

**Carver Select Board
Meeting Minutes
Town Hall Meeting Room #1
June 1, 2021 - 6:00pm**

In Attendance: Chair Mark Townsend, Vice-Chair Sarah Hewins, Jen Bogart, Jim Hoffman, Robert Belbin, Interim Town Administrator Richard LaFond & Assistant Town Administrator Elaine Weston.

The Chair led the Pledge of Allegiance and read the community prayer.

Citizens participation: none

Citation presented to outgoing Finance Director Meg LaMay: Select Board members thanked Meg LaMay for her hard work and dedication to the town. The Select Board presented Meg with a citation.

Robert H. Merritt Public Service Award: The 2021 Recipient Dick Ward was nominated by a member of the public and was presented with the award by Service Award Committee member Scott Knief. Dick has dedicated over 50 years of his life to the community. He was a youth coach, teacher, father and went on to be a member of the Select Board for 12 years as well as many other roles in the community. He cares about and respects the community. He was Chair of the Elementary School Building Committee. The gym in the new Elementary School was dedicated in his honor. He is known for his positive nature and integrity. Mr. Ward accepted the award and thanked his family and the residents of Carver.

Request for Appointment to Carver Marion, Wareham, Regional Refuse Disposal District: Mary Dormer requesting appointment to the District.

Motion to approve appointment by Belbin, second by Hoffman.

Vote 5-0

Interim Town Administrator evaluation results: Chair reviewed the evaluation process that has taken place. The Board had previously submitted questions/concerns and received written answers. This evaluation of the Interim Town Administrator consisted of five sections and were scored on a scale of 1-5, 5 being the highest score. The category description and scoring were as follows:

Goals & Objectives 3.4

Knowledge, Skills and Professional Development 3.3

Core Responsibilities: Staffing, personnel, financial and management relations 3.4

Leadership, Board relations & Personal qualities 3.7

Community Relations and communication 3.6

Total overall evaluation score: 3.5

Motion to approve by Hewins, second by Hoffman.

Bogart questioned if the accuracy of the calculation of the scoring could be trusted. Townsend stated Weston did the calculations and this process is how it was done in the past. She would also like to see everyone's evaluation. Belbin also stated he would like to see all evaluations in case there was something in there the others should be aware of. Townsend stated he would look into if this information could be released.

Vote 5-0

Select Board Annual Appointments: Annual appointments listed as an attachment to the agenda were advertised to the public for application.

Motion to approve annual appointments by Hoffman, second by Hewins.

Vote 5-0

Contesting of two Town Administrator Appointments:

1. Eric Mueller to Zoning Board of Appeals by Belbin

LaFond stated the appointment to the Zoning Board of Appeals will be held until he gets an answer from the Attorney General. The concern was the compliance with the bylaw.

LaFond recommended for the contest on this appointment be withdrawn. Belbin withdrew his contest on this appointment.

2. Alan Germain to Finance Committee by Bogart

Bogart stated an opinion was sought by Town Counsel that a member of the Finance Committee cannot serve on another committee.

Motion by Bogart to contest the appointment of Alan Germain to the Finance Committee, second by Belbin.

Bogart stated this appointment would be in direct violation of the bylaw.

Hewins stated both gentlemen stated they will choose a committee and step down once the Attorney General's decision comes in. She stated from now until then, people should be taken at their word.

Bogart stated she is referring to the current Finance Committee bylaw. Hewins stated as the appointing committee to the Conservation Commission, they can effectuate that appointment if they choose to.

Hoffman stated the bylaw being discussed is confusing and Town Counsel was asked for a clarification and it is still not clear. Hoffman stated there are several openings on the Finance Committee right now. Since it is not a clear cut bylaw he cannot stand behind it right now.

Hoffman stated one of the first things he did as a new Select Board member was appoint Alan Germain to the Conservation Commission. He stated it sends a bad sign by doing this. The Board agreed they would work towards coming up with a new bylaw.

LaFond stated this will take care of itself over time and it is a matter of respecting people in the interim rather than 'fire' people from their service to the town. LaFond requested the Board not veto this appointment. LaFond would like to not see this issue linger. Townsend stated it is a poorly written bylaw. Bogart stated it is not her intent to 'fire' someone from their job.

Vote 1-4 motion fails

KP Law rate increase: Townsend asked if the Board needs to vote on this. LaFond agrees this does not need a vote of the Board. Belbin would like to look at other firms for the Town. Hewins stated that topic is not on the agenda. LaFond stated there is no need for a vote.

Motion to accept the rate increase from \$195-205 by Hoffman, second by Hewins.

Vote 3-1-1 (Bogart abstained)

Select Board representative to the Plymouth County Advisory Board:

Motion by Hewins to nominate Townsend to the Plymouth County Advisory Board, second by Hoffman.

Vote 5-0

Moving start time of Select Board meetings to 6:00pm: Townsend stated he has had discussions with members of the public and some of the meetings tend to run late preventing them from attending.

Motion by Hewins to move the start time of Select Board meeting to 6:00pm, second by Hoffman.

