

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, March 04, 2019
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Selectmen Present: Scott Bastarache, Jacob Smith
Finance Committee Present: Benjamin Fellows, Debra Smith, Arthur Johnson, Daniel Hammock
Capital Planning Committee Present: Linda Downs-Bembury, Peter Mallet, Scott Bastarache, Debra Smith, Benjamin Fellows
Also, Present: Bryan Smith
Press: Kathleen Nolan, Montague Reporter; Melina Bourdeau, Greenfield Recorder

At 7:03 PM **Chairman Bastarache** called the meeting to order.

Review of the FY2020 Capital Improvement Plan and the Annual Town Meeting Warrant- Joint meeting with the Finance Committee and Capital Planning Committee

The Finance Committee and the Capital Planning Committee joined the Board to review the Proposed FY2020 Capital Improvement budget. **Selectman Smith** suggested that the Board and the Committees remove references to "recurring appropriation" from capital projects as the Town is changing its approach to funding capital projects, noting that the label is a holdover from the previous methodology. The Board and the Committee members agreed.

Roadway Construction Project for River, Warner & Strachan Street

The Board and Committees discussed the proposed re-construction of the roads and sidewalks on River, Warner, and Strachan Streets. Bryan Smith, Administrative Coordinator, explained that the current request for an appropriation is for \$130,000 with the understanding that the Town has three (3) years of Chapter 90 funding saved for this project. The Board discussed the plan to hire an engineer to design and oversee the project. The Board and the Committees discussed increasing the appropriation to \$200,000 noting that the final cost of the project is unknown. The Board and Committees agreed.

Server Maintenance / Upgrade and Computer Upgrade

The Board and the Committees discussed what should be included in the capital plan as it relates to Town-wide information technology (IT). The Town has been annually saving money for server maintenance and computer upgrades. **Selectman Smith** suggested that the capital plan should include the annual appropriation for server maintenance but not for computer upgrades because new computers were purchased in FY2019. **Selectman Smith** added that Town-wide IT needs could be reassessed as new assets are brought online. **Chairman Bastarache** agreed and noted that the capital plan will evolve each year as new requirements are realized. **Selectman Smith** asked if members would support increasing the appropriation for server maintenance from \$6,000 up to as much as \$10,000, noting that the server at Town Hall will require replacement in FY2020. Members agreed.

Elementary School Kitchen Equipment Upgrade

Peter Mallet noted that the presented Capital Plan does not include appropriations as requested from the School for the replacement of kitchen equipment. Bryan explained that the Capital Planning Committee had conditionally supported the requests, pending the outcome of a 3rd party

review of existing equipment and the resulting recommendation. Bryan noted that to date a plan from a 3rd party consultant has not been received. The Committees agreed to wanting to see the recommendations but discussed whether to recommend an appropriation in the capital plan currently or to wait until a plan is received. **Chairman Bastarache** explained that he had since had budget conversations with School officials since the education budget hearing and noted that some school officials believe that the existing equipment is high quality and should be evaluated for repair prior to replacement. Arthur Johnson stated his agreement that the equipment is high quality and his preference for an evaluation of the equipment to be completed before the Committee supports a new appropriation. Committee members agreed. **Chairman Bastarache** stated that he would follow up with School officials to learn the status of the 3rd party review.

Riverfront Electrical Service & Lighting Project

The Committees reviewed the proposal for a \$25,000 appropriation for the installation of electrical service and lighting at the Riverfront Park. **Selectman Smith** discussed support for the proposed project and asked the other Committee members if they would support a separate article for this project so that it could be a FY2019 project. The Board and Committees discussed the plan of the Recreation Commission and the Cultural Council to begin a monthly concert program in June 2019. Bryan suggested preparing a separate article with a transfer from Free Cash to be expended in FY2019. **Selectman Smith** suggested getting the National Grid service installation going as soon as possible, noting that their timeline for installation could be problematic for the Town's plans. The Board and Committees agreed to support and FY2019 article with a Free Cash funding source. Bryan will revise the Annual Town Meeting warrant with the new article.

Wastewater/Water Ford F250 Truck

The Board and the Committees discussed the \$45,000 proposed appropriation for the replacement of the Wastewater Department maintenance truck. Bryan asked if the Board and the Committees want to attribute portions of the cost to both the Wastewater and Water Enterprise funds. After discussion it was agreed that the primary use of the truck will be for the wastewater system and therefore the cost should be attributed to the Wastewater Enterprise Fund.

The Board and the Committees discussed not having any other concerns with the FY2020 and supporting the amended proposal for the budget presentation and the Annual Town Meeting warrant. Bryan asked the Board and the Committees if they would like the capital article to be funded through raise & appropriation or with a transfer from the Capital Stabilization Fund. Debra Smith discussed the five (5) year tentative capital plan and the calculated annual appropriation that would be necessary to fund the projects. **Chairman Bastarache** expressed his concern with presenting the five (5) year plan now and using the tool to justify the annual appropriation, noting that the current model is treating all capital projects the same and is not attributing projects to the different funding sources. Board and Committee members discussed approaches that could be used to developing the annual appropriation into the Capital Stabilization Fund. Bryan suggested that the Town develop an annual goal of making a consistent financial investment in the Town's infrastructure. The Board and the Committees estimated that an annual appropriation article would be \$500,000. It was agreed that the Capital Planning Committee will review this topic in greater detail at their March 13, 2019 meeting. Additionally, the Capital Planning Committee will schedule a new round of meetings with department heads to review their requests for the next six (6) years.

