

MINUTES
Governance Committee
09/09/2014 @ 7:30am

Meeting called to order at 7:30am

Members Present: Chairman Stephen Gray, John Cotter, Jack Angley, Jim Grimes

Absent: Dick Ward

Staff: Michael Milanoski, Michele Doll

Guests: Jack Hunter, Robert Tinkham

Approval of minutes from August 12th meeting

Motion to approve as amended by Grimes. Angley 2nd. Unanimous.

Update on status of joint BoS and School Committee meeting.

Milanoski – The School Committee has agreed to participate and appointed (2) members. Selectman Dunham has meeting dates scheduled and an agenda. Committee will concentrate on establishing Town-wide IT, Town-wide Facilities and Maintenance, Centralized Healthcare and Common Union Negotiations regarding OPEB liability. Committee will come to agreements to take back to respective Boards. **Gray** – what would be the extent of Governance Committee involvement? **Milanoski** – OPEB Committee to meet with Finance Committee and review healthcare plans. Operational recommendations will be presented to this committee before going to BoS. Long term vision, not focused on here and now.

Discussion on Board and Committee Stipends

Requests to Board/Committee Chairs to submit information for review sent via e-mail on August 21st and September 2nd. **Gray** – Chairs are aware of our discussions. Local area Selectmen receive more than Carver, by and large Planning Board, Library Trustees and School Committee members do not get paid. Inquiry to Chairs received one response from Arthur Borden, Board of Health. Robert Tinkham, Health Agent invited to participate in discussion. Reviewed the number of meetings to date for 2014 (4), verifying an average of 3-4 meetings annually. When asked how often he sees the members? **Tinkham** – Mr. Borden comes in regularly, every week to sign bills and ask questions. Mr. Mueller is in often due to his own business needs as a Title 5 Inspector. **Gray** – asked about Tinkham's vacation time and department coverage. **Tinkham** – 4 weeks' vacation; Arthur Borden covers inspections and Debra Deneen covers office. **Cotter** – asked if Borden was compensated for coverage. Is this standard? The restructuring goal was to provide coverage within the department. **Milanoski** – certain Boards have fiduciary responsibilities and this is a unique situation; ability to act as agent. The restructuring was relative to office operations. **Cotter** – What happens in the case of an emergency? **Tinkham** – Board members are recruited due to a certain expertise, which correlates with the problem. All are ICS100 and NIMS700 trained. On a personal note, Tinkham offered that it is nice to have these and other volunteers feel appreciated. Tinkham left meeting.

Cotter – Status on search for weights and scales inspector? **Milanoski** – have not found anyone yet. **Gray** – do we want to address stipends today? **Milanoski** – would like to close out discussions and move forward. Assessors and Board of Health require certifications and are granted authority – stipends are paying for these. **Grimes** – not about the money, but the principle. Offered as a token of appreciation.

Board of Selectmen

Motion to recommend increasing member stipend to \$1700.00, with the Chairman receiving \$2000.00 by Angley. Cotter 2nd. Unanimous.

School Committee

Gray – other Towns are not paying

Motion to recommend NO change to School Committee stipends by Angley. Cotter 2nd. Unanimous.

Board of Assessors

Motion to recommend NO change to Board of Assessors stipend by Cotter. Grimes 2nd. Unanimous.

Library Trustees

Motion to recommend NO change to the Library Trustees stipend by Grimes. Cotter 2nd. Unanimous.

Board of Health

Cotter – leaning towards an increase. **Gray** – Chairman is very involved. **Grimes** – increase for Chairman. **Angley** – Chairman does have extra workload and comes in regularly. **Gray** – most Towns do not pay. **Angley** – keep members the same and increase Chairman. **Milanoski** – Chairman does have extra responsibility.

Motion to recommend increasing Chairman of Board of Health stipend to \$1000.00, all other members to remain as is, by Cotter. Grimes 2nd. Unanimous.

Moderator

Cotter – should be paid per meeting versus per year.

Motion to recommend Moderator stipend of \$250.00 per meeting by Cotter. Angley 2nd. Unanimous.

Planning Board

Gray – most Towns do not pay, not in favor of increase. **Angley** – would like to be updated on duties and responsibilities.

Motion by Grimes, contingent on request for additional information, to recommend decrease of stipend for Planning Board members to \$800.00, Chairman to receive \$1000.00. Angley 2nd. Unanimous.

Gray - other Boards and Committees with the fiduciary responsibilities meet regularly and receive no compensation. **Grimes** – ZBA, RDA, Finance Committee, Capital Outlay and NCWD. **Milanoski** – institute a flat stipend for administrative expenses would be a savings versus processing of individual reimbursements. **Grimes** – create a positive impact to keep degree of professionalism. Encourage more people to participate, cannot see a cost impact. **Cotter** – provide enough for reimbursement, makes sense. **Milanoski** – refer discussion back to Library Trustees

Library Trustees

Motion by Cotter to amend previous motion and recommend Library Trustees stipend to \$150.00 per member, Chairman to receive \$300.00. Angley 2nd. Unanimous.

RDA, NCWD, Conservation Commission

Motion by Grimes to recommend instituting a stipend for RDA, NCWD and Conservation Commission of \$150.00 per member, Chairman to receive \$300.00. Cotter 2nd. Unanimous.

