

Carver Board of Selectmen Meeting Minutes  
Carver Town Hall, 2<sup>nd</sup> Floor  
February 9, 2016 6:30pm

In Attendance: Chairman Ronald Clarke, Alan Dunham, Sarah Hewins, Helen Marrone, Town Administrator Milanoski and Elaine Weston

Absent: Vice Chairman Richard Ward

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

**Public comment period:** None

**Appointment of Election Workers:** Motion by Dunham to appoint the following: Susan Smith, Eileen Roussos, Susan Cole, Bridget Mallon & Eleonora O'Brien as New Election Workers, 2<sup>nd</sup> by Hewins. Vote 4-0.

**Conservation Commission:** Land being donated located at the following Assessor's Parcels:

25-2-N-E: 15.8 acres

25-2-S-E: 8.2 acres

25-3-S-E: 2.1 acres

25-3-N-E: .38 acres

Motion by Hewins to accept the donation of land, second by Dunham. Vote 4-0.

**Town Administrator Update:**

**Status on Joint Facilities Report:** Steve Daly present to give his status update. The assignment was to build on the recommendations of the 2014 feasibility study & evaluate alternatives. The 2014 study found that the workloads are above average and the managers are wearing too many hats. The current responsibilities show that the Town has a multitude of buildings and the schools have two schools, the administrative offices and the bus facility. Daly gave an overview of the new suggested management structure. The School Facilities Director and the DPW Director have different skill sets.

Richard Ward arrived to the meeting during the Facilities Report.

The positives in combing the services leaves the school to focus on education. It will provide for uniform functions across the town and provide for a segregated cost category. This would also lead to efficiency in the procurement process as it would cut the amount of procurement in half. With the right people managing, efficiency will improve.

Marrone questioned if School Committee or Town Meeting approval are needed. Daly does not think both are needed. If the School Committee agrees, A Memorandum of Understanding can

be signed, however, it can be withdrawn at any time and suggested consulting with Town Counsel.

Dunham questioned if a binding ballot question would circumvent going thru the School Committee or Town Meeting. Daly stated that Town Counsel would need to be consulted.

Hewins did not want to assume the school committee will go against any suggestions made.

Ward questioned what other towns have done this consolidation. Daly stated that several towns have done this and the most successful one was Andover.

Clarke suggested sitting down with the School Committee as well as getting all of the slides of the presentation as well as forwarding those to the School Committee. Clarke would like to see the Town getting the most of their money and would like to see the Town and the School to be in agreement on it.

TA stated that there is a Foreman for the DPW Superintendent. He also stated the School Facilities Director does more than one could expect and there is no back up in his position. This structure would allow for the Director and a back-up Deputy Director. The Superintendent and Town Administrator would jointly manage the department in order to maintain the Town's infrastructure.

**Pole Hearing: Eversource & Verizon:** Karen Rae from Eversource present to request the relocation of poles for the Mass DOT Route 58 project. No abutters present. Motion by Marrone to approve, second by Hewins. Vote 5-0.

**Bonding Update:** Preliminary Official Statement will be sent out Feb. 25<sup>th</sup> and the bond will be for \$30million. \$20million will be for the School and the remaining \$10million will pay off the Fire Station and 3 Fire Trucks. TA is hoping to get an estimate at 10% below what was approved for the school. It was also approved to take \$100,000 out of solar revenues per year to offset the cost for tax payers by approx. 6%.

**DOR Report, based on best practices/recommendations for Carver's long term financial sustainability:** The audit had findings with its financial structure as it has in the past. The Dept. of Revenue has come in and met with each Financial Department as well as with the school and has made suggestions as a result. Two functions not being accounting for are procurement and human resources. Several Employees have been certified, but are all operating separately. The Suggestions are as follows:

Restructure of Finance Departments under Finance Director: A Finance Director would oversee the departments which are currently all working autonomously. Assessing functions can be outsourced with a company such as PK Associates.

Creation of Human Resource Function in the Town Administrator's Office to take on requirements that have arisen over time.

Formalize centralized procurement office in the Town Administrator's Office

Restructure of Planning, Environmental & Permitting: Move Health Agent to part-time or regionalized/outsourced, make one of the Office Coordinator positions full-time.

Fire Department: A new Assistant Deputy Chief: Fund the position for half the year so the position could start on January 1 for next fiscal year. The current Chief and Deputy Chief are becoming overworked and the Town can't risk either of them burning out.

**FY 17 Budget Executive Summary:** State Aid for FY 17 is set to be below FY 15 numbers but is increasing by \$31,593 from this year. The redesign of the departments will be worked into the new budget. Motion to approve by Ward, second by Hewins. Vote 4-1.

**Discussion on providing pay equality to non-union employees:** Carver pays less than surrounding towns and TA is not suggesting changing that. In looking to provide a level of parity between groups of employees, all non-union personnel have received a total of 1.8% increase in pay on average over the past 10 years. This will not be corrected in one year and pay parity cannot be worked into the budget as the money is not there. In order to provide acknowledgement to the lowest paid group which is non-union employees, TA is suggesting to make a temporary one time fix to this. All Selectmen are in agreement to have the TA move forward with coming up with a solution to this.