Vote 5-0

Select Board Goals and Objectives: Townsend asked that all Board members send up to three goals/objectives to Weston by June 15. The Town Administrator is coordinating a date to meet with the facilitator.

Town Administrator Update:

Plymouth St. Water Line Update: The project has begun: Dig safe has marked the roads on May 24 and trench marking has been done. Digging of the road is starting and there will be one lane of traffic during the construction hours of 7:00am-3:00pm. The project is anticipated to take

approximately 6 weeks depending on weather. Hoffman asked if the residents have been notified about the water tie-ins. LaFond stated the Health Agent has reached out to residents.

Open Space and Recreation Plan Update: LaFond in conjunction with Hewins has reached out to people on various boards and committees for interest in forming a committee to update the plan.

Building property update on 44 Lakeview St./Council on Aging: There was a proposal with Recreation Committee for pickle ball courts, however the thought at that time is to have a group of people to have the property looked at as a whole, including a member of the Council on Aging, Recreation Committee & the Council on Aging Director. Hewins would like to be a part of this informal group. Townsend stated appointing a member of the Select Boars is not on the agenda. Bogart asked if she could attend some of the meetings. LaFond stated that sub-committee meetings need to be posted. He stated he is looking for a small working group.

Old Home Day: Will be taking place with modifications according to the Governor's orders including the car show, craft booths, activities for children and a modified road race. The Old Home Day Committee is meeting on 6/1 to vote on whether or not to have the actual clambake.

Cares Act Update: Carver is still waiting on the 4th payment and beyond. An informal estimate has been received on the HVAC on the Town Hall which is \$95,000. The Town needs to be careful as there are still 7 months left and we need to be careful how the remaining funds are spent.

Next Meeting: 6/15/21 at 6:00pm

Minutes of 5/18/21:

Motion to table by Bogart, second by Hewins

Vote 5-0

Request for Bike race: Harvest Triathlon on 6/12/21 from 7:00am-10:30am

Motion to approve by Hoffman, second by Hewins

Vote 5-0

Request for One Day Special License: St. John's Club on 6/23/21 & 6/24/21 from noon-11:00pm

Motion to approve by Belbin, second by Hewins

Vote 5-0

5 minute recess at 7:10pm

Pole Hearing: NStar & Verizon for 6 new poles on Indian Street

Motion to open hearing by Hewins, second by Hoffman.

Eversource Representative Karen Johnson stated they would like to install 6 poles on Indian St. for two new electric services at that site. Hewins asked if all abutters were notified. Johnson stated all abutters were notified. Bogart asked why the service could not be continued underground. Johnson stated that services has to be connected to a pole at some point. The contractor of Hickory Hill Development stated that they tried to go underground, but it goes back further towards Route 58 and where the underground ties in, he was told no more lines could be tied into it. Johnson stated she can ask and get back to her. Belbin stated the hearing was posted wrong. The meeting location correction was posted at the school and abutters were notified via phone, in person and via mail.

Motion by Belbin to continue the hearing to 6/15/21 at 6:15pm, second by Hewins.

Vote 5-0

Town Administrator Screening At-Large appointments: Townsend would like to have each member choose their top 3 ranked applicants. Each member would choose one person and then after that, each member can choose their three top ranked in order. Hewins requested to take an item out of order- town employee potential conflict.

Town Administrator Screening Committee potential conflict: Having a town employee, whose position is appointed by the Town Administrator, serve in a capacity whereby the town employee's role is to recommend his/her own future appointing authority. Hewins stated when she was an employee, she was told by the State Ethics Commission that she could not be on this type of committee. Hewins stated Jennifer Gallant and Chief Ryan are appointed by the Town Administrator. Townsend stated at a previous Board meeting, it was determined to have the Public Safety Chiefs select two members for this committee amongst themselves. Gallant is the Assistant Deputy EMS Director. Hewins stated three out of the four public safety chiefs are appointed by the Select Board. The only one that is appointed by the Town Administrator is EMS Chief Ryan. Belbin stated he is concerned that town employees and family of town employees are on the list as well as some that have a good relationship with the Interim Town Administrator. All agreed on the rank choice method.

Hewins would like to see people with financial experience as well as people who know how Carver works. Her choices are Patrick Meagher, Mary Ross & Kevin Tracey.

Hoffman thanked all who applied for this committee. He stated he was looking for a cross-section of demographics, some younger, some well-established. His choices are Adam Holmes, Mary Ross & Margaret Wood.

Bogart stated she would like Paul Kelly, Kevin Tracey & Jim Nauen.

Belbin asked if Margaret Wood was a Town employee. Hewins stated she is a Gatra employee. His choices are Margaret Wood, Paul Kelly & Adam Holmes.

Townsend stated his choices are Margaret Wood, Adam Holmes and Mary Ross

Each member ranked their options in order from 3 (3 points) to 1 (1 point). Some members changed their opinion of who they wanted as their three choices. The three candidates with the highest points were: Adam Holmes, Paul Kelly & Margaret Wood.

Town Administrator Screening Committee selection of the business representative:

Hewins nominated Kevin Tracey as the business representative, second by Bogart.

Townsend asked if anyone had any other suggestions on how to choose the business representative.

