

Board: Board of Selectmen Meeting
Date: Monday, November 05, 2018
Location: Town Hall, 12 East Main Street, Erving, MA 01344

Selectmen Present: Scott Bastarache, William Bembury, Jacob Smith
Library Building Committee: Sara Campbell, Rupert Roy-Clark, Rebecca Hubbard, Jacquelyn Boyden, Marcia Bernard, Debra Smith
Also, Present: Bryan Smith, Glenn McCrory, Barbara Friedman, Peter Sanders, Mark Burnett
Press: Kathleen Nolan, Montague Reporter

At 6:32 PM **Chairman Bastarache** called the meeting to order.

Review of Meeting Minutes for October 29, 2018

The Board reviewed meeting minutes of Monday, October 29, 2018. **Chairman Bastarache** made a motion to approve the meeting minutes of October 29, 2018 as written. **Selectman Bembury** seconded. Unanimously approved.

French King Solar Project Update

Chairman Bastarache provided the Commissioners with an update regarding the special permit for the French King Solar Project. The developer's representatives have been in communication and informed the office that they plan to move forward with the outstanding issues for required to issue the permit. The soil testing has been scheduled for November 9, 2018. Tighe & Bond has been notified to expect the reports. Bryan Smith, Administrative Coordinator, explained that expects to have all outstanding materials for the November 19, 2018 meeting for the Commissioners review.

Discussion of Center Cemetery Erosion Control

Bryan explained that additional conversation has occurred with Tighe & Bond on their analysis of options. Additional conversation is necessary with a mason. The Board agreed to consider a capital request for funding of the project.

Surplus Equipment Request- IT Department

The Board reviewed a memorandum from Jacquelyn Boyden, IT Coordinator, requesting that the following equipment is deemed surplus:

- HP4200/4300 TN Laser Jet Printer (serial no. CNGY420757)
- Dell Optiplex XE with Vista Business (serial no. F8TPJM1)
- Dell Optiplex 380 with Windows 7 (serial no. BWONPL1)
- Dell Optiplex 380 with Windows 7 (serial no. 1MONCP1)
- Epson Workforce 1100 Printer

Chairman Bastarache made a motion to declare the listed equipment surplus, remove and destroy the hard drives, and to dispose of the equipment. **Selectman Bembury** seconded. Unanimously approved

Town Accountant Appointment

The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, requesting the reappointment of Deborah Mero to the part-time, non-benefited position for Town Accountant. **Chairman Smith** made a motion to reappoint Deborah Mero to the position of Town Accountant at-will, effective November 1, 2018, at the FY2019 rate of pay. **Selectman Bembury** seconded. Unanimously approved.

Electronic Board Packet Examples

Selectman Smith demonstrated the use of a tablet for reviewing and making notes on a PDF version of the weekly Board packet. Board members discussed tablet functions and accessories that would be preferred. The Board agreed to continue to consider moving towards an electronic packet.

FY2019 Tax Classification Hearing

Mark Burnett, Board of Assessors Chair, and Jacquelyn Boyden, Assistant Assessor joined the Board.

AT 6:46 PM **Chairman Bastarache** called the FY2019 Tax Classification hearing to order. Jacquelyn explained that the Department of Revenue has certified the values after the disclosure period closed. Because the previous tax classification vote occurred prior to the office certification of the values we need to retake the vote. No members of the public asked to speak. **Selectman Smith** made a motion to approve the 65% shift to the Commercial, Industrial & Personal Property for FY2019. **Selectman Bembury** seconded. Unanimously approved.

Small Commercial Exemption for FY2019

Selectman Smith made a motion to continue the Small Commercial Exemption for FY2019. **Selectman Bembury** seconded. Unanimously approved.

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

AT 7:02 PM **Chairman Bastarache** called the joint meeting of the Library Building Committee to order.

The Board and the Committee reviewed the response and resolutions from the project architect and engineers to the list of outstanding project questions/issues that arose in previous meetings. The Committee and Board reviewed the comments list. The noted acceptance of all responses except for the receptacle depth. The response indicates standard size. The Building Committee had requested receptacle depth of 2 1/8" as opposed to the 1 1/2" depth specified. The Building Committee wants this change made in the specifications. The Board and Committee agreed that all changes have been addressed. The Board and Committee reviewed images that were sent by the architect to provide an example of the interior roof detail. The Board and Committee discussed concerns about the appearance of the planned interior roofing material as well as the cost of the preferred option for a tongue & groove finish.

Selectman Smith discussed the need to better understand the projected construction cost and how that compares to the existing budget. The Board and Committee reviewed value engineering changes approved by Committee after the 75% design cost estimates. A review of project budget reviews that the 75% design budget forecast still allows for a contingency budget. The Board and Committee discussed concerns about not having the generator included as a base budget item and whether or not it should be added. The Board and Committee discussed the four (4) project bid alternates and the strategy that went into those decisions. It was also discussed that the budgeted contingency will be necessary to cover the cost of the photovoltaic array planned for the project. The Board discussed the perceived benefits and risks of including the generator in the base bid. The Board and Committee discussed the risk of a failed bid. The Board and the Committee discussed the advice of the Owner's Project Manager.

The Board asked if the interior roof finish was considered as a bid alternate. The Board and Committee discussed the potential for a change order once base bids are known and if the project is successfully

awarded. **Selectman Smith** discussed the importance of deciding on the ceiling detail and would like a decision made regarding it before the roof is ordered. The Board and Committee discussed having no additional concerns related to the issuance of the bid documents.

Chairman Bastarache made a motion to approve the bid documents for the construction of the Erving Public Library as amended. **Selectmen Smith** seconded. Unanimously approved.

Barbara Friedman, Library Director, spoke to the excitement that residents have expressed about the new project.

The Board also acknowledged that responses to the Water Commissioner's conditional approval of the special permit have been received and were forwarded to Tighe & Bond for third party review.

AT 8:01 PM **Chairman Bastarache** adjourned the joint meeting with the Library Building Committee and continued the Board of Selectmen meeting.

The Board discussed the annual Veterans' Day event at the Erving Elementary School that is scheduled for November 9, 2018. Board members agreed that they plan to attend.

Adjournment

At 8:14 PM **Chairman Bastarache** made a motion to adjourn. **Selectman Smith** seconded. Unanimously approved.

Respectfully Submitted



Bryan Smith
Administrative Coordinator