

Carver Board of Selectmen Meeting Minutes
Carver Town Hall, 2nd Floor
May 16, 2016 6:30pm

In Attendance: Chairman Ronald Clarke, Alan Dunham, Helen Marrone, Dave Robertson, Town Administrator Milanoski (TA), Elaine Weston & Jeff Nutting (Facilitator)

Absent: Sarah Hewins

The chair led the meeting with the pledge of allegiance and Dunham read the community prayer

Jeff began his public sector career by being on the Finance Committee, School Committee, then went on to be an Interim Town Administrator & has been a Town Administrator since 2001 in Stoneham & is now in Franklin. He is the President of the Mass. Municipal Assoc. & has been facilitating for several communities.

Facilitator: Establish Goals & Objectives for Board of Selectmen & Town Administrator

Recap/Training: The three most important jobs of Selectmen are: Hire a Town Administrator, set goals and objectives & solve problems that can't be solved by the staff.

There needs to be an understanding of how the board should communicate and using the chain of command to solve problems. He also asks every board: How can you be more effective:

What has gone well over the past year: Clarke: Feels as a Board things are going very well & it is transparent that the Board does not discuss any issues ahead of the meeting. Over the last few years he feels that people in the town are working together better. This better allows the Board to focus on the business of the town.

Robertson feels comfortable asking anyone member of the Board for assistance. He does not feel there is anyone he cannot approach.

Observations between the Board and the TA. Clarke stated that two years were added to his contract and the Board feels his performance has helped the Town move forward with the building of the School by creating unanimity and consensus among different people in town. The auditor stated in its annual review that the Town is being run fiscally a level above other towns.

Dunham stated that the TA has brought in solar pilots to the town to help bring in revenue to the town.

Clarke feels the relationship with the school is increasing dramatically.

Discussion & Development of Goals & Objectives:

The Board has quarterly meetings with the School Committee and the TA has weekly meetings with the Superintendent. Board to Continue to develop camaraderie with School Committee and Superintendent including quarterly meetings.

Other suggestions to bring up with the school can be done at the quarterly meetings as an item on the agenda.

North Carver Water District losses are from debt, and not from operating costs. Redevelopment Authority has an economic plan and the Planning Board would have to make sure it fits in with the Master Plan, and then it would come to the Selectmen for approval. This would not be a goal as a report would be given to the Selectmen within the next 6 months.

TA suggested to have the North Carver Water District Commissioners come before the Board in October for an update.

Development of a long-term capital maintenance plan. Clarke feels with all of the money being put into Town infrastructure, that maintenance of everything should be formalized in writing with schedules and reports.

Robertson suggested phasing in a plan annually. Marrone suggested it be a TA goal and objective.

TA has discussed with the Superintendent there is a need for an asset/preventative maintenance plan as the majority of the assets in town lay within the School's jurisdiction.

Clarke feels there needs to be a plan regardless of who is in charge of it.

TA will have a report to the Board by December on a maintenance plan.

Regionalization is a goal of every town and one of the most difficult things to accomplish. Both the Director of Assessing and Health Agent are retiring. Board would like the TA to work with the Board of Assessors and Board of Health to review if there are opportunities for regionalization.

Land use department review and 'tweeks' in consolidated departments have been reviewed and will continue to look at finance consolidation on an ongoing basis and address issues to the Board at least at the 6 month period.

Town-wide IT. TA feels the facilities needs to be focused on & the Board can put this as an item on their quarterly meeting to discuss. This would be an FY18 goal.

Human Resource department development over the next two years. TA to update the Board in January on the progress of development.

Long-term staffing and location for public safety departments: Clarke looking for a long-term plan for Police, Fire and EMS to anticipate a 10-year plan so the Town can work meeting those goals. This could be a goal to have each dept. put together a plan in FY18.

Opioid issue: Public Safety-Police, Fire & EMS-Robertson feels the issue needs to be addressed. Clarke stated that this issue has beginning to be addressed by increasing the needs of the Police force. Marrone leads Carver Cares which brings the community together by having presentations and informing the public with outreach. Marrone to make a presentation to the Board in November.

Communication: Develop an effective reporting system to BOS/TOC tablets-TA suggested that transition could happen by September.

Re-Institute Executive Session minutes release policy-will begin June 2016

Take greater interest in what other Boards/Committees are doing. Members of the BOS to be assigned as a liaison to other Boards/Committee in town and to report back to the Board during Selectmen notes at a Board meeting. Discuss at July 2016 meeting.

Dunham questioned Jeff's overview of the process and progress of the Board/TA: Jeff stated that it is good not to have a baseline when starting off due to not knowing the personalities/politics of the Board. He sees the Board has transitioned and they are focused on where they want the Town to be. Agreeing and disagreeing is ok as long as it is done in the proper form. He reminded them to focus on the code of conduct and the goals and objectives so as not to lose sight of what they are elected to do.

Topics not reasonably anticipated by the Chairman 48 hours in advance of the meeting:

Dunham would like to put an item on the next agenda for discussion on having an understanding of how our public hearing will be conducted before any items come before the board.

Motion to adjourn at 8:15pm by Dunham, 2nd by Marrone: Vote 4-0