

approved
1/8/18



Meeting Minutes for December 12, 2017; 6:00 PM, Carver Town Hall, Room 3

This meeting was videotaped for cable cast area 58, channel 15.

Attendees: William Sinclair, Chairman; Johanna Leighton; Bob Belbin; Savery Moore

Also in attendance: Stephen Cole, Planning Director

Absent: Brian Abatiello

Meeting opened by Mr. Sinclair at 6:00 PM

Update from Executive Director, Michael Milanoski:

- Eminent Domain, Discussion and possible vote –

Mr. Sinclair - I spoke with Mr. Milanoski yesterday and he would like to table this until next meeting.

Discussion:

- 94 Forest Street

Mr. Sinclair – I am going to abstain from this discussion. I do not wish to have anything to do with this topic. I will turn the meeting over to Savery Moore.

Mr. Sinclair left the meeting at 6:01 PM

Mr. Moore – We have someone here looking to discuss the property

Rick Ellis – 75 Silva St.

I was looking into this lot over a year ago. I put some time and money into researching it.

There was confliction on size, etc. It is undersized; only 150 ft. of frontage. I am still interested in putting in a building 60X120 for storage of equipment. I would like to make an offer on the lot. It is a commercial lot. Ms. Leighton - How many bays in the building?

Mr. Ellis - 3-4 bays. Ms. Leighton – We spent money to have this lot “shovel ready.” Mr.

Ellis – I spent \$1500-\$2000 researching as well. It’s still up in the air as there is still no markings. Mr. Belbin – I did not see any markings, except test pit markings. There were no corner posts. It is currently off the market; we would have to vote to put it back on

before accepting any offer on this property. Looking at that lot and the town perspective; we should look at having it used for a usage other than commercial (police; Senior Citizen Center, etc.) The first order of business would be to put it back on the market and have it on the market for 30 days before entertaining any offer. We will need to add it to the next agenda; we can revisit it then as to whether to put it back on the market. We don’t take

bids; it’s the highest offer only. Mr. Ellis – I am sure the town is looking for money both with the sale and taxes. Ms. Leighton – We have turned over \$500,000 in property since this committee began. Ms. Leighton - Mr. Ellis, did you ever get a chance to look at our

shovel ready plans? Mr. Ellis – There is conflicting evidence here. I do have a copy at my office. Mr. Belbin – We need to request a copy before the next meeting. Mr. Ellis – The property should be staked so we can see the layout. It’s a long narrow lot. Mr.

Belbin – We will vote on whether to put it on the market at our next meeting; keep it on for at least 30 days; look at all plans. Any further discussions of money for purchase would need to be in Executive Session. Any discussion of this project would have to go to our Vice Chair, not our Chairman, Will Sinclair.

6:13 Mr. Sinclair returned to the meeting

Stephen Cole, Planning Director, Introductions

Mr. Sinclair Introduced Stephen Cole – Planning Director.

Mr. Cole gave the Board an overview of his history and experience. Mr. Moore – Have you looked at the Master Plan? Mr. Cole – Yes, I have. I look forward to the planning process and getting feedback from the community.

Mr. Cole left the meeting.

Code of Conduct and Social Media Code of Conduct:

Discussion and possible vote to approve -

- Code of Conduct

Discussion between the Board members was had. The Board agreed to continue reviewing the documents for adjustments and to have a detailed discussion at the next meeting.

- Social Media Code of Conduct

Next agenda – with full board in attendance.

#0 and #1 Roberts Way:

Discussion and possible vote to ask the Board of Selectmen to release the property to the RDA –

Mr. Sinclair – This was requested by Bob so I will turn it over to him.

