

Board: Board of Selectmen Meeting
Date: Monday, October 29, 2018
Location: Town Hall, 12 East Main Street, Erving, MA 01344

Selectmen Present: Scott Bastarache, William Bembury, Jacob Smith
Board of Library Trustees: Rupert Roy-Clark, Mackensey Bailey
Library Building Committee: Sara Campbell, Rupert Roy-Clark, Rebecca Hubbard, Jacquelyn Boyden, Marcia Bernard, Debra Smith
Also, Present: Bryan Smith, Glenn McCrory, Barbara Friedman, Phil O'Brien, Chris Garcia, Briony Angus
Press: Kathleen Nolan, Montague Reporter

At 6:35 PM **Chairman Bastarache** called the meeting to order.

Review of Meeting Minutes of September 27, 2018

The Board reviewed meeting minutes of Thursday, September 27, 2018. **Selectman Smith** made a motion to approve the meeting minutes of September 27, 2018 as written. **Selectman Bembury** seconded. **Selectman Smith** abstained. Passed.

Review of Meeting Minutes of October 22, 2018

The Board reviewed meeting minutes of Monday, October 22, 2018. **Chairman Bastarache** made a motion to approve the meeting minutes of October 22, 2018 as written. **Selectman Smith** seconded. Unanimously approved.

French King Solar Project Special Permit Update

Bryan Smith, Administrative Coordinator, explained that the office is still awaiting a response to the items requested by the Commissioners to issue the special permit. None of the requested information has been received.

Discussion of Center Cemetery Erosion Control

Bryan Smith, Administrative Coordinator, explained that he had spoken with Tighe & Bond about the Board's feedback on the options presented. Bryan explained that he is still reaching out to a mason for consultation. Bryan asked the Board if the erosion control project and the gravestone restoration projects should be submitted to the Capital Planning Committee for consideration. The Board agreed. Bryan will work with Glenn McCrory, Cemetery Sexton, to prepare the project requests.

Review of Snow Removal Policy – 3rd reading

The Board conducted a third reading of the Snow Removal Policy. **Chairman Bastarache** made a motion to approve the Snow Removal Policy with an effective date of October 29, 2018. **Selectman Bembury** seconded. Unanimously approved.

Review of Draft DCR Urban Forest Challenge Grant

The Board reviewed the draft grant narrative for the DCR Urban and Community Forestry Challenge Grant application. Bryan Smith, Administrative Coordinator, explained the anticipated schedule of work. **Selectman Smith** made a motion to move forward with an application for the Massachusetts DCR Urban and Community Forestry Challenge Grant. **Selectman Bembury** seconded. Unanimously approved.

Review of FY2019 Maple Ave Landfill Monitoring Proposal- Tighe & Bond

The Board reviewed a proposal from Tighe & Bond for the FY2019 monitoring of the Maple Avenue landfill closure. **Selectman Smith** made a motion to approve the FY2019 Post-Closure Landfill Monitoring Engineering Services Proposal in the amount of \$14,200. **Chairman Bastarache** seconded. Unanimously approved.

Review of Bids for Exterior Storage Building

Chairman Bastarache reviewed a memorandum from Bryan Smith, Administrative Coordinator, explaining that as of the deadline, the Town received no responses to the solicitation for quotes for the on-site construction of an exterior storage building at 1 Care Drive. Bryan explained that the Town will have to conduct a new procurement.

Review of Solicitation Permit Application – Aaron Lempert

The Board reviewed an application from Aaron Lempert, of Wendell, Massachusetts representing Insight Solar for a 12-month solicitation permit. Christopher Blair, Police Chief, has issued a recommendation to issue the permit as the requisite information and permit fee has been collected. **Selectman Smith** made a motion to approve the application for the solicitation permit for Aaron Lempert to represent Insight Solar for 12 months. **Chairman Bastarache** seconded. Unanimously approved.

