

approved  
3/20/18



Meeting Minutes for February 6, 2018; 6:00 PM, Carver Town Hall, Room 3

This meeting was videotaped for cable cast area 58, channel 15.

Attendees: William Sinclair, Chairman; Bob Belbin; Savery Moore; Johanna Leighton

Also in attendance: Michael Milanoski

Absent: Brian Abatiello

Meeting opened by Mr. Sinclair at 5:00 PM

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Update: Rte. 44 Development, Urban Renewal Plan

- Eminent Domain – Discussion and schedule vote

*Motion to table until Mr. Milanoski arrives: Mr. Abatiello*

*Second: Mr. Moore*

*Approved: 3-1 (Mr. Belbin)*

*Return to topic at 5:20 PM*

In attendance from developer,

George McLaughlin, Bob Delhome and Bruce Haskell

- Title issue –

Mr. McLaughlin - There was an issue uncovered when we acquired the Tassinari and Allen parcels. I have reached out to everyone around us and begun negotiations on all remaining parcels. When we acquired the Tassinari property, we had a title issue. There was a plan recorded from a man named Shurtleff, for 5,300 sq. ft. parcel that was supposed to go to Tassinari, but didn't. Originally we were thinking of doing a taking; I did some additional research and would like you to table it tonight. Even though Shurtleff meant to convey to Tassinari, I am doing some additional title research. Thank you for putting us on the agenda this evening.

- MEPA –

We are moving ahead with the MEPA process. We would like to be filing the draft Environment Impact Report in late May. This is quite an undertaking. Bruce can speak to that. We are investing a lot of money and have a lot of engineers working for us. This will put us in a position to start as soon as we can. The report will provide information as to how we will handle things such as waste water, traffic, etc. They will provide feedback and then we will hopefully provide a final Environmental Impact Report. We are looking to get all state permits by the end of the year. It is a very involved and expensive process.

- Questions/Comments –

Ms. Leighton – Does the state have a team come out to validate? Mr. Haskell – The state has already given a scope of work on this.

Mr. Milanoski – Can you go over the consultants?

- VHB is lead consultant - traffic is specialty
- Wright Pierce – water and waste water coming into the site
- Sanborn head – onsite waste water disposal

- o AHA – electric power; green house gas minimizing the impact

Mr. Belbin – When the MEPA is done; are we getting a copy? Mr. Haskell – Yes. Mr. Milanoski – That report will be available on line. A hard copy will be available at the town hall. Mr. Belbin – Can we make comments? Mr. Milanoski – The report will provide an address to send comments.

Mr. Sinclair – Where the application is moving forward, responsibility lies where? Mr. Milanoski – There is no action for this Board and there is no required obligation for this town; for the next 9 months. Once the report is done, they will have to do local approval.

Mr. Milanoski - Do we have a concept plan? Mr. McLaughlin presented the plan layout to the room. Mr. McLaughlin – We showed a different concept plans during the Urban Renewal Process. This is a result of feedback from our engineers. Mr. Milanoski – Just to clarify, The Tuscher's property is not touched in this layout, at all. Mr. McLaughlin – From a traffic standpoint we will isolate access; the main access will be off Montello Street. A secondary access will be where the main access to the property is right now. Ms. Leighton – One-way access on the map? – Mr. Haskell – Yes, this concept is really on the building layout only. Markings will be more clear on later plans.

Mr. McLaughlin – Everyone is looking for regional warehouse distribution centers. This is really a great location for that. Ms. Leighton – How does it compare to SYSCO in size? Mr. McLaughlin – SYSCO is 650,000 sq. ft. This will be a million sq. ft. but we have a lot more land. We are very excited about this. The Town has been great to work with. Mr. Sinclair – This concept has changed from the original URP. Is this new design being driven by the MEPA process? Mr. Haskell – Yes, this is really only a concept only. Mr. McLaughlin –We go through the MEPA process, comments, and then come back to the town to really define the project. Mr. Sinclair – A lot of people were thinking this was the final and not aware about going through the town. Mr.

