

**Carver Select Board
Meeting Minutes
Town Hall Meeting Room #1
July 12, 2021 - 8:30am**

In Attendance: Chair Mark Townsend, Vice-Chair Sarah Hewins, Robert Belbin, Jen Bogart, Jim Hoffman, Interim Town Administrator Richard LaFond & Shelby Blair

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

Discussion and possible vote to amend the charge given to the Town Administrator Screening Committee (TASC) regarding use of a consultant and the number of finalists to be presented to the Select Board

Townsend explained that the Chair of the TASC Tom Walsh informed him that the three consultants that were reached out to solicit quotes had declined. In order for the TASC process not to be held up, Townsend would recommend to amend the charge.

Belbin explained that he was unsure on why the TASC didn't receive any quotes, possibly the fee could have been an issue. He has no problem with letting the TASC do whatever they need to do to get this process moving.

Hewins made a motion to change the word "must" to "may" on the second line of the charge, second by Hoffman.

Hewins made a motion to amend her previous motion to eliminate the word "recruit", second by Hoffman.

Discussion - Bogart mentioned that she did go back and watch the previous meetings and noticed that the committee was determined that they should use a consultant and it is unfortunate that none of the companies did not want to work with the Town. She hates to see that the use of a consultant is being passed because three of the companies did not respond back even though there were four originally listed. She does agree that the charge does need to change so the TASC can move forward, but does not agree that the use of consultant should be completely abandoned. There are more recruitment companies out there. With the wording change, she would like to strongly encourage the TASC to keep looking for a consultant to assist them throughout the process.

Hoffman mentioned that from the previous meeting it seemed as though that they will still pursue on looking for a consultant, but the word "must" concerned them.

Townsend agreed, but thinks that this Board needs to give them some sort of flexibility on this charge to keep them moving forward since their timeline is minimal.

Belbin would like to see a couple more words changed in this line on the charge.

Hewins made a motion to amend her previous motion to take out “no more than” and replace with “may” and add, “for such purpose and may return to the Select Board if more money is needed, second by Belbin.

Vote 5-0

New Charge line states: The TASC may use a consultant and may spend \$16,000 for such purpose and may return to the Select Board if more money is needed.

Hewins made a motion to cut the words “recruit consultant” from the fourth line, second by Belbin.

Hewins made a motion to amend her motion for the fourth line to read “Review and receive all resumes”, second by Belbin.

Vote 5-0

Belbin made a motion for the fifth line to read, “Conduct interviews of selected candidate utilizing established questions from the consultant if used”.

Discussion – Hewins would like to change the wording.

Hewins made a motion for the fifth line to read, “Conduct interviews of selected candidates using questions established by the TASC or the consultant prior to the interviews”, second by Belbin.

Vote 5-0

Belbin made a motion for the sixth line to read, “A consultant or Town Human Resources may review references and conduct background checks”, second by Hewins.

Discussion – Bogart suggested to change the wording to the following.

Bogart made a motion for the sixth line to read, “Reference and background checks to be done by the consultant or the Town’s Human Resources Department”, second by Belbin.

Vote 5-0

Hewins made a motion for the seventh line to read, “The TASC must comply with the Town Administrator bylaw Chapter 3 and the Special Act”, Second by Hoffman.

Hoffman asked what the Special Act was and Townsend explained that this is the act that established the Town Administrator position.

Townsend explained that since this specific part is not on this meeting’s agenda, this would have to be looked at on the next meeting.

Hoffman asked if there is a big difference between the Chapter 3 bylaw and the Special Act. LaFond explained that the Special Act essentially ratifies the bylaw.

Hewins made a motion for the eighth line to read, "The TASC may present up to 4 unranked finalists to the Select Board by September 1, 2021.

Bogart suggested the wording to be "Up to 5".

Hewins made a motion for the eighth line to read, "The TASC may present up to 5 unranked finalists to the Select Board by September 1, 2021, second by Hoffman.

Vote 5-0

Belbin mentioned that on third line, the advertisement deadline could be extended.
Belbin makes a motion to move the advertisement date to be posted no later than July 30, 2021, second by Hewins.

Discussion - Hoffman explained that he believes the TASC is aware of the advertisement date and would like to give them just an extra week.

Hoffman made a motion to amend the previous motion with the date being changed to July 23, 2021, second by Hewins.

Vote 5-0

Discussion and possible vote to allow the Town Administrator to carry over five vacation days from FY 2021 into FY 2022

LaFond explained that this was not necessary as his contract states up to 10 days of vacation, please disregard this item.

Motion made by Hoffman to go into Executive Session to discuss strategy with respect to negotiations with non-union personnel (Finance Director) and not to return to open session, second by Hewins.

Open for discussion as Belbin explained his frustrations that the Finance Director finalist name was not included. Belbin asked LaFond why there was not a name associated with this.

LaFond explained that Town Council advised that until there is a contract in place to wait to include a name due to confidentiality. Since this is a Town Administrator hiring process it is more confidential versus a hiring process by The Board.

Roll Call:

Hoffman – yes

Hewins – yes

Townsend – yes

Belbin: no - to not go into Executive Session

Bogart - yes

9:21am - **Executive Session: In accordance with MGL Chapter 30A§21 (2) to discuss strategy with respect to negotiations with non-union personnel (Finance Director) and not to return to open session.**