

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, November 30, 2020
Location: Online Video/Audio Conference Pursuant to Governor Baker's Executive Order in Response to the COVID-19 State of Emergency

Selectmen Present: Jacob Smith, William Bembury, Peter Sanders
Also, Present: Bryan Smith, Robert Holst, Mariah Kurtz, Kelly Loynd, Michael Gordon, Amanda Flower, Glenn McCrory
Press: Katherine Nolan, Montague Reporter

At 6:36 PM **Chairman Smith** called the meeting to order.

Bryan Smith explained that the meeting is being recorded and provided an overview of the functions of the video/audio conferencing platform.

Discussion Regarding Town Response to COVID-19

Chairman Smith explained that there were no new updates related to COVID-19 to share. **Chairman Smith** noted that case counts are continuing to be received and that the nursing staff is monitoring.

Library Construction Project Update & Review of Change Order Requests

Bryan Smith, Town Administrator, explained that progress on the outstanding work has continued with subcontractors returning to the site to conduct finish work. Bryan explained that Natane Halasz, Library Director, has been revising the outstanding punch list with remaining items and coordinating with the Clerk of the Works and the general contractor. Bryan explained that the meter for the solar array has been set by Eversource and that the Town is just awaiting activation by the vendor. **Chairman Smith** provided an update with progress that has been made with the security vendor.

River, Warner & Strachan Street Project Update & Change Orders

Bryan explained that the Town attended a site visit with the project's general contractor, engineers, and the paving subcontractor. Bryan explained that the Town maintains that there are deviations in the final project from the construction specifications. Bryan explained that the Town is still waiting for a proposal from the general contractor to correct the deviations. **Chairman Smith** discussed wanting to understand the life expectancy for seem repairs in comparison for new asphalt. The Board members expressed agreement. The Board will carry this topic to the next meeting.

Discussion Regarding Chief of Police Position Search

The Board reviewed the memorandum from Bryan regarding procurement FY2021-04 for Chief of Police search professional services. Bryan explained that by the deadline of November 27, 2020 at 3:00 PM, the Town received two (2) responses as follows:

Company	Location	Price for Requested Services	Additional Options	Price Total
BadgeQuest, Inc.	PO Box 1491 Plymouth, MA 02362	\$13,995.00	\$6,800.00	\$20,795.00
UMass Boston Collins Center	100 Morrissey Blvd Boston, MA 02125	\$12,000.00		\$12,000.00

Chairman Smith asked about breaking up quote from BadgeQuest noting that the assessment center portion was in addition to what the Town specified. Bryan explained that the aggregated quote from BadgeQuest is \$20,795.00 and agreed that the assessment center option was in addition to the Town's scope of work. **Selectman Bembury** discussed his review of the scope of work in both proposals and the concern of the overall cost. **Selectman Bembury** explained that he was impressed with BadgeQuest's experience but noted that the cost was higher than the other proposal from the UMass Boston Collins Center. **Selectman Bembury** explained that he reviewed the Collins Center proposal and that it responded to the Town's scope of work and noted that the Town has had a past experience with the Collins Center that was positive. Because the assessment center services are in addition to what the Town specified, **Chairman Smith** explained that the assessment center costs should be broken out, but that the BadgeQuest quote was still more expensive than the UMass Boston Collins Center quote. **Chairman Smith** agreed that the BadgeQuest team has an impressive resume, but not sufficient to consider the services a different product than what the Collins Center was proposing. **Chairman Smith** discussed past experience with the Collins Center and noted some challenges. **Selectman Sanders** expressed agreement. **Selectman Bembury** discussed how the Town has learned from past processes. The Board members expressed agreement. **Selectman Bembury** made a motion to hire, for the Chief of Police Search, the Edwards J. Collins, Jr. Center for Public Management for the cost of \$12,000. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

The Board discussed the timeline of an approximate three (3) month process. Bryan explained that the timeline aligns with expectations. **Selectman Bembury** raised concern about impact on the staffing of the Police Department. The Board acknowledged the concern. The Board asked Bryan to work with the Collins Center to develop interview questions for the preliminary and finalist rounds of interviews. The Board also discussed wanting the process to include an understanding of what the community prioritizes for values in a successful Chief of Police.