Several documents were distributed to the Board members. Mr. Belbin - I highlighted the two properties. Across from Pine Way is a new house. The next page shows the building (MUNI MAPPER). The building on the back lot, 0 Roberts Way, was an old community center for Crystal Lake. It's now being used by teenagers! Town owns it. This building really needs to come down. Satellite picture shows the area behind. We abut nothing on the back side. No issue with water and sewer. We can go 40B on this as well, which would bypass some zoning restrictions. There is a dilapidated boat and truck on the property. I will get better interior pictures next time. We could do a shared septic, with two small houses, as the town has set a precedence on this. Do we want to ask the selectmen for the property? Mr. Sinclair – Board of Health can already do this. Mr. Belbin – CPA has funding for affordable housing. Ms. Leighton – Affordable homes should be around \$180K. Mr. Sinclair – Let me give you some background on this – a lot of this information is good information for the Board to look at. I feel the community should be involved too. IDC looked at this a couple years ago; pushed aside for other issues. Nitrate levels keep increasing. We worked with a previous Health Agent; but the Boards were not interested due to nitrate levels. We also looked at a water line coming from municipal well here to address the issue. This is all good forward thinking. The question to the Board of Selectmen should be, "Is this something that the Board of Selectmen would entertain or would they rather hold it in case there is an issue there?" There are a couple of avenues. I feel the building should come down; the Board of Health can do this. The drug situation is prolific in that area. This building is an issue. We can bring it to the Board of Selectmen and see where they want to go with it. Mr. Belbin – I feel we should go to Board of Selectmen and just tell them what we want; and then let them decide their opinion. Mr. Sinclair – I will do whatever the will of the board is; I want the Selectmen to know all the options. Ms. Leighton – We can at least put the issue of the building up. Mr. Sinclair – I can send a letter to Town Administrator and Board of Health, etc. to get the ball rolling.

7:00PM – Will Sinclair and Susan Hannon, Recording Secretary had to leave the meeting to attend a separate meeting. The next meeting date was voted on prior to departure.

*** At the one hour mark Will Sinclair and the Meeting Minutes taker left the meeting to attend the Planning Board meeting. It was agreed to keep meeting going with 3 members and I kept written notes of the meeting. Vice Chairman Savery Moore took over as Chairman of the Meeting. I used those meeting notes and the Area 58 video to prepare the written minutes below. Robert Belbin, Secretary.**

The discussion of town owned properties continued.

Johanna Leighton mentioned the list sent by the Town Administrator to Robert Belbin. He requested the list of town owned properties. The Town Administrator stated the TOP Committee went through the list. But he does not always believe what they say to him. And there is good reason to not believe them. It took a long time to look at properties. He used Muni Mapper through the assessor.

Discussion on the Roberts Way property went on discussing. The maps used.

Belbin discussed other properties that could be used by RDA. Leighton stated she would like to partnership through the Local Housing Partnership (LHP). The RDA helped the LHP with another property (\$1000.00). CPC (Community Preservation Committee) has a lot of money. Belbin stated first order of business is to ask the Selectmen for the Property.

Moore asked about other properties related to size and ability to be affordable. Belbin yes and no. Some Conservation owns. Johns Pond Rd map shown. Good size lot. Belbin showed the possibility of housing on that lot. Outside of the box.

Leighton saw the notes on Belbin's paper and addressed the ability to sell property to neighbors. Also, possibly turning Lakenham green property (old grange hall) into a playground? Leighton discussed past/possibility to sell to neighbor. Belbin suggested to stop

discussing it because of not on agenda. Belbin did say there are other properties we can look at.

Moore noted the floor plan Belbin distributed to members. Using the same floor plan for multiple houses, the cost will go down. Belbin discussed modular buildings for Roberts Way. There are options!

Belbin discussed be open to other ideas. Discussion on the list, lead to Leighton asking about other town properties for future development. Belbin discussed the police station and maybe not being in the same place. Other town Police stations have moved from center of towns. Belbin discussed the possibility to move police station and put senior center in current Police station. The Ballfield next door. The police station committee may not want police station there and look at other areas in town, like: Forest St, Rochester road DPW, School property on pond st. Leighton stated about bringing water from school property to Crystal Lake area.

Belbin brought discussion back to Roberts Way property and he understands Sinclair's position on saving property for future endeavors but if it has waited this long and it needs to come down. Unsure if neighbor complained. Leighton agrees. Belbin wishes to bring up at next meeting to vote.

Treasurers Report:

By Treasurer Johanna Leighton. She fixed Secretaries name.

Checking account: 1754.19

Savings account: 25,107.78

Urban Renewal account: 3614.00

Interest on Savings account: 24.57

Urban Renewal interest: 1.41

Motion by Belbin to approve Treasurers Report. Seconded by Leighton.

Unanimous approval 3-0-0(Sinclair and Brian Abatiello absent)

Bills payable: None

Minutes:

Leighton wants changes. 2nd page. Is not are. That shows interest. Mrs Leighton not MR.