Belbin – the bump-out going across main street, someone owns that land, are you

buying that property? Mr. McLaughlin – Yes, we plan on buying all of that. Mr. Belbin – How big is the water tank? Mr. Haskell – We don't know yet. This is primarily for fire suppression. Ms. Leighton – You say you can move things around; but only things that come out of MEPA? Mr. Haskell – If the PB throws something out, we have the ability to go back to MEPA. Mr. Milanoski – MEPA is a technical review; if someone were to say I don't like the project, MEPA doesn't get involved in that. Mr. McLaughlin – We will be spending the next 2-3 months putting this document together and hopefully file it by the end of May; with preliminary approval by August, with state approval by end of year. Mr. Sinclair – Second phase process, how is it moving? Mr. Haskell – The phase 2 special permit included bringing in fill. There were truck limits in that permit. We also will be removing stump dump. The town planner gets copies of all letters, etc. Mr. Delhome – Roughly, 100,000 tons of material brought in. The stock pile of the tree stumps will be processed. The total volume is a fair amount; our intent is to bring in the right amount of material to stabilize the site.

Mr. Tuscher – Regarding the Tassinari land; how much land is the issue and where? This area was shown to Mr. Tuscher. Mr. Tuscher – Are you sure it belongs to him? Mr. McLaughlin – Yes. Shurtleff submitted a plan and a deed but they didn't match. A second plan should have been done. When Shurtleff sold to McCarthy, he left off the 5,200 sq. ft. McCarthy sold to Barovsky and it was left out again. I think I need to go back and talk to family members/heirs. This section is in the back and shouldn't impact the Tuscher property. Mr. Tuscher would like to be kept informed. Mr. Belbin – it's a possibility that you could come back to the RDA and ask us to take that? Mr. McLaughlin – Yes, it's a possibility. We will see what we find out after talking with heirs. Mr. Abatiello – If this does become an issue, does this little piece cause issues? Mr. McLaughlin – It may not even be worth doing a taking. Mr. Belbin – Who's paying the taxes? Mr. McLaughlin – Tassinari was paying them. Currently, we are paying the taxes. Mr. Moore – You have come to agreement with two owners; are there more? Mr. McLaughlin – Yes, all the ones on the fringe. Mr. Belbin – I thought that before permits issued, taxes have to be up to date. Mr. Sinclair – Yes. Mr. Belbin – There is back taxes on Park Ave. Mr. Haskell – That is a different address, we own 3-4 Park

Ave. Mr. McLaughlin – We are current on our taxes. Mr. Sinclair – Thank you for coming in.

**Code of Conduct and Social Media Code of Conduct – Discussion and vote on Member conduct codes that will require all Members to comply, as approved by the Redevelopment Authority as a Member of the Board.**

**Code of Conduct –**

**Discussion -**

Ms. Leighton – Social Media Code of Conduct – I think is okay I suggest the following changes on the Code of Conduct –

- 1 (a) Remove “with administration delegated to the Town Administrator”
- 1 (b) Add “even if he/she cast a minority vote.
- 1 (f) Change “Selectmen” to “The Board”.
- 2 Change the “Town Administrator” to “Executive Director/Chairman”
- 2 (c) Change “Town Administrator” to “Executive Director/Chairman”
- 2 (d) Change “Town Administrator” to “Executive Director/Chairman”
- 3 (e) Change “wishes” to “position”
- 3 (e) (ii) Change “communication conveying the statement” to “the communication”
- 4 (b) Remove
- 4 (c) Change “Town Administrator” to “Executive Director/Chairman”
- 4 (d) remove

