

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, February 11, 2019
Location: Erving Elementary School, 28 Northfield Road, Erving, MA 01344

Selectmen Present: Scott Bastarache, William Bembury, Jacob Smith
Finance Committee Present: Benjamin Fellows, Debra Smith, Daniel Hammock (joined at 7:39PM)
School Committee Present: Erik Semb, Jennifer Eichorn, Brian Guerin, David Chagnon
Also, Present: Bryan Smith, Christopher Blair, Bruce Turner, Jennifer Haggerty, James Trill, Richard Martin
Press: Kathleen Nolan, Montague Reporter; Melina Bourdeau, Greenfield Recorder

At 6:37 PM **Chairman Bastarache** called the meeting to order.

Review of Police Department Policies: Use of Force; Vehicular Pursuit; Preliminary Investigations; Interviewing Complainants, Victims, and Witnesses; Threshold Inquiries

Christopher Blair, Police Chief, joined the Board for a second reading of the Department's policies on use of force; vehicular pursuits; preliminary investigations; interviewing complainants, victims, and witnesses; and threshold inquiries. **Chairman Bastarache** discussed the Board's process of conducting three readings for policies and explained that he had no concerns with the policies as written. **Selectman Bembury** raised a question regarding vehicular pursuits and asked how communications would be handled when Erving joins a pursuit with another agency. Chief Blair explained that the Dispatch Center at Shelburne Control can monitor both pursuits and even bridge communication between responding agencies. Chief Blair added that some agencies in the region are operating on different communications systems and discussed the importance of transitioning to a singular system. **Selectman Bembury** agreed to the importance. **Chairman Bastarache** discussed a recent Franklin County wide meeting on the emergency radio communications system and on the plan to transition to the State system. The Board had no concerns regarding the policies. The Board will conduct a third reading of the policies and plan to adopt on February 25, 2019.

Review of Meeting Minutes of January 28, 2019

The Board reviewed meeting minutes of Monday, January 28, 2019. **Chairman Bastarache** made a motion to approve the meeting minutes of January 28, 2019 as written. **Selectman Bembury** seconded. Unanimously approved.

Discussion of Conducting an FY2018 Financial Audit

Chairman Bastarache discussed his support for conducting a financial audit for FY2018, and for the Town to transition to an annual financial audit, noting the size of the Town's annual operating budget. The Board discussed the fact that the Town has pursued more grants in recent years and the need for regular auditing. The Board agreed. **Chairman Bastarache** spoke to the strength of the Town's financial staff and discussed the importance of conducting regular audits as feedback. Bryan Smith, Administrative Coordinator, stated that he was awaiting a formal proposal from Scanlon & Associates and will assess funding options.

FY2020 Fuel Procurement: Heating Oil, Diesel, Unleaded Gas

The Board reviewed the buy order materials from the Lower Pioneer Valley Educational Collaborative for the FY2020 procurement of heating oil, diesel, and unleaded gasoline. Bryan Smith, Administrative Coordinator, explained that the LPVEC procured a three (3) year contract for member towns that requires the awarding authority to decide whether to award annually. Dennis K. Burke has been the Town's vendor

for trailer transport heating oil and Roberts Energy LLC has been the vendor for metered heating oil, diesel, and unleaded gasoline. Bryan explained that he has spoken with Glenn McCrory, Highway Foreman, and it is recommended to continue these contracts for FY2020. **Chairman Bastarache** made a motion to award the contract to Roberts Energy LLC for metered delivery for diesel, unleaded gas, and heating oil and to Dennis K. Burke for trailer transport of heating oil for the period of July 1, 2019 to June 30, 2020, locking in the price for 85% of usage. **Selectman Bembury** seconded. Unanimously approved.

Review of FY2020 Budget: Education- Joint Meeting with Finance Committee & School Committee

At 7:03PM **Chairman Bastarache** called the joint meeting of the Board of Selectmen with the Finance Committee and the School Committee to order to review the proposed education budgets for the FY2020.

