

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, January 14, 2019
Location: Town Hall, 12 East Main Street, Erving, MA 01344

Selectmen Present: Scott Bastarache, William Bembury, Jacob Smith
Finance Committee Present: Benjamin Fellows, Debra Smith, Daniel Hammock
Also, Present: Bryan Smith, Philip Wonkka, Jacquelyn Boyden, Barbara Friedman
Press: Kathleen Nolan, Montague Reporter;

At 6:31 PM **Chairman Bastarache** called the meeting to order.

Appointment of a Temporary Clerk

The Board reviewed letter of retirement from Richard Newton as Town Clerk, effective January 11, 2019, and a request to be considered for appointment as the Temporary Clerk until the annual election on Monday, May 6, 2019. The Board reviewed Massachusetts General Law Chapter 41 Section 14 that allows the Board of Selectmen to make the appointment of a Temporary Clerk. **Selectman Smith** made a motion to appoint Richard Newton as Temporary Clerk with the same powers and duties as the Town clerk through Monday, May 6, 2019. **Selectman Bembury** Seconded. Unanimously approved.

Review of Meeting Minutes for December 03, 2018

The Board reviewed meeting minutes from Monday, December 03, 2018. The Board changed the word "Selectman" to read "Commissioner" on page 2 and changed the word "that" to read "the" on page 5. **Chairman Bastarache** made a motion to approve the meeting minutes of December 03, 2018 as amended. **Selectman Smith** seconded. Unanimously approved as amended.

Review of Meeting Minutes for December 10, 2018

The Board reviewed meeting minutes from Monday, December 10, 2018. **Chairman Bastarache** made a motion to approve the meeting minutes of December 10, 2018 as written. **Selectman Smith** seconded. Unanimously approved.

Review of Meeting Minutes for December 17, 2018

The Board reviewed meeting minutes from Monday, December 17, 2018. The Board changed the wording on page 5 from "...the Department to reduce response time response time to recent structure fires in less than 3 minutes" to now read "...the Department to reduce response time to incidents. Recently the Department responded to a structure fire in less than 3 minutes." **Chairman Bastarache** made a motion to approve the meeting minutes of December 17, 2018 as amended. **Selectman Bembury** seconded. Unanimously approved as amended.

Review of Meeting Minutes for January 07, 2019

The Board passed over this agenda item.

Review of Proposed Fire Department Fee Schedule- 2nd Read

The Board conducted a second reading of the proposed Fire Department Fee Schedule. Philip Wonkka, Fire Chief, joined the Board for the review. **Selectman Bembury** asked Chief Wonkka what procedures are followed for property owners who are cited for burning brush without a permit. Chief Wonkka explained that the Department of Conservation & Recreation would issue the fine for open air burning without a permit. Chief Wonkka further explained that if there was an arson, the matter would be addressed through a criminal proceeding in a Court process. **Selectman Smith** asked Chief Wonkka how

many illegal open-air burnings calls the Department had received. Chief Wonkka explained that he recalled one (1) illegal open-air burning call in the last year. Chief Wonkka explained that the Department utilizes the county wide online burn permit system and noted that he believes it has helped residents better understand when it is acceptable to burn. The Board discussed having no concerns with the fee amounts proposed in the fee schedule. The Board agreed to conduct a third reading of the fee schedule on Monday, January 28, 2019 with the expectation of adopting the schedule.

Cultural Council Letter of Interest – Sarah Vega-Liros

The Board reviewed a letter of interest from Sarah Vega-Liros, of 10 Church Street, to serve on the Cultural Council. **Selectman Smith** made a motion to appoint Sarah Vega-Liros to the Cultural Council with a term to expire on June 30, 2022. **Selectman Bembury** seconded. Unanimously approved.

Animal Control Officer Appointment

Chairman Bastarache made a motion to designate Arthur Johnson to the position of Animal Control Officer through December 31, 2019. **Selectman Bembury** seconded. Unanimously approved.

Review of Comcast Phone System Proposal

Jacquelyn Boyden, IT Coordinator, joined the Board to review a proposal from Comcast Business to upgrade the Town's existing VOIP phone service to establish a network of phones town-wide that would provide the same services to all Town departments. **Selectman Bembury** asked if all Town departments currently have the same services. Jacquelyn explained that the Town Hall and the Police Department have phone systems with auto attendants and voicemails that have been problematic and have required increasing service calls. Bryan Smith, Administrative Coordinator, explained that the existing hardware is proprietary and can only be serviced by a certified vendor which is currently based out of southern New Hampshire. Jacquelyn explained that the Comcast proposal would allow the Town to discontinue use of the existing phone hardware and would instead provide each department with similar phone equipment that will remain the property of the vendor. If the equipment breaks, it would be replaced by the vendor. Jacquelyn added that most system changes would be able to be made in the web portal and that 24/7 technical support would be available to the Town at no additional cost. **Selectman Bembury** asked if the Historical Building had phone service. Jacquelyn explained that the Historical Building did not currently have a phone service, but that the Town could add a dedicated voicemail for the facility. **Selectman Bembury** stated his support to add phone services to the facility as the Historical Commission plans to open the facility to the public. **Selectman Smith** asked about the associated equipment fee for the Library service. Bryan explained that there will be a monthly charge for the use of modems to handle the phone service. **Selectman Bembury** made a motion to engage Comcast Business for phone services for 3 years as proposed. **Selectman Smith** seconded. Unanimously approved.

