



Meeting Minutes for November 16, 2021 at 6:00 PM, Carver Town Hall, Room 4.

This meeting will be videotaped and rebroadcast by Area 58 TV.

Attendees: Savery Moore, Vice Chairman; Johanna Leighton, Acting Treasurer; Patrick Meagher, Member; Paul Kostas, Member

Also in attendance: Paul Kelly

Absent: Sharon Clarke, Chairman

Meeting opened by Mr. Moore at 6:08 PM

Update on ongoing projects:

- Route 44 Development Project – Discussion and possible vote(s) –
 - Update from Working Group Discussion –

Mr. Moore – We did not have a meeting this morning. It was postponed by Rick LaFond as Chief Weston was meeting with Hillwood this afternoon. It will be more beneficial to reconvene after that meeting so we will have our next meeting on 11/24/21.
 - Update from Paul Kelly on public outreach –

Mr. Kelly – One of the first things that was asked to do was to change over the North Carver Project Tab on the Town webpage. I have been talking with Savery regarding content and photos. I have also talked with the Carver Reporter, SRPEDD and Towns people. SRPEDD has sent me videos; I am just seeking approval before posting. I will go through the content and determine if there is any editing needed, with Savery. Mr. Moore – We will discuss that. Mr. Kelly – I have looked at the Town website directly but it is not robust enough to be able to get back and forth. They have done the tweaks that we have asked for but it is still not there. Shelby is willing to learn as we go. Mr. Moore – Is this just because they haven't needed this before? Mr. Kelly – Yes, for the most part. They will start out on the Town website and link to the project. Mr. Moore – The tab is directed to where? Mr. Kelly – There should be a hyper link to allow to get access to the North Carver Project and then to the information on that. Johanna and I have discussed some changes needed for the Town template. Mr. Meagher – You have to work with Stephen Mahoney? Ms. Leighton – No, there is a company that we would work with, through Stephen. We are also talking with Shelby and Elaine. Mr. Kelly – They assign permission. Mr. Meagher – If you are looking to make it more robust, you would go through Stephen? Mr. Kelly – No. We aren't limited to their technology. I will keep them in the loop though. Mr. Moore – Does the tab say North Carver Project? Mr. Kelly – Yes. There are no live links as of yet. Mr. Moore – Can we make it so that when they click on that tab, it brings them directly to the website you are creating? Mr. Kelly – Originally, they requested that we utilize the Town site as much as possible. Ms. Leighton – There are two ways to get to the project; that tab and a link on the page. Mr. Moore – So it will most likely be two clicks. Mr. Kelly – Yes, but the town is willing to work with us on this. Mr. Moore – The interactive piece is the most important as we want people to be able to ask questions. Mr. Kostas – It would be beneficial for people to be able to understand the format and be able to click and go. Mr. Kelly – The external page will be hosted by Wicks. It will allow for an easier transition when my job is done with this. In addition to hosting, I will be able to also do a domain site with Wicks. Mr. Moore – This is a two stage project, the first will be getting through Town Meeting and second, we will need it to keep people updated on the project as it progresses. This is a long term project. Mr. Kelly – I created a log; I will send it to you. The project list can be customized any way you want. Mr. Moore – This is external from Carver? Mr. Kelly – Yes, but it's just a click away. There is a "frequently asked questions" that is easy to add to. Ms. Leighton – When you talked about these questions, will you have a search engine for people, maybe key

words? Mr. Kelly – Hopefully two different ways; SEO can be linked to it. Also, there will be subsections, i.e. History, Videos, etc. that will provide an overview for people. Ms. Leighton – Will people be able to get project history / Town history? Mr. Kelly – The nice part is you can add/adjust as needed; you can provide a link for a bigger picture. Mr. Moore – They will be able to ask very specific questions that we can provide answers to. Mr. Kelly – I can investigate word searches. Mr. Moore – There could be categories? Mr. Kelly – I can look at that. There are different ways of doing it. We can also make a hyperlink with the Logo. By clicking it you will return to the Home Page. Ms. Leighton – Can we leave a new page open when clicking on links? Mr. Moore – Does it open as a new window on the COA Page? Mr. Kelly – We can do it either way. Mr. Moore – It needs to be simple and quick. Mr. Kelly – If anyone has images of the North Carver site, please send them to me or Savery. I will send you all the link of this. This is not public yet. If you already have a link, just click on the URL and refresh the page.

Mr. Kelly – I will refresh the invoices. Mr. Moore – We know about the October and November invoices that we can do tonight. Mr. Leighton – Have you sent Savery a contract or resume? On your contract you will need to add legal language. Mr. Kelly – I will take that language from you tonight. Ms. Leighton – Hillwood would like information ahead of time to make sure that the person/company we are hiring is appropriate.

Mr. Moore – We engaged The Foundation/Stephen Cole group as our consultant for the project moving forward. Stephen has ties with PAC TV. I went into Stephen's office this morning and had a Zoom call with Stephen and PAC TV. They are a high end/quality video production company. They had a lot of good ideas; particularly regarding footage of Carver, about the town. Mr. Kelly – There is a history of industry in this Town that people have forgotten. Mr. Moore – They are anxious to help us out. The cost is low as they are nonprofit. Hillwood engaged Owen, we have Mr. Kelly and Stephen. We would like to organize a meeting with all parties the week after Thanksgiving. I was encouraged by PAC. They mentioned the work they did on an old historic building in Pembroke. Some people wanted that building removed for something like a community center. There were many that were against destroying the building. They went out and produced videos with both sides which resulted in it passing overwhelmingly to put the new facility in. PAC TV feels that making short videos every few weeks is helpful. Ms. Leighton – What kind of permissions do you need to work with PAC? Is it your plan to put it onto YouTube? Mr. Moore – They will be contracted through Stephens group and then maybe added to the website. Ms. Leighton – When Stephen was here, Did you talk about community meetings? I am for that. Mr. Moore – The Zoning changes have to go through Town Meeting first. Public outreach would be a smaller audience. We could take it on the road like we did with COA. Ms. Leighton – That would be great for the older community that would have challenges getting out.