Capital Outlay – Angley recused himself

Motion by Grimes to recommend instituting a stipend of \$150.00 for members and \$300.00 for Chairman of Capital Outlay. Cotter 2nd. Approved 3-1-0

Finance Committee – Cotter recused himself

Motion by Grimes to recommend instituting a stipend of \$150.00 per member and \$300.00 for Chairman of Finance Committee. Angley 2nd. Approved 3-1-0

Zoning Board of Appeals (ZBA) – Gray recused himself

Motion by Grimes to recommend instituting a stipend of \$150.00 per member and \$300.00 for Chairman of Zoning Board of Appeals. Cotter 2nd. Approved 3-1-0

Discussion on policy and by-laws Town Administrator appointments

Information distributed. An alternate (for elected position) would be appointed jointly by BoS and sitting members. **Milanoski** – received application for Planning Board from previous member who had run and lost last election. Application has since been withdrawn. **Gray** – should existing by-law be amended to prevent joint committee from filling position with unelected candidate. **Cotter** – need to respect the will of the voter. **Gray** – wait until one election cycle has passed. **Hunter** - Board does need an alternate. **Milanoski** – Create non-binding policy versus by-law. **Grimes** – by-law amendment needs to be followed.

Motion by Cotter to add sentence to existing by-law excluding unelected individual to fill the alternate position for the term lost. Grimes 2nd. Unanimous.

Remote Participation Policy

Gray – 940CMR 29.10 addresses Remote Participation and requirements needed to be satisfied. **Cotter** – does Chairman have right not to accept? **Gray** – yes. **Grimes** – makes sense. Allows committees to have a choice to participate. **Gray** – Milanoski will present to BoS.

Motion by Angley to support adoption of Remote Participation and present to BoS. Grimes 2nd. Unanimous.

Town-Wide Technology

Milanoski – Carver does not have IT plan. **Gray** – create memo for Governance Committee and BoS suggesting establishment of Town-wide IT to achieve operational and cost efficiencies.

Motion to submit memo to Board of Selectmen in favor of Town-wide technology by Cotter. Grimes 2nd. Unanimous.

Discussion relative to Town website

Milanoski distributed draft summary of IT report containing (3) proposals with prices ranging from \$1750.00 – \$11750.00. Advised that the Town is looking at the (2) less expensive options. **Gray** – what about hosting? **Milanoski** – the department heads will update individual pages. **Gray** – Web management. **Milanoski** – options provide basic information to maintain. Elements can be added at additional cost. **Gray** – option of renewing relationship with Steve Dewhurst, at no cost to the Town. **Milanoski** – existing site has operational issues. Site needs to have open transparent communication and ability for department level push on communications. **Grimes** - can logic overcome political part? **Milanoski** – it would be detrimental to the Town to continue with a sole-proprietorship, it needs more. Consultant has made recommendations. **Angley** – there are political overtones regarding the disbanding of Website Committee. **Gray** – IT and website go together. Table discussions, outcome of joint BoS and School Committee.

Motion to table discussions by Cotter. Grimes 2nd.

Carver Housing and South Shore Housing

Information distributed for review and Gray thanked Hunter for researching the matter. **Hunter** – land is owned by Carver Housing, leased to South Shore Housing. He met with Health Inspector, Building Inspector, Fire and Police Chiefs to tour facilities. South Shore is better maintained, in Hunter's opinion. Facilities look nicer, upkeep is better. Gazebo has been renovated. Monthly community meetings. Carver Housing has (1) part-time maintenance person and a secretary. Hunter will attend the Carver Housing Community Meeting on Sept 17th. In regards to Richard Keiser's complaints, he continues to refuse access. **Gray** – did you conclude that there were no safety and operational issues with South Shore Housing? **Hunter** – Yes. **Gray** – and with Carver Housing? **Hunter** – No. Carver Housing needs 4th member and more than part-time maintenance. Should consider professional maintenance services. **Angley** – are the (3) members not leading? **Hunter** – suggest closer collaboration with the Town Administrator and BoS. **Gray** – who would vote on maintenance? **Hunter** – Carver Housing Board. It is an elected Board with no interest. Needs leadership in Administration and Maintenance. **Grimes** – does the Town have authority to change structure? Milanoski – it's an independent Board. Governor appointed. Selectmen have no direct authority except for lease agreement. State legislature needs to change. **Hunter** – South Shore Housing all residents over 55, Carver Housing has a

few family units. **Angley** – where does money come from? **Hunter** – rents. Section 8 housing. No budget from town. **Milanoski** – board is too small to operate sufficiently. Clearly an issue and needs to be made a priority. **Grimes** – inspection for mold a year ago never turned over results. **Cotter** – would like access to financial statements and budget reserves. Will they share on cost of water repairs? **Hunter** – water has high manganese and iron levels. Needs to be addressed due to expected standards changes from DEP. Researching (2) options: iron exchange vessel and green sand treatment/filtration. **Angley** – these options will give residents clean water? **Hunter** – Yes. **Gray** – pass expenses to other entities than tax payers. **Hunter** – grants start in November, will be awarded in August. **Cotter** – could the grant cover the entire cost? **Hunter** – it could. **Angley** – have we received any engineering suggestions? **Milanoski** – waiting on cost of camera survey of pipe and patching area manganese is coming in.

Next meeting will be Thursday, September 25rd at 8:00am.

Motion to adjourn at 10:00 by Angley. Grimes 2nd. Unanimous.