Review of Draft Annual Town Meeting Warrant

The Board, Finance Committee and the Capital Planning Committee reviewed the draft warrant for the Annual Town Meeting.

Article 15: To Appropriate Funding for the General Stabilization Account

The Board and the Committees agreed to remove the article from the Annual Town Meeting warrant and to add it to the Special Town Meeting warrant in June 2019.

Article 16: Revolving Account Spending Limits

The Board and Finance Committee had no concerns. **Finance Committee recommendation:** Benjamin Fellows made a motion to recommend. Debra Smith seconded. Unanimously approved.

Article 17: To Acquire Parcel 4-0-79 as Conservation Land

Bryan Smith, Administrative Coordinator, explained the process to date with the intention of the Mount Grace Land Conservation Trust gifting parcel 4-0-49 to the Town as part of the Poplar Mountain Conservation Area. Bryan explained that a review of the title realized that the prior owner's estate was not properly probated and therefore the deed can not be cleared. All parties are in support of gifting the land to the Town for this purpose and have asked the Town to conduct a friendly taking of the property. Chairman Bastarache clarified that this would use the provisions under the eminent domain statutes but that all parties understand this. **Finance Committee recommendation:** Debra Smith made a motion to recommend. Arthur Johnson seconded. Unanimously approved.

Article 2: Authorization to Apply for Federal and State Grants

The Board and Finance Committee had no concerns. **Finance Committee recommendation:** Debra Smith made a motion to recommend. Arthur Johnson seconded. Unanimously approved.

Article 3: Authorization to Dispose of Surplus Property

The Board and Finance Committee had no concerns. **Finance Committee recommendation:** Debra Smith made a motion to recommend. Arthur Johnson seconded. Unanimously approved.

Article 4: FY2020 General Operating budget

Bryan explained that the budget totals had been set by the Board and the Finance Committee and that he is just backing out the special appropriation amounts that are funded in Article 11.

Article 5: Elected Official Compensation

The Board and the Finance Committee had no concerns.

Article 6: FY2020 Erving Elementary School Funding

Chairman Bastarache explained that he has met with School officials and requested that the proposed budget is reworked to not exceed a 3% increase that is inclusive of the annual Apple computer lease and the programmatic and staff changes. **Chairman Bastarache** noted that the School Committee will revisit the budget the week of March 11, 2019.

Article 7: FY2020 Secondary Education Funding

Chairman Bastarache explained that he met with School officials and requested that the proposed budget be level funded, noting that in FY2018 a significant amount of unused funds was returned to the General Fund. Chairman Bastarache noted that the School officials have agreed, pending the vote of the School

Committee, with the understanding that enrollment predictions can change and if the budget proves to be insufficient the Town will need to consider a supplemental budget request. The Board and the Finance Committee discussed agreement with this plan.

Article 8: FY2020 Franklin County Technical School Funding

The Board and the Finance Committee reviewed the article, noting that the article reflects the exact assessment numbers that were voted on by the Franklin County Technical School Committee and presented by Superintendent Martin at the February 11, 2019 meeting. No concerns.

Article 9: FY2020 Water Department Enterprise Fund

The Board and the Finance Committee reviewed the article, noting that the article reflects the budget approved at the previous budget meetings. No concerns.

Article 10: FY2020 Wastewater Department Enterprise Fund

The Board and the Finance Committee reviewed the article, noting that the article reflects the budget approved at the previous budget meetings. No concerns.

Article 11: Raise & Appropriate for Continuing Annual Appropriations

The Board and the Finance Committee reviewed the article, noting that the article reflects the budget approved at the previous budget meetings. No concerns.

At 8:43 PM **Chairman Bastarache** made a motion to adjourn the joint meeting with the Finance Committee and Capital Planning Committee and to continue with the Board of Selectmen Meeting. Arthur Johnson seconded. Unanimously approved.

Review of Meeting Minutes of February 11, 2019

The Board reviewed the meeting minutes of Monday, February 11, 2019. **Chairman Bastarache** made a motion to approve the meeting minutes of February 11, 2019 as written. **Selectman Smith** seconded. Unanimously Approved.

Review of Meeting Minutes of February 25, 2019

The Board passed over this agenda item and will review on Monday, March 11, 2019.

Appoint Recreation Assistant Search Committee

The Board discussed the creation of a three (3) member Recreation Assistant Search Committee to conduct the preliminary screening of applicants for the position. **Chairman Bastarache** made a motion to establish the Recreation Assistant Search Committee and to appoint Alison Rollins, Erik Eichorn, and William Bembury to the Committee. **Selectmen Smith** seconded. Unanimously approved.

Review of Police Department Policies- 1st Reading

The Board conducted a first reading of the Police Department's policies on Domestic Violence, Sexual Assault, Protective Custody, Public Records, Arrest, Eyewitness Identification, Interrogating Suspects & Arrestees, Testifying in Court, Search & Seizures, Motor Vehicle Inventory, and Interactions of Transgender Individuals. The Board will conduct a second reading on Monday, March 11, 2019.

Adjournment

At 8:55 PM **Selectman Smith** made a motion to adjourn. **Chairman Bastarache** seconded. Unanimously approved.

Respectfully Submitted

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

Bryan Smith
Administrative Coordinator