

approved 11/12/19



Meeting Minutes for October 8, 2019 at 5:30 PM, Carver Town Hall, Room 3

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

Attendees: William Sinclair, Chairman; Johanna Leighton (5:36 PM); Savery Moore; Brian Abatiello; Sharon Clarke

Also in attendance: Jim Walsh, Planning Director

Absent:

Meeting opened by Mr. Sinclair at 5:30 PM

Mr. Sinclair – I would like to entertain a motion to go into Executive Session.

Executive Session – (Move to go into Executive Session pursuant to G.L. c. 30A, §21(a)(6) if discussing the matter in open session with respect to land acquisition via eminent domain as approved in the Urban Renewal Plan; **(Parcel 22-3-1-R, 7.9 acres, owned by Mr. David Borofski of Plymouth)** may have a detrimental effect on the bargaining position of the Redevelopment Authority if held in open session, and to reconvene in open session for purpose of adjournment.

Motion to enter Executive Session at 5:31 PM: Mr. Moore

Second: Mr. Abatiello

Roll Call done – All affirmative - Approved (4-0)

6:05 PM return from executive session

Treasurer's Reports:

The balances, in the following accounts, are as of September 2019

- Checking - \$ 8,372.59
- Urban Renewal Plan Account - \$ 3,015.77
- Savings Account - \$ 24,251.45

Savings interest YTD is \$71.86

Urban Renewal interest YTD \$0. 68

Ms. Leighton – I would like to ask at what point the URP needs to be replenished? Mr. Walsh will follow up.

Motion to accept the treasurers report for Aug/Spt. Mr. Moore

Second: Ms. Clarke

Discussion –

Mr. Sinclair – The deposit that was made was made into the checking account. Let's move about \$7000 over to savings and leave about \$1300 in checking. The savings will add interest.

Motion to move funds to savings: Mr. Moore

Second: Ms. Clarke

Approved: Unanimous

Approved: Unanimous (5-0)

Bills –

- Clancy Appraisal for \$800.

Motion to pay the bill to Clancy Appraisal for \$800: Ms. Clarke

Second: Mr. Moore

Approved: Unanimous (5-0)

- Invoice from Executive Director for the filing at the registry of deeds, in the amount of \$79.31

Motion to pay Mr. Walsh \$79.31: Ms. Clarke

Second: Mr. Moore

Approved: Unanimous (5-0)

Discussion on protocol for canceling meetings:

Mr. Sinclair – The floor is open for discussion.

Ms. Clarke – I think we were just looking for clarification; if the Chair can't make it, do we still do the meeting?

Quorum is 3 people. Mr. Sinclair – The Chairman can cancel at any time; if I can't make a meeting, I can call our Executive Director; as long as you have a quorum you can go forward. Ms. Clarke – Do we still proceed with the

meeting? Ms. Leighton – If it comes up, the Chair can discuss with the Vice Chair for input. Ms. Clarke – My concern was if there were still members planning on being here would that be an open meeting law violation? Mr. Sinclair – I

Carver Redevelopment Authority 10/8/19

don't think so but it's a good conversation to have. Ms. Clarke – We don't have a protocol. If we can't make it, we reach out to Mr. Walsh or Deb Deneen so that we know who is not going to be there. Mr. Moore – I think that if we have a quorum we should hold the meeting as it was advertised. It might be the case that we can't address anything on the agenda without the Chair, but we can at least show up. Ms. Clarke – So to recap, if, at any given time, you can't make a meeting, reach out to Mr. Walsh or Deb Deneen.

Discussion on Wade Street property:

Mr. Sinclair – This is a piece of property that was given to us via the Board of Selectmen. In 2011, we had a Purchase and Sales with AD Make peace but issues came up and we ended up voting to give it back to the selectmen. Conservation Commission didn't want anything to do with it. Ms. Leighton – Actually, the paperwork was filed wrong. Also, the family that lives adjacent to it caused some issues. According to the assessors, we still own it. Ms. Clarke – Is that true? Mr. Walsh – There is a Quit Claim Deed from the Town to the RDA, dated 3/2010, including a MOU. Nothing in our research contradicts this information, so it appears that this Board still owns it. Mr. Sinclair – There is some activity with the new development; there that may be interest. I think that we should have our Executive Director confirm that we own this property. At our next meeting, assuming it is ours, we can discuss Patriot Pines. Ms. Clarke – An abutting neighbor has put a stone fence up and is blocking the entrance. Mr. Walsh – There is a 25' right of way; the fence may be on there property? Mr. Abatiello – That is town property. Mr. Sinclair – If it encroaches on the town property or the RDA property, it needs to be removed. A letter needs to be sent. We can have the Executive Director draft a letter and I will sign it.

