

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, December 10, 2018
Location: Town Hall, 12 East Main Street, Erving, MA 01344

Selectmen Present: Scott Bastarache, William Bembury, Jacob Smith
Finance Committee: Benjamin Fellows, Arthur Johnson, Debra Smith
Also, Present: Bryan Smith, Julie Wonkka, Deborah Mero, Peter Sanders, Glenn McCrory, Phillip Wonkka, Barbara Friedman, Jacquelyn Boyden
Press: Kathleen Nolan, Montague Reporter

At 7:00 PM **Chairman Bastarache** called the joint meeting with the Finance Committee to order.

Review of FY2020 Budget – General Government

Treasurer Budget- Julie Wonkka, Treasurer, joined the Board and the Finance Committee to discuss a level funded request. **Chairman Bastarache** asked about a FY2020 goal to track benefit accruals in the accounting software. Deborah Mero, Town Accountant, and Julie discussed the pending upgrade to the accounting software and the possibility of reviewing other software options. **Selectman Smith** asked about the need to rehire for the vacant clerk position and if there was unneeded additional funding in the salary & wage line items. Julie explained that she doesn't need to rehire for the clerk position at this time and the restructuring of the office with the Assistant Treasurer position is working. All parties discussed reducing the line item for support staff wages by \$10,000. Julie explained that she has completed all the required Treasurer certification courses and needs to review the time of service requirement again to become officially certified. The Board and the Finance Committee have no concerns with the amended FY2020 budget request.

Accounting Budget- Deborah and Bryan Smith, Administrative Coordinator, discussed a proposal to schedule an annual financial audit rather than every three (3) years and to treat the expense as a regular operating expenditure in the general government budget rather than a special article. The Board and the Finance Committee discussed the benefits and costs of planning for an annual audit. The Board and the Finance Committee agreed to carry the appropriation for the year and later discussing the procedure of an annual audit. Arthur Johnson spoke to his support for making the appropriation and to conduct an annual financial audit, noting the size of Erving's budget. The Board and the Finance Committee have no concerns with the FY2020 budget request as presented.

Tax Collector Budget- Michele Turner, Tax Collector, joined the Board and the Finance Committee to discuss the FY2020 departmental budget request. Michele discussed the successful completion of Ann Petrain, Assistant Tax Collector, Collector's certification and explained the need to increase for certification line item to allow for the associated stipend. Michele explained that the department expects software support costs to increase approximately \$100. The Board and the Finance Committee have no concerns with the FY2020 budget request as presented.

AT 7:29 PM Daniel Hammock recused himself from the meeting.

Board of Assessors Budget- Jacquelyn Boyden, Assistant Assessor, joined the Board to discuss the FY2020 departmental budget request and reviewed the associated narrative. **Selectman Smith** asked if an upgrade to Assess Pro was necessary to allow for online property record card access. Jacquelyn explained that the Board of Assessors had previously discussed the issue and were willing to discuss again with the Board of Selectmen. Jacquelyn noted that the Board of Assessors had a concern regarding the privacy of

property owners. Jacquelyn explained that the department has been evaluating the investment that would be necessary to upgrade to Assess Pro 5. **Selectman Smith** asked what the annual cost of adding Web Pro would be. Jacquelyn explained that the additional software licensing costs would be approximately \$1,000 annually. **Selectman Bembury** asked if the property records cards are public records. Jacquelyn explained that “yes,” property record cards are public records and that they are made available upon request and that there is no cost for a card. **Chairman Bastarache** asked about the property revaluation date process. Jacquelyn provided an overview of the process and discussed the goal of setting the tax rate by October 1, 2019. Debra Smith asked for an explanation of the increase cost in the office supply line item. Jacquelyn explained that the printer is approximately 15 years old and that the toner cartridges are approximately \$400 each. Jacquelyn also discussed her annual attendance in the Assessor’s certification school to maintain certification continuing education requirements and that she now teaches a class at the school and in exchange the School covers the cost of registration. The Board and the Finance Committee have no concerns with the budget as presented.