Mr. Sinclair – Discussion? Mr. Moore – I agree except 4D – My question to Mr. Milanoski – What is the purpose of that being in there for the Board of Selectmen which is where this document originated. Mr. Milanoski – The Board of Selectmen is in charge of policy. It was designed as a time management standpoint. It's my job to ensure the town works efficiently and properly. As it relates to the RDA, you don't have any staff per say except Executive Director. I don't feel removing this would be an issue. Mr. Moore – Okay, I am fine with this then. Mr. Belbin – Anything that tries to silence a group of people is wrong. Some of this document limits information to the public, media, government officials. Mr. Milanoski – I categorically disagree. The intent is to have everything run smoothly; Mr. Belbin has his

opinion but it is not shared. Mr. Belbin – Comply means to follow. My question is what punishment would there be? Mr. Milanoski – The board functions as a Democratic party. If the majority moves forward by vote, that action must go forward. The minority voters have to abide by the vote. Mr. Belbin – I understand that but when you have a policy like this Code of Conduct, I feel it interferes with our rights. I am not saying anything on the vote. If you don't like something that is being done you shouldn't do it.

Ms. Leighton 1(b) – realize that he/she is one of a team and abide by....

5 – if there is a RDA issue it should be brought to the chairman before anyone else. This came from you Bob; do you have a problem with that? Mr. Belbin – Yes, I am not sure the Chairman would be impartial...

Ms. Leighton – Bob you are a member of the Board; you need to take issues to this board first. Mr. Milanoski – Code of Conduct – the last thing this board needs is a Saba tore. If there is specific language that is offensive, let's talk about it.

Mr. Moore – 3 (e) – “Refrain from communications UNLESS it is already public record or the full Board has previously agreed on both the position and the language of the communication.” So we are not putting a muzzle on you.

Mr. Abatiello – My feelings are that this document is wasted if it is not going to be followed at all. The Board of Selectmen follow this and I don't think that the Board of Selectmen have violated it. We need to just vote on the document and move on. If a member of this board wishes to not follow it then they don't.

Mr. Sinclair – Bob you've always put your effort forward and speak your mind. I don't feel like this will block you from doing that.

Ms. Leighton – I would like to make this an annual review. Mr. Milanoski – Board of Selectmen does it during reorganization in May, each year.

*Motion to approve the Redevelopment Code of Conduct, as edited by Ms. Leighton, with  
annual review and vote: Mr. Abatiello  
Second: Mr. Moore  
Approved: 3-1 (Mr. Belbin)*

## **Social Media Code of Conduct -**

Discussion –

Mr. Moore - I am fine with what is here now; it is more specific to blogging. We may need to head more to social media later.

*Motion to approve Social Media Code of Conduct as presented: Ms. Leighton*

*Second: Mr. Abatiello*

*Approved: 3-1 (Mr. Belbin)*

Discussion of Robert's Way property that will provide accurate information that was not properly discussed at the last meeting and for the CRA to consider rescinding an early action based on inaccurate information provided by a member.

Mr. Sinclair – Since our last meeting, I have reached out to Mike Milanoski and the Chairman of the Board of Selectmen. I think that we thought we went directly to the Board of Selectmen; this is not the case. The letter sent by Bob was supposed to have been sent by me, as the Chair. Anything that is voted on by this board, is to be acted upon by the Chair. I am a little frustrated with the Social Media inaccuracies. This takes talking; if you feed inaccuracies to the people on Social media it causes chaos. Then the town has to deal with it. Mr. Belbin – What was I inaccurate about? Mr. Sinclair – That I want a sewerage treatment plant. That is inaccurate! We were discussing something that happened a long time ago.

Mr. Milanoski – I have refused to respond on Facebook with accurate statements. Mr. Belbin has said that I am a self appointed Executive Director. This was voted on! For the past few meetings, there has been an investigation that has been monopolizing my time; which has impacted my appearance at the past few meetings.

Mr. Belbin – When Mr. Milanoski sat here, I asked that the secretary decide on the vote. There was a discussion about staff. At that time, you were not staff! We are a separate entity. Mr. Milanoski – I did run that meeting until board voted in, then the board voted on this.

