

**Minutes of the Selectmen's Meeting of September 9, 2014**  
**Town Hall – Meeting Room #1 7:00pm**

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

The Chair led the audience in the Pledge of Allegiance, community prayer and reviewed agenda.

**Public Comment Period:** None

**Redevelopment Authority:** Habitat for Humanity Check Presentation. Will Sinclair & Jim Middleton from Habitat for Humanity. They have worked together to make an impact on citizens in Carver and it brought together a lot of people in the community. Jim thanked the Redevelopment Authority and the Town for everything they do to help the citizens. Will wanted everyone to know how much the community has donated.

Appointment to Commission on Disability: Sandra Tedford. Motion to approve by Marrone, 2<sup>nd</sup> by Clarke. Vote 5-0.

Appointment to Marcus Atwood Trustees: Allen Ferguson. Allen gave a brief overview of his interest in becoming a Trustee due to his background in construction. Motion to approve by Hewins, 2<sup>nd</sup> by Clarke. Vote 5-0.

**Town Administrator Comment Period**

Fire Station Building Committee Update: Designer contract has been signed. Kaestle Boos is the Designer for the project. The project is currently under budget. Daedalus was influential in helping the town reach this goal. TA is not sure this trend will continue, but feels this is a strong start. Carver is rated as the top 1-2% of call fire departments around the country. Conceptual designs are currently being worked out to address the needs of the station.

OPEB Update: The committee is meeting with Plymouth County Treasurer Tom O'Brien and they are also reviewing the health care analysis as well as meeting with the Governance Committee to come up with preliminary recommendations.

IT Update: The School has downsized its personnel and the Town Hall consulting support is not readily available. The Town Hall will schedule hours for Ellen Smith on Tuesday's from 4pm-7pm and we will be paying her overtime for this service. We will develop a process as we go forward to deal with immediate needs.

TA reviewed Robert Bonnell's experience in the IT field and reviewed the details of the IT audit he performed. Overall, the town has been reacting to needs. Rob is working toward a proactive design for the IT needs of the Town. He reviewed potential options for IT solutions for the town. TA feels more work needs to be done to determine exactly what the town needs and would like this to lay the foundation for a decision to be made in the near future.

Clarke asked that Rob meet with the former Website Committee before coming back to the Board of Selectmen for a decision.

Municipal Well Update: The Carver Municipal Well will need modifications in the near future due to the levels of iron and manganese observed in the water. Two options were presented: Option I: Ion Exchange Vessels, Option II: Greensand Plus Filter. TA is working toward the best solution for the Town.

Proposed Budget Process:

4-step process: Step 1: The Board of Selectmen to guide the TA as to what their priorities are to lead the budget forecast. Step 2: Preparation of Preliminary Departmental Budget, the TA will meet with the Department Heads to work out operating budgets. Step 3: Draft recommendations for operating budget from Finance Committee. Step 4: Board of Selectmen to finalize proposed budget and Warrant Articles to move forward with an April Town Meeting.

In Oct/Nov the Departments will work on their 10-year Capital plan needs and any major purchases from 10-20 years. The capital outlay can start their review.

He would like to see the sitting Selectmen bring their budget recommendations to Town Meeting and have Town Meeting representative of their decisions before the election.

Hewins questioned when the Departments would get the opportunity to come before the Finance Committee and the Selectmen at the same time. TA stated that would be up to the Selectmen to decide in Step 3 – 4. Marrone questioned if all Departments would need to come before the Board if they have no change in their budget. Clarke asked if the budget would be tweaked once the Governor's budget comes out. TA stated that new growth and permits and fees make up most of those figures and adjustments can be made in Step 3 if necessary.

Clarke would like to see a drop dead date for Warrant Articles for the Annual Town Meeting. TA recommends that there be a deadline for a placeholder in Step 3. Clarke questioned if this is moving too fast and if this is feasible. TA stated that he will draft a policy for Warrant Articles. His only concern is that Step 1 gets completed in the time frame allotted due to a new software system, closing year end and staffing changes.

Clarke would like to include Step 5 which should be the date of the Annual Town Meeting.

Edaville Railroad Update: Major redevelopment is happening-they will be putting in their Thomas the Train area on their land. Jack Hunter has been working with the Abutters, Conservation Agent and DEP to develop a master plan including setbacks on the plan. They are filing two notices of intent this week and site visits will be done to work cooperatively as they provide income and jobs to the community.

Facilities Consultant: Reviewed the outline of what Joe Piantedosi has been working on with DPW Fleet Maintenance, Snow Plow Contracts, improving accountability, street light audit.

