

**Carver Select Board
Meeting Minutes
Town Hall - 108 Main Street
September 6, 2022 - 6:00pm**

In Attendance: Chair Mark Townsend, Vice-Chair Sarah Hewins, Jen Bogart, John Cotter, Jim Hoffman, Town Administrator Robert Fennessy and Assistant Town Administrator Elaine Weston.

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

Citizens Participation: Mary Dormer in regards to changes to the bylaws- section 4.1.1 three consecutive absences.

Recognition of Maria L McLaughlin on turning 100 years old on August 16, 2022: Chair recognized Maria McLaughlin and presented a certificate to her daughter who was in attendance.

Liquor License Hearing: Request for Transfer of License: 90 North Main Street, Rajshreya Corporation d/b/a Carver Main Street Liquors.

Townsend asked if any abutters present to speak on the hearing. No abutters present.

Attorney Ian Hedges present on behalf of the applicant and the seller. The applicant owns three other stores throughout the Commonwealth. There will be no changes to the store or the hours. There is a pledge of the license to the applicant's lender Rockland Trust.

Motion to approve the request of transfer of license of 90 North Main St., to Rajshreya Corporation, by Hewins, second by Hoffman.

Vote 5-0

Motion to close hearing by Hewins at 6:08pm, second by Hoffman.

Vote 5-0

NGR Cape Cod Bev. Co., LLC: Withdrawal of liquor license application was submitted. Fennessy stated the Board has to rescind the vote taken to grant the license. He stated they can bring the application before the Board at a future time if they choose.

Motion by Hewins to rescind the vote of approval of the NGR Cape Cod license that was made at the June 21, 2022 Select Board meeting without prejudice, second by Hoffman.

Vote 5-0

Authorize Town Administrator to put together a working group for ARPA funds:

Townsend clarified that the ultimate decision on the funds will be the decision of the Select Board, but a working group would bring recommendations forward to the Board.

Fennessy stated he would be looking to make the Committee of Departments that would use the ARPA funds. Cotter asked if a member of the business community would be included. Fennessy stated he would like to keep it in house, but it would be good to get ideas from different areas.

Motion by Hewins to authorize the Town Administrator to put together a working group for ARPA funds, second by Hoffman.

Bogart asked if Plymouth County Commissioners could come back and talk about the use of the funds to see what they have learned since the beginning of the program. Townsend stated it would be more Tom O'Brien, than the Commissioners, as the Treasurer. Bogart thought it is important for the Board to know the direction of the rules and regulations.

Vote 5-0

Select Board goals: Townsend stated that after the meeting with the facilitator, the goals need to be broken down and some should be for the Town Administrator (TA), some are Select Board goals and would not go on the Town Administrator's evaluation form. Townsend stated there were 7: Town Hall technology, ARPA funds, Solar and Battery Storage Moratorium, full-time Conservation Agent, Affordable housing, community involvement in committees and boards and financial management policy.

Townsend started with Town Hall technology- he would like to see this as a Town Administrator goal. All members agreed this should be a goal for the TA.

ARPA funds plan is also a thought Townsend had for a TA goal. Hewins agreed. Bogart and Hoffman questioned the aspects that would be considered. Townsend stated although the final decision is up to the Board, the Town Administrator would come up with the plan for the funds that would benefit the town, regardless of the vote of the Board on the plan. Cotter questioned if there could be measurable outcomes of the goals. Hewins stated spending the funds in the most useful and inclusive way under the restrictions would be the goal.

Solar and Battery Storage Moratorium: Bogart stated that the intent is not to be a goal of the Town Administrator, but rather to just make sure that it moves forward.

Affordable Housing: Hewins stated she is willing to strike this as long as people are aware that she would like to see this under the ARPA funds plan for consideration.

Full-time Conservation Agent: Hewins stated this is a goal that is needed considering the Open Space and Recreation Survey results. She understands that the funding is needed for this to happen. Fennessy stated that it could say enhance the Conservation Agent's position, as his goal is to increase the position of Conservation Agent incrementally. Bogart stated it would be a clear and measurable goal. Townsend sees this as a goal of the Board, not an evaluation item.

Hoffman is not sure it should be part of the evaluation, but would like to see it worked on. All are in agreement to change the wording on the evaluation to 'works toward enhancing the position of Conservation Agent.

Community involvement in committees and boards: Townsend would like to see this as a Town Administrator goal. Bogart is in support of this if Fennessy is in favor of it, to which Fennessy stated he is in favor. Townsend stated that it is putting together a plan to get the community involved.

Townsend stated that the Financial Policies are already in the evaluation in a different section.

Cotter asked Fennessy if there is anything the Board is missing on the evaluation. Fennessy stated he would it further thought.

Community Involvement on Committees and Boards:

Townsend asked the Town Administrator and Assistant Town Administrator to come back to him with ideas on this. He would like to find ways to reach out to people that are not being reached now. Cotter stated the retirement community is a great source of people with experience that could join these boards. Townsend would like to see a handout to leave in the Town Clerk's office as a way of getting involved in the community, adding something to a tax bill, etc. Bogart said she has spoken about this at a prior meeting and said that social media could be useful as well as having other ideas.

Recommend changes to bylaws:

1.1.2 states that 75 qualified voters shall be necessary to constitute a quorum at any town meeting and 150 qualified voters shall be necessary to constitute a quorum at any town meeting where any bonded indebtedness is to be voted upon.