FAQs – Ms. Leighton – Paul answered these? Mr. Kostas – Jim Walsh started it and I took it from there. Mr. Moore – Some of these questions may not need to go on the site. Everything here is good information but, in some cases, we need a two sentence summary for those that may not need to read the details. For example, at Town meeting, the warrant lists the title of article, then there is a summary and then the detail. Mr. Kostas – I have done some of that. Mr. Moore – Yes let's make it bold or something like that. Mr. Moore – Our goal is to provide the information to the people well in advance of the Town Meeting so they are well informed before they come to the Town Meeting.

- Update from KPLaw review of Zoning by-Law proposals –
Mr. Moore – Sharon has indicated that she has not heard anything.
- Update on 90 Forest Street Status / KPL request for review of P&S –
Ms. Leighton – I / Sharon haven't heard anything. I may need to take this back; Sharon has so much on her plate. We need a release which all five of us plus Jack needs to sign. That clears it so we can re-list it. Property values have gone up. Someone else has expressed interest in the past that I need to follow up with. Mr. Kostas – Sharon's email indicated that she reached out to KPLaw on the 8th as well as today with no response. Ms. Leighton – I will reach out to Sharon.

Town of Carver Planner search -

Sharon, Bruce and Rick LaFond interviewed two candidates. One dropped out so we are down to one candidate. They all agreed not to reopen the search.

Treasurer's Report:

The balances, in the following accounts, are as of October 2021.

- Checking - \$1,063.09
- Urban Renewal Plan Account - \$ 4,758.11
- Savings Account - \$29,324.09
- Money Market , Hillwood Review Fee Account (opened 10/21) - \$20,000.05

Discussion -

Mr. Meagher - Consultant fees and Mr. Kelly's fees should come out of Hillwood Account. Where did legal expenses come out of? Mr. Moore – Rte. 44 Account. Technically, Rte. 44 still owns the property? Do we pay it from that account? As I understand, the Hillwood account is to be used only for Consultants, I would keep legal, etc. with Rte. 44 Development. Ms. Leighton - The Rte. 44 account is getting low. Mr. Moore – We can discuss it with them to see their preference as to who will be paying certain bills; that is between them. Ms. Leighton – We need to start those conversations. Mr. Moore – I can do that. We need to tell Hillwood how we were handling expenses with Rte. 44 . Ms. Leighton – We have an agreement with Rte. 44. When do we come in a write a new agreement with Hillwood? Mr. Moore – Pat suggested we discuss this at the next working meeting on November 24, 2021. It will either be a continuation of what we have now or it will transition over to Hillwood.

Savings interest YTD is \$2.38

Urban Renewal interest YTD \$ CHECK EMAIL FOR UPDATE

Hillwood Interest \$.05

Motion to accept the Treasurers Report for October 2021, as amended: Mr. Kostas

Second: Mr. Meagher

Discussion: Mr. Meagher – We will need to pay Mr. Kelly tonight.

Approved: Unanimous (4-0)

Motion to pay Paul \$4800 for Oct and November fees: Mr. Kostas

Second: Ms. Leighton

Approved: Unanimous (4-0)

Motion to transfer \$4800 from Hillwood to Checking: Mr. Kostas

Second: Mr. Meagher

Approved: Unanimous (4-0)

Minutes – TABLED

Motion to table approval of minutes for 11/2/21 and 11/9/21: Mr. Kostas

Second: Mr. Meagher

Approved: Unanimous (4-0)

Members Comments:

- Mr. Moore –
- Mr. Meagher –
- Mr. Kostas –
- Ms. Leighton - I went to the bank. I have all of the information for Pat. They asked for a W9, which has been signed by Pat. I am returning it to you tonight (the bank has this information now). Each of us on this Board has the ability to sign checks as a backup to the Treasurer. I asked the bank for a detailed card for Pat. In addition, I am including the bank contact for the Carver location. Pat can create

a profile on the account. There is a tab on the bank website. Mr. Meagher – I don't think that is how it works. No one should be able to create their own profile. I've done this before in the past, there is a process at the bank or through the person who has the access right now, which is you. You can provide me with access through your tab. Ms. Leighton – I've had the profile for a long time. It was initially set up at the bank with all of the identification, etc. The bank employee set it up back then but that was about 7 years ago. Mr. Meagher – I am already in their system for two other accounts from schools that I work with. Ms. Leighton – So you would need to go to the bank then. Mr. Meagher - Johanna can do it or I can go to the bank to get it done. Mr. Moore – I think Johanna and Pat need to set up a common time and meet with the bank personnel to set it up. Mr. Meagher – I don't need Johanna to go. Ms. Leighton – I spoke with Janine at Rockland Trust today. I was told you could do it so easily. Mr. Meagher – I will call Janine tomorrow to take care of this.

Next Meeting:

Our next scheduled meeting is on November 30, 2021 at 6:00 PM, Room – 4

Adjournment:

Motion to adjourned at 7:37 PM: Mr. Kostas

Second: Mr. Meagher

Approved: Unanimous (4-0)

Exhibits

A: Agenda

B: Treasurers Report