Review of Streetlight Installation Project Procurement

The Board reviewed a memorandum from Bryan about procurement FY2021-02, the streetlight installation project. Bryan provided an overview of the procurement responses and the Board action to date. Bryan explained that on November 24, 2020 a coin-toss was held using GoToWebinar, with representatives for Central Mass Signal LLC and Coviello Electric & General Contracting. The coin-toss was also witnessed by Glenn McCrory, Highway Superintendent, and Mariah Kurtz, Assistant Town Planner, in person. Coviello Electric selected "tails" and by default "heads" represented Central Mass Signal. After the coin toss, "heads" was the end result verified by the witnesses. Based on the results of the coin-toss, Bryan recommended that the Board award the procurement to Central Mass Signal LLC in the amount of \$8,700. The Board members had no questions or concerns. **Selectman Sanders** made a motion to award the streetlight installation project procurement to Central Mass Signal LLC of Northborough, Massachusetts in the amount of \$8,700.00. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Appointments to the Public Works Feasibility Committee

The Board reviewed a letter of interest submitted by Michael Gordon to serve as a member of the Public Works Feasibility Committee. **Chairman Smith** suggested carrying the appointment of members to the Feasibility Committee until the Monday, December 07, 2020 meeting to allow another week for members of the public to submit letters of interest. The Board members expressed agreement. **Chairman Smith** thanked Michael Gordon for submitting a letter of interest.

Appointments to the Patrol Officer Position Screening Committee

The Board reviewed a letter of interest from Gary Sibilia to serve as a member of the Patrol Officer Screening Committee. Bryan explained that he has been working with Sergeant Robert Holst, Acting Chief of Police, to schedule a Screening Committee meeting tentatively for Thursday, December 03, 2020. **Selectman Bembury** asked if the Screening Committee would be meeting remotely. Bryan asked for guidance from the Board as a request for holding an in-person meeting has been made. **Chairman Smith** asked the Board members how they feel about responding to the request, noting that if an in-person meeting is permitted it would need to be done with all of the COVID-19 precautions. **Selectman Bembury** discussed support for either a remote meeting or the use of the Senior & Community Center great room or the Library conference room if the meeting was to be held in-person. **Selectman Bembury** discussed the past experience with conducting physical assessments as part of the screening process. **Chairman Smith** discussed his support for allowing the Screening Committee to make the decision. **Selectman Bembury** expressed support. **Chairman Smith** asked that the first meeting is conducted remotely and then the Screening Committee can discuss how to proceed. Bryan will work with the Committee.

Selectman Bembury asked Bryan to contact Jeffrey Rollins and Gary Betters, both citizens who expressed interest in serving on the Chief of Police Screening Committee, to see if either of them would be interested in serving on the Patrol Officer Screening Committee in the final vacant seat. The Board members expressed agreement. **Chairman Smith** asked if the Board would schedule a meeting on Thursday, December 03, 2020 at 10:00 AM to consider an appointment to the Screening Committee. The Board members expressed agreement.

Selectman Bembury made a motion to appoint Gary Sibilia to the Patrol Officer Screening Committee. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Discussion of Water Line Upgrade Request Near Water Tower

Chairman Smith provided an overview of the topic and his understanding of the discussion that occurred at the last Board meeting. **Commissioner Sanders** explained that he has been in communication with the Town's representative for drinking water at the Massachusetts Department of Environmental Protection (DEP). The representative expressed support for the installation of the proposed 4" waterline, connected to the existing 6" ductile iron line. The representative recommends leaving the existing 1" waterline in place explaining that existing residents can tie in to the proposed 4" water line in the future if they choose. **Commissioner Sanders** discussed the expectation that the applicant is responsible for the installation and the cost of the connection with the Water Department overseeing the work. **Commissioner Sanders** explained that the Town will specify the installation of a 4" ductile iron waterline, tying into the 6" existing ductile iron waterline near the water tower. **Commissioner Sanders** discussed a concern from DEP about the proposed house construction that would be at a higher elevation than the water tower. Commissioner Sanders explained that if it the proposed house was to connect that DEP and the Town would require the installation of two (2) check valves to protect the water supply. The Commissioners discussed support for the proposed plan. **Chairman Smith** made a motion to authorize the tie-in of a 4" ductile iron water line near the water tower, with design and installation at the approval of the Erving Water Department, and with all costs borne by the interested parties. **Commissioner Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding POTW#2 Sludge Dryer Project