Water Commissioners- Public Library Special Permit Hearing Continued

At 7:00 PM **Chairman Bastarache** called to order the continuation of the Public Library Special Permit hearing of the Water Commissioners. Briony Angus from Tighe & Bond, Phil O'Brien from Johnson & Roberts Associates, and Chris Garcia from Garcia, Galuska, and DeSousa joined the Commissioners to discuss Tighe & Bond's review of the special permit application. Briony explained that Tighe & Bond had conducted a site visit, a review of the site plan, reviewed the special permit criteria, and reviewed the storm water management report. Briony stated that Tighe & Bond had no significant concerns as it relates to the ground water protection overlay district and that most of the comments are administrative in nature. Briony explained that after the review of the project, Tighe & Bond does not expect the project to negatively impact the quality or the quantity of the water with the aquifer. As required in the special permit procedures, Chris Garcia will provide a written narrative for the impact statement that responds to the special permit criteria. Noting that the proposed use is low risk, Briony added that the special permit process asks to consider what chemicals may be stored on the property. Phil and Chris agreed that chemical storage is very minor and that a list already exists for LEED certification that can be submitted to the Water Commissioners. It was agreed that there is not a significant concern for spills or leaks during the use of the Library, but that there is an increased risk during construction. The Commissioners agreed and discussed requiring a plan for containing spills during the construction phase. Chris Garcia agreed to issue a spill plan. Chris added that there will be environmental controls in place that contractors will have to follow. The Commissioners reviewed erosion control measures, including slope changes and the construction of the overflow spillway. The applicants discussed the tree and brush removal plan as well as the storm water management plan. Briony stated that overall, Tighe & Bond feels that the ground water protection overlay district will remain protected with the proposed project and that there are only "housekeeping" items to resolve. The Commissioners agreed.

Chairman Bastarache made a motion to issue a conditional approval of the special permit for the construction of the Public Library in the Ground Water Protection Overlay District, with the following requirements:

- 1) Submission of impact statement
- 2) Spill control and prevention plan during construction

3) Review of velocity analysis by Tighe & Bond for runoff 2.
Commissioner Smith seconded. Unanimously approved.

At 7:24 PM **Selectman Smith** made a motion to close the special permit public hearing. **Chairman Bastarache** seconded. Unanimously approved.

Joint Meeting with Board of Library Trustees & Library Building Committee- Review of Library Construction Bid Documents

At 7:27 PM **Chairman Bastarache** called the joint meeting of the Board of Library Trustees and the Library Building Committee to order.

Selectman Smith asked for an explanation for the proposed retention swale on the Route 63 side of the property for the roof runoff. Jaquelyn Boyden and Sara Campbell, Building Committee Co-Chairs, explained that the proposal was related to cost concerns with the original proposal. Chris Garcia further explained that the change saved about \$25,000. Discussion focused on the proposed installation of riprap. Chris explained that there are two (2) proposed areas that are approximately 10' x 10'. Sara suggested that the dimensional area could be reduced. Chris agreed. Debra Smith, Building Committee, also asked if the swale needs to be as large as it is proposed for roof runoff anticipated. Chris explained that the size is related to grade needs, run off detention and the ease of slope. Rupert Roy-Clark, Trustee and Building Committee, offered that the surface area correlates to greater infiltration rates and less standing water. Scott discussed a preference for using a stone other than riprap. **Selectman Smith** asked how much standing water would be anticipated in the swale after a storm event. Chris explained that when they modeled the runoff with the 100-year storm calculations, the model anticipated a ½ day drainage period. Sara added that the facilities perimeter drains will also reduce runoff and add to infiltration.

Chairman Bastarache asked if the feedback from the last joint meeting had been incorporated into the construction plans. Phil explained that all of the feedback is being reviewed and being addressed. Phil will work with Christ to issue a matrix to address the feedback, so that the Boards and Committee know the resolution for each.

Selectman Smith asked to discuss the list of project bid alternates and the plan for electrical service installation.

