

Aprucd 6/04/21



Meeting Minutes for June 3, 2021 at 6:00 PM, Carver Town Hall, Room 1.

The proceeding will be videotaped and rebroadcast by Area 58 TV.

Attendees: Sharon Clarke, Chairman; Savery Moore, Member; Johanna Leighton, Acting Treasurer; Paul Kostas, Member; Patrick Meagher, Member

Also in attendance:

Absent:

Meeting opened by Ms. Clarke at 6:00 PM

Ms. Clarke - The zoom portion of this meeting had been withdrawn. We apologize that the revised agenda did not get posted to the website.

Update on ongoing projects

1. Urban Renewal Plan - Ms. Clarke - We had a great meeting, a couple of weeks ago, with Hillwood and RTE 44 Development. This week, Savery attended a Zoom Meeting with John Woods from Town DPW and Jim. It was with reps from VHB (Engineering firm that is doing the design work on the Montello St reconfiguration) They presented plans before a number of committees. This meeting was to determine what part of the properties would need to be turned over to the Town; primarily drainage areas. Montello Street will continue down past Aubuchon due to another property that needs access. There is one easement that VHB would like us to pursue and is across the street from the property that is owned by RTE 44. It is owned by the same company that owns the Silo Plaza. They would like us to contact the owner of the property and visit the area that is in need of an easement. There is a culvert there that will be replaced. They want curb cuts and rip rap into the culvert. It's about 1200 sq. ft. and in a wetland area; the property owner can't do anything with that property anyway. I did ask if RTE 44 had made contact with them already but I am still waiting to hear from George. It is better to know if they are already aware. Ms. Clarke - Is the easement on this plan? Mr. Moore directed her to where it is. Ms. Clarke - I will send everyone a link to these plans. Mr. Moore clarified the plan for Ms. Leighton. Mr. Moore - The property would remain theirs. We will wait to hear back from George before taking the next step. Ms. Leighton - Bob seems to be the go to person, maybe he can follow up with George? Ms. Clarke - We will draft a letter "on behalf of"? Mr. Moore - No, it's the Town that is actually asking for the easement. Ms. Clarke - The new Montello Street? Mr. Moore - No, the existing; anything within the red line is Town owned property. The drainage issue is on the street. Ms. Clarke - Do we need our own engineers to review this? Mr. Moore - I

don't think so; it's a pretty simple thing. We should wait until Jim gets back before the next step. The culverts are designed to be pretty much maintenance free. There was a resident on Montello Street that indicated that the DEP stated that the culvert wasn't enough and that a bridge was needed. VHB went through all the records with DEP and found that the culvert was fine and a bridge was not needed. Ms. Clarke - Is this something that would go through Conservation? Mr. Moore - Yes, it has already passed through them. Mr. Moore asked for Ms. Clarke to send an email to Jim for when he returns. He needs to reach out and set up a site visit, to include VHB and John Woods. Ms. Leighton - Can we be included? Ms. Clarke - I will make sure everyone knows the date when it is set. Thank you Savery for sitting on that meeting. Mr. Moore noted that in the new plan they have dead ended this and added trees; I thought that there was supposed to be a gate? Ms. Leighton - The two individuals on Park Ave - I spoke with Bob Delhomme after the last meeting. I wanted to make him aware that there were still 2 residents on that road. One of these folks lives in Plympton, with a small portion in Carver. I asked Bob to revisit those people. Mr. Delhomme is already working on it and will pursue this issue. Mr. Moore - I didn't notice the dead end until after the meeting was over. Ms. Clarke noted that it is on page 4. Mr. Kostas - Either way, no one is getting through that. Ms. Leighton - Heather's Path wanted to continue to use that road and they were insistent on a gate. The former Planner went and spoke with the Select Board to discuss and they said to not put anything. Mr. Moore - Never mind, I was wrong. This is at the other end by Aubuchon. The easement is on the west side of Montello on the property owned by the Silo Plaza. Ms. Leighton - Although my concern no longer applies to this specific situation, it is still a concern and needs to be dealt with. Heather's Path may still have access/exit issues. Mr. Kostas - They will be able to exit out the other way which should be better for them. Mr. Meagher - Inherent benefit to the current owner with this easement? Mr. Moore - Yes, he will see improvement on water flow. Ms. Clarke - We should put together an informal meeting with a couple members, to include Bob and George. Ms. Leighton - When Savery and I met with them we got a lot accomplished. Ms. Clarke - You will get an email; perhaps we can invite Hillwood as well. They were looking to meet with the North Carver Water District. When they meet with the North Carver Water District, one of us needs to be there. Ms. Leighton - I would like to continue my conversations with Bob. Ms. Clarke - They gave me 4 dates for the site visit; June 19, 26 and July 10, 17. He's going to let us choose two. An invite will be made to Town Boards and maybe the other will be public. They would like numbers; I thought maybe some sort of sign up sheet. I was thinking June 26 and July 17. Mr. Moore - What is your reticence in doing the first two dates? The sooner we get people out there, the sooner we get questions and answers. The Board is in agreement to do June 19 and June 26. Ms. Leighton voiced concern that some Boards that attended the last meeting did not take the latest plans. Mr. Kostas is unable to attend either date; arrangements could be made for another date, for Mr. Kostas to visit the site. Ms. Leighton - Could we invite Area 58 to join us? Ms. Clarke - That's a good idea but maybe for another time. Ms. Leighton - We've done this before and it was a great presentation. Ms. Clarke - I will ask them about doing a public service announcement of some sort. Mr. Moore - This is more fact finding. Let people take a look and develop their questions. Then we can come back here and do a joint meeting with Planning with other Boards and their questions. Mr. Kostas - The Engineer for Hillwood is the guy we need.