Townsend stated this came up at the last town meeting as there was bonding and people left. He would like this to be sent to Town Counsel for amended wording. Hoffman stated all the money articles should be at the front of the agenda as well. Hewins clarified that this refers to the bonded indebtedness, but sees his point. Cotter does not want to see the threshold lowered as it would allow lower participation from the public.

Townsend asked Fennessy to get guidance from Town Counsel and a vote can be taken when the wording is to be recommended for a warrant article to be changed.

4.1.1 states three consecutive absences of any member of an appointed Board, Committee or Council at duly called meetings shall constitute a vacancy.

Townsend stated the intent of this bylaw is not clear and the wording should indicate a reason for absences, and that it should go back to the appointing authority and this would avoid someone not able to attend a meeting due to a medical condition, etc. to be removed from a committee.

Townsend asked Fennessy to address Dormer's citizen's participation comments. Fennessy stated Dormer sent an email requesting Earth Removal members to be removed from the committee, due to no meeting being held due to lack of quorum. Technically a meeting did not take place and therefore members are not subject to removal. There could be different instances in which a member cannot attend a meeting for several reasons and that discretion needs to be in the bylaw.

Hoffman asked if someone doesn't show up and they can't have a quorum, do they get penalized for that? Fennessy stated as a meeting is set, for a smaller committee, it may be more difficult to get a quorum. Hoffman stated it is equivalent to an 'excused' and an 'unexcused' absence. Fennessy stated the bylaw is silent as to who has the authority to remove them and when it is silent, it defers to the appointing authority.

Townsend requested Fennessy to reach out to Town Counsel to get clarified wording on this bylaw. Cotter has an issue of the definition of meeting in regards to the Town not being able to do Town business.

Town Administrator Update:

North Carver Water District

- The membrane filters are in and awaiting the process of installation. The wells are being cleaned, and there is a maintenance order for replacement of a pump end (point) of the well as they are regularly replaced due to erosion from the iron that they are exposed to. They alternate routinely between the wells replacing them. The NCWD next meeting is on Monday, Sept. 12th at 5:30pm.

11 Green Street RFP

- The Request for Proposal went live on July 27, 2022, requesting sealed proposals for the creation of an affordable housing unit preferably for a town veteran.
- The public bid opening for the 11 Green Street RFP was August 31. Four agencies requested the RFP. The Town received one proposal from Habitat for Humanity (proposal price \$35,000.00). The RFP will be reviewed by the RFP review team (Elaine Weston, John Woods and me) tomorrow to be sure that all requirements were met, which should result in an award letter to Habitat for Humanity, which will be issued within the next 10 days.

Solar and Battery Moratorium Committee

- First meeting of the committee took place on Tuesday, August 30, 2022. All committee members were present as well as members of the public. It was televised by Area 58. The TA explained the charge to the committee through the articles passed at the last annual town meeting, and Town Counsel presented a power point program on the regulations surrounding Solar and Battery Storage operations to the committee. Bruce Maki was voted as Chair of the Committee. Additionally, on our website under

committees, you will find a link to the area 58 tape of the meeting, as well as other information. The next meeting of the committee is set for Sept. 13th at 5pm.

Budget Process

- Fennessy stated he has sent an aggressive budget process timeline to the Finance Director for FY 24 budget preparation. It is our collective goal to move the process in an efficient and timely manner over the next several months. The budget opens this week for department heads to prepare and submit their budget requests and capital item requests, both of which are due at the end of this month. He will be requesting a level service budget, and if there are any requests for additional staff or equipment, that will be submitted separately.
- On or about October 11th, the Finance Director will begin the free cash closure process. Thereafter, on or about November 21st, a preliminary budget will be presented to the select board and finance committee for review, with the request that the Finance Committee hold departmental meetings beginning in December 1st to mid-February. The goal is to have the final budget ready for publication by March 3, 2023.

Approval of Minutes/Licenses, etc.:

Motion to approve minutes of 8/16/22 by Hewins, second by Cotter.

Vote 4-0-1 (Hoffman abstain)

Motion to approve minutes of 8/26/22 by Hewins, second by Cotter.

Vote 5-0

Motion to approve Pilgrimman triathlon road race on September 17, 2022 by Cotter, second by Hewins.

Vote 5-0

Select Board Community Announcements:

Bogart: Was pleased she did not receive any traffic complaints from King Richard's Faire.

Cotter: Thanked Sportsman's Club for the lobster bake.

Hewins: Thanked the Town Clerk's office and the election workers.

Hoffman: None

Townsend: Thanked the Town Clerk's office and the election workers & thanked everyone who worked on the King Richard's Faire traffic plan. Public Safety Recognition Week: Thanked all public safety workers.

Next Meeting:

September 20, 2022

Motion to adjourn by Hoffman at 7:15pm, second by Cotter.

Vote 5-0

Exhibits used during meeting:

Community Prayer

Certificate of Recognition for McLaughlin

Notice of Public Hearing and application for Rajsherya Corporation

Abutters Notice for withdrawal of license application for NGR Cape Cod Bev. Co. LLC

Draft list of Goals and Objectives

Minutes of 8-16-22

Minutes of 8-26-22

Email request for Pilgramman Trathlon