

Minutes of the Selectmen's Meeting of May 13, 2013
Town Hall – Meeting Room #1 7:00pm

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

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

Ratification of Town Accountant contract

O'Donnell introduced Meg LaMay the new Town Accountant. Motion by Franey to approve the Town Accountant contract, second by Ward. Vote 5-0.

Re-Organization of the Board

Motion by Marrone to re-appoint O'Donnell as the Chairman and Franey as the Vice-chair, second by Franey. Vote 5-0.

Ward questioned why the Selectmen had to switch nights of the meeting. Marrone explained that it was just a coincidence that a school function fell on the night of the scheduled meeting.

North Carver Water District Budget Hearing

Commissioner Kevin Tracey and Planning Director Jack Hunter discussed the budget: There are no longer employees and all the operations are now contracted out. Salary and benefits are transferred to the Operating side of the budget. A reserve fund is needed to control unexpected issues such as water quality, main breaks, etc., causing expenses and has been added to the budget. O'Donnell questioned how the reserve is being funded and Hunter answered that it is from anticipated revenue. Hunter explained they are hoping to sign a contract with Decas to purchase a minimum of 25,000 gallons a day. Hunter commented that the budgets were split out from the way it was accounted for previously as Cranberry Village and the Municipal Water Complex were also lumped together into the budget. There are still more commercial locations available to add to the water use which is not reflected. Hunter stated that although the budget reflects a possible gap between revenue and expenses, that the revenue is projected very conservatively. LaFond stated that his municipal budget proposal anticipates the need to continue to subsidize some of the NWCD debt for another year.

Re-Appointment of Police Chief for a 3-year Term

Motion by Marrone to table until the next meeting, second by Franey. Vote 2-2-1 (Hewins and Ward against; O'Donnell abstained). Motion by Ward to appoint the Chief for a three term. Marrone stated that as a junior member of the Board that she should be afforded more time to know more about the position of Police Chief and to read the Chief's contract. Ward stated that he feels that Chief Miksch has done an outstanding job and has excellent qualifications for a police chief job anywhere else and wants to make sure he remains Carver's chief. Ward asked Miksch how he felt about postponing the vote. Miksch responded that this is his livelihood and that the contract is a public document that has been available for three years. Franey stated that the contract also states that the Chief will negotiate a salary every June but that that hasn't happened either. O'Donnell stated that there wasn't going to be a personal give and take and that the issue will be subject to discussion prior to July 1. Hewins seconded Ward's motion.

Vote 2-2-1 (O'Donnell abstain). Marrone - motion to table until the meeting, second by Franey.
Vote: 4-0-1 (O'Donnell abstain).

Emergency Management Budget

LaFond explained that Marrone had requested the discussion and that Emergency Management operates on a grant from Entergy not a budget appropriated by the town. Tom Walsh explained that the Entergy grant comes in on a calendar, not fiscal year and there are also smaller grants from MEMA and FEMA which come in on a federal fiscal year which begins in October. He offered to prepare something for the next meeting but that this has not been done in the 26 years that the department has existed. He stated that all the expenses go thru accounting like all other departments so that there is the same oversight for expenditures regardless of the source of funding. He explained the grant comes from the nuclear power plant and that their license was just renewed for twenty years so he is not anticipating any funding problems. FEMA did not get approval for snow removal from the blizzard which is now in appeal. LaFond suggested that, since this is not a financial matter for town meeting, that Walsh give the board a presentation after town meeting on the EOC operation including the funding of the department. Motion by Ward to table Emergency Management budget until after Town Meeting.

Treasurer/Tax Collector & Town Clerk Budget

LaFond stated that the salaries in his proposed budget reflect the same as the current fiscal year amounts approved by town meeting. He believes eventually wage scales should be developed. He stated that he reduced the requested increases of the former office holders in the budget. With regard to the budget as a whole LaFond feels the budget would be easy to act on due to the modesty of the increase and does not foresee any issues. He explained that it is up to the elected officials to suggest changes for the warrant. Town Clerk Lynn Doyle stated that due to the staffing changes that there should be some extra funds in her budget. LaFond explained that we should be cautious about reducing staff budgets as there are contractual rights for union employees that could affect the amounts necessary and there needs to be a differentiation between the elected official salary and department budget. Motion by Ward to table discussion until next week to get a final requested figure from both positions, second by Franey. Vote 5-0.