Elementary & Secondary Education Budget Requests

Jennifer Haggerty, Union 28 Superintendent, Bruce Turner, Director of Finance, and James Trill, Erving Elementary School Principal, joined the Board, School Committee, and Finance Committee to discuss the FY2020 elementary and secondary education budget requests. Bruce provided an overview of the various budget drivers. Bruce noted that Erving's share of Union 28 district administrative budget represents a reduction of 2%. Bruce explained that based on Governor Baker's proposed FY2020 budget, the school is receiving an increase of approximately \$4,000 in Chapter 70 funding which does not reflect the financial needs of rural school districts. Bruce added that this is a negotiating year for the teachers' contract and that the budget includes funding for that anticipated increase. Additionally, Bruce discussed anticipated staffing adjustments that will have an impact on the next year's budget. **Selectman Bembury** inquired about the procurement for a new multi-year transportation contract. Bruce explained that the district joined a regional bid process and received two (2) respondents. The successful bid was F.M. Kuzmeskus, Inc of Gill, Massachusetts. The new bid was for a five (5) year contract and the new rate would be approximately \$50.00 more a day than the current rate. Bruce explained that the contract includes a 2.5% increase per year which allows for easier budgeting.

Chairman Bastarache acknowledged that the School Department's FY2020 budget request represents a 6.1% increase over the FY2019 budget and explained that the Department will need to be prepared to explain how the current budget has been able to support current staffing changes and will require the requested increase in the coming year. Superintendent Haggerty explained that the Pre-Kindergarten program is anticipating a significant budget change and the FY2020 request includes those costs. Principal Trill explained how the Department is currently funding staffing changes within the existing budget. **Chairman Bastarache** discussed his concern about the Department's operating budget increasing to a point where the cost per pupil exceeds what is efficient and ultimately sustainable for the Town. **Chairman Bastarache** asked the Department to provide an overview of student outcomes. Principal Trill provided the Board with a 2018 Official Accountability Report from the Massachusetts Department of Early and Secondary Education that outlines the Elementary School's academic performance growth rates for moderate and high need student groups. Principal Trill discussed the School's strong academic achievement and the fact that students have exceeded target designations. Superintendent Haggerty discussed the importance of the financial investment that the Town has made in the School and correlation to the support students receive and there for the strong performance rates of the highest need students. Principal Trill discussed the general anticipated individualized educational needs of the incoming Pre-Kindergarten class students and the service preparations that are needed to welcome a new class.

Chairman Bastarache asked the Department to discuss the FY2020 secondary education budget and the anticipated special education costs. Superintendent Haggerty discussed the implementation of the experiential classroom model that the school expects to have an impact on students' academic performance. Superintendent Haggerty explained that the School works hard to provide for the special education needs of students at the Elementary School with the expectation that it provides Erving students with a strong foundation for future learning. Superintendent Haggerty noted that the School can be responsible for the services students receive through Elementary School but has limited influence in the provision of services received in secondary educational settings outside of the district. **Selectman Smith** stated that he would be interested in better understanding the impact of Erving's elementary education investment on student performance in the Secondary education. Superintendent Haggerty explained that the District could conduct an aggregate assessment of secondary education performance for Erving students.

Returning to the discussion of the Elementary School budget requested increase, **Chairman Bastarache** asked if it was accurate that approximately \$146,000 of increase is for salary and wages. Principal Trill agreed and explained that the budget is being evaluated for efficiency. Superintendent Haggerty agreed that the District will work within the FY2020 budget request to absorb all new service requests. Debra Smith asked Principal Trill for an update on the Capital Planning Committee's request to engage an outside consultant to assess the School's kitchen with a recommendation for future capital upgrades. Principal Trill stated that a consultant had visited the School earlier in the day and explained that he expects that the development of a plan could take a year. Bryan Smith, Administrative Coordinator, reminded the Department that the Elementary School budget must include the annual cost for the Apple computer lease as the cost was determined not to meet the capital expense requirements and will no longer have a special article out of the Stabilization account. Bruce and Principal Trill stated that the lease cost was not currently included in the budget but would be.

Bruce discussed the projected budget increase for the secondary education expenses. Explaining that many of Erving's secondary educational costs can only be estimated as they depend on decisions that families make after the budget is established, Bruce discussed the District's methodology of budgeting for the most expensive options with the hope that costs will be less than anticipated and the District will be able to return money to the Town. Bruce discussed the District's preference for this option rather than budgeting too conservatively and having to return to the Town for a supplemental budget request in the middle of the fiscal year. Bruce explained that if the Town needed to level fund the secondary education budget that he thought the District would be able to make it work if the Town understood that costs will change, and a supplemental request may be necessary. **Selectman Smith** discussed his acceptance of the Districts current methodology of setting the secondary education budget request because it allows the Board to set the tax rate for the year with confidence that the budget appropriation will be sufficient. The Board and the Finance Committee had no other questions and plan to discuss the education budget again on February 25, 2019.