Information Technology Budget- Jacquelyn Boyden, IT Coordinator, joined the Board and the Finance Committee to discuss the FY2020 departmental budget request. Jacquelyn discussed implementing town-wide software deployment for antivirus, Adobe Acrobat Pro, and Microsoft Office 365 and the establishment of a new line item. The Department had a one (1) time rollout cost for the new Town website and in FY2020 will experience a reduction in the annual website maintenance cost. Jacquelyn and **Selectman Smith** discussed an anticipated increase in email cost as the Town plans to migrate from the Zimbra platform to the Microsoft exchange platform. Jacquelyn also noted that the Department added a line item for phone for maintenance as the Department is investigating the transitions to a Town-wide VoIP system. Philip Wonkka, Fire Chief & Emergency Management Director, asked about launching cloud-based GIS for emergency management. Jacquelyn noted that the Department has a concurrent license for ArcGIS and that the Town could explore transitioning it to a cloud-based license. Bryan noted that the Town is also evaluating public works software and both options include a GIS interface. Philip explained that the Emergency Management Department and the Water Department have applied for a grant to map all water structures in Town and add the data to the GIS system. Barbara Friedman, Library Director, asked if the Town could think of ways to make GIS data available to public. The Board discussed the Town’s plan to either contract for IT services alone or as part of a regional effort. The Board and the Finance Committee agreed that funding identified for wages could be move towards the contract for a consultant’s services. The Board and the Finance Committee have no concerns with the FY2020 budget request.

Town Buildings & Ground Maintenance Budget- Glenn McCrory, Highway Foreman, joined the Board and the Finance Committee to discuss the FY2020 budget request for Ground & Building Maintenance. Glenn and Bryan explained that this budget demonstrates an increase of \$90,400 which is primarily attributed to the existing salaries for custodial and maintenance positions (\$74,800) that have been maintained in the Highway Department budget. There is a corresponding decrease in the Highway salary and wage request. Bryan explained that this change is a more appropriate way to demonstrate the cost of operating the Town, noting that these positions maintain eight (8) Town buildings and associated grounds as well as five (5) municipal parks. The budget request includes existing clothing allowances and estimated overtime. The request also includes \$5,000 for cleaning supplies that have been covered to date by the Highway Department budget as well. The Board and Finance Committee discussed how this budget also takes care of the generalized annual contracts such as the generator preventative maintenance contracts for all Town buildings. Barbara Friedman, Library Director, asked that the Board to consider the addition of staffing for custodial services in anticipation of the opening of the new Public

Library in FY2020. The Board and the Finance Committee have no concerns with the FY2020 budget request.

Town Moderator Budget- The Board and the Finance Committee reviewed the level funded FY2020 budget request for the Town Moderator. The Board and the Finance Committee have no concerns.

Board of Selectmen & Administration Budget- The Board of Selectmen discussed their FY2020 departmental budget request with the Finance Committee. The Board discussed the most significant increase of \$ 41,760 which is the appropriation for additional professional staff in the office. The Board discussed the increase in town-wide projects and grants that require monitoring and reporting and therefore an increase in staff capacity. Bryan Smith, Administrative Coordinator, the reallocation of personnel testing and advertising costs to new line items with department code in line with the UMAS codes. The Board and the Finance Committee have no concerns with the FY2020 budget request.

Finance Committee & Reserve Fund Budget – The Finance Committee discussed a level funded FY2020 budget request, noting that the existing appropriation has been sufficient. The Board agreed.

Reserve Fund Transfer Request- Fire Station Garage Bay Heaters

Debra Smith made a motion to approve the reserve fund transfer request in the amount of \$10,000 for the installation of station heaters at Fire Station 1. Arthur Johnson seconded. Unanimously approved.

Town Clerk & Elections Budget- Richard Newton, Town Clerk, joined the Board and the Finance Committee to discuss the departmental budget request. Richard explained that the FY2020 budget request represents a reduction from FY2019 noting that there will be one (1) less election. Noted election worker wage increase with minimum wage increase from \$11.00/ hour to \$12.00/ hour. Richard and Bryan discussed the new use of software in the department for the licensing for dogs and for the online viewer for the Town code and there for the new line item. **Selectman Smith** asked about the plan to procure electronic poll pads for use at Town elections. Richard explained that he has the funding appropriated in special articles but has been awaiting decisions to allow their use by the Attorney General's Office. Because of the delay with the Attorney General's Office he has not acted on the project to date. The Board and the Finance Committee have no concerns with the FY2020 budget request as presented.

Land Use & Planning Budget- Bryan reviewed the FY2020 level funded budget requests for the Planning Board, Conservation Commission, and the Zoning Board of Appeals. The Board and the Finance Committee have no concerns with the FY2020 budget request.