Bryan explained that the Town would need to identify a source to pay the implementation fee for the system. Because the system will improve communications between departments and expand services that could be used during responses to emergencies, Chief Wonkka suggested that the implementation fee could be covered by the Emergency Management Department. The Board agreed.

Review of Draft FY2020 Budget

At 7:11 PM **Chairman Bastarache** called the joint meeting with the Finance Committee to order.

FRCOG Assessment Budget

The Board and the Finance Committee reviewed the FY2020 level funded budget request for the annual Franklin Regional Council of Governments (FRCOG) assessment. Bryan Smith, Administrative Coordinator,

explained that the final FY2020 assessment has not been approved by the FRCOG Council to date but that the current budget request should be sufficient. Bryan explained that the FRCOG budget is expected to increase by 2.5%. If the budget is increased the Town could expect an assessment increase of less than \$100 from the FY2019 assessment. Bryan added that there is a proposal for the FRCOG Council to fund the 2.5% increase from the agency's retained earnings and that if that is approved Erving would experience a reduction of nearly \$1,000 from the FY2019 assessment. The Board and the Finance Committee discussed not having a concern with the FY2020 budget request, pending the decision of the FRCOG Council.

Health Insurance & Employee Benefits

Bryan explained that the Town had recently received the formal FY2020 assessment for the Franklin County Regional Retirement System. The amount is \$317,268 which is \$17,268 more than originally budgeted. The Board and the Finance Committee agreed to increase the budgeted amount to the assessment issued by the Retirement System. **Chairman Bastarache** asked if the Town needed to continue to contribute \$300,000 annually to the OPEB Trust account as has been the practice for several fiscal years. The Board discussed wanting to schedule a meeting with the Treasurer and the Accountant to discuss. The Board and the Finance Committee had no other concerns with the FY2020 budget request.

At 7:40 PM **Chairman Bastarache** made a motion to adjourn the joint meeting with the Finance Committee meeting and continue with Selectboard meeting. **Selectman Smith** seconded. Unanimously approved.

Appoint Representative to the School Principal Search

The Board reviewed a memorandum requesting a representative from the Town that would service on the preliminary screening committee for the Elementary School Principal search. As the School Committee liaison, **Chairman Bastarache** offered to serve as the representative on the screening committee. The Board agreed.

Review of FRCOG Proposal for Feasibility Study Procurement

The Board reviewed a draft proposal from the Franklin Regional Council of Governments (FRCOG) procurement program for the procurement of a designer to do a feasibility study for the renovation of Town Hall. Bryan Smith, Administrative Coordinator, explained that this procurement falls under the designer selection law and that it would be beneficial for the Town to use a procurement agent whom is well versed in this process. **Selectman Bembury** stated his support for proceeding with this process if the funding is approved at the Special Town Meeting. The Board has no concerns with the proposal and will revisit after the Special Town Meeting on Monday, January 28, 2019.

Review of FRCOG Proposal for Generator Procurement

The Board reviewed a draft proposal from the Franklin Regional Council of Governments (FRCOG) procurement program for the procurement of two (2) generators: the installation of a new generator for the well house in the Water Department and the replacement of the Police Department Generator. The proposal provides a costs savings of \$225.00 if both procurements can be timed together rather than individually. The Board asked to have the reference to a "building committee" removed from the proposal. The Board has no other concerns with the proposal and will revisit after the Special Town Meeting on Monday, January 28, 2019.

Miscellaneous

Review of the FCCIP Proposed Fee Scheduled

The Board reviewed the proposed 2019 fee schedule for the Franklin County Cooperative Inspection Program (FCCIP). Jacquelyn Boyden, FCCIP Representative, asked the Board if they had any concerns that she should communicate about the proposed changes to the FCCIP oversight committee. The Board had no concerns with the proposed changes.

Executive Session

At 8: 09 PM **Chairman Bastarache** made a motion for the Board to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (7) to comply with, or act under the authority of any general or special law or federal grant-in-aid requirements; and to approve prior Executive Sessions meeting minutes. The Board took a roll call vote:

Chairman Bastarache	Aye
Selectman Bembury	Aye
Selectman Smith	Aye

The Board did not return to regular session.

Respectfully Submitted



Bryan Smith
Administrative Coordinator