Page 3: "pay it forward" what it means? Moore explained the term. Take out we. Add comma after myself.

Belbin Motioned to approve as written with correction. Leighton seconded.

Approved minutes 3-0-0 (Sinclair and Abatiello absent)

Correspondence: none.

Member comments:

Leighton wanted to know if new Town Planner would be the Executive Director of RDA? Savery brought up that Will was going to find out what the contract with the Town says related with the Town Planner. Reviewed minutes page 5 read discussion. Leighton requested the discussion for next meeting.

Belbin discussed voting on minutes taker payment. Leighton confirmed it is done.

Belbin asked to review agenda for next meeting. Moore wanted Mr. Cole to see if his contract included being the Executive Director of RDA. Request Vote 94 Forrest St back on market 30days or 45? 0 and 1 Roberts Way, to request from Selectmen the property for development of affordable housing. Code of Conduct.

Belbin: used document to find town owned properties forms. Went to Assessors record cards online. Found the RDA still has properties under our auspice. They weren't on list of town owned properties because we are a separate entity. 3 properties: 0 wade st, It's up to chairman to put it on agenda. Savery ask where the property is located Belbin told him it's at the end of cul de sac. Leighton stated its recreational. We gave it back but never got to assessors. Belbin discussed that the neighbors encroached onto our property using the maps. Leighton stated we gave back that property to Selectmen. Belbin brought up 0 and 3 oak drive (Community gardens). Leighton said I cannot touch that. Belbin doesn't want to. But

we own it. He doesn't want us to own it. Leighton said we gave it back to them. Belbin just wants to clear up ownership. Belbin a simple letter will do it?

Belbin wants to know if the RDA wants to focus on just one property or take on multiple.

Leighton will meet with Town Planner.

Belbin brought up 0 Great Meadow. 291 map location a vacant lot. 22,000 sq ft.

Savery none.

Motion to end meeting by Leighton, seconded by Moore.

Approved 3-0-0

Next Meeting Add:

Request Vote: 0 and 1 Roberts Way to request from Selectmen the property for development of affordable housing.

Discussion and vote to ask selectmen for properties: 0 Great Meadow, 0 Johns pond

Discussion and vote on how many properties do we want to take at one time? Request a lot or just one at a time.

Discussion and vote Town Planner Mr. Cole as RDA Executive Director and is it in his contract?

Discuss and Vote 94 Forrest St back on market 30, 45 or more?

Code of Conduct.

Vote to send letter to Selectmen and Assessor to transfer properties to Back to the Town:

0 Wade St, 0 and 3 Oak drive (community Gardens)

Next Meeting: January 9, 2018 at 6:00 PM

This Motion was made prior to Mr. Sinclair and Mrs. Hannon departing for Planning Meeting.

Motion to hold our next meeting on January 9, 2018 at 6:00 PM: Mr. Belbin

Second: Mr. Moore

Approved: Unanimous (4-0)

Exhibits□

A: Agenda

B: Treasurer's Report

C: Social Media Code

D: RDA Code of Conduct



108 Main St, Carver, MA 23330

PUBLIC MEETING NOTICE
POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A,
SECTION 20B

CARVER REDEVELOPMENT AUTHORITY

Tuesday, December 12, 2017

6:00 pm

Carver Town Hall Room #3

AGENDA

1. Update from Executive Director, Michael Milanoski – Eminent Domain – Discussion and possible vote
2. 94 Forest Street – Discussion
3. Code of Conduct and Social Media Code of Conduct – Discussion and possible vote to approve
4. #0 and #1 Roberts Way – Discussion and possible vote to ask the Board of Selectmen to release the property to the RDA
5. Treasurer's Reports
6. Bills payable
7. Minute Minutes: November 14, 2017
8. Correspondence
9. Members Comments
10. Next Meeting Date:



Town of Carver

Code of Conduct of the Redevelopment Authority

Approved by the Carver Redevelopment Authority on _____

1. A member of the Carver Redevelopment Authority, in relation to his or her community should:
 - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Administrator.
 - b. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
 - c. Be well informed concerning the duties of a Board member on both local and state levels.
 - d. Remember that he or she represents the entire community at all times.
 - e. Accept the role of a member is a means of unselfish service, not to benefit personally or politically from his or her Board activities.
 - f. Abide by the ethics guidelines established by the State and not use the position of Selectmen to obtain inside information on matters that may benefit someone personally.
2. A member of the Carver Redevelopment Authority, in his or her relations with the Town Administrator, should:
 - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Give the Town Administrator full responsibility for discharging his or her disposition and solution.
 - d. Not give instructions to or request assistance from Town department heads, but rather channel all such activities through the full Board and the Town Administrator.
3. A member of the Carver Redevelopment Authority, in his or her relations with fellow Board members, should:
 - a. Recognize the action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
 - b. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.

