

**MINUTES**  
**Governance Committee**  
**01/06/2015 @ 7:30am**

Meeting called to order at 7:32am

Members Present: Chairman Stephen Gray, Jack Angley, and John Cotter

Absent: Jim Grimes

Staff: Michael Milanoski, Michele Doll

Guests: Mary McNeil, Building Commissioner; Savery Moore, Connie Shaw and Jim Philips for Committee discussions; Jack Hunter, Town Planner

**Approval of minutes from November 18<sup>th</sup> meeting**

*Motion to approve as amended by Cotter. Angley 2<sup>nd</sup>. Unanimous*

**Approval of minutes from December 9<sup>th</sup> meeting**

*Tabled for discussion at next meeting, quorum not met as Cotter was not in attendance at last meeting.*

**Discussion relative to operations of Building Department**

Building Commissioner, Mary McNeil, distributed recent 3 years tracking of annual building (only) permits issued by Town. Gray noted as Chairman of ZBA, he has concerns that no cases have come before the Zoning Board of Appeals over the last 12 (twelve) months or so. Gray has put in a request for McNeil to review the activity for 2014 based on guidelines. McNeil stated the department is very busy, and workload has not seen an increase since 2012. She foresees an increase for 2015. She has had issues with necessary documents not being readily available; ie. liquor licensing – she was able to track down what she needed and get the inspections done before year end. She has done away with Town developed forms and implemented the use of State forms, as of January 1<sup>st</sup>. However, she is allowing a three month lag, as she is unable to update the website. **Gray** – how far have you gotten with 2014 review? **McNeil** – only far enough to provide figures, each permit issued will need to be looked at. **Gray** – are new permits being filed? **McNeil** – my priority is to keep current permits up to date. **Gray** – what would be your recommendations for department? **McNeil** – need PT position in office. She is limited to 18 hours a week, due to restrictions of retirement. **Gray** – what about a Part Time assistant for inspections, 10-15 hours per week? **McNeil** – discussed with Jack Hunter, not in budget but doable. **Cotter** – Can we get the department up to date with reserve funds? What type of investment would we need to get up to date and then perform operations review at that time? **McNeil** – a lot of work still needs to be done. **Milanoski** – Mary is very thorough, brings a great deal of professionalism to the department. Angley – a lot of work to be considered, not just inspections. **Cotter** – do you feel issues are systematic or is change to PT Commissioner the cause? **McNeil** – I cannot answer that, as I was not here previously. **Gray** – if Town returns to FT Commissioner would you be available. **McNeil** – No, as she is limited to 18 hours due to retirement. **Milanoski** – if 18 hours is not enough to cover day to day, consider another Part time Assistant Inspector. **McNeil** – Building Commissioner is head of department, a Local Inspector would be assistant and would not need same certifications. **Cotter** – Mendoza was Full-time as Building Commissioner and Inspector. **Milanoski** – need to establish what is operational versus governance. **Gray** – sees this matter as governance. **Milanoski** – sees matter as operational. Not role of Governance Committee to get into adding positions. It is the role of the Selectmen and Town Administrator who establish the budget. **Gray** – department needs to operate efficiently, we're talking about resources. **Milanoski** – supports hiring 2<sup>nd</sup> PT person, as needed. Jack Hunter needs to be involved, as consolidated department head. **Gray** – is the budget being formulated, so that this issue will be vetted before Annual Town Meeting? **Milanoski** – will be built into FY16. Town needs to decide what will be done for the rest of this fiscal year. Looking forward to hearing McNeil's recommendation regarding the new fee schedule. **Angley** – does state set fees? **Milanoski** –

no, it is up to individual Town, generally established to cover costs of department. **McNeil** – prior to 2011 State did set fee schedules, no longer. Most towns charge buy value, not by square feet. **Gray** – add matter to agenda for update in 30 days. **Cotter** – what will be done for the remainder of this fiscal year? **Milanoski** – Resources are available to bring in Inspector, he will meet with Hunter and McNeil to discuss further. McNeil has done an exceptional job. **Gray** – very impressed with her knowledge and background. **Cotter** – are the other departments in consolidation being affected? **Milanoski** – Mary is very thorough and has brought a new level of professionalism to the department, also making it more efficient.

*Motion to support Town Administrator and Building Commissioner working together to address the workload issues brought forward and suggest Selectmen add additional hours to provide the necessary 'core services' by Cotter. Angley 2<sup>nd</sup>. Unanimous.*

#### **Discussion relative to Carver Housing and South Shore Housing water and maintenance issues**

**Hunter** – DHCD sent out an engineer who met with water operator. Agreed with analysis that green sand is best choice. They are authorizing the funds, but asked that Town memorialize how funding will be divided. Discussions of Intermunicipal Agreement being drawn up between Carver Housing and the Town of Carver, South Shore Housing to have agreement with Carver Housing. Each has committed to pay. **Gray** – Next step? **Milanoski** – need to meet with DEP engineers and get permits. Pilot testing needs to be completed to complete permit process. DEP has agreed to expedite permitting. Looking to begin construction in late spring. **Gray** – Will Annual Town Meeting be asked to allocate \$50,000.00 in funds. **Milanoski** – Yes, from Capital Stabilization Fund. Do not see construction to begin before Town Meeting. **Hunter** – Engineer received quote for testing cartridge, shipping costs were excessive. They will shop around for better price. DEP will not waive pilot test even though system is proven to work. DEP has agreed to allow permit to be submitted simultaneously. **Milanoski** – will be up and running by summer. Complete construction estimated at one week.

#### **Discussion relative to roles of Committees and Boards in Town**

Savery Moore, Constance Shaw and James Philips present for discussions on possible consolidation of Historic District Commission, Historical Commission and Lakenham Green Preservation. Gray summarized overview being conducted by Governance Committee. Moore agreed that (3) Committees are somewhat connected, each having a separate role/function. Membership does crossover and all committees meet on a regular basis. The overlying mission is to preserve the Town's history. Funding needs to be kept separate for transparency. **Gray** inquired if they could be one committee, with separate bank accounts. **Milanoski** – finances are only hurdle to consolidation, as membership does overlap and committees meeting collectively. Would be less confusing for public. Membership for sole committee could be increased, if necessary. Shaw – sounds good, but may cause problems for Marcus Atwood Trustees. CPA fixed many things and COA has taken over building which was meant to be a community building. Trustees job is to facilitate activities. Feels management is needed to keep functional. **Gray** – asked if there was a trust document. **Shaw** – Trustees created a document. **Gray** – committee will hold off on recommendations until document is reviewed. **Shaw** – was appointed as representative when building was obtained by the Town. She will provide document as requested. **Moore** – feels the consolidation will probably work, but he is relatively new and does not want to overstep. Feels a combined group could function and not lose value. **Philips** – Why combine? What is the Town saving? We do not want to downgrade. Focus needs to be kept separate. **Gray** – could spin-off sub-committees. **Cotter** – committees are almost acting as one already, meeting together. Not looking for savings. Funding mechanism is not the problem. As a tax payer, would love to have all the information in one location. **Milanoski** – long term benefit to protect history

Next meeting will be Tuesday, January 20<sup>th</sup> at 7:30am.

*Motion to adjourn at 9:27 by Angley. Cotter 2<sup>nd</sup>. Unanimous.*