Motion to send a letter to abutter to have fence removed within 30 days: Ms. Leighton

Second: Mr. Moore

Approved: 4-0-1 (Mr. Abatiello)

Vote to approve Code of Conduct and Social Media Code of Conduct:

Discussion, Code of Conduct –

Ms. Leighton – 2D – I don't like this; we need to rephrase. Mr. Abatiello – I think information requests should go through the Board first; you are acting on behalf of the Board. Mr. Sinclair – Johanna, you just did this; You went through me and got your information. Ms. Leighton – I do take some things upon myself – I just went and obtained tax information on Forest Street, without this Board or Will. Ms. Clarke – I think the intention is to make sure that a Board member doesn't go rogue; I have no issue with it. You can go get information and bring it to the RDA; you just can get information "as a member of the RDA". If you say "I spoke with the Board", then it is fine. Ms. Leighton – It says "not give instruction" Mr. Moore – What if it says, "Not give instruction to get information that is not available to the general public."

Change 2D to read as follows -

Not give instructions to or request assistance from Town department head, as a member of the Redevelopment Authority, but rather channel all such activities through the full Board and/or Executive Director/Chairman, as warranted.

Motion to approve and accept the Code of Conduct, as amended: Mr. Moore

Second: Ms. Clarke

Approved: Unanimous (5-0)

Discussion, Social Media Code of Conduct -

Motion to approve and accept the Social Media Code of Conduct as written: Ms. Leighton

Second: Ms. Clarke

Approved: Unanimous (5-0)

Members Comments:

- Ms. Leighton –
- Ms. Clarke –
- Mr. Sinclair –
- Mr. Moore –
- Mr. Abatiello -

Minutes:

*August 13, 2019 and August 13, 2019, Executive Session –
September 9, 2019 and September 9, 2109 Executive Session
September 24, 2109*

Discussion – We can not vote on Executive Sessions Minutes yet. Mr. Sinclair reminded everyone that Executive Session minutes are not to be discussed outside this meeting.

Motion to approve the 8/13/19 Meeting Minutes, as written: Mr. Moore

Second: Ms. Leighton

Approved: Unanimous (5-0)

Motion to approve the 9/9/19 Meeting Minutes, as written: Ms. Leighton

Second: Mr. Moore

Approved: 4-0-1 (Ms. Clarke)

Motion to approve the 9/24/19 Meeting Minutes, as written: Ms. Clarke

Second: Ms. Leighton

Approved: 4-0-1 (Mr. Moore)

Next Meeting:

Motion to schedule the next meeting on November 12, 2019 at 5:30 PM: Mr. Moore

Second: Ms. Clarke

Approved: Unanimous (5-0)

Adjournment:

Motion was made to adjourn this meeting at 6:47 PM: Ms. Clarke

Second: Mr. Abatiello

Approved: Unanimous (5-0)

Exhibits ☐

A: Agenda

B: Treasurers Report

C: Code of Conduct, revised 10/8/19

D: Social Media Code of Conduct



108 Main St, Carver, MA 02330

PUBLIC MEETING NOTICE

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

CARVER REDEVELOPMENT AUTHORITY

Tuesday October 8, 2019

5:30 pm

Carver Town Hall Room #3

1. Executive Session – (Move to go into Executive Session pursuant to G.L. c. 30A, §21(a)(6) if discussing the matter in open session with respect to land acquisition via eminent domain as approved in the Urban Renewal Plan; (Parcel 22-3-1-R, 7.9 acres, owned by Mr. David Borofski of Plymouth) may have a detrimental effect on the bargaining position of the Redevelopment Authority if held in open session, and to reconvene in open session for purpose of adjournment.
2. Forest Street Project
 - Update from Vice Chair on preferred appraisals
 - Motion to set price for sale of property
3. Treasurer's Report/Bills Payable
4. Discussion on protocol for cancelling meetings
5. Discussion on Wade St. property
6. Vote to approve Code of Conduct and Social Media Code of Conduct
7. Minutes:
 - August 13, 2019 & August 13, 2019 Executive Session
 - September 9, 2019 & September 9, 2019 Executive Session
 - September 24, 2019
8. Next Meeting

INVOICE	DATE	REFERENCE
	10/04/2019	90 Forest

T0:
Mr. Savery Moore
Town of Carver
Carver Redevelopment Authority
108 Main Street
Carver, MA 02330

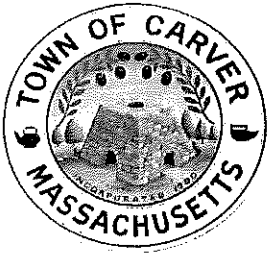
DESCRIPTION	AMOUNT
Fee for an Appraisal Report Property Address: 90 Forest Street, Carver, MA	800.00
Subtotal	\$ 800.00
Late Fee	\$
TOTAL	\$ 800.00