He knows what's going on. Ms. Clarke - This is imperative that Board members come to the site visit; some have never seen it. I will send those dates to Bob. Mr. Moore - When you invite the other Boards; they need to be reminded that they will need to post their meeting as well (Open Meeting Law). Mr. Moore - The timeline (based on last Wednesdays meeting) is quick. They are advertising the bid process by the end of this month, getting bids by July 15, making decision by July 31 and starting construction by August 15. Massworks Grant is for \$3.2 Million and Rte. 44 has added \$800K for a total of \$4 Million.

2. 90 Forest Street-

Ms. Clarke - The Town did a diligence search for the original MOU for Forest Street. Will Sinclair remembers seeing a Deed in the MOU and it was never recorded or found. It was not in the "Deed Safe". We sent certified copies of the Town Meeting article with the working copy of the MOU. They came back with the P&S. Sharon has a copy for Johanna. They are working on the MOU; which I believe will go without any changes. Ms. Leighton - The P&S is in this packet. Ms. Clarke - Take some time to read it; we can sign it when ready. It shouldn't need to be notarized. They will create a Deed out of this; Board of Selectmen to RDA and then the RDA to Jack Williams. The MOU will be attached to the Deed. We need to settle all the paperwork prior to the end of the month. We also have a bill from Kathrine Klein for \$560 for her work on this. I just want to check on how much was done because the Select Board lost everything. We need to check the MOU for what the Administration Fee % is. Ms. Leighton - Everything that is spent, when it is sold comes off the top. The proceeds check is paid directly to the RDA. We would keep the Administration fee plus other expenses, including the RE Agent, and the remaining goes back to the Town. Ms. Clarke - I will verify the process just to be sure.

3. Bills Payable -

Motion to pay KP Law, in the amount of \$560: Mr. Moore
Second: Mr. Kostas
Approved: Unanimous (5-0)

Mr. Moore - It was asked if we wanted one bill or two for June services?
Ms. Clarke - I prefer one bill. I will notify them.

It was noted that a check would be needed for Susan Hannon, for Recording Secretary services on May 20, 2021. Susan will also be doing the minutes for tonight from the tape. Ms. Leighton - Do we have any regular secretaries lined up? Ms. Clarke - I have a couple of people. I would like to have two people available, as these meetings will be getting longer. Ms. Leighton - We have to be strict here as these minutes could be used in court cases. You should use Susan's minutes for reference.

Ms. Leighton - I only pulled \$2800 last time; plus \$1000 from the other account. We will need to be able to pay these bills.

Motion to move \$1500 to the checking account: Mr. Kostas.
Second: Mr. Moore
Approved: Unanimous (5-0)

Treasurer's Report

The balances, in the following accounts, are as of May 2021. I moved out \$2800 from URP and \$1000 out of Savings to Checking, for a total of \$3800.00

- Checking - \$ 4,115.59
- Urban Renewal Plan Account - \$ 4,757.91
- Savings Account - \$28,322.92

I believe we are supposed to keep at least \$3000 in the URP. When it goes below that they add to it.

Savings interest YTD is \$.1.21
Urban Renewal interest YTD \$.30

Motion to accept the treasurers report for May 2021, as presented: Mr. Moore

Second: Mr. Kostas

Approved: Unanimous (5-0)

Discussion and possible vote to authorize members/officers to sign documents

Ms. Clarke - I would like to discuss what we, as a Board, need. It could be "officers". Ms. Leighton - In the past, Will kept everything close to his vest. Ms. Clarke - I don't do it that way. I would like to make it as "officers" - Chair, Vice Chair and Treasurer. I don't think it needs to be all five of us. Ms. Leighton - I think that 3 officers is more than enough. Ms. Clarke - Anyone can act; you can be certain it's representative of the entire Board. Our secretary will make it as a note and produce a document. It doesn't have to go the Registry of Deeds (without names); it might be safer there.