Franklin County Technical School Budget Request

Richard Martin, Superintendent, joined the Board and the Finance Committee to review the proposed FY2020 Franklin County Technical School operating and capital budget assessments. Superintendent Martin provided the Board and the Finance Committee and overview of programmatic and staffing changes that the School has instituted over the last year and is preparing for in the coming year. Superintendent Martin explained that the School is sharing a music instructor between the Technical School and Erving Elementary, a model that retains an employee and ensures both schools have high quality music education. Superintendent Martin explained that the Technical School has added both part-

time conversational Spanish and Health teachers. Superintendent Martin explained that approximately 56% of the Technical School's senior students are in paid co-operative education arrangements and to continue to develop this program, the School hired a Co-operative Education Coordinator. Highlighting experiential learning and community involvement, Superintendent Martin discussed the completed construction of a single-family home on Central Street in Erving. Superintendent Martin explained that the School's home construction program is a partnership with Greenfield Savings Bank and a foundation that purchases property to allow the students to conduct all phases of building construction. The finished homes are sold and the money that is received is used by the Foundation to purchase the next property to continue the housing construction program for the students. Superintendent Martin noted academic progress with the Technical School receiving national and state recognition for improvement in advanced placement student achievement. Superintendent Martin added that the School has made significant improvements in both the welding and auto technician programs and have involved students in the implementation of capital improvement projects like the exterior electrical upgrades to the School campus. Additionally, the School is launching a new veterinarian science program for the 2019-2020 school year.

Superintendent Martin explained that the current student enrollment is 463 and provided a multi-year trend analysis of the Franklin County 8th grade population size and the correlation with the School's anticipated 9th grade class size. Superintendent Martin discussed the budgetary impact of special education population the increases that have occurred, noting that the School is anticipating a 40% SPED population for the 2019-2020 school year. For the coming year, Superintendent Martin stated that he is anticipating a total enrollment of 26 students from Erving. **Selectman Bembury** asked Superintendent Martin if he could discuss the Technical School's graduation rate. Superintendent Martin explained that the graduation rate is approximately 97%. **Selectman Bembury** asked if there is data on the 3% of students who do not finish. Superintendent Martin explained that some students drop out of school or move out of the School's service area before completion, adding that some students leave in one year and return a following year after graduation and will complete their diplomas. When this occurs, the absence is factored into the graduation rate and the completion in the following year is factored into the next years graduation rate. **Chairman Bastarache** asked about the School's excess revenue balance of approximately \$500,000, noting that that FY2020 budget proposes to use \$220,000 to balance the operating budget and avoiding a greater assessment increase to member towns. Superintendent Martin discussed the multiple years of work to improve the structure of the budget that has appropriately allowed for staff succession and the introduction of new programs.

Eric Semb, School Committee Chairman, asked if the Technical School was planning for additional academic program changes. Superintendent Martin explained that the School is planning to add curriculum for automated controls to be added to the electrical program and discussed long term interest in adding an aviation mechanical program that could partner with the Turners Falls airport. Superintendent Martin discussed the importance of focusing on unique skill development programs that will interest students. **Selectman Bembury** asked for an explanation of the staffing requirements for the new veterinarian science program. Superintendent Martin explained that the staff veterinarian would need to be doctorate level and the program would include veterinarian technicians, noting that the School will work with the State to ensure that the enrollment levels will cover the direct costs of offering the program. Debra asked about the certification that students will earn. Superintendent Martin explained that the students will leave with college certificates and will honor dual enrollment and partnerships with Mount Wachusett Community College and from Tufts University. The Board and the Finance Committee had no further questions regarding the Technical School budget request.

At 8:45 PM **Chairman Bastarache** made a motion to adjourn the joint meeting and continue with the Board of Selectmen meeting. **Selectman Bembury** seconded. Unanimously approved.