Tax ID# 04-3358953
Thank You For Your Business



Treasurer's Report - August - September 2019

Post Date	Check Number	Description	Checking Account	Savings Account	Principal Loan Account	Interest Loan Account	Carver Urban Renewal Plan Account
Balance 12/31/2018							
1/28/2019	1242	Susan Hannon - Minutes/Secry	\$ 529.19	\$ 25,179.59			\$ 3,015.09
1/31/2019		Interest on MM	(75.00)	6.97			0.08
1/31/2019		Interest on CURplan					
Balance 1/31/2019			\$ 454.19	\$ 25,186.56	\$ -	\$ -	\$ 3,015.17
2/28/2019		Interest on MM		7.73			0.07
2/28/2019		Interest on CURplan					
Balance 2/28/2019			\$ 454.19	\$ 25,194.29	\$ -	\$ -	\$ 3,015.24
3/31/2019		Interest on MM		8.56			0.08
3/31/2019		Interest on CURplan					
Balance 3/31/2019			\$ 454.19	\$ 25,202.85	\$ -	\$ -	\$ 3,015.32
4/3/2019		Transfer to Ckrng		(1,000.00)			
4/3/2019		Deposit from Sygs - reserve for bills	1,000.00				
4/12/2019	1243	Susan Hannon - Minutes/Secry	(150.00)				
4/22/2019	1244	Valerie Varrasso - 2018 audit	(325.00)				
4/30/2019		Interest on MM		7.98			0.07
4/30/2019		Interest on CURplan					
Balance 4/30/2019			\$ 979.19	\$ 24,210.83	\$ -	\$ -	\$ 3,015.39
5/31/2019		Interest on MM		8.23			0.08
5/31/2019		Interest on CURplan					
Balance 5/31/2019			\$ 979.19	\$ 24,219.06	\$ -	\$ -	\$ 3,015.47
6/10/2019	1245	Susan Hannon - Minutes/Secry	(75.00)				
6/20/2019	1246	Susan Hannon - Minutes/Secry	(75.00)				
6/28/2019		Interest on MM		7.96			0.07
6/28/2019		Interest on CURplan					
Balance 6/30/2019			\$ 829.19	\$ 24,227.02	\$ -	\$ -	\$ 3,015.54
7/31/2019		Interest on MM		8.23			0.08
7/31/2019		Interest on CURplan					
Balance 7/31/2019			\$ 829.19	\$ 24,235.25	\$ -	\$ -	\$ 3,015.62
8/15/2019		Deposit from Twn of Cnr - 4K, 4,7K	8,700.00				
8/15/2019		4K SRPEDD, 4,7K Collins Proj					
8/15/2019	1249	Susan Hannon - Minutes/Secry	(75.00)				
8/21/2019	1247	Town of Carver - permitting dept	(206.60)				
8/26/2019	1248	Morse Engng - stone bounds	(800.00)				
8/31/2019		Interest on MM		8.23			0.08
8/31/2019		Interest on CURplan					
Balance 8/31/2019			\$ 8,447.59	\$ 24,243.48	\$ -	\$ -	\$ 3,015.70
9/12/2019	1250	Susan Hannon - Minutes/Secry	(75.00)				
9/30/2019		Interest on MM		7.97			0.07
9/30/2019		Interest on CURplan					
Balance 9/30/2019			\$ 8,372.59	\$ 24,251.45	\$ -	\$ -	\$ 3,015.77
			<u>Interest PD YTD</u>				<u>Renewal Plan Account</u>
			\$ 71.86				<u>Interest PD YTD</u>
							0.68



Town of Carver

Code of Conduct of the Redevelopment Authority

Approved by the Carver Redevelopment Authority on February 6, 2019

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
 - 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, even if he/she cast a minority vote.
 - 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 the Board 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 Executive Director/Chairman 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 Executive Director/Chairman full responsibility for discharging his or her disposition and solution.
 - d. Not give instructions to or request assistance from Town department heads, as a member of the Redevelopment Authority, but rather channel all such activities through the full Board and/or Executive Director/Chairman, as warranted.
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 position of the Carver Redevelopment Authority to such entities as reporters, state officials or the general public unless,
 - i. That position is already public record or,
 - ii. The full Board has previously agreed on both the position and the language of the communication, as conveyed.
 - 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.
 - c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Executive Director/Chairman, through private conversation.
 - d. 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 Carver Redevelopment Authority on February 6, 2018
Reviewed and amended by the Carver Redevelopment Authority on October 8, 2019*

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. Once adopted by the Carver Redevelopment Authority, the Code of Conduct will be re-presented for review and adoption at each annual re-organization meeting.



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

Approved by the Carver Redevelopment Authority on February 6, 2018

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.

Adopted by the Carver Redevelopment Authority on 2/6/18
Reviewed by the Carver Redevelopment Authority on 10/8/19