## **Board of Selectmen Comment Period**

**Marrone:** Acknowledged 9/11. Upcoming Plymouth Airport Airshow 9/27 and there is something for everyone there.

**Clarke:** Would like to set aside time to informally have an evaluation with the TA to find out what is and what is not working. He would like to address this over the next month or so. Cable Update - All three towns: Plympton, Halifax & Carver have expressed moving forward and lawyers are working to draw up an agreement and everyone involved is working together to try to accomplish the completion of a new studio, staffing and conversion by Dec. 31. Would like to remind the public that the Food Pantry is in dire need of donations. He is in touch with Shaw's to find out why the donation bin was removed from their store. He has a new grandson Zachary.

**Ward:** Recognized 9/11 and the sacrifices made.

**Hewins:** Announced YPAC registration that is going on for an after school program

**Dunham:** School Ad Hoc Committee: two members were selected: Paula Kibbe & Gina Hanlon-Cavicchi

**Ward:**Read the announcements.

**Remote Participation at Meetings:** 940 CMR 29.10. The Governance Committee strongly recommends that the Selectmen vote to approve remote participation. Marrone questioned the technology available. TA stated that with a wall phone, cell phone & Skype are all acceptable from a technology standpoint. Marrone questioned of a policy would need to be put in place. TA state that the law is clear on the 5 eligible reasons. The request has to be signed off on by the Chairman of the Committee. Motion by Dunham to adopt the Remote Participation Policy for the Town of Carver, 2<sup>nd</sup> by Clarke. Clarke questioned if it would work if you cannot anticipate ahead of time that you cannot make it to the meeting. Dunham would like Selectmen to draft guidelines regarding the regulations. Vote 5-0.

**School Building Committee and MSBA Update:** Screening Committee had 2 mandatory pre-bid meetings last week. Deadline for OPM is tomorrow at 4pm. A committee has been formed by the School Building Committee to narrow down the list of applicants to 3-5 members. 5 Committee members will deliberate and the full Committee will meet to have interviews with the goal of selecting a firm and submitting it to the MSBA by the end of next week. The MSBA has reduced their timeframe for review to accelerate Carver's process. The OPM will help move everything forward at a quicker pace. Barry Struski has resigned from the Committee, James O'Brien is appointed into Barry's place and Andrew Soliwoda has been appointed into James' place. Meg LaMay is going to training to be certified to handle reimbursements from the MSBA.

**Governance Committee Update:** The intent is for them to come to the first meeting in October and give an update on what they are working on. Ward is resigning from the Governance Committee in hopes another Selectmen will take his place. Marrone questioned if the Committee would consider meeting in the evenings.

**Mass DOT Traffic Control Agreement for the Route 58 Project:** Motion by Clarke to approve, second by Dunham: Roll Call Vote: Affirmative: Dunham, Hewins, Ward, Clarke, Marrone.

**Allow DPW Superintendent to hire former DPW Superintendent William Halunen:** Hewins recommended that the current DPW Superintendent be able to contract the former DPW Superintendent Halunen. Marrone questioned if that was Piantedosi's role. TA clarified that day to day operations is not what Piantedosi does, he does more management & policy review. Dunham questioned why Hewins wanted Halunen. Hewins clarified that it could be anyone with experience. Dunham stated he can hire any consultant he wants without Selectmen approval. He feels it would be redundant because he already has that authority. TA's recommendation to hire John Woods and in conjunction with that, he wanted to make sure that the Selectmen were comfortable with hiring Piantedosi. Woods has never vocalized that he wanted to hire a former Superintendent. Woods has limited work to do for the Route 58 project once it is contracted out. Halunen has provided help numerous times when Woods initially took over and & always make himself available when needed. Clarke feels that within the DPW, it takes years to gain knowledge and could benefit from Halunen helping and at some point should be compensated.

**Motion to approve minutes:** Motion to approve 8/12/14 minutes by Clarke 2<sup>nd</sup> by Marrone . Vote 5-0-0

**Request for use of Shurtleff Park** by the Cub Scouts 9/13/14. Motion to approve by Marrone, 2<sup>nd</sup> by Clarke. Vote 5-0.

**One Day Special License:** National EMS Institute 10/11/14: Motion to approve by Marrone subject to Police Chief review and determination if a Police Detail is needed, 2<sup>nd</sup> by Clarke. Vote 5-0.

**Common Victualler's License:** The Dog House: Motion to approve subject to appropriate permits being obtained by Clarke, 2<sup>nd</sup> by Marrone. Vote 5-0.

**Public Comment Period:** None

Motion to go into Executive Session to discuss strategy with respect to collective bargaining negotiations with unions (Clerical, Dispatchers, DPW, Police) and for non-union negotiations with all non-union personnel not under contract, that may have a detrimental effect on the bargaining of the town if held in open session, and to reconvene in open session for the purpose of adjournment by Ward, second by Dunham.

Roll Call vote: Affirmative-Dunham, Hewins, Ward, Clarke & Marrone. Unanimous

Motion to adjourn at 9:35pm by Clarke, second by Dunham. Vote 4-0-0.