Mr. Milanoski – regarding Roberts Way – I want to understand your intent on this. Mr. Belbin – I reviewed properties and brought them before the Board. Brian wanted to keep options open to possibly sell. The Board voted to have me go to the Board of Selectmen. Mr.

Milanoski – This property is not under the Board of Selectmen; it is under the tax collector.

Mr. Belbin – So what next? Mr. Milanoski – This requires a Town Meeting vote to move forward. CPC funds also need to be voted on. The RDA can not just sell off property.

Mr. Belbin – That was a discussion we had. Mr. Milanoski – The RDA must post in the states website as surplus (designated at town meeting) We don't want to mislead the public. The steps you had there were somewhat made up. We need to be accurate.

Mr. Belbin – How are we selling Forest Street then? Mr. Milanoski – That is not on the agenda tonight.

Mr. Belbin – So you are saying a different process than in the past. Ms. Leighton – It begins with Tax Collector who meets to determine next step... TOPS – Our Town Planner would ask committee and create an MOU, then Selectmen. A 10% retainer and fees come back to us. Once the Board of Selectmen decides, it has to go to Town Meeting first, it comes back and goes through legalese that the Selectmen prepare, then it becomes our property.

Mr. Belbin – that was discussed at the meeting. Mr. Milanoski – It is the selectmen's responsibility. The process you laid out was inaccurate. You do not have the CPC support on this. They are the only ones that can release that money. I recommend that the Board rescind its vote and then at the next meeting, we can better define the process. At that time, we can deal with Forest St and Wade St.

Mr. Milanoski – When you get information, Mr. Belbin, you are not getting all the information! Mr. Belbin – Will said that the TOPS wasn't doing anything. Mr. Sinclair – I did misstate that. Mr. Milanoski – There is a lot going on that you don't know about, Bob. I would be happy to answer any questions.

Mr. Abatiello – The Board of Selectmen did take Wade Street and then the Conservation Commission didn't want it and sent it back.

Mr. Milanoski – We are trying to find the minutes on that vote.

*Motion to rescind the vote previously approved on Roberts Way: Mr. Abatiello*

*Second: Mr. Moore*

*Approved: 3-1 (Mr. Belbin)-1 (Ms. Leighton)*

Mr. Belbin – I still feel this is a good project for this board. If there is a different way of doing it, fine. I would like the end goal to come back to us.

Mr. Belbin - Is that building going to be demolished? Mr. Milanoski - There are no plans to reuse these properties. The operations and Maintenance Department has gone out to look at costs of demolishing and removing. I anticipate that this will be removed sometime this spring.

Mr. Moore – We did vote on putting

Carver Redevelopment Authority 2/6/18



Forest Street back on the market does this affect that? Mr. Sinclair – This will be on our agenda for next month.

**Update from the Executive Director:**

Mr. Milanoski – I think we addressed the need to provide the public with accurate information. I have been in the process of a review and the budget so I was not able to attend the last couple of meeting. At the March meeting, we will review process going forward for properties. Over the next 6 months, I will be getting Stephen Cole more involved in the process with this board and the MEPA process. I am around if anyone has any questions.

Ms. Leighton and I have discussed some things over the weekend. I have been having conversations with the CPC regarding additional funds for housing in town. Mr. Belbin - \$100,000 was given to a trust? Ms. Leighton – It was given back because we didn't use it. Ms. Leighton – Once it's assigned to a category, it stays? Mr. Milanoski – Yes, that's correct. Ms. Leighton – you talked about Forest Street; the process, if changed, should be grandfathered. We have gone through all these other processes with the town, including engineering for over \$2000. Mr. Milanoski – We aren't talking about changing the fees/MOU, we are just talking about the process. Ms. Leighton – Wade Street – are we missing a vote? Mr. Milanoski – We have reviewed minutes and just can't find that vote. Mr. Belbin – I have the minutes that I will provide to you. Mr. Milanoski – Yes, I would like that, thank you. Mr. Belbin – I would like to be on the TOPS committee; if we could be the end user of that, it could be beneficial. Ms. Leighton – There were 4-5 people in TOPS.

