

**Minutes of the Selectmen's Meeting of October 16, 2014**  
**AD Makepeace Literacy Room – School Admin. Building 6:00pm**

Present: Chairman Richard Ward , Vice-Chairman Ronald Clarke, Alan Dunham, Sarah Hewins, Helen Marrone, Town Administrator Michael Milanoski (TA) & Elaine Weston

The meeting was called to order at 6:10pm. The Chair led the audience in the Pledge of Allegiance, community prayer.

Chair stated that Marrone was delayed in traffic and will arrive momentarily.

Approval of Borrowing from Stabilization Fund for Fire Station Building Project: Motion to approve borrowing of \$560,000 for the design contract until town goes to permanent financing. Motion to approve by Clarke, second by Dunham. Vote 4-0-0.

**One Day Special License:** Carver Sportsmen's Club 11/1 7pm – Midnight. Motion to approve by Dunham, second by Clarke. Vote 4-0.

**Motion to approve minutes:**

Motion to approve minutes of 10/7/14 by Dunham, second by Clarke. Vote 4-0.

Marrone arrived at 6:25pm

**Facilitator Jeff Nutting present: Goals & Objectives Roundtable**

Jeff outlined that his role is to support the Board in helping them create Goals to support and improve the community. He reviewed all of the Goals and Objectives from the last meeting:

1. Hire Town Administrator
2. Set strategic directions
3. Solve problems someone else cannot resolve

Jeff feels the first two have been done & the third is ongoing.

He questioned if anyone had questions on the their role as a board member. Dunham feels there are not. Ward feels it cannot hurt to review it.

The current three most important jobs of the BOS (as submitted by each member):

1. Providing adequate funding for public Safety
2. Make sure the town runs in a smooth & fiscally responsible manner
3. Ensure that the government is open & transparent
4. Represent resident needs and communicate effectively
5. Set sound policy and general oversight
6. Employ Town Counsel
7. Provide adequate funding for education
8. Make decisions based on what is best for the entire community

9. Develop policies which anticipates future needs and issues
10. Good management for the long run

Jeff reviewed major accomplishments over the last year.

Dunham feels that the School Committee and BOS are becoming disconnected and the BOS has been proactive by creating an Ad Hoc Committee to work on bringing them to work more cohesively.

Clarke feels that disconnect is leaking into the day to day Town & School operations and are not working together to solve each others problems.

Jeff pointed out that each board may not be aware of the challenges the other board is facing.

TA questioned since Jeff has been on both School Committee and the Board of Selectmen, he asked if there was any insight. He stated that the School Committee could be questioning what is motivating the BOS on certain issues and the School Committee could be focused in one area and the BOS is focused on another.

Clarke feels there should be an atmosphere of trust between the two boards.

Jeff noted that there should be consistency and logic and that both boards need to keep moving forward.

Jeff discussed ways in which the BOS could be more effective.

Dunham feels that the BOS continuously works on working together.

Discussion on the issue that the BOS should make policies and not adopt policies made by others.

Jeff stated that if another town has a policy he feels it is ok to mirror it. Hewins stated that this is referring to policies made by previous boards.

TA pointed out that from a staff standpoint, it helps if the changing BOS has continuity unless the government is not working.

Jeff stated it helps to reaffirm things after the election.

Clarke feels even if the Board stays the same, that the policies should be reviewed to make sure they are all still working well.

Jeff reviewed goals the Board should accomplish over the next year:  
He feels the BOS should be accountable for the goals with a timeline or continued work on them.

1. Work to achieve a positive town-wide vote for the new school. Jeff questioned if the Board would take any action between now and next June. The BOS doesn't have any action item on this item and is a fiscal 16 objective. TA stated that this BOS has established the grounds for moving forward with the school project by the steps they have taken so far.
2. Establish a town-wide IT department. Clarke stated that they are just beginning to talk about this with the School Committee. Jeff feels that a written agreement or MOA would be the best route and that it is not a 'turf' battle. Actions for this FY would be to have it integrated into next year's budget. Dunham is hoping to have something on the BOS agenda by the first meeting in December. Clarke suggested getting an outline for a 'vision' and deciding who would better handle that or is there a middle ground the BOS can come to with the school to make it work. Clarke feels a lot of research needs to be done. Jeff feels the Ad Hoc Committee should have an outline of the vision by January 15, 2015 and TA to provide background information in the next 30 days to the BOS on what town spends on it.
3. Review our downsizing program and see if adjustments need to be made. Hewins stated that this is in regards to establishing an employee review system. (This also ties into points #11 Establish and improve employee evaluation system & #15 Improve Town Hall morale). Clarke stated that he thought there was value to the reorganization that took place and that if it is not working to revisit it. Hewins stated the review would be a poll of the employee of how they feel the consolidation is affecting them. Marrone stated that the survey should be service oriented or else the employees who are directly affected would be filling out a negative poll. Dunham feels that this should not be a chance for employees to jump over their supervisors head. Dunham feels that it should be a discussion with the Department Heads, he also feels that there should be an open door policy so they can voice their complaint. TA stated that the policy is in place in the BOS Code of Conduct. Dunham feels the chain of command should be followed. Jeff stated that there is an ongoing battle to serving the public and employee morale. Clarke feels that there are good and bad managers and there should be something in place that the BOS could find out if morale is low. Clarke would also like to know if the morale is effecting the level of service the public is receiving. Jeff questioned the chain of command. TA stated that there are staff meetings every few weeks and the departments that have had transitions, they meet every 3-4 days and make tweaks here and there where needed and has working to find solutions to make things better. Ward feels that the budget will need to be looked at to see if things like a part-time building inspector are working to determine if they need to be changed. He stated it will affect morale, but that we need to be efficient in the general government if we want to get a new school. Jeff asked TA to make a brief report to the BOS as to how the reorganization is going as part of the budget process. Clarke asked if the cross-training will be done by then and the TA feels it will be. Clarke state that his company does an employee survey and doesn't find anything wrong with that. Jeff stated that it would be helpful if it had the right questions. All agreed that a survey should be done. Jeff stated that it should be fact based. The BOS agreed to do a survey in July 2015 and the a preliminary survey to be drafted by Clarke & Hewins by May 2015.
4. Develop a new "town meeting financial schedule" – done