- c. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
 - d. Make decisions only after all facts on a question have been presented and discussed.
 - e. Refrain from communicating the wishes of the Carver Redevelopment Authority to such entities as reporters, state officials or the general public unless,
 - i. That position is already part of the public record or,
 - ii. The full Board has previously agreed on both the position and the language of communication conveying the statement.
 - f. Treat with respect the rights of all members of the Board despite differences of opinion.
 - g. Refrain from speaking negatively about a fellow member of the Carver Redevelopment Authority, whether verbally or written.
4. A member of the Carver Redevelopment Authority, in his or her relations with town staff, should:
- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experiences and dignity of the individual.
 - b. Limit contact to specific Town staff and/or requests for additional background information should be directed only to the Town Administrator, Administrative Assistant to the Carver Redevelopment Authority, or Department Heads. The office of the Town Administrator should be copied on all requests or correspondence.
 - c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Administrator through private conversation.
 - d. Limit requests for staff support and insure that all requests go through the Town Administrators office.
 - e. Insure that any events, materials or information provided to the Carver Redevelopment Authority be made available to all Board Members in a timely manner.
5. If there is a Carver Redevelopment Authority issue, it should be brought to the Chairman before it goes anywhere else.

First adopted by the Caver Redevelopment Authority on _____

Please note: This code of conduct was originally developed based on similar codes used by other elected Boards and Committees in other communities. It has subsequently been adapted and updated by the Carver Redevelopment Authority.



Carver Redevelopment Authority's Suggested Social Media Code of Conduct.

Adopted February 11, 2014, Approved by the Carver Redevelopment Authority on June 16, 2015

We encourage frank, open, and constructive conversation. But frankness does not have to mean lack of civility or lack of respect for your fellow human being.

1. We request blog owners take responsibility for the comments they allow and enforce civility, encourage your bloggers not to say anything online that they wouldn't say in person, and not post unacceptable content.
 - a. We suggest unacceptable content be defined as anything included or linked to that:
 - is being used to abuse, harass, stalk, or threaten others
 - is libelous, **knowingly false**, or misrepresents another person,
 - violates an obligation of confidentiality
 - violates the privacy of others
2. We request you recommend to your bloggers to connect directly before responding publicly.
 - a. When you encounter conflicts and misrepresentation, you make every effort to talk directly to the person(s) involved—before publishing any posts or comments about the issue. It is better if they correct their own misrepresentation with correct information.
3. We request when someone is unfairly attacking another on your blog - you take action.
 - a. When someone is publishing comments or blog postings that are offensive, we suggest you take action and ask them to publicly make amends and if they refuse then delete.
4. We request that you **do not allow anonymous bloggers** on your blog.
 - a. Commenters should use their real name and supply a valid email address before they can post, similar to the "letter to the editor" standard for the last century that requires your name and address prior to printing.
5. We request that Board Members follow the approved Code of Conduct when using any form of social media such as Facebook, Twitter, etc.

6. When pertaining to matters under the Carver Redevelopment Authority jurisdiction, any social media posts should be,
 - a) Information that is part of the public domain and,
 - b) Positions and language approved by the entire Board.

We encourage everyone to ignore the trolls (a person who sows discord on blogs by starting arguments and posting inflammatory messages with deliberate intent of provoking readers into emotional responses causing grief to them or families otherwise known as online harassment).

You should not respond to nasty anonymous comments about yourself. Feeding the trolls only encourages them. **Never wrestle with a pig.** You both get dirty, but the pig likes it. Ignoring anonymous public attacks is often the best way to contain them.