Insurance & FRCOG Assessment Budget Requests

Bryan Smith, Administrative Coordinator, explained the changes to the miscellaneous category of budget items. The insurance lines have been separated into greater detail for general liability insurance, bonds, workers compensation, Police & Fire injuries, and project related coverage. The insurance increase is currently attributed to an increase in the premium for injury coverage for Police & Fire. Debra Smith asked about the project related coverage. Bryan explained that it is for specialty coverage for properties like the IP Mill. Regarding the FRCOG assessments, Bryan explained that the FY2020 budget has been level funded pending the annual meeting in January 2019. The Board and Finance Committee have no concerns about the FY2020 budget request and will revisit in January 2019.

At 8:49 PM Benjamin Fellows made a motion to adjourn the Finance Committee meeting. Debra Smith seconded. Unanimously approved. The Board of Selectmen meeting continued.

Review of Special Town Meeting Warrant Draft

The Board reviewed the revised draft Special Town Meeting warrant with the addition of Article 8: Structured Tax Agreement for Erving Poplar Mountain Solar 1, LLC. Approval of the article would authorize the Board of Selectmen to enter into a structured tax agreement with Erving Poplar Mountain Solar 1, LLC for the development and operation of a solar electric generating facility for a term of twenty (20) years. The Board discussed removing language from the article that would allow for an optional five (5) year extension. The Board agreed to remove the language allowing for an optional five (5) year extension from the warrant article and the draft structured tax agreement. The Board agreed to send the draft warrant to Town Counsel and the Finance Committee for review. The Board plans to review the warrant again on Monday, January 07, 2019.

The Board agreed to tentatively schedule the Special Town Meeting for Monday, January 28, 2019. The Special Town Meeting would occur at 7:00 PM and would meet at the Senior & Community Center, 1 Care Drive, Erving, Massachusetts 01344.

Discussion of Public Works Software

The Board passed over this agenda item.

Surplus Equipment Request- Highway Department: 2010 Ford 550

Glenn McCrory, Highway Foreman, and Philip Wonkka, Fire Chief, joined the Board to discuss the surplus equipment request for the 2010 Ford 550 truck used by the Highway Department. Glenn explained that the Town is in receipt of the 2019 Ford 550 dump truck and the Highway Department is no longer in need of the 2010 Ford 550 and presented the request to deem the equipment surplus or to transfer its use to the Fire Department. Chief Wonkka explained that the Fire Department would like to repurpose the equipment as a brush truck and would instead propose to deem surplus the existing brush truck which was acquired as through a federal government surplus equipment transaction. Chief Wonkka explained that the Fire Department would be able to mount the existing brush truck equipment to the frame of the 2010 Ford 550. **Selectman Bembury** asked if the truck would need to be repainted to match the rest of the Fire Department fleet. Chief Wonkka explained that the brush truck would be used minimally, and he would not recommend repainting. The Board of Selectmen agreed to repair the 2010 Ford 550 and transfer its use from the Highway Department to the Fire Department.

Review of Bid Results for Well pH Monitoring System Project

Peter Sanders, Chief Wastewater Operator & Water Superintendent, joined the Board to review the bid results of the well pH monitoring system project procurement. At the deadline, the Town received four (4) bids:

Bidder	Address	Total Bid Price
Weston & Sampson CMR, Inc.	5 Centennial Drive, Peabody, MA 01960	\$41,500.00
Fall River Electrical Associates Co.	74 Corneau Street, Fall River, MA 02721	\$43,199.00
Elm Electrical, Inc.	68 Union Street, Westfield, MA 01085	\$46,832.00
Industrial Technical Services	251 Union Street, Westfield, MA 01085	\$65,000.00

The Board reviewed the submissions and correspondence from Peter Valinski, Tighe & Bond. Peter Sanders explained that he has had previous experience with Weston & Sampson CMR and that the

experience had be positive. **Chairman Bastarache** made a motion to award the contract for Well Pump Station pH Monitoring System project to Weston & Sampson CMR, Inc. of Peabody, MA, in the amount of \$41,500. **Selectman Smith** seconded. Unanimously approved.

Update on Library Construction Project Bidding Process

Barbara Friedman, Library Director, joined the Board to review addendum 2 and to discuss the results of the sub-bidding process. The Town received several bids in the required sub-bidder categories. Based on an early review of the sub-bids received, the lowest sub-bids seem to be in line with the project budget. Addendum 2 includes all the successful sub-bids for interested general contractors to work with. The Board discussed the deadline for interested general contractors to submit bids for the project on Wednesday, December 19, 2018. The Owner's Project Manager and Architect will need to conduct a DCAM file review and reference checks on the apparent lowest bidder which should take approximately two (2) weeks with the holidays. The Board will plan to review bid responses on Monday, January 7, 2019 or Monday, January 14, 2019.