**Treasurer's Reports:**

The balances, in the following accounts, are as of **December 31, 2017**.

- Checking - \$ 1679.19
- Urban Renewal Plan Account - \$ 3614.09
- Savings Account - \$ 25109.91

If any more bills come in for the URP, we can request more money from the developers.

Savings interest YTD is \$26.70

Urban Renewal interest YTD is \$1.50

The balances, in the following accounts, are as of January 31, 2018.

- Checking - \$ 1604.19
- Urban Renewal Plan Account - \$ 3614.18
- Savings Account - \$ 25112.25

Savings interest YTD is \$ 2.34

Urban Renewal interest YTD is \$.09

*Motion to approve treasures report as written: Mr. Moore*

*Second: Mr. Belbin*

*Approved: Unanimous (4-0)*

Mr. Belbin - Is there a threshold on the URP plan? Ms. Leighton – No there isn't.

#### Bills Payable:

Recording Secretary in the amount of \$75.00 each, for November 14 and January 9 Meetings.

#### Minutes:

*January 9, 2018*

*Motion to approve meeting minutes from January 9, 2018, with changes: Mr. Belbin*

*Second: Mr. Moore*

*Approved: Unanimous (3-0-1, Ms. Leighton)*

**Next Meeting: March 20, 2018**

Next Meeting will be March 20, 2018 at 6:00

**Adjournment:**

*Motion was made to adjourn this meeting at 6:45 PM: Mr. Belbin*

*Second: Mr. Abatiello*

*Approved: Unanimous (4-0)*

**Exhibits**

A: Agenda

B: Treasurers Report

C: Code of Conduct

D: Social Media Code of Conduct



108 Main St, Carver, MA 23330

**PUBLIC MEETING NOTICE**  
POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A,  
SECTION 20B

**CARVER REDEVELOPMENT AUTHORITY**

**Tuesday, February 6, 2018**  
**5:00 pm**  
**Carver Town Hall Room #3**

**AGENDA**

1. Update: Rte. 44 Development, Urban Renewal Plan
2. Code of Conduct and Social Media Code of Conduct – Discussion and possible vote



Treasurer's Report - February 2018

Post Date	Check Number	Description	Checking Account		Savings Account		Principal Loan Account		Interest Loan Account		Carver Urban Renewal Plan Account	
Balance 12/31/2017			\$ 1,579.19		\$ 25,109.91						\$ 3,614.09	
1/11/2018	1229	Susan Hannon - Minutes/Secdy	(75.00)		2.34						0.09	
1/31/2018		Interest on MM										
1/31/2018		Interest on CURplan										
Balance 1/31/2018			\$ 1,504.19		\$ 25,112.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,614.18	
2/14/2018	1230	Susan Hannon - Minutes/Secdy	(75.00)									
2/14/2018	1231	Susan Hannon - Minutes/Secdy	(75.00)									
2/28/2018		Interest on MM			4.82							
2/28/2018		Interest on CURplan									0.08	
Balance 2/28/2018			\$ 1,454.19		\$ 25,117.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,614.26	

Account  
Interest PD YTD  
\$ 7.16

Urban  
Renewal  
Plan  
Account  
Interest PD YTD  
\$ 0.17



# Town of Carver

## Code of Conduct of the Redevelopment Authority

*Approved by the Carver Redevelopment Authority on \_\_\_\_\_*

1. A member of the Carver Redevelopment Authority, in relation to his or her community should:
  - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Administrator.
  - b. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
  - c. Be well informed concerning the duties of a Board member on both local and state levels.
  - d. Remember that he or she represents the entire community at all times.
  - e. Accept the role of a member is a means of unselfish service, not to benefit personally or politically from his or her Board activities.
  - f. Abide by the ethics guidelines established by the State and not use the position of Selectmen to obtain inside information on matters that may benefit someone personally.
2. A member of the Carver Redevelopment Authority, in his or her relations with the Town Administrator, should:
  - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
  - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
  - c. Give the Town Administrator full responsibility for discharging his or her disposition and solution.
  - d. Not give instructions to or request assistance from Town department heads, but rather channel all such activities through the full Board and the Town Administrator.
3. A member of the Carver Redevelopment Authority, in his or her relations with fellow Board members, should:
  - a. Recognize the action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
  - b. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.