5. Prioritize adequate funding to run the schools and public safety – Jeff feels this is a statement, not an action item.
6. Continue to Develop Policies – Jeff asked for anything specific, and if not, it is not considered a goal.
7. Implement better communications technology. TA stated the BOS has done this by establishing an opportunity at the beginning and end of the BOS meetings for public input.
8. Update the Master Plan – This is a budget item, not an action item for the BOS until FY 16. Hewins state that the Open Space & Recreation Plan needs to be done every five years in order to get state funding for things. TA to ask the Conservation Commission for an update on this and get back to the BOS.
9. Assist in Fire Department building project. Ward feels this is progressing very well and things are getting lined up fast. Dunham feels there is nothing to do as a Board.
10. Establish a policy on hiring a professional to negotiate union contracts. Not practical- Jeff feels this may be a discussion for the TA and Superintendent. Clarke feels this can be discussed in the Ad Hoc Committee.
11. Improve employee evaluation system.
12. Complete and implement the Governance review recommendations.
13. Discuss timetable and finalize evaluation of TA. Jeff feels there are so many options available that they need to find one that suits them and use that. A sub committee of Ward and Marrone will report back to the BOS by mid December.
14. Discuss other efficiencies of FY 16
15. Improve Town Hall morale
16. By example demonstrate there is no longer us vs them on the board
17. Re-establish more participation in regional efforts where appropriate, opportunity dependent.
18. Review the Town's efforts on the drug problem and what the board can do to lead the community. Late-November, Mid-December to have the Board of Health agent present options that are already free and available to the public.

Goals the BOS should accomplish over the next 3-5 years:

1. Construction of new elementary school.
2. Construction of new fire station
3. Begin planning for a new police station
4. Explore regionalization opportunities with neighboring communities
5. Maintain adequate funding for all town departments
6. Unfunded mandates
7. Expand public water system/find solutions – manganese problem needs to be solved first short and long-term. Explore financial alternatives to fund the NCWD. There is a task force for the manganese problem and the NCWD commission exists on the economic issue.
8. Continue to conduct department audits - ongoing
9. Tackle OPEB and Health care issues – ongoing with an OPEB committee and trust fund established.
10. Update town by-laws – Governance committee working recommendations to the BOS
11. Update Master Plan

12. Assist our senior community-the COA budgets have been cut and there is a large senior population in town. Resources to be improved. Hewins would like to see a community center to couple the seniors and the school to have the school buy-in. A larger effort could be put into a long term comprehensive senior center plan. TA will report back from the master planning efforts to see if this can be accomplished.
13. Continue to develop policies to streamline town operations
14. Address drug problem
15. Consider the CPA – an awareness that funds are available
16. Citizens involvement
17. Economic Development

Issues not already addressed:

1. Is the current power of the TA position too much, too little or correct. Marrone & Clarke stated that the By-Laws haven't changed since a TA was established.
2. Implement solutions to assist in non-profits in town i.e. Food Pantry. An awareness issue, not an action item.

Biggest Issues facing Carver's long term financial sustainability:

1. OPEB: Clarke stated that the BOS is addressing it as best they can
2. Finding funding alternatives other than homeowners.
3. Preserve Open Space
4. Ensure survival of our business tax base/cranberry industry
5. Maintain our physical infrastructure
6. Continue to contribute to the rainy day fund
7. Do not under staff services while over staffing management
8. Health Insurance costs
9. Union Contracts
10. Lack of Business in Town
11. School budget
12. Pension costs
13. Maintaining adequate funding for education and public safety

Objectives to work on:

Annual Non-Union Employee Evaluation Policy to be implemented in FY16

Approval of minutes of 9/23/14. Dunham & Marrone recused themselves from the vote. Motion to approve minutes by Marrone 2<sup>nd</sup> by Hewins . Vote 3-0.

Meeting of 10/21 & 11/4 cancelled. Next meeting to be held on 11/18 unless otherwise deemed necessary.

Motion to adjourn at 8:40pm by Clarke, second by Dunham. Vote 5-0-0.