Tighe & Bond Engineering Services Proposal- Northfield Road Sewer

The Board reviewed the engineering services proposal from Tighe & Bond for the Northfield Road sewer upgrade project. **Selectman Smith** asked that the project scope be amended to require the engineers to coordinate the project with the engineers working on the sidewalk improvement project in the same area. The Board agreed. **Chairman Bastarache** made a motion to approve the proposal for Tighe & Bond to provide engineering services in the amount of \$41,000 for design, bidding, and construction of the Northfield Road sewer upgrade to Care Drive. **Selectman Smith** seconded. Unanimously approved.

Chairman Bastarache acknowledged that citizens have asked important questions about the size and scope of the Town's investment in the development of senior housing and explained that the Town will consider the sewer upgrade as part of that investment.

Draft Position Description for Planning/ Project Assistant

The Board reviewed the draft position description for a Planning Assistant. The Board discussed wanting to make sure the description included a broader range of administrative tasks. The Board discussed the expectation that the position will grow and allow for proactive response to planning and economic development opportunities. The Board members will work on edits and will plan to discuss again on February 25, 2019.

Surplus Equipment Request- IT Department

The Board reviewed a request for Jacquelyn Boyden, IT Coordinator, to deem the following equipment surplus:

- 1- HP Office Jet Pro 8600 (Serial number 1H97Ebhcha)
- 3- packages of unopened 951 ink cartridge
- 1- Package of unopened 950 XL ink cartridge
- 1- APC Xs1300 Battery Backup
- 1- HP LaserJet P3005 Printer (Serial number: q7816A)
- 1- LaserJet 51A black ink cartridge

Chairman Bastarache made a motion to make all items surplus as written and to make all items available by means of disposal, recycling, or donation. **Selectman Bembury** seconded. Unanimously approved.

Business License Application: The Cleaning Detail

The Board reviewed a business license application from Tina Torres to operate a commercial and residential cleaning service business as The Cleaning Detail at 1 River Street, Erving, MA 01344. **Chairman Bastarache** made a motion to approve and issue the business license for Tina Torres DBA the Cleaning Detail with an expiration date of December 31, 2019. **Selectman Smith** seconded. Unanimously approved.

Senior Housing RFP Update

Bryan Smith, Administrative Coordinator, provided the Board with an update on the procurement for the Senior Housing RFP project. The site visit only resulted in 1 attendant. Bryan encouraged extending the deadline and adding an additional site visit through the addenda process. **Chairman Bastarache** made a motion to extend the Senior Housing RFP deadline to April 26, 2019 at 3:00 PM and to add an additional site visit option. **Selectman Bembury** seconded. Unanimously approved.

Miscellaneous

DARE Graduation

Chairman Bastarache noted that the Police Department and the Elementary School will hold the 6th Grade DARE Graduation on Monday March 4, 2019. The Board members agreed that the plan to attend the event. The Board agreed to adjust their meeting time on March 4, 2019 to 7:00 PM to allow for attendance at the event.

Special Recognition- Troop 5 Eagle Scout Recognition

Chairman Bastarache announced that Erving Resident Aiden Stacey will receive the Eagle Scout honor on March 9, 2019 and that he plans to attend the ceremony. The Board agreed that they would like to issue a certificate or recognition.

FRCOG Health Program Correspondence

Chairman Bastarache explained that he had received a correspondence from an individual associated with the FRCOG Health Program encouraging the Town to consider joining the cooperative health program. Bryan Smith, Administrative Coordinator, relayed a conversation that he recently had with the FRCOG staff about the Town's current health service needs. Bryan explained that the Town is very satisfied with its existing partnership with the Eastern Franklin County Health District and the services received for housing and food inspections. Bryan noted that the Town is in need of contracting for nursing services to handle communicable disease reporting and clinics. Bryan estimated that annual nursing services through the FRCOG would cost the Town \$8,600. Bryan explained that Athol Memorial Hospital has discontinued community outreach services and as a result the clinics at the Senior & Community Center have ended. The Board agreed to meet with the Board of Health on February 25, 2019 to discuss. **Selectman Smith** asked for an explanation of the services that will be gained by contracting with FRCOG.

Adjournment

At 9:30 PM **Selectman Smith** made a motion to adjourn. **Chairman Bastarache** seconded. Unanimously approved.

Respectfully Submitted



Bryan Smith
Administrative Coordinator