Treasurer's Report - January thru November 2017

Post Date	Check Number	Description	Checking Account	Savings Account	Principal Loan Account	Interest Loan Account	Carver Urban Renewal Plan Account
Balance 12/31/2016			\$ 504.19	\$ 27,847.79			\$ 15,912.59
1/17/2017	1217	Susan Hannon - Minutes/Secry	(75.00)				
1/25/2017		Transfer to Ckrg - Hayes & Relocation					(9,375.00)
1/25/2017		Deposit from CURplan	9,375.00				
1/31/2017		Interest on MM		2.37			
1/31/2017		Interest on CURplan					0.35
Balance 1/31/2017			\$ 9,804.19	\$ 27,850.16	\$ -	\$ -	\$ 6,537.94
2/1/2017	1219	Relocation Strategies	(2,250.00)				
2/7/2017	1218	Hayes Development Sys	(7,125.00)				
2/28/2017		Interest on MM		2.14			
2/28/2017		Interest on CURplan					0.15
Balance 2/28/2017			\$ 429.19	\$ 27,852.30	\$ -	\$ -	\$ 6,538.09
3/31/2017		Interest on MM		2.37			
3/31/2017		Interest on CURplan					0.17
Balance 3/31/2017			\$ 429.19	\$ 27,854.67	\$ -	\$ -	\$ 6,538.26
4/1/2017		Transfer to Ckrg - Hayes Dvlpmt					(2,925.00)
4/1/2017		Transfer to Ckrg - SRPEDD					
4/1/2017		Deposit from Svgs & CURplan	3,689.58	(764.58)			
4/19/2017	1220	Susan Hannon - Minutes/Secry	(150.00)				
4/19/2017	1221	SRPEDD	(764.58)				
4/28/2017		Interest on MM		2.25			
4/28/2017		Interest on CURplan					0.11
Balance 4/30/2017			\$ 3,204.19	\$ 27,092.34	\$ -	\$ -	\$ 3,613.37
5/31/2017		Interest on MM		2.30			
5/31/2017		Interest on CURplan					0.09
Balance 5/31/2017			\$ 3,204.19	\$ 27,094.64	\$ -	\$ -	\$ 3,613.46
6/15/2017	1222	Void Hayes Development Sys check	\$ -				
6/30/2017		Interest on MM		2.23			
6/30/2017		Interest on CURplan					0.09
Balance 6/30/2017			\$ 3,204.19	\$ 27,096.87	\$ -	\$ -	\$ 3,613.55
7/26/2017	1223	Hayes Development Sys	(2,925.00)				
7/31/2017		Interest on MM		2.30			
7/31/2017		Interest on CURplan					0.09
Balance 7/31/2017			\$ 279.19	\$ 27,099.17	\$ -	\$ -	\$ 3,613.64
8/31/2017		Interest on CURplan		2.30			
8/31/2017		Interest on MM					0.09
Balance 8/31/2017			\$ 279.19	\$ 27,101.47	\$ -	\$ -	\$ 3,613.73
9/12/2017		Transfer to Ckrg		(2,000.00)			
9/12/2017		Deposit from Svgs - reserve for bills	2,000.00				
9/15/2017	1224	Susan Hannon - Minutes/Secry	(75.00)				
9/19/2017	1225	Valerie Varrasso - Financial Svc	(300.00)				
9/29/2017		Interest on CURplan					0.09
9/30/2017		Interest on MM		2.12			
Balance 9/30/2017			\$ 1,904.19	\$ 25,103.59	\$ -	\$ -	\$ 3,613.82
10/17/2017	1226	Susan Hannon - Minutes/Secry	(75.00)				
10/31/2017		Interest on CURplan		2.13			
10/31/2017		Interest on MM					0.09



Treasurer's Report - January thru November 2017

Post Date	Check Number	Description	Checking Account	Savings Account	Principal Loan Account	Interest Loan Account	Carver Urban Renewal Plan Account
Balance 10/31/2017			\$ 1,829.19	\$ 25,105.72	\$ -	\$ -	\$ 3,613.91
11/20/2017	1227	Marianne MacLeod - Minutes/Secdry	(75.00)				
11/30/2017		Interest on CUPRplan		2.06			0.09
11/30/2017		Interest on MM	\$ 1,754.19	\$ 25,107.78	\$ -	\$ -	\$ 3,614.00
Balance 11/30/2017							

Account
Interest PD YTD
\$ 24.57

Urban
Renewal
Plan
Account
Interest PD YTD
\$ 1.41