

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, June 03, 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, Charles Zilinski, Daniel Hammock (joined at 7:07 PM)
Also, Present: Bryan Smith, Barbara Friedman
Press: Katie Nolan, Montague Reporter;

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

Senior & Community Center HVAC Project Update

Bryan Smith, Administrative Coordinator, explained that the Town's consultant has responded verbally to the questions that were asked about the proposed system. Bryan is waiting for the written responses and a final proposal that can be executed.

Library Construction Project Update

Chairman Smith reviewed a memorandum from the Town's Owners Project Manager (OPM) regarding site progress for the week.

"As of 5/30/2019 the following items have been either completed or are in progress

- 1. All building service conduits below the slab have been installed, inspected & backfilled*
- 2. All below slab plumbing has been installed, inspected & backfilled*
- 3. In progress this week: below slab power supply conduits to floor boxes. About 75% complete*
- 4. Below slab insulation installed*
- 5. Below slab vapor barrier to be installed when electrical is complete*
- 6. Slab pour will occur next week. The pour will be split into two days / two pours*
- 7. Next week the road will be excavated for the water line tie ins & structures. Detour method to be discussed as this will impact vehicular traffic to and from senior center. Saw cutting in road is already complete.*

Bryan informed the Board that he will post the construction updates each week to the Town website in an effort to keep the citizens informed about the project's progress.

Review of Meeting Minutes for May 20, 2019

The Board reviewed meeting minutes from Monday, May 20, 2019. **Chairman Smith** asked to make the following amendments:

- On page 2, change the wording "...Treasurer weather to borrow..." to now read "...Treasurer whether to borrow..."
- On page 2, change the wording "...the stabilization account." To now read "...the stabilization account if it is used."

Chairman Smith made a motion to approve the meeting minutes of May 20, 2019 as amended. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Establishment and Appointment of Patrolman Search Committee

The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, requesting the formation of search committee. Bryan explained that the Town has not yet received a letter of interest from a citizen to serve on the search committee. **Selectman Bembury** suggested researching the last time a search committee for this position was appointed and to reach out to one of the citizens who had

previously served. Bryan will follow up. Additionally, Bryan asked the Board to consider an extension for the deadline to apply for the position. The Board agreed to a two (2) week extension. The Board will revisit on June 17, 2019.

Review of the Special Town Meeting Warrant

Chairman Smith discussed his concern about the amount of information that is still needed to be reviewed to prepare for the Special Town Meeting with a need to post the warrant by next Monday, June 10, 2019. **Chairman Smith** explained that the Town Moderator has stated a preference for Town Meeting on a Monday, but has been able to make Tuesday, June 25, 2019 work if necessary. **Chairman Smith** explained his belief that the Board and Finance Committee will need June 10, 2019 to finalize the warrant and therefore would need to have the Town Meeting on June 25, 2019. The Board agreed. **Chairman Smith** suggested that the Board move its meeting to June 25, 2019 at 6:00 PM to align with the proposed Special Town Meeting. The Board agreed.

Review of Reserve Fund Transfer Requests

The Board reviewed Reserve Fund transfer requests that were submitted by Bryan Smith, Administrative Coordinator. **Selectman Bastarache** asked to review the procedures for using the Reserve Fund and to discuss what happens at the close of the fiscal year with the unused balance of the Reserve Fund. **Chairman Smith** explained that the Reserve Fund exists within the operating budget as part of the general government line item; as such the unused balance will return to the Town as part of the certified free cash balance. The Board discussed the use of the Fund to address unforeseen expenses throughout the year that weren't reasonably anticipated during the budget planning process. The requests include:

- **FY2018 Financial Audit-** The request is for \$8,977.28. The Board and the Finance Committee requested a transition to an annual financial audit schedule which deviates from the three (3) year cycle that the Town had budgeted for.
- **Curbside Trash & Recycling Collection Contract-** The request is for \$9,000. The Town procured a new contract for curbside collection of household waste to begin in FY2019. The contract was procured in June 2018 after the FY2019 budget had been finalized. The amount requested covers the increases contract amount and continues to fund the disposal of other waste such as mattresses, electronics, etc.
- **Email Conversion-** The request is for \$4,000. The Town has been planning to transition the email system from Zimbra to a Microsoft Exchange platform as part of the Town's software licensing. The project had been planned for FY2020, but the current service provider has informed the Town that the email server will be discontinued by June 30, 2019 which necessitates the transition during FY2019.
- **Highway Department-** The request is for \$13,100. The Highway Department experienced several unanticipated maintenance costs that included the replacement of tires for the loader, repairs to the F550 that was transferred to the Fire Department, jersey barriers at Paper Mill Road related to the loss of a large tree, and OSHA related equipment improvements.

