

Board: Erving Board of Selectmen
Date: Monday, May 21, 2018
Location: Town Hall, 12 East Main Street, Erving, MA

Selectmen Present: Scott Bastarache, William Bembury, Jacob Smith
Open Space Committee: Jacquelyn Boyden, Joseph Bucci,
Also, Present: Bryan Smith, Megan Rhodes, Glenn McCrory, Barbara Friedman, Erik Eichorn, Jeffrey Rollins, Peter Sanders, Deb Smith, Daniel Hammock, Rupert Roy-Clark, Mackensey Bailey, Laura DiLuzio, Donna Christenson
Press: Katie Nolan, Montague Reporter

At 6:30 PM **Chairman Bastarache** called the meeting to order.

Open Space & Recreation Plan Presentation & Hearing- Joint Meeting with Open Space Committee

At 6:30 PM **Chairman Bastarache** called the joint meeting with the Open Space Committee to order. Megan Rhodes, FRCOG, provided an overview of the open space and recreation plan process. Megan discussed the composition of the Open Space Committee. The Committee conducted a successful community survey process that yielded useful information that was used to determine the priorities for the plan. The Open Space Committee met six (6) times in the past year to work on the plan.

The survey revealed that the top five (5) recreational resources in Erving, according to residents, include Laurel Lake, Northfield Mountain, the Erving Public Library, the Millers River, and the Erving Riverfront Park. Megan noted that 60% of respondents were unaware of all the resources that were available throughout town. The survey identified priorities that included: development of a bike path, development of a dog park, and work on improving existing spaces. 19% of respondents felt like there is enough protected space in Town. Megan noted that Erving's population grew according to the U.S. Census while the rest of Franklin County's population declined. Erving's residents are driving longer distances for employment.

The Board reviewed the goals and objectives of the plan with the Open Space Committee, which included:

- ADA improvements at Town parks
- Establish formal parking at conservation areas and improve signage for wayfinding
- Support the Recreation Commission to create programming for all ages, including adults
- Identify and map all historical areas and structures
- Ensure that the Open Space & Recreation Plan remains up to date with a goal of revisiting twice a year

Megan explained that the submission of the plan will require letters of support from the Board of Selectmen and the Planning Board. The Board asked if it would be helpful to also have letters of support from Conservation, Recreation, Council on Aging, and the Board of Health. It was agreed that letters of support from those boards and commissions would be sought.

The Board opened the public comment period.

Selectman Bembury asked if the Town was currently eligible for state funding of recreational and conservation projects. Megan explained that because the plan has expired the Town is currently not eligible for funding, though it might change once the draft plan is submitted for approval to the state. Discussion occurred about the recreational opportunities available in Farley with the location of the ledges and the hiking trails. The discussion focused on the periods of high pedestrian activity and limited parking. **Selectman Bembury** asked if the Town would be able to find a way to quantify the number of people using this area for recreation and expressed a desire to coordinate efforts with the climbers. Philip Johnson

suggested that he has seen check-in stations where hikers and climbers voluntarily sign in to help with user counts for reporting purposes. Joseph Bucci discussed his observations as a resident of Farley and stated that he has seen hikers heading towards Wendell and north to Northfield. Joseph discussed the difficulty of achieving a count and suggested the use of a kiosk station to allow users to sign-in. Jacquelyn Boyden discussed that a private resident allows parking for the New England Scenic Trail and the Mountain Road has a pull-off area to allow parking for access to Hermit's Cave. The Board discussed the importance of creating effective signage for wayfinding to these opportunities. Joseph Bucci explained that the Council on Aging is interested in increasing the accessibility of trails and other resources throughout town.

The Board discussed preparation of a letter for support for the submission of the plan. Bryan Smith, Administrative Coordinator, will draft a letter for review at the June 04, 2018 meeting.

Discuss Chicken BBQ Event w/ Recreation- Consider Request for Alcohol to be Served by Farmer Brewer

Jeffrey Rollins and Erik Eichorn, Recreation Commissioners, joined the Board to discuss their request for permission to have alcohol consumption at the Erving Riverfront Park as part of an event on August 18, 2018 to coincide with the chicken barbeque event being organized by the owners of Erving Station. Recreation is working with Lefty's Brewing which is already licensed as a farmer brewer. Recreation has already discussed with Chief Blair and will have a tent that is closed off to the public. Chairman Bastarache noted that the Recreation Commission should consider formalizing the process that is followed for hosting these types of events. The Recreation Commission is requesting that the Board of Selectmen allow the consumption of alcohol at the Erving Riverfront Park on August 18th for four (4) hours to be served by Lefty's Brewing. Lefty's is providing the Town with a certificate of insurance and will be responsible for carding and serving all patrons. **Chairman Bastarache** made a motion to authorize the serving of alcohol at the Erving Riverfront Park on August 18, 2018 under the guidance of the Chief of Police. **Selectman Smith** seconded. Unanimously approved.

