

Board: Erving Board of Selectmen
Date: Monday, June 25, 2018
Location: Town Hall, 12 East Main Street, Erving, MA

Selectmen Present: Scott Bastarache, William Bembury, Jacob Smith (6:16 PM)
Also, Present: Bryan Smith, Glenn McCrory, Peter Sanders, Peter Mallet
Press: Katie Nolan, Montague Reporter

At 6:00 PM **Chairman Bastarache** called the meeting to order.

Review of Meeting minutes from June 18, 2018

The Board reviewed meeting minutes from Monday, June 11, 2018. **Selectman Bembury** made a motion to accept the meeting minutes of June 11, 2018 as written. **Chairman Bastarache** seconded. Approved.

Discussion of Information Technology Support Services

The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, regarding a draft scope of service for the Information Technology (IT) support needs of Town departments. The scope was drafted because of the survey conducted with departments and boards/commissions. Bryan explained that the draft scope was reviewed by departments at the staff meeting on June 18, 2018. The only concern expressed is that the hours of service needed may be too conservative. Bryan noted that while department heads generally agreed, they were in support of beginning with consistent support even if it is conservative to assess progress and then need again later.

Chairman Bastarache explained that he wanted to have **Selectman Smith** provide his perspective on the draft scope and estimated time required. **Chairman Bastarache** asked if it would be realistic to expect to hire an IT professional with experience for such a limited number of hours. **Selectman Bembury** agreed that he shared the concern in trying to hire an experienced professional for 39 hours a month. The Board decided to table the discussion until **Selectman Smith** could join.

Cemetery Deeds for Lots 1165, 1166, 1167, and 1168

Chairman Bastarache made a motion to approve the sale of the deeds for right of burial for the following lots:

- Deed # 437 for lot # 1165;
- Deed # 438 for lot # 1166;
- Deed # 439 for lot # 1167; and
- Deed # 440 for lot # 1168, to Ernest Lively.

Selectman Bembury seconded. Approved.

River Street Float Control Bid Review

The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, for the bid process for the River Street Pump Station Float Control project. **Chairman Bastarache** provided those in attendance with an overview of the process and discussed the fact that the Town only received one (1) response. The bid submission is from Scherbon Consolidated, Inc. of 40 Haverhill Road, Amesbury, MA 01913, in the amount of \$33,000. Though higher than anticipated, the Town's engineering firm noted that the bid seems reasonable for the proposed work. **Chairman Bastarache** made a motion to award the contract for the River Street Pump Station Float Control project to Scherbon Consolidated, Inc. of Amesbury in the amount of \$33,000. **Selectman Bembury** seconded. Unanimously approved.

Discussion of Information Technology Support Services- Revisited

Selectman Smith explained that the current IT budget for FY2019 funded the support position for 200 hours. **Selectman Smith** noted that this line item and does not include the IT Coordinator's time nor the

time that is performed by department heads mitigating day-to-day IT issues in their departments. **Selectman Smith** expressed his belief that the 39 hours a month estimate would address the regular operational needs of the Town and noted that the estimate would not be sufficient to handle project management such as server deployments, email migration, etc. **Chairman Bastarache** posed the concern about the breadth of the scope and limited hours sought, questioning whether it would be more advantageous to pursue a vendor or a potential employee. **Selectman Smith** expressed his belief that it may be viable at 20 hours per week to hire a part-time experienced IT professional, but noted that anything less might not attract viable options. **Selectman Smith** also reminded the Board that a vendor relationship would still require the Town to maintain an IT Coordinator role to receive and prioritize help desk requests. **Chairman Bastarache** explained that he believes that hiring a part-time IT professional would be beneficial for the Town. **Selectman Smith** explained that even if the Town hires an IT Support professional, it is likely that they may still need to contract out for specialized work, but could coordinate the projects.

The Board discussed pursuing a regional approach with other communities. **Chairman Bastarache** would like to know if the other Towns have a shared need for IT support services. **Selectman Smith** explained his interest and willingness for the Town to serve as the lead on a regional partnership. Bryan explained that the FRCOG was recently polling member towns to see if there was interest in a regional approach. **Chairman Bastarache** asked Bryan to follow up with FRCOG to see if there was interest and to see if the interested towns could be identified. **Selectman Bembury** mentioned that the University of Massachusetts has an extensive IT department that may be able to come into the Town to provide an assessment. **Selectman Smith** also suggested that a larger town might want additional IT support staff and the Town could potentially partner. The Board agreed that full-time position alone for the Town's needs does not make sense and that hiring part-time may not be successful. The Board agreed they want a consistent contact and presence for IT support services.

North Street Truck Exclusion Study Request

Bryan Smith, Administrative Coordinator, explained that the FRCOG Transportation Department had concluded a traffic count on Gulf Road that observed a 15% rate of heavy commercial vehicle use and that there may be justification for seeking a truck exclusion. The next step would be for both Erving and Northfield to request a joint traffic engineering study which the FRCOG can do at no additional cost. The Board reviewed a draft letter to the FRCOG Transportation Department requesting that a study is conducted. **Chairman Bastarache** made a motion to sign the letter to FRCOG requesting traffic engineering services related to the Heavy Commercial Vehicle Exclusion request on North Street. **Selectman Bembury** seconded. Unanimously approved.

Surplus Equipment Request- Highway Department

Glenn McCrory, Highway Foreman, joined the Board to review a surplus equipment request for a John Deere X300 riding lawn mower. Glenn explained that it was purchased for the cemetery in 2011 and has 317 hours of use. The equipment operates and should be sold. Glenn explained that now that the cemetery is being maintained through the landscaping contract it could damage the equipment to just sit in storage for years without use. Glenn explained that the Building and Grounds staff uses zero turn mowers for all other Town owned parks and facilities. The Board discussed using a bidding process to sell the equipment. **Selectman Smith** made a motion to declare the John Deere X300 riding lawn mower as surplus available for sale. **Selectman Bembury** second. Unanimously approved.

Review of Draft Website Disclaimer & Privacy Policy

The Board reviewed a draft website disclaimer and privacy policy for a first read. Bryan Smith, Administrative Coordinator, explained that the Town does not currently have a policy in place and should with the launch of the new municipal website. Bryan explained that the draft was informed by reviewing

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similar policies in neighboring jurisdictions. The Board agreed to review the draft and revisit at their July 9, 2018 meeting.

Miscellaneous

Appointment to Capital Planning Committee

The Board considered a request to re-appoint Chairman Bastarache to the Capital Planning Committee for one (1) year as the Selectboard representative. **Selectman Smith** made a motion to appoint Scott Bastarache to the Capital Planning Committee for a one (1) year term, through June 30, 2019. **Selectman Bembury** second. Unanimously approved.

Adjournment

At 6:56 PM **Selectman Smith** made a motion to adjourn. **Chairman Bastarache** 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" and last name "Smith" clearly distinguishable.

Bryan Smith
Administrative Coordinator