The aggregate amount of the requests is \$35,077.28 and the Reserve Fund currently has a balance of \$40,000. The Board discussed support for the requests and presenting them to the Finance Committee.

Review of Special Town Meeting Warrant and Reserve Fund Requests- Joint Meeting with Finance Committee

At 7:00 PM **Chairman Smith** called the joint meeting with the Finance Committee to order to review the Special Town Meeting warrant and to review Reserve Fund transfer requests. Benjamin Fellows, Charles Zilinski, and Debra Smith joined the Board.

Review Reserve Fund Transfer Requests (*continued*)

The Board and the Finance Committee reviewed the Reserve Fund transfer requests.

- **FY2018 Financial Audit- Chairman Smith** provided the Finance Committee with an explanation for the request of \$8,977.28. The Finance Committee had no concerns.
- **Curbside Trash & Recycling Collection Contract- Chairman Smith** provided the Finance Committee with an explanation for the request of \$9,000. The Finance Committee had no concerns.
- **Email Conversion- Chairman Smith** provided the Finance Committee with an explanation for the request of \$4,000. The Finance Committee had no concerns.
- **Highway Department- Chairman Smith** provided the Finance Committee with an explanation for the request of \$13,100. The Finance Committee had no concerns.

Chairman Smith made a motion to approve and support the Reserve Fund requests as presented, in the aggregate amount of \$35,077.28. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Finance Committee: Debra Smith made a motion to approve the Reserve Fund requests as presented, in the aggregate amount of \$35,077.28. Benjamin Fellows, seconded. **Vote:** Unanimously approved.

Daniel Hammock joined the meeting at 7:07 PM.

Review of the Special Town Meeting Warrant (*continued*)

Article 1 – Acceptance of the 2018 Town Report: This article was passed over at the Annual Town Meeting on May 01, 2019 with the stated plan to include on the Special Town Meeting warrant in June 2019. The Board and the Finance Committee have no concerns about this article.

Article 2- Amended Revolving Accounts: The Board reviewed an article to amend the bylaw that authorizes Revolving Accounts in accordance with MGL Chapter 44, Section 53E1/2. The amendment establishes a new revolving account for the Library use and fees that was requested by the Board of Library Trustees. The Board and the Finance Committee had no concerns. Debra Smith asked to have the bold font removed from the table header.

Article 3- Amended Revolving Account Spending Limits: The Board reviewed the article to establish the FY2020 spending limit for the proposed Library use and fees revolving account to \$3,000. The article proposes an amendment to the article approved for the other revolving accounts at the Annual Town Meeting. The Board would like the article to be simplified and only focus on the newly proposed account. Bryan will revise. The Finance Committee had no concerns.

Article 4 – Transfer for Erving Center Planning: The Board reviewed the article to transfer \$7,200 from the consulting line to a special article for the purpose of conducting a downtown plan for Erving Center. This was approved at the January 2019 Special Town Meeting but the consultant who had been contracted to do the work cancelled the project. Bryan has worked with UMass Amherst to arrange to have the plan

done in Fall 2019 by their graduate landscape architecture and regional planning program. The Board and the Finance Committee had no concerns

Article 5- Appropriation for the Construction of the Erving Public Library:

The Board and the Finance Committee discussed the reasons why there is a request for the additional appropriation for the construction of the Library that includes \$325,000 for the PV solar array and \$180,000 for furniture, fixtures, and equipment (FF&E).