Revision of Town Department Budgets

LaFond proposed salary increases in the budget and Franey feels it would be unfair to give out raises since they are forming a collective bargaining unit. O'Donnell would like the budgets to reflect that. Ward clarified that the positions being referred to were the Deputy Assessor and DPW Superintendent. He stated that town meeting can fund the budget at the department request, Town Administrator request, etc.

Website Committee: possible de-activation

Marrone explained that there was a subscription service added and her questions about that led to dissention between her and the Website Committee chair. She stated that she is not comfortable with one person being in control of the website. Motion by Marrone to deactivate the Website Committee and reassess what we need to do to keep it moving forward. No Second. Ellen Blanchard, Deputy Assessor and member of the committee, stated that the

network coordinator at the school is controlling the website and that the Chairman has to log his work and is accountable for his actions. Blanchard stated that there were many issues with a stagnant website and that it needs to be constantly changing. She feels personality conflicts should be overlooked and that the committee itself has no access to subscription service emails. The person who was working on the website prior to the committee was putting in 3-4 hours a month and it was an expense to the town. In this case all of the functions have been done by the chair and everything was done for free. All the work done on the website would have cost the town up to \$50,000 if a contractor was controlling the website. Marrone questioned who has permission to put things on the website. Blanchard responded that every department and committee has access to their own web page. Marrone explained that she has always been happy with the website and would like to move forward to keep controls in place. Blanchard stated that she doesn't feel disbanding the Committee itself is the answer. She feels the Board of Selectmen could set goals for the Committee to work toward. Marrone stated that she is trying to hold people accountable and put controls in place. Ellen asked Marrone what kind of controls she would like to see. Marrone stated she would sit down with her. Dewhurst explained that the website is all custom coded. He stated he does not have administrative access which makes it less secure. He feels the Committee is trying to develop the best possible website for the Town. Michelle Cohen stated that she has enjoyed her work on the website committee and feels deactivating it would not give her the opportunity to see her ideas put into action. LaFond stated that Ellen Smith is working with an independent contractor who will work to try to answer Marrone's concerns. Marrone stated that based on what the Website Committee has said, the website can run on its own for up to 6 months. Motion by Marrone to deactivate the Website Committee. Franey stated that he would like to get the information from the contractor before making any decision and recommended that the discussion be tabled.

Hiring of Independent IT auditor to review town website activity regarding any emails sent or received on town computers relative to a ballot question voted on at the April 27 Town Election and our Audit Report being distributed immediately preceding an election

Marrone explained that this request has to do with the controls that she believes are lacking on the website. She stated that the CPA was a ballot question and 5 days before the election something went up on the website in opposition to the proposed ballot question. Police Chief Miksch stated that it would not be permissible for anyone to search police computers without specific credentials. Library Director Carole Julius stated that the public access computers at the Library would not be permissible without a search warrant. Town Clerk Lynne Doyle also mentioned that she has state computers in her office that can not be tampered with. LaFond stated that there are also computers with confidential personnel information. Motion by Franey to hire an IT auditor to review the website activity regarding any emails sent or received on town computers relative to a ballot question voted on at the April 27 Town Election to exclude the police department and public access computers and state computers, second by Marrone. After further discussion with Steve Dewhurst regarding emails and the website Franey withdrew the motion. Franey then made a motion to table the issue until the next meeting, second by Ward. Vote 5-0.

Revisit of Audit Committee Applicants

Ward commented that there are two different audit reports and one of those is the Dept. of Revenue and feels this should be tabled until the Board decides which direction they want to go in and should get more direction. Motion by Ward to table until we get more direction. Marrone feels it was tabled until after the election and now it is time to keep moving forward. Hewins stated that the appointing of persons to the committee is not on the agenda and that it may violate the open meeting law to do so. Motion by Marrone to appoint Bryan Lauzon to the Audit Committee, second by O'Donnell. Vote 3-2 (Hewins and Ward opposed).