Discussion regarding electrical service installation options

Phil and Chris discussed their conversations with Massachusetts Department of Transportation (MassDOT) and Eversource. Chris explained that MassDOT will not allow Route 63 to be trenched for the installation of utility lines because the surface was repaved in 2017. There is a five (5) year moratorium. As a result, the preferred option is to install a utility pole on the 2 Care Drive parcel. Additionally, because of the anticipated usage, Eversource would like two (2) utility poles installed at 2 Care Drive to allow enough capacity for power and communication services. Chris explained that this would allow the project to feed the site with the necessary services and then trench the services in conduit to an underground transformer. Additional options would be to allow the Town to separately install additional conduit from the transformer to the end of Care Drive to allow for future expansion without disruption to the Library. Further, Eversource has suggested creating a loop with the underground transformer at the Senior & Community Center to act as a redundancy if one of the utility poles on Route 63 are damaged.

The Board and the Building Committee agreed to have two (2) utility poles installed with conduit stubbed out to edge of Library project site.

Discussion regarding project bid alternates:

- **Alternate 1:** Installation of generator – Phil explained that the proposed generator would use liquid propane and is estimated to cost \$78,000, but would be closer to net \$55,000 because of associated changes in the lighting fixtures used in the facility. The Board and Committees discussed the cost of adding the generator during construction versus the additional cost of adding the system and retrofitting later.
- **Alternate 2:** Phil explained that this alternate incorporates several electrical items that had been value engineered out of the project. Specifically includes the addition of the sound system to the meeting room, to replace TEV and TVC with specialty boxes, installation of a lightning protection system, and lighting fixture upgrades. Estimated cost of \$45,000.
- **Alternate 3:** Landscaping- add trees and shrubs. Phil explained that the base bid includes lawns, conservation mix, and the creation of planting bids. Sara explained that the Franklin County Technical School landscaping department might be able to help in Fall 2019. Estimated to cost \$20,000 to \$22,000.
- **Alternate 4:** Security cameras and the associated wiring.

Items requiring further follow up:

- Bryan will explore the cost of extending the MBI system from its current termination at the Elementary School to the new Public Library site with a distribution port.
- Phil will forward the missing sections of the specifications manual to Bryan for distribution to the Board, Trustees, and Building Committee members.
- Chris will forward the revised civil drawings to Bryan for distribution to the Board, Trustees, and Building Committee members.
- Phil is looking for an image or example of the proposed ceiling/roof panel details to share with the Board, Trustees, and Building Committee members.

Library Building Committee Vote: The Building Committee discussed the OPM's request to select a commissioning agent for LEED certification and that Colliers International has been recommended. Rupert stated that he has checked references and agrees with the OPM's recommendation. Rupert made a motion for the Library Building Committee to accept P-3's recommendation to have Colliers international serve as the LEED commissioning agent. Debra seconded. Unanimously approved.

At 8:45 PM Debra Smith made a motion to adjourn the joint meeting of the Library Building Committee, the Board of Library Trustees, and the Board of Selectmen to allow the Board of Selectmen to continue their meeting. Rupert Roy-Clark seconded. Unanimously approved.

Miscellaneous

Review of the Invitation for Bid (IFB) – POTW #1 Double Barrel Siphon Evaluation

The Board of Selectmen reviewed the draft IFB for the POTW#1 Double Barrel Siphon evaluation project and discussed the scope of work and anticipated bid due dates. Bryan Smith, Administrative Coordinator, explained that standard insurance requirements will be used. Glenn McCrory, Highway Foreman as that the vendor is informed that they are responsible for achieving site access in the case of inclement weather as the Town has already cleared the easement of all brush. Bryan will work with Tighe & Bond to revise the IFB. **Selectman Smith** made a motion to approve the IFB for the POTW#1 Double Barrel Siphon Evaluation. **Selectman Bembury** seconded. Unanimously approved.

Review of the Invitation for Bid (IFB)- Well pH Monitoring System

The Board of Selectmen reviewed the draft IFB for the Well pH Monitoring System project and discussed the scope of work and anticipated bid due dates. Bryan Smith, Administrative Coordinator, explained that standard insurance requirements will be used. **Selectman Smith** made a motion to approve the IFB for the Well pH Monitoring System. **Chairman Bastarache** seconded. Unanimously approved.

Adjournment

At 9:22 PM **Selectman Smith** made a motion to adjourn. **Selectman Bembury** seconded. Unanimously approved.

Respectfully Submitted

A handwritten signature in cursive script that reads "Bryan Smith".

Bryan Smith
Administrative Coordinator