

Carver Board of Selectmen Meeting Minutes  
Carver Town Hall, 2<sup>nd</sup> Floor  
October 17, 2017 - 7:00pm

In Attendance: Chairman Alan Dunham, Sarah Hewins, Vice Chairman Ronald Clarke, Dave Robertson, Town Administrator Milanoski (TA) & Elaine Weston

Absent: Helen Marrone

Chair led the meeting with the Pledge of Allegiance and Robertson read the community prayer.

**Citizens Participation:** None

**Treasurer/Collector Update:** Lori Henault updated the Board with the new payment options available to the public including electronic checks, credit cards and debit cards. These options have additional charges which are listed on the memo that was distributed.

**Recreation Committee Update:** Lynn Doyle gave an update on the new Recreation website [www.carverrecreation.com](http://www.carverrecreation.com). There are currently about 250 members registered. If you sign up you will be notified of new activities being offered and an overview of the piloted programs that ran this summer.

**Carver Cultural Council Appointment-Jill Martins:** Motion by Clarke to appoint Jill Martins to the Carver Cultural Council, second by Hewins. Vote 4-0.

**Pole Hearing:** Karen Rae requested permission for a Pole 20/16 to be installed and for three poles to be removed for the Rochester Rd. bridge project. Motion to approve by Clarke, second by Hewins. Vote 4-0.

**Town Administrator Update:**

**Budget Planning Process for FY 19:** TA distributed a draft forecast dated 10-13-17. This outlines that revenue will increase from \$39.2 million to \$40.1. This is due to an increase in taxes and new growth. Total expenditures will increase from \$6.8 million to \$7.1 million. Other Post Employment Benefits unfunded liability has decreased by \$20 million since 2011 and will decrease by \$50 million in the next 20 years by the Town following the Financial Management Policies. The Town will be lucky if the net state aid stays level at \$11 million. TA noted that the forecast has been reviewed by the Superintendent and Chief Finance Officer of the School.

Motion to approve the draft forecast other than the numbers highlighted in yellow by Clarke, second by Robertson. Vote 4-0.

The numbers highlighted in yellow are currently shared expenses by the Town & School which can be shared expenses in the future as an equal and equitable distribution so that neither parties are harmed financially.

**Capital Building Project Updates:** Elementary School is being built on time and on budget. School technology should be on budget as well. The Town primary network server will be run out of the Elementary School which will incur additional expenses.

Middle High School is still working on the last doors and windows and should be done by November. Roof and boilers are fully functioning.

Sports Complex at the Middle High School is moving forward – a landscape architect has been selected.

**Human Resource Update:** In FY17 we had one of the highest amount of credits earned from our insurer MIIA. The process included planning loss prevention trainings such as driver and back safety classes. The reward amount we received in FY16 was \$8,093 and the reward amount we received in FY17 was \$18,774.

The Town's Personnel Code was updated in 2016 and will continue to be revised annually as needed. The last revision was in 2010.

An onboarding process was started for new hires which helps protect the town because it insures we have received all necessary paperwork such as signed acknowledgments of Town Policies.

Performance Evaluations are being done this month for all Town staff which has not been done in the Town Hall for several years.

The Town has also saved thousands of dollars in advertising costs for open positions. We are constantly looking for alternative ways to seek out qualified candidates and this has proven to be successful.

**Encroachment Issue: 33 Silva St. & 35 Silva St.** – This issue dates back to the previous Town Administration - A letter was sent to the property owner of 33 Silva Street ordering the removal of an encroachment placed on Town-owned land which is known as "Old Purchase Street". A letter was sent to the property owner of 35 Silva Street ordering to cease and desist and to remove junk vehicles and parts from that property.

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

**Hewins:** Sited correction in letter sent to retirees and requested that a new letter be sent to all Town employees as well stating the following: In the letter received on 9/11/17, it was stated that Selectwoman Sarah Hewins abstained from the vote on healthcare. In fact, Selectwoman Sarah Hewins recused herself and left the open session part of the 9/5/17 Board of Selectmen's meeting that had health care for municipal employees and retirees on the agenda and did not participate in any discussions on, nor did she vote on health care.

Farmer's market is still going on a few more weeks.

**Robertson:** None

**Clarke:** Thanked Andy Cardarelli for helping with the Food Drive. The South Meadow Village is having their Holly Fair and he is looking for interest in serving on the Cable Advisory Committee. Edaville has the pumpkin festival going on.

**Dunham:** Asked Clarke for Area 58 update – Clarke is waiting to hear back on the status. RDA citizen participation brought up– stop sign at Montello Rd. It is requested to have the stop sign moved and a speed limit sign installed.

Motion to authorize Town Administrator to sign the LA-5 for the tax rate recap certification by Robertson, second by Clarke. Vote 4-0.

Hewins recused herself from the discussion and left the table.

Update on Public Employees Committee's Plan for Health Insurance Changes to GIC 3. Dunham updated the Board on the discussion from the informational meeting that was held today at 3:15.

Hewins returned to the table after the discussion was finished.

Change in K-P Law hourly rate – rate to increase by \$5 per hour. The current rate is \$175 per hour since 2015. The prior rate increase was 7 years prior to that. Motion to approve the rate increase by Robertson, second by Clarke. Vote 4-0.

Motion to ratify Dispatchers contract which covers 5 years through 2021 by Clarke, second by Robertson. Vote 4-0

Motion to approve Annual Town Meeting Date of April 10, 2018 at 6:30pm and to set the article submission deadline for December 5, 2017 by Clarke, second by Hewins. Vote 4-0.

**Approval of Minutes of 9/5/17:** Motion to approve by Clarke, second by Robertson.

VOTE 4-0

Common Victualler License: Tuleno, Inc. dba Fiesta Charra. Motion to approve by Hewins, second by Robertson. Vote 4-0.

Request for Sampson's Pond Parking Permits: 5/20/18 & 7/29/18. Motion to approve by Clarke. Robertson asked for this to be tabled until he can have the new intrusive plant that has been found in the pond. This is getting caught in the propeller. Clarke withdrew his motion and tabled the requests. Motion to table by Clarke, second by Robertson. Vote 4-0.

Request to use Shurtleff Park: Trunk or Treat 10/31/17. Motion to approve by Robertson, second by Hewins. Vote 4-0.

Request for One Day Special License 10/21/17 – Bartending Service of New England. Motion to approve by Clarke, second by Robertson. Vote 4-0.

Next meetings: Joint meeting with School Committee 9/28, regular meetings schedule for 11/7, 12/5. There may be a need for a meeting on 10/31.

Hewins recused herself and left the meeting

Motion to adjourn into Executive Session at 8:30pm to discuss strategy with respect to collective bargaining negotiations with unions: PEC/IAC – Health Care, that may have a detrimental effect on the bargaining position of the town if held in open session, and to reconvene in open session for purpose of adjournment. Roll Call: Affirmative- Robertson, Clarke & Dunham.

nd the cost would be absorbed by the families starting out. They would need to spend their premium first (i.e \$500) before being eligible for mitigation.

Motion to bring GIC 3 to the PEC/IAC for approval with 5 year mitigation – at 80% as stated above and open to negotiation of a percentage up to 90% on the amount of income to calculate in order to qualify for the mitigation fund by Clarke, second by Robertson. Roll call affirmative: Clarke, Robertson & Dunham.

Motion to adjourn Executive Session to open session for purpose of adjournment at 8:30pm by Clarke, second by Robertson. Roll call- affirmative: Robertson, Clarke & Dunham.

Motion to adjourn at 9:00pm