Bryan provided the Board with an overview of his recent conversations with the Town's counsel related to wastewater matters as well a recent e-mail correspondence received from Morris Housen, President of Erving Industries. Bryan explained that Morris would like the Town to keep the State Revolving Loan

Fund application option open. **Chairman Smith** noted that the correspondence from Morris also clarified that the Town had not misinformed the Mill about the timeline related to the State Revolving Loan Fund. **Chairman Smith** discussed the use of the potential use of the Revolving Loan Fund financing, if approved, for the infrastructure upgrades. **Selectman Bembury** discussed the concern about the Town not using the financing opportunity for the Town's sewer line upgrade for Erving Center. **Selectman Bembury** discussed his concerns about the Town forgoing opportunities for its own projects to be kind. **Selectman Sanders** expressed agreement. **Chairman Smith** discussed wanting to ask DEP if it is an option to ask for a change in project scope. **Chairman Smith** also would like to know if the Town could proactively reduce the requested financing amount, in order to not tie up funds for another community. Bryan will reach out to DEP and schedule a meeting with the Attorney General's office regarding procurement. The Board will revisit this topic at the next meeting.

Review of Town-wide Project List

Mariah joined the Board to review the town-wide project list that has been compiled to help the office monitor project progress and reasonably manage staff capacity for additional initiatives. **Chairman Smith** discussed concerns of staff capacity to take on additional projects while maintaining regular operations. **Selectman Bembury** discussed the need to prioritize grant funded projects as well as projects with contractual obligations. Mariah asked for the Board to provide guidance on how to determine staff capacity to avoid attempting to manage too many projects simultaneously and agreeing on a list of priorities for the Town. Mariah discussed concerns about the number of RFP and RFI projects coming up and the need to focus on surplus buildings and building renovations. **Chairman Smith** discussed an overview of approximately the next six (6) months of grant funded projects. Mariah noted that the planning and permitting work for the Wheelock Street culverts is nearing completion and that the IT virtual server project is in full swing. Reviewing the list and anticipated quarters for work, a concern about a potential bottleneck of projects in quarter 4 of FY2021 was discussed. Mariah discussed concern about completing the pending Green Communities projects before the end of the contract period, noting that the potential for an extension request has been discussed with the Green Communities Program Coordinator. Bryan discussed resuming progress on the weatherization projects scheduled for Erving Elementary School and the Police Station. **Chairman Smith** discussed stacking projects to lift work on the Administrative Office. Bryan discussed caution with assuming all aspects of each project will be completed without challenges and the need to intentionally leave capacity to mitigate issues that arise. **Chairman Smith** discussed the option for the Town to use grant funds for administrative support to help manage projects. Bryan discussed support for the use of engineers on the proposed sidewalk work and on the Papermill Road sewer upgrade projects. **Chairman Smith** discussed wanting to review the list and to identify projects that can be moved to quarter 2 for FY2022 through quarter 4. **Selectman Bembury** expressed similar concerns and discussed wanting the Office to focus on grant funded projects until they are complete and then move on to new projects. Bryan raised concern about freezing projects and ensuring that they remain next in the cue, using the example of the Town Hall renovation project. **Selectman Bembury** discussed wanting the Town Hall project to remain on the list and to begin in the near future. **Chairman Smith** discussed a strategic approach that the Board could consider, such as when a project reaches 75% completion it might be possible for the next project that is identified as a priority to begin. Mariah discussed the importance of finding areas where the Office staff can reduce involvement in project management and discussed the challenges of projects that rely on volunteer groups that cannot work throughout the day. **Chairman Smith** discussed the need to structure projects in a manner that allows Departments to manage the day-to-day aspects of the project and to provide the Board with project updates. Bryan discussed the need to review the project plan with the members of the Capital Planning Committee to understand how the project list will inform the FY2022 Capital Plan that is

presented to the voters. **Chairman Smith** will work with Mariah and Bryan on suggested revisions to the town-wide project list. The Board will carry this agenda topic to the next Board meeting.

