Member Callahan made a motion to adjourn. Seconded by Member Zweigman. Voted and passed unanimously, 8-0

Meeting adjourned at 9:18 P.M.

Respectfully submitted,  
Kelly DiCarli

Voted & Approved