Solar Array: Bryan explained the bid process that was used for the construction of the PV solar array. The procurement was downloaded nearly 40 times and there seemed to be a great deal of interest. As of the bid deadline only one (1) bid was received from Wayne J. Griffin Electric, in the amount of \$325,000. **Chairman Smith** explained that the goal of procuring separately for the construction of the PV solar array was to encourage competition and minimize overhead costs built into the general contractors bid. The Board and the Finance Committee discussed assumptions that exist in the analysis that was prepared by the engineers and the potential return on investment. Bryan spoke to the Town's status of a Green Community and the goal to work towards reducing the Town's overall consumption by 20%. **Selectman Bastarache** explained that the return on investment calculations assume current market energy prices while it is reasonable to assume that the rates will change and likely increase overtime. **Selectman Bastarache** explained the view point that an investment in the PV solar array in 2019 is like prepaying on the utility usage for the life of the panels. Debra discussed her concern about the residents' perception and understanding of the project and the role that that the PV solar array was meant to save money in future operating budgets. **Selectman Bastarache** spoke to the importance of qualifying for the LEED grant as part of the calculus into the affordability of the PV solar array. Barbara Friedman, Library Director, spoke to her confidence that with the construction of the PV solar array the LEED grant will be secured. Jacquelyn Boyden, Library Building Committee Co-Chair, spoke to her disappointment in the bid result. Jacquelyn expressed her concern for failing the bid and waiting until a future date to construct the project with an acknowledgement to the current international market and tariffs on solar panel manufacturers. Jacquelyn spoke to the importance of the PV solar array towards achieving the LEED certification. **Chairman Smith** asked Barbara if the LEED certification could be achieved without the array. Barbara spoke to the challenge of a rural community achieving LEED with the existing formula and that the PV solar array is estimated to provide 11 points, 6 of which are needed to achieve the minimum score to qualify for LEED. Barbara also spoke to her concern about the need to increase the appropriation for electricity in the annual operation budget if the PV solar array is not constructed. Barbara also raised the concern that certain regions throughout the state are experiencing moratoriums on solar installations and the potential barrier that could create for the Town if construction is tabled until the future. Debra raised concern about the construction cost to the citizens. Bryan acknowledged the concern but reminded the Board and the Finance Committee that the Library Building Committee had been upfront with the citizens in their direct mailing this winter about the project's anticipated overage and that the PV solar array was estimated to cost as much as \$350,000. **Chairman Smith** asked for information on the operational warranty for the solar panels. Bryan will work with the OPM to review the special conditions. Charles Zilinski spoke to the importance of the Town constructing the PV solar array, explaining that by installing the infrastructure it will always allow the Town to have the option to expand and improve the array in the future. The Board and Finance Committee acknowledged that they are working with calculations that assume a linear relationship with efficiency of the panels and that the panels will lose some efficiency as they age.

Barbara explained that the PV solar array was included as part of the program statement that was included in the MBLC grant application. As such, Barbara explained that if the Town chooses not to construct the

array it could have an impact on the MBLC's awarding of the grant. **Chairman Smith** explained that the MBLC needs to be aware that the project exceeded the original estimates significantly and as a result the Town is considering the appropriateness of additional funding that will in essence reduce the states grant match percentage. **Chairman Smith** added that if the MBLC will reconsider the Town's grant because of the cost of the PV solar array then the Town needs to be made aware immediately of the impact so that the Board can make the necessary decisions and that the citizens can be informed.

Debra Smith noted that the PV solar array conversation could be contentious at Town Meeting and asked that the request for the construction of the PV solar array and the request for funding FF&E be presented as two (2) separate articles. **Chairman Smith** expressed his preference to keep the requests in the same article but to present them as a line item article so that they are identified and can be discussed on the Town Meeting floor as citizens would like. **Selectman Bastarache** expressed his support for a single article with a line item format. Daniel Hammock explained his perspective that the Town will spend the money on electricity for the facility regardless; either to the PV solar array installer or the electric company. Daniel stated his preference is to pay it to the PV solar array installer. The Board discussed the calculations for annual energy usage as well as the design and the building envelope. **Selectman Bembury** spoke to his support for the PV solar array installation. Jacquelyn spoke to the investment that the Town has made to prepare for LEED certification of the facility and her concern about losing the \$100,000 grant for achieving the LEED certification as well as the cost escalation for a future PV solar array installation. **Chairman Smith** asked Bryan to explain how long the current bid was valid. Bryan explained that the bid was procured with the understanding that it must be valid for 60 days and is dependent on funding being made available at Town Meeting. Daniel agreed that it is necessary to know how the MBLC will proceed if the Town does not appropriate funding for the PV solar array construction. Daniel spoke to his support for moving forward with the construction of the PV solar array. Daniel offered to make a motion for the Finance Committee to recommend the funding of the PV solar array construction. The Finance Committee did not have a second for the motion.