Hoffman asked if people knew they would be appointed as a business representative.

Bogart and Townsend stated no one knew the make-up of the committee at the time they applied to be on the committee.

Belbin would like this put out to the business community. Townsend agrees and stated he would like to see this put out for 7 days by a post on the website. Bogart asked what does 'business community' mean and how will they know. Townsend stated it can be on the website and in the Carver Reporter. Belbin stated the people who have already applied should be incorporated to anyone else who comes forward. Hoffman asked if it will be a Carver resident. Townsend stated they would need to be a Carver resident. Hewins asked if they will be interviewing those applicants. The closing date for those applications to be June 10, 2021 at 9:00am.

Creation of a Charge for the Town Administrator Screening Committee (TASC):

Whether or not to include the current Interim Town Administrator as a finalist on the list of candidates for permanent Town Administrator to present to the Select Board:

Motion by Belbin to allow the current Interim Town Administrator to be a finalist on the list of candidates for permanent Town Administrator to present to the Select Board, second by Hewins. If the Interim Town Administrator chooses not to be a finalist, he can withdraw.

Hoffman stated the reason he ran for Select Board is because he did not like the process from which the current Interim Town Administrator was chosen. Townsend stated LaFond would essentially be 'getting fired' because he is an Interim with a contract that expires. Hoffman stated if he has the qualifications then he will be a finalist. Hoffman does not like the terminology of being fired and the optics of the Interim getting a 'free pass' to the finals.

Bogart agrees with Hoffman 's remarks.

Belbin rescinded his motion.

Selection of a Chair person: Townsend stated the TASC needs to meet and select a chair person by July 1.

Motion by Belbin that the TASC should meet and select a chair person by July 1, 2021, second by Hewins.

Vote 5-0

Number of finalists: There were 4 finalists for the last Town Administrator search.

Motion by Belbin for the TASC to select 4 unranked finalists to be brought to the Select Board, second by Hewins.

Vote 5-0

Motion by Belbin for the 4 finalists to be brought to the Select Board by September 1 by the TASC, second by Hewins.

Vote 5-0

Authorization for committee to use a consultant/recruiter: Bogart would like to see the TASC have this option. She stated they have the experience to get a larger, more experienced candidate pool. Belbin agrees in order to get a better list of candidates and would like to have a cap on how much the TASC can spend. Hewins stated that since the Collins Center is a public entity, she suspects the cost would be lower than using a private entity. Hoffman does not know what a recruiter company would cost and would not be comfortable putting a financial cap on it.

Motion by Belbin to allow the TASC to use a consultant/recruiter and to spend no more than \$16,000, second by Hewins.

Hewins withdrew her 2nd and made a motion to allow the TASC to get quotes.

Hoffman second Belbin's motion.

Hoffman asked where the money would come from for this. LaFond stated it would come from the Select Board budget.

TASC to approve advertisement in collaboration with Human Resources:

Motion by Belbin that the TASC must post the advertisement by July 16 if not using a consultant/recruiter, second by Hoffman.

Belbin stated that they should discuss at their first meeting (by July 1) if they want to use a recruiter/consultant.

Hoffman asked for the motion to be amended to add a deadline if using a recruiter. Townsend stated the recruiter would be aggressive considering the deadlines that are given.

Bogart stated she feels with the urgency of the timeline and in order to streamline the process, should they just tell the TASC that they will use a recruiter/consultant.

Vote: 3-2

The Board discussed the recruiter/consultant option again:

Motion by Bogart to charge the committee to use the TASC to use a recruiter/consultant, second by Hewins.

Townsend stated there is no one on this TASC that was on the last one and would like to see the TASC use a consultant. Belbin stated the TASC should make this decision. Hoffman would like to have the committee use the consultant/recruiter.

Vote 4-1

TASC to receive/review resumes: Townsend stated that this responsibility will fall to the recruiter/consultant.

Authorization for TASC to work in collaboration with Human Resources to develop interview questions: Townsend stated that this will now fall to the responsibility to the recruiter/consultant.

TASC to interview candidates: Belbin stated this should be left up to the TASC.

TASC to present unranked list of finalists to Select Board:

The Select Board voted previously to set this date to be September 1, 2021.

TASC must comply with Town of Carver Town Administrator Bylaw Chapter 3

Motion for the TASC to comply with the Town Administrator bylaw Chapter 3 by Hewins, second by Hoffman.

Vote 5-0

Townsend asked if anyone has anything else to add to the charge to the TASC. Bogart passed out the Fairhaven charge for their TASC.

Select Board Community Announcements:

Hoffman: Athletic boosters is having a fundraiser on 6/19

Bogart: The first annual town-wide yard sale is 6/26 – details can be found on www.carverma.gov

Belbin: asked residents to look on the website. There is currently a survey on bike lanes and sidewalks.

Hewins: Added that the survey was put out by SRPEDD

Townsend: Thanked and recognized the employees of Town Hall for their hard work during the pandemic while many other Town Halls were closed.

LaFond stated that the Council on Aging open house is on 6/19

Select Board Notes: none

Motion to adjourn at 8:52pm by Hoffman, second by Hewins.

Vote 5-0