**Update on Capital Budget for FY 17-26:** The anticipated fixed cost for FY17 is \$1,606,684 which includes the last payment on the Library and Town Hall, pays off existing leases, project management, 25 year reduction of debt exclusion for elementary school, estimated debt for the middle high roof, boilers and police station and fire station and engines. The priorities of FY17 are: Sidearm mower and snow blower, One ton dump truck with plow, painting exterior of Town Hall, Fire station roof and bunk upgrades at Station 2, HVAC unit at Council on Aging, SCBA, replacement of cruiser, police long-range strategic plan, Town-wide technology upgrades, football field press box, replacement of track and football field, repair HS gym bleachers, auditorium carpet, replacement of a 71 passenger bus. These proposals will go to the Capital Outlay Committee. The total of these requests are \$854,000.

#### **Fire Station Update:**

**Update on if site visits are subject to open meeting law:** Town Counsel stated that Site Visits are not subject to the open meeting law provided no deliberations are held during the site visit. The committee members can gather data but no member can express an opinion.

**Discuss Open Meeting Law presentation:** K&P to come in to provide a presentation to the Board and to Department Heads. Marrone stated several options for attending the meeting should be offered to encourage Board and Committee members to attend. Clarke would like to see it be mandatory. A consensus is to see it be mandatory.

#### **Board of Selectmen Update:**

**Ward:** Encouraged people in the community to contribute to the Town by serving on a committee, coaching or volunteering in some respect. Food pantry is in need of donations. Wished all a nice Valentine's Day.

**Hewins:** Thanked the DPW & School custodial & grounds staff for their work during the storms. The Council on Aging accepts donations for the Friends of Carver Animals.

**Marrone:** Is glad to be back and is sad to hear that Ward is not running for Selectmen.

**Dunham:** Reminded everyone to keep the food pantry in mind & encouraged people to run for various positions in the town.

**Clarke:** Area 58 is getting ready to go live with a new website and will have archived meetings.

**Approval of FD Engines Funding:** Motion by Hewins for approval that the maximum useful life of the Fire Department equipment (3 Fire Engines) for which \$1,770,000 is being borrowed, is 11 years, second by Marrone. Vote 5-0.

**Approval of Election Warrant:** Motion by Hewins to approve the Election Warrant for the Presidential Primary scheduled for March 1, 2016, second by Dunham. Vote 5-0.

**Update on Elementary School Project:** Ward stated that the plan that led to our acceptance to the MSBA is being used as a model for other towns.

**Discussion on Town Administrator's Evaluation process/timing:** Chair suggested the following timeline; March 1-14: Distribute & complete Evaluation worksheets

March 15-28: Meet with TA to discuss individual evaluations and goals & objectives for 2016-2017

March 29: Turn in completed evaluations for tabulations

April 12: Executive Board meeting to review evaluation results & solicit TA feedback.

April 19: Public discussion of TA's evaluation as well as goals & objectives for 2016-2017. The Chairman will provide a written summary of the evaluation findings and 2016-2017 goals & objectives.

Motion to accept this as a policy for the TA annual evaluation by Marrone, second by Dunham. Vote 5-0.

**Feb. 25 Joint Meeting with the School Committee:** Discussion on two topics to bring to the agenda. #1. Where to place the town-wide Health Insurance line item in the budget. #2. School Use Policy. The two items for the School Committee are #1. Department of Revenue Report #2. Cost Control Committee.

**Minutes; 1/19/16:** Motion to approve minutes by Ward, second by Hewins, Vote 4-0-1. Marrone abstained.

**Meeting Schedule:** Feb. 2, Feb. 10 (instead of Feb. 16), March 1-cancelled, March 9 (instead of March 15), March 30, April 5. Motion to approve by Dunham, second by Hewins. Vote 5-0.

**One Day Special License:** Motion to approve a One Day License for the Council on Aging for 3/17/16 from 4pm-9pm by Hewins, second by Dunham. Vote 5-0.

**Approval of Old Home Day Road Race:** Route has been approved by the all Town Emergency Officials. Motion to approve the race schedule for 7/30/16 at 8am by Dunham, second by Hewins. Vote 5-0.

Motion to adjourn at 8:50pm by Dunham to Executive Session to discuss strategy with respect to collective bargaining negotiations with unions (Clerical, DPW, Dispatchers, PEC/IAC-Health Care, Police) and for non-union negotiations and with all non-union personnel not under contract, and strategy for litigation, and for purchase, exchange, sale, lease or value of real estate that may have a detrimental effect on the bargaining position of the town if held in open session, and to reconvene in open session, second by Hewins. Roll Call affirmative: Dunham, Hewins, Ward, Marrone & Clarke.

Motion to adjourn at 9:15 pm by Dunham, 2<sup>nd</sup> by Ward. Vote 5-0.