Furniture, Fixtures, and Equipment: Bryan explained that the cost for FF&E were itemized within the MBLC grant application and that the amount has been revised as the budget has evolved throughout the project. **Chairman Smith** asked to review quotes from multiple furniture vendors to help determine a more accurate cost of FF&E. Barbara explained that a sub-committee of the Library Building Committee has been working on the design for the Children's room, for approximately 3 months, and has recently received an estimate of \$44,000. Barbara added that she was able to secure surplus shelving from the Town of Webster that has reduced the cost for shelving to approximately \$15,000 rather than the original budget. Barbara explained that the current plan also reuses existing furniture, where appropriate, from the current Library and has accepted donations of smaller wooden shelving that is appropriate in the staff areas. Barbara added that the Board of Library Trustees established a Fundraising Committee that has currently raised \$10,000 of their \$50,000 goal. **Chairman Smith** requested more formal numbers from furniture sources that are typical of Library to help justify the request at Town Meeting. Jacquelyn explained that the Building Committee has taken on the role of designing the interior of the Library with the help of the Architect without a professional designer to save money. As a result it has taken longer to pull together the requested information. Jacquelyn added that Barbara has been exploring grant opportunities that includes a STEM grant for the proposed makers space. Bryan explained that some costs are still generalized, and costs will continue to be refined. **Chairman Smith** stated that he would like to know about the current status of the contingency. Debra asked Barbara to explained what technology requests are included in the FF&E request of \$180,000. Barbara provided examples and explained that the amount will continue to be refined and may even be reduced as new sources are identified. Bryan provided the example the PEG access fund will help with costs for equipment in the community meeting

room to broadcast meetings and the Town has transitioned to a contract for telephones that would negate the need to buy a phone system.

Discussion of a Potential Change Order: The Board asked about the issue with the roofing materials. Bryan explained that the SIP panels that were specified in the construction documents were meant to be prefinished with tongue and groove pine boards. At the recent construction meeting, the general contractor informed the Town that the manufacturers will not pre-finish the SIP panels because of their size. The current action is to order the SIP panels and have them delivered for construction in the next few weeks. Once installed the general contractor will paint a portion of SIP panel for review by the Town as an option be considered. If the Town likes the painted finish, then we can issue a change order and discuss a reduction in price with the general contractor. If instead the Town insists on the installation of the pine board finish, a change order may need to be considered to address the labor costs associated with the onsite installation. Debra and **Selectman Bastarache** both expressed their concerns that the cost of the pine board finish was included in the bid price and that they would be hesitant to approve any change order. Bryan will provide updates as they are available.

Selectman Bastarache provided recap of his understanding of the discussion. The Board and the Finance Committee discussed the need to see the current contingency budget. **Chairman Smith** asked if there is a strategy for moving the requested money into a stabilization account. Bryan explained the challenges with moving the money to a stabilization account and the requisite need to recall a Special Town Meeting to later expend from the fund. Daniel asked that the Board not put the funds in a stabilization account and raised the concern about an overly restricting the vote.

Articles 6 and 7- Compensation articles: **Chairman Smith** explained that the Town has been awaiting the results of the wage & compensation study so that firm numbers can be used in these two (2) articles. **Selectman Bastarache** explained the scope of work is going to be expansive; noting that a flat line cost of living adjustments (COLA) are not truly anticipated as the project is intended to address pay discrepancies. **Chairman Smith** added that if there are too many questions that result as the Town receives the study then in the short term there may be a need to use the traditional approach and consider use the COLA survey and departmental requests. **Selectman Bastarache** agreed and noted that there will be some adjustment. Jacque asked about requests from individual departments. **Chairman Smith** and **Selectman Bastarache** both acknowledged that all requests will be back on the table for consideration.

Other Items: Bryan explained that there are items that the Board and the Finance Committee may want to consider for the Special Town Meeting warrant that include improvements related to the OSHA self-audit and the results of an indoor air quality report conducted by the Massachusetts Department of Health. Bryan noted that the OSHA recommendations are being summarized for the Board's review next week. Bryan explained that Mass DPH submitted a report that is primarily focused on policy and regular maintenance practices. Potential projects that may need to be considered included the replacement of carpets, balancing of the HVAC system, and an assessment of the weatherization kits for doors and windows with replacement where necessary.

Discussion Regarding Revenue and Funding Options: **Chairman Smith** discussed the revenue options that exist with in free cash and the capacity to raise & appropriate for FY2020. **Chairman Smith** noted that the Treasurer recommends using existing funds from the Stabilization Fund to fund the capital projects rather than to borrow and incur the finance charges of interest and administration. **Chairman Smith** asked the Finance Committee and Board members to consider how they each feel about self-funding these projects and establishing a plan to rebuild the Stabilization Fund versus borrowing. Bryan reminded the Board and

the Finance Committee that if they choose to borrow they will have to remember that the future budgets will need to include a debt service appropriation in the annual operating budget that would likely restrict the anticipated available funding for future capital projects. Debra Smith asked to know what the ten (10) year payback will be for the Library project.

Adjournment

At 9:13 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Respectfully Submitted

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

Bryan Smith
Administrative Coordinator