Selectman Bembury asked that there is a person who is assigned to ensure that people do not bring their own alcohol on premises. **Selectman Smith** encouraged the use of a police detail.

Donna Christenson, Owner of Erving Station, suggested that her business is considering a donation to the Riverfront Park out of proceeds from the event. Donna and Laura DiLuzio expressed that their goal is to use the event to build community.

Route 2 Project Letter to Mass DOT- RE: CIP

The Board reviewed a revised draft letter to the Massachusetts Department of Transportation (Mass DOT) regarding the Capital Investment Plan (CIP) and Erving's priority projects. **Chairman Bastarache** made a motion to approve and sign the letter to Mass DOT regarding the CIP. **Selectman Smith** seconded. Unanimously approved.

Review of June 2018 STM Warrant Draft

The Board reviewed the draft warrant for the proposed June 2018 Special Town Meeting. Bryan Smith, Administrative Coordinator, explained that the Town Moderator had communicated a preference for Monday, June 25, 2018 as a meeting date. The Board agreed. The Board reviewed the four (4) articles and expressed no concerns. The Board will plan to approve the warrant on June 04, 2018.

Deb Smith asked how the Board established the amount of money that is proposed for the capital stabilization account. **Chairman Bastarache** explained that the Capital Planning Committee is still conducting their work, but that initial projections estimate the need for an annual appropriation for approximately \$460,000. The Board believed that a deposit of \$500,000 would provide "seed" money for the capital planning effort while the Committee finalizes their work.

2019 F550 Bid revisited

Glenn McCrory, Highway Foreman, joined the Board. The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, which provided feedback received from Town Counsel and the Inspector General's office regarding the procurement of the 2019 F550 Chassis and Cab. It is recommended that the Board rescind their previous vote on the procurement and deem the bids that could not provide the chrome grill as non-responsive and then award the procurement to the lowest responsive bidder.

Selectman Smith made a motion to rescind the previous vote to award the procurement to MHQ Municipal Vehicles. **Selectman Bembury** seconded. Unanimously approved.

Selectman Smith made a motion to award the procurement for the 2019 F550 Chassis and Cab to Place Motors Inc. in the amount of \$ 48,694. **Selectman Bembury** seconded. Unanimously approved.

Selectman Smith made a motion to deem the bids received from Stoneham Motors and MHQ Municipal Vehicles as non-responsive. **Chairman Bastarache** seconded. Unanimously approved.

FRCOG Highway Purchasing Authorization

The Board reviewed the authorization forms to allow the FRCOG Collective Purchasing program to procure FY2019 highway contracts on behalf of the Town. **Chairman Bastarache** made a motion to authorize FRCOG to contract on behalf of the Town for the purpose FY2019 highway related procurements. **Selectman Bembury** seconded. Unanimously approved.

American Flags on Utility Poles

The Board discussed the topic of installing American Flags on utility poles throughout Town. Bryan Smith, Administrative Coordinator, explained that the National Grid and Verizon utility poles still require two (2) licensing processes. National Grid still requires an insurance certificate covering up to \$2 Million in liability. Bryan explained that he has still received mixed feedback about extending this coverage from the Insurance company and Town Counsel. Glenn McCrory, Highway Foreman, explained that in the meantime, the Highway Department has installed the new band clamp holders and flags on the Town-owned streetlight posts in Erving Center. The Board discussed having Bryan continue to evaluate the process and legal concerns about extending liability coverage and to collect feedback from residents.

Review of Wastewater Operator Licensing & Wage Increase Request

Peter Sanders, Chief Wastewater Operator, joined the Board. The Board reviewed a memorandum from Peter Sanders regarding Wastewater Treatment Operator Peter Walsh. Peter Sanders explained that Peter Walsh was required to achieve a grade 4 wastewater license within 12 months of hire. Peter Sanders explained that Peter Walsh has worked over the last several months to achieve a grade 5 wastewater treatment license, which now gives the Town three (3) grade 5 operators. In recognition of Peter's reaching and exceeding job requirements and providing the Town with additional capacity, Peter Sanders is asking that the Board of Selectmen amend Peter Walsh's hourly rate to \$19.58. Peter Sanders explained that this would put the pay rate more in line with the area industry standard. The Board recognized Peter Walsh's accomplishment and noted general support for the request. **Chairman Bastarache** noted the concern about considering a merit increase out of cycle from when other merit increases are considered by the Town. The Board acknowledged the concern and noted that the accomplishment of the licensing occurred after the period where merit request was considered for the budget cycle. **Chairman Bastarache** made a motion to increase Peter Walsh's hourly rate to \$19.58 effective May 14, 2018. **Selectman Bembury** seconded. Unanimously approved.