Review of Town Letterhead Design

The Board reviewed draft designs of letterhead for official Town use. **Selectman Bembury** discussed his review of the draft designs and explained that he prefers the Board or Commission title in the header rather than below. **Chairman Smith** expressed agreement and asked to have the logo centered vertically within the header. The Board members expressed agreement. Mariah will follow up with the designer and discussed preliminary design work on the draft business cards. **Chairman Smith** asked if there was a lighter color option for header, suggesting the use of lines without a fill. Mariah will request a version with no fill color but expressed concern about the letterhead looking too plain. The Board will carry this topic to the next Board meeting.

Review of Meeting Minutes for April 27, 2020

The Board passed over this agenda item.

Review of Meeting Minutes for April 29, 2020

The Board reviewed meeting minutes for Wednesday, April 29, 2020. **Selectman Bembury** made a motion to approve the meeting minutes of April 29, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes for June 01, 2020

The Board passed over this agenda item.

Review of Meeting Minutes for June 08, 2020

The Board reviewed meeting minutes for Monday, June 08, 2020. **Selectman Sanders** made a motion to accept the meeting minutes of June 08, 2020 as written. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes for November 23, 2020

The Board reviewed the meeting minutes for Monday, November 23, 2020. **Selectman Bembury** made a motion to approve the meeting minutes of November 23, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Discussion of Sale of Surplus Cruiser to the Town of Warwick

The Board reviewed a surplus equipment request submitted by the Police Department for a 2014 Dodge Charger cruiser. **Chairman Smith** provided an overview of the request, explaining that the equipment is being replaced with the recently purchased 2021 Ford Interceptor hybrid and that the cruiser is outfitted and ready to be put into service. **Chairman Smith** explained that the Town of Warwick approached the Town of Erving to express interest in purchasing the 2014 Dodge Charger once it was deemed surplus to use as a Police cruiser. **Chairman Smith** asked the Board members who they would like to address the surplus equipment request, explaining that the Town received approximately \$3,000 the last time a surplus vehicle was traded into the dealership and that the Kelly Blue Book value of the equipment is estimated to be approximately \$13,000. Bryan explained that he reviewed previous auctions on Municibid for similar vehicles and noted that they generally sold in the range of \$3,000 to \$4,000. **Chairman Smith** asked how much the Town of Warwick was planning to spend. Bryan explained that the Town of Warwick had budgeted for \$3,000 but would still be interested if the Board wanted to negotiate a higher price. Sergeant Holst spoke in support of selling the cruiser to the Town of Warwick for \$3,000.

Selectman Sanders and **Selectman Bembury** both expressed support for selling the 2014 Dodge Charger to the Town of Warwick for \$3,000, including equipment. **Chairman Smith** also expressed support for selling the vehicle to the Town of Warwick for \$3,000 and explained that the Board will carry the request for two (2) weeks and then vote. Bryan will notify the Town of Warwick.

Discussion Regarding Meeting Minutes

The Board discussed the topic of staff capacity to complete Board meeting minutes. **Selectman Bembury** explained that the topic was discussed at the previous meeting acknowledging the workload that is being handled by the Office. **Selectman Bembury** discussed the option of contracting with someone to take minutes in the future. **Chairman Smith** discussed his support for the option to contract for the service. **Selectman Bembury** noted that Bryan discussed a plan to get caught up on outstanding minutes and suggested that the topic does not need to be carried as an agenda item but wants to consider the option so that we do not fall behind again. **Chairman Smith** expressed agreement and explained that the Town's capacity is less because of the impacts of COVID-19.


Upcoming Meetings

Chairman Smith reviewed the list of upcoming meetings, noting that the FY2022 draft budget books will be distributed at the end of the week. Bryan will follow up with Board and Finance Committee members regarding preferences for printed or electronic copies of the budget book. The Board agreed to meet on Monday, December 21, 2020 and to skip meeting on Monday, December 28, 2020.

Adjournment

At 8:50 PM **Chairman Smith** made a motion to adjourn. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Bryan Smith
Town Administrator