10 minute recess

Review of Warrant Articles for Annual Town Meeting to include addition of Finance Committee \$25,000 professional services and CPA tax reduction Article

LaFond reviewed the articles that were added to the original draft. Marrone questioned the Finance Committee article #6. Franey stated that the Finance Committee can elaborate at the next meeting. O'Donnell stated that he cannot vote on #5 & #7. Hewins stated that she cannot vote on #17. Motion by Marrone to move the Petition Articles to the front of the Town Meeting Warrant after the Capital Expense Articles, second by Franey. Vote 4-0-1 (O'Donnell abstain). Motion by Franey to open up the warrant to accept articles #6 and #23 to be placed on the warrant, second by Ward. Vote 5-0. Motion by Ward to approve the Annual Town Meeting Warrant except for article # 5 & #7, second by Franey. Vote 4-0-1 (O'Donnell abstain). Motion by Ward to approve Town meeting Warrant except for article #17, second by Franey. Vote 4-0 (Hewins recused herself on this article).

Review of Warrant Articles for Special Town Meeting

Motion by Franey to approve the Special Town Meeting articles for posting, second by Hewins. Vote 5-0.

Possible rescheduling of Town Meeting until June 17, 2013

Motion by Franey to move Town Meeting from June 3 to June 17, second by Marrone. Hewins noted that the School & Police departments will be greatly affected due to contract and financial issues and does not see any issue for postponing it. LaFond stated that the STM can't be delayed past June 3, and that the ATM could be opened and that any business can be continued to a later date if the town wishes. Lynne Doyle stated the concerns involved in the Town Clerk's office as far as changing the date of the Annual Town Meeting as they pertain to voter registration. Motion by Franey to table the discussion to May 20, second by Ward. Vote 5-0.

Request for RFP (Request for Proposal) for Health Care Plan auditor review

Marrone motion to request an RFP for a Health Care Plan review, second by Franey. Hewins questioned the scope of services and questioned LaFond as to the current audit for Carver's health insurance. LaFond stated that the Gateway Health Group has an underwriter and also an independent auditor. O'Donnell stated that this would be an independent audit to make sure Carver gets the best bang for the buck. Vote 4-1 (Hewins opposed).

Appointing a Screening Committee for the new Town Administrator

Ward reviewed the previous Town Administrator Screening Committee totaling 13 people. Ward made a suggestion for the possibility to appoint representatives as follows: a member of the Board of Selectmen, a member of the School Committee, a member of the Planning Board, a member of the Capital Outlay Committee, the Town Moderator and 3 Citizens at Large to the committee for a total of 9 members. Motion by Franey to table discussion until next meeting, second by Marrone. Hewins feels postponing this would be detrimental to the town. Vote 4-1 (Hewins opposed).

Additional Board of Selectmen meeting next week

Motion by Ward for Board of Selectmen to meet next Monday, May 20 at 7:00, second by Franey. Vote 5-0

Request for use of Sampson's Pond by Cran Bog Hawgs for a fishing Tournament on Oct. 13, 2013

Motion by Franey to approve request to use Sampson's Pond by Cran Bog Hawgs, second by Marrone. Vote 5-0

Approval of Minutes of March 12 and March 26, 2013

Motion by Franey to approve both sets of minutes, second by Marrone. Motion by Franey to table minutes until Monday May 30, second by Hewins, Vote 5-0.

Citizens Participation

Paul Johnson: Sportsmen Club annual Scholarship breakfast this Saturday morning 7:30 – 11 for \$6.

Rod Forrester: Questioned whether or not LaFond could be under contract in two towns and if this violated the by-laws.

Town Administrator Notes

LaFond stated that he had updated the Budget and Financing plan recommended by the Capital Outlay Committee.

Selectmen Notes

Franey: Stated that he found 3 bills he has concerns with and would like an explanation.

1)Buildings & Grounds bill, 2)School Bill, 3)Paying non-municipal organization directly from CPA.

Hewins: Stated that the Eagle Scout project by Ricky Butts is accepting donations and that the Memorial Day Parade is May 27.

Ward: Congratulated Rick LaFond on his new position and thanked him for his service. He also congratulated everyone on their work on the Sons of Veterans Hall (CPA project). He also reminded everyone of the Memorial Day parade on May 27.

Marrone: Congratulated Dick Ward and Paula Nute on their elections' and wished them good luck. She commended Paul Johnson & Jack Franey for running great campaigns' and wished them good luck in their future.

O'Donnell: Re-iterated Marrone's feelings of good wishes to all candidates that ran in the election and thanked volunteers for their service. He stated his concern about the way in which some campaigned for office recently. He asked that all keep our troops, service men & women in your thoughts & prayers and get them all home safely.

Motion to adjourn at 10:30 pm by Franey, second by Hewins, Vote 5-0.