The Board expressed appreciation to Peter Walsh for meeting and exceeding the Board's expectations. Peter Sanders explained that Peter Walsh has also been studying for drinking water treatment and

distribution licensure. He noted that new licensees are often approved an operator in training for a year while they work under an operator with a full license. The Board discussed revisiting the proposal to combine the Water and Wastewater Departments with cross trained staff. This would require a review of all job description and likely reclassification of positions.

Review of Meeting Minutes from April 30, 2018

The Board reviewed meeting minutes from Monday, April 30, 2018. **Chairman Bastarache** made a motion to approve the meeting minutes of April 30, 2018 as written. **Selectman Bembury** seconded. Unanimously approved.

Review of Meeting Minutes from May 14, 2018

The Board reviewed meeting minutes from Monday, May 14, 2018. **Chairman Bastarache** made a motion to approve the meeting minutes of May 14, 2018 as written. **Selectman Bembury** seconded. Unanimously approved.

Appointment to Comprehensive Economic Development Strategy (CEDS) Committee

The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, which explained the role of the Comprehensive Economic Development Strategy (CEDS) Committee and a request to appoint Bryan as Erving's representative. **Selectman Smith** made a motion to appoint Bryan Smith as Erving's representative to the CEDS Committee. **Chairman Bastarache** seconded. Unanimously approved.

Discuss Personnel Reviews

The Board discussed an overview of the personnel review process and the associated timeline. The Board noted that the anticipated schedule for review has not been met. The Board discussed the need to reconsider and establish a timeline that will give staff and the Board the time necessary to conduct the process. **Chairman Bastarache** discussed the value of the conversation that the review allowed between the Board and the department heads. **Selectman Smith** suggested amending the timeline for reviews to make sure that the information was ready prior to the budget season. **Selectman Smith** suggested that final reviews could be due by early November while being mindful of budgetary deadlines as to not overburden supervisors. **Chairman Bastarache** suggested that midyear reviews could be handled directly by liaisons to expedite the process rather than the full Board. **Selectman Bembury** expressed agreement. **Selectman Smith** suggested that mid-year reviews could be completed in March and early April before Town Meeting. The Board agreed that **Chairman Bastarache** and Bryan Smith, Administrative Coordinator, will meet and draft a revised plan for conducting personnel reviews to propose to the Board.

Miscellaneous

14th Water Commitment for FY2018

The Board reviewed the 14th Water Commitment for FY2018 for the bi-annual water use charges of the several persons named in the water charges for an aggregate amount of \$39,876.54. **Chairman Bastarache** made a motion to approve the 14th Water Commitment for FY2018 in the amount of \$39,876.54. **Selectman Bembury** seconded. Unanimously approved.

Library Staffing Amendment Request for FY2019

Chairman Bastarache recognized Barbara Friedman, Library Director, who approached the Board about a request to amend the FY2019 operating budget for additional staff hours. Barbara provided the Board with supporting information that summarizes the request. The request includes a FY2019 increase of \$4,964 to increase Library Assistant. **Chairman Bastarache** stated his concern about discussing an important topic such as staffing amendments without the topic being on the agenda. **Chairman Bastarache** explained that the Board will take and review the information, but would wait to discuss the request until the topic could be scheduled for a future joint meeting with the Board of Library Trustees. **Selectman Smith** asked for clarification if the multiyear staffing request was for five (5) years after the

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opening of the new Library building. Barbara explained that Libraries often experience a significant increase in service demand after the opening of a new library. Barbara also explained that the current library building project requires additional research and demands on resources.

Chairman Bastarache asked if the Board of Library Trustees would be able to meet jointly on June 4, 2018. Additionally, **Chairman Bastarache** asked if Barbara and the Trustees would be able to provide a staff responsibility analysis to support the justification of the staff and services increase. Barbara added that the increase in staffing is also related to safety. **Selectman Smith** explained that the Board will need a clear explanation for why the FY2019 budget is being revisited to all for an increase in staffing. Rupert Roy-Clark explained that the Trustees could provide a staff responsibility and services projection, but that it may evolve and change in the future when a new director is hired. The Board stated their understanding that the Trustees can only provide their best projection. Daniel Hammock stated that his intent would be to clearly communicate the justification for the request.

The Board will meet jointly with the Board of Library Trustees on Monday, June 04, 2018 at 6:30PM.

Adjournment

At 8:48 PM **Chairman Bastarache** made a motion to adjourn. **Selectman Smith** seconded. Unanimously approved.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bryan Smith". The signature is fluid and cursive, with the first name "Bryan" being more prominent than the last name "Smith".

Bryan Smith
Administrative Coordinator