

Minutes of the Selectmen's Meeting of June 11, 2013

Town Hall – Meeting Room #1 7:00pm

Present: Selectmen John Franey, Sarah Hewins, Helen Marrone, Richard Ward, Chairman Michael O'Donnell and Elaine Weston.

The Chair led the audience in the Pledge of Allegiance and read the announcements.

Request for a Common Victualler License – Samoset Donuts dba Dunkin Donuts

John Cadete present to request a license at 2 Montello St. Motion by Franey to approve the Common Victualler license, second by Ward. Vote 5-0.

Cultural Council Appointment: Susan Leach

Applicant not present – no action taken.

Review of Annual Committee Re-Appointments by the Board of Selectmen

Franey questioned if the re-appointments should come before the Selectmen. O'Donnell suggested calling the re-appointments to make sure they would like to be re-appointed. Motion by Franey to table until next meeting, second by Ward. Vote 5-0.

Update on the process of hiring an Interim Town Administrator

Richard Kobayashi, a Senior Associate of the Collins Center at UMass, gave a brief overview. The center provides management assistance and training for municipalities and state agencies. They have been in business for five years and have assisted towns in 30 searches of which 22 were for town managers. O'Donnell suggested getting an interim in place before looking for a permanent town administrator. Franey explained that the center came up with the three final interim candidates for Carver to look at. The Center provides consulting assistance during the search process. The biggest challenge is finding the right candidate from the pool of candidates. The service provided is to help prevent clients from being in that position. They do not make any recommendations as to who to hire. The Center gets to know the clients (members of the Board of Selectmen) and get to know what will be critical in the town of Carver in the next three to five years. They work with the screening committee to narrow the field to a modest amount of candidates. The fee structure begins for the first component and second component, which are \$7,000 each because communities may be uncertain about how much support they are going to need. Franey clarified that a screening committee would be in place instead of a search committee as the Collins center would be doing the searching. When a Board decides to utilize a screening committee, they need to decide the parameters which the center has standard language used to outline. In some towns it is custom that the screening committee is off on its own and is far removed from members of the Selectmen with its own parameters. In other town it is people who have high familiarity with the operations of the town. Ward questioned that the Collins Center would have a lot more resources than a search committee. He feels a committee may not have as much success drawing in candidates as the Collins Center. Richard K. expressed that they have resources to find candidates, know where to advertise and check references. He anticipates a field of 20-30 applications, but cautions that doesn't mean they would all be qualified. Hewins clarified that the process would be to assist in the search for a permanent Town Administrator. He will send a standard

scope of services. Ward questioned the process of hiring interim candidates. O'Donnell stated the three candidates will be at the next Selectmen's meeting for interviews and Franey suggested getting a standard contract from the Collins Center. Motion by Hewins to put the three candidates for the Interim Town Administrator on the next agenda, second by Franey. Vote 5-0.

Discussion and possible vote regarding appointing a screening committee for a new Town Administrator

Motion to table by Franey, second by Ward. Vote 5-0

Approval of One Day Special License

Motion by Franey to approve the One Day Special License, second by Marrone. Vote 4-0-1 (O'Donnell abstain)

Approval of Minutes of March 16, April 1, 4, 9 & 23, 2013

Motion by Marrone to approve all minutes, second by Hewins. Vote 5-0

Citizens Participation

Rod Forrester: In regards to the voting for candidates to the Audit Committee; he wants to know if the Board is taking action on the subject of documents Ward handed out to other Selectmen. O'Donnell stated he does not agree that there is any action to be taken.

Selectmen Notes

Franey: Commended the Eagle Scouts and the work they have done including the food drive.

Hewins: Attended Eagle Scout ceremony and was proud of the children who earned the rank. Reminded everyone about the Farmer's Market: Buy Fresh & Buy Local.

Marrone: Attended Eagle Scout ceremony and was proud of the children who earned the rank. She also welcomed Tim Tebow to town.

Ward: Re-iterated Helen's comments about the Eagle Scout ceremony. Announced the Farmer's Market is now open 12-4pm every Sunday until the fall.

O'Donnell: Reminded everyone that June 14 is Flag Day. It is what we support and project around the world. Reminded about the etiquette for flag removal and to not throw them away. God Bless our service men & women, and keep them in your thoughts and prayers.

He announced the summer meeting schedule. The next meeting will be on June 25 and the Board will hold there next regularly scheduled meeting on August 27.

Motion to adjourn at 7:45 pm by Franey, second by Ward. Vote 5-0.