- c. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
  - d. Make decisions only after all facts on a question have been presented and discussed.
  - e. Refrain from communicating the wishes of the Carver Redevelopment Authority to such entities as reporters, state officials or the general public unless,
    - i. That position is already part of the public record or,
    - ii. The full Board has previously agreed on both the position and the language of communication conveying the statement.
  - f. Treat with respect the rights of all members of the Board despite differences of opinion.
  - g. Refrain from speaking negatively about a fellow member of the Carver Redevelopment Authority, whether verbally or written.
4. A member of the Carver Redevelopment Authority, in his or her relations with town staff, should:
- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experiences and dignity of the individual.
  - b. Limit contact to specific Town staff and/or requests for additional background information should be directed only to the Town Administrator, Administrative Assistant to the Carver Redevelopment Authority, or Department Heads. The office of the Town Administrator should be copied on all requests or correspondence.
  - c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Administrator through private conversation.
  - d. Limit requests for staff support and insure that all requests go through the Town Administrators office.
  - e. Insure that any events, materials or information provided to the Carver Redevelopment Authority be made available to all Board Members in a timely manner.
5. If there is a Carver Redevelopment Authority issue, it should be brought to the Chairman before it goes anywhere else.

*First adopted by the Caver Redevelopment Authority on*

*Please note: This code of conduct was originally developed based on similar codes used by other elected Boards and Committees in other communities. It has subsequently been adapted and updated by the Carver Redevelopment Authority.*



## Carver Redevelopment Authority's Suggested Social Media Code of Conduct.

*Adopted February 11, 2014, Approved by the Carver Redevelopment Authority on June 16, 2015*

We encourage frank, open, and constructive conversation. But frankness does not have to mean lack of civility or lack of respect for your fellow human being.

1. We request blog owners take responsibility for the comments they allow and enforce civility, encourage your bloggers not to say anything online that they wouldn't say in person, and not post unacceptable content.
  - a. We suggest unacceptable content be defined as anything included or linked to that:
    - is being used to abuse, harass, stalk, or threaten others
    - is libelous, **knowingly false**, or misrepresents another person,
    - violates an obligation of confidentiality
    - violates the privacy of others
2. We request you recommend to your bloggers to connect directly before responding publicly.
  - a. When you encounter conflicts and misrepresentation, you make every effort to talk directly to the person(s) involved—before publishing any posts or comments about the issue. It is better if they correct their own misrepresentation with correct information.
3. We request when someone is unfairly attacking another on your blog - you take action.
  - a. When someone is publishing comments or blog postings that are offensive, we suggest you take action and ask them to publicly make amends and if they refuse then delete.
4. We request that you **do not allow anonymous bloggers** on your blog.
  - a. Commenters should use their real name and supply a valid email address before they can post, similar to the "letter to the editor" standard for the last century that requires your name and address prior to printing.
5. We request that Board Members follow the approved Code of Conduct when using any form of social media such as Facebook, Twitter, etc.



6. When pertaining to matters under the Carver Redevelopment Authority jurisdiction, any social media posts should be,
- a) Information that is part of the public domain and,
  - b) Positions and language approved by the entire Board.

We encourage everyone to ignore the trolls (a person who sows discord on blogs by starting arguments and posting inflammatory messages with deliberate intent of provoking readers into emotional responses causing grief to them or families otherwise known as online harassment).

You should not respond to nasty anonymous comments about yourself. Feeding the trolls only encourages them. **Never wrestle with a pig.** You both get dirty, but the pig likes it. Ignoring anonymous public attacks is often the best way to contain them.