Motion that this Boards authority will lie with the Chair, Vice Chair or Treasurer: Ms. Leighton

Second: Mr. Moore

Approved: Unanimous (5-0)

Minutes:

- April 6, 2021, General Session and April 6, 2021 Executive Session -

Mr. Moore - these minutes are very difficult to read. Ms. Leighton - Can we have Susan Hannon redo them based off of the recording? Ms. Clarke - You want to pay her for that? Ms. Leighton - Absolutely. Ms. Clarke - I will reach out.

Motion to request Susan Hannon to watch the tape and record the minutes from 4/6/21: Mr. Kostas

Second: Ms. Leighton

Approved: Unanimous (5-0)

- May 20, 2021

Motion to approve minutes for the May 20, 2021 Meeting, as written: Ms. Leighton

Discussion:

Approved: Unanimous (5-0)

Members Comments:

- Ms. Clarke -
- Ms. Leighton -
- Mr. Moore - We have to move on getting a consultant to walk us through the process. With Jim out, we need to act and not wait another two weeks. We had talked about Beals and Thomas - they have an expert in Urban Renewal. We had also talked about Fuss and O'Neil but I feel they might be too involved in the Town. Ms. Leighton expressed concern over Fuss and O'Neil being involved in the Technical Review. Mr. Moore explained the process of the Technical Review Committee. Mr. Moore - The Town Departments get together with the applicants. When the Technical Review is held, Ms. Clark should be part of it and whatever consultant we hire should be part of it. Chief Weston may request that his consultant be involved in that as well. Ms. Leighton - Any after that, they would meet with Boards? Mr. Moore - I think they would want to reverse that and meet with the Boards first. Bob is supposed to reach out to Brooke; she hasn't mentioned a meeting to me. There is a Massachusetts organization that represents Urban Renewal and Beals and Thomas was listed. I can look at that list to review other possible consultants. We should get an answer from Hillwood / Rte. 44. He said he would be willing to "help" pay for it. We need to make sure they are paying for it. Mr. Kostas - I will be away on the 24th but could attend via Zoom. Mr. Moore - I will come back with a list at our next meeting (6/24). Ms. Clarke - I can verify that Bob and George will be paying for the consultant. Mr. Moore - You might say that we need the same for the fire department consultant. Mr. Moore - We probably need to bid this out. It should be someone local. Ms. Clarke - Savery could you figure out the process, RFP? I think Rick told me no, but I am not sure. Mr. Moore - This really isn't a "bid", more like an interview process. I will include Beals and Thomas and look for two others. Ms. Leighton - When I spoke with Marlene (Asst. TA for Plymouth), she strongly recommended an RFP and to go through the Procurement Office. Ms. Clarke - I will talk to Rick tomorrow. Mr. Moore - I believe municipal bids are required. Mr. Meagher - You can have an individual bid or an RFP. Municipalities have to put out to bid and then accept the lowest bid. RFP (request for proposal) does not require picking the lowest bidder. You can pick the entity that gets the best rating on your criteria. We need to find out the answer to this first. Mr. Moore - That makes perfect sense for a municipality. In this case, the developer would be paying it, not the town. Mr. Meagher - I can talk to Rick tomorrow. Mr. Moore - Hillwood / Rte. 44 needs to pay the bill, they hire them, but they will work for us. Ms. Leighton - Does the chief have a consultant? Ms. Clarke - He had the names that N. Andover used, Langan Engineers from Boston and two new people. These new people are now employed by Hillwood, post project. The Chief has one additional name. Ms. Leighton - Has Hillwood agreed to pay for the Fire Chiefs Consultant? Ms. Clarke - I do not know that. Ms. Clarke - The NCWD may need some professional assistance as well. Ms.

Leighton - They have someone that works for them (outside the Board).
Ms. Clarke - They may need something more and I want to make sure they get that.

- Mr. Kostas -
- Mr. Meagher -

Next Meeting:

Our next meeting is on June 24, 2021 at 6:00 PM, Room 1

Mr. Moore reminded the group that Thursday Meetings will become an issue for him.

Adjournment:

*Motion was made to adjourn this meeting at 7:48 PM: Ms. Leighton
Second: Mr. Moore
Approved: Unanimous (5-0)*

Exhibits

A: Agenda

B: Treasurers Report