Review of Meeting Minutes for December 03, 2018

The Board passed over this agenda item.

Letter of Commendation for Officer James Loynd

Chairman Bastarache read the following letter of commendation from Christopher Blair, Police Chief, for Officer James Loynd into the record:

I am recommending Officer James Loynd of the Erving Police Department for a letter of commendation for his heroic actions he displayed while on duty for the Town. Officer Loynd not only conducted himself professionally and responsibly but undeniably saved human lives that day.

On October 19, 2018 Officer Loynd received a radio transmission that the Massachusetts State Police was pursuing a vehicle south bound on Route 91 which exited east bound on Route 2. The vehicle had been reportedly stolen and the suspect operating the vehicle was wanted in connection with an armed carjacking. Officer Loynd located the stolen vehicle as it sped through Erving at a high rate of speed. Officer Loynd used great judgment and discontinued the pursuit through the center of Town due to the extremely erratic operation of the suspect vehicle and the heavy flow of traffic. He continued to the Town line and observed east of the Town a Massachusetts State Trooper had resumed the pursuit. Officer Loynd observed the trooper was alone and decided to follow behind the trooper. The pursuit ended when the suspect crashed his vehicle. It was later observed on cruiser video that the armed suspect was running toward a woman and child. It was later believed that the suspect's intent was to commit another armed carjacking of the woman and child. Officer Loynd pulled in behind the trooper and observed the trooper was being savagely stabbed by the suspect. Officer Loynd rushed at the knife wielding suspect and ultimately shooting him rendering him incapacitated. He was then taken into custody without further incident. Lastly, Officer Loynd carried an officer survival medical kit in his cargo pocket. Officer Loynd was able to render immediate aid to the severely injured trooper.

I commend Officer Loynd with showing professionalism and restraint during the incident. I commend Officer Loynd with his overall performance during the incident following Department

policy and procedures as well as training guidelines. Most importantly, I commend Officer Loynd for his bravery engaging the suspect undeniable saving the troopers life.

Respectfully Submitted,

Chief Christopher W. Blair

Chairman Bastarache expressed his gratitude to Officer Loynd for his safety and service to the Town of Erving. The Board agreed. The Board instructed that the letter of commendation will be added to Officer Loynd's personnel record.

Miscellaneous

Senate Suggested Amendment to House Bill 4144

Bryan Smith, Administrative Coordinator, explained to the Board that he had been in communication with an official at the Massachusetts Senate regarding the status of House Bill 4144 "An Act Providing for Recall Elections in the Town of Erving." The Senate Counsel has consulted with the Secretary of State's Office and would like to amend the bill, in section 3, by striking out, in line 25, the figure "60" and inserting in place thereof the following figure: - "64." If the Board is amenable to the requested change, the Senate is requesting a vote and a written acknowledgement supporting the change. The Board agreed. **Selectman Smith** made a motion to accept the proposed Senate amendment in section 3, by striking out, in line 25, the figure "60" and inserting in place thereof the following figure: - "64." **Chairman Bastarache** seconded. Unanimously approved.

Massachusetts Municipal Association Town Report Award Recognition

Chairman Bastarache informed the Board that the Town has been notified by the Massachusetts Municipal Association that Erving's 2017 annual town report will be recognized as one of the top three (3) outstanding town reports for communities with a population of 4,999 persons or under. **Chairman Bastarache** explained that Elizabeth Sicard, Municipal Clerk, is responsible for working with all department heads, boards, and commissions to assemble and edit the annual town reports. **Selectman Smith** spoke to the amount of work that Elizabeth puts into the production of the annual town report and expressed his congratulations on the accomplishment. The Board agreed.

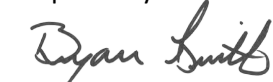
Update Regarding Town Hall Server

Selectman Smith provided the Board with an explanation of the current situation with the server that supports the offices at Town Hall. A hard drive and backup battery needed to be replaced. The hard drive was replaced and has successfully rebuilt the files. Regular backups are occurring. The received replacement battery is not the correct model so the Town is awaiting a new delivery. Currently the server is running and is stable. **Selectman Smith** explained that the Town should plan for a 6 to 8-month time frame to replace the server.

Adjournment

At 9:33 PM **Selectman Smith** made a motion to adjourn. **Chairman Bastarache** seconded. Unanimously Approved.

Respectfully Submitted



Bryan Smith
Administrative Coordinator