

Copy of Approved Meeting Minutes
MEETING MINUTES

Board: Erving Board of Selectmen
Date: Monday, April 09, 2018
Location: Town Hall, 12 East Main Street, Erving, MA

Selectmen Present: William Bembury, Scott Bastarache
Also, Present: Bryan Smith, Glenn McCrory, Barbara Friedman
Press: Katie Nolan, Montague Reporter

At 6:30 PM **Selectman Bastarache** called the meeting to order.

Review of Meeting Minutes of March 12, 2018

The Board reviewed meeting minutes from Monday, March 12, 2018. **Selectman Bembury** made a motion to approve the meeting minutes of March 12, 2018 as written. **Selectman Bastarache** seconded. Unanimously approved.

Review of Meeting Minutes of March 26, 2018

The Board reviewed meeting minutes from Monday, March 26, 2018. **Selectman Bembury** made a motion to approve the meeting minutes of March 26, 2018 as written. **Selectman Bastarache** seconded. Unanimously approved.

Review & Approval of Annual Town Meeting Warrant

The Board reviewed a revised copy of the Annual Town Meeting warrant. A new article 18 was added to set the spending limits of the Council on Aging revolving funds established under MGL Chapter 44, Section 53E ½ and by bylaw. Bryan Smith, Administrative Coordinator, explained that he and Deb Mero, Town Accountant, reviewed guidance documents from the Division of Local Services that clarified that even though the accounts were approved through bylaw, the MGL still requires an annual vote to set the spending limits of the funds. The Board had no concerns with the addition. **Selectman Bembury** made a motion to accept the Annual Town Meeting warrant for May 02, 2018. **Selectman Bastarache** seconded. Unanimously approved.

Approval of Library Contracts- Architectural Services

Barbara Friedman, Library Director, joined the Board to discuss the draft amended agreement for architectural services between the Town of Erving and Johnson Roberts Associates, Inc. for the new Erving Public Library. Barbara and the Board identified two (2) grammatical errors and noted that "March" should be changed to "April." The Board had no other concerns. **Selectman Bembury** made a motion to accept the amended agreement by and between the Town of Erving and Johnson Roberts Associates, Inc. for Architectural Services, as amended, and to authorize Bryan Smith, Administrative Coordinator, to sign the agreement with no substantial changes. **Selectman Bastarache** seconded. Unanimously approved.

Discussion of Information Technology Support

The Board reviewed survey responses to the Information Technology Survey that was disseminated to departments. Seven (7) respondents identified that their departments could use up-to 2 hours per week of technology support. The Board discussed responses. **Selectman Bastarache** asked Barbara Friedman, Library Director, for clarification in her response regarding technology support. Barbara explained that often the Library provides a level of information technology support for the citizens. Barbara explained that Library staff that is hired now and in the future, must have experience with office applications and familiarity with information research. Barbara noted that the staff can handle most routine issues in-house, but would need Town provided technology support to repair systems when troubles present to avoid using Staples or another vendor for repairs. Barbara acknowledged that the next Library Director will need to also have formal training in technology.

Selectman Bastarache discussed his recognition that the service required by the Town is varied and a more substantial service beyond per diem work. The survey helped to identify the end user needs for technology support, but does not fully address the infrastructure and security administration of the associated technology. The Board discussed the need to determine the full scope of service needed by the Town. The Board discussed drafting a desired scope of service and then obtaining a quote for service. **Selectman Bastarache** acknowledged that IT support may be expensive, but that the support would likely be partially offset by removing the burden from staff members. Barbara acknowledged that municipal IT experts that are familiar with other communities can bring an efficiency to the work. **Selectman Bembury** asked if there were State grants that could be used to support this effort. Bryan Smith, Administrative Coordinator, explained that the State was offering competitive grants for innovative approaches to IT services such as regionalization approaches. Now, it is unclear which entity could serve as a regional partner for Erving as the Town is still trying to identify the full scope of the Town's IT needs.

Discussion of Town Hall Layout – Office Space

The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, about the need to begin evaluating the efficient use of Town Hall and to identify the scope of interior and exterior maintenance the facility needs. Bryan suggested allowing the various elected and appointed staff that work in Town Hall to form a working group to begin to discuss their ideas and concerns. **Selectman Bastarache** discussed previous conversations that he has had with various Town officials about maximizing the use of Town Hall. The Board decided that they support having all Town offices meet to begin identifying needs. **Selectman Bembury** raised the concern that the time line for renovations could be several years. **Selectman Bembury** stated that he would not support waiting that length of time for office rearrangements. The Board asked that short-term and long-term proposals are made pertaining to reorganizing offices and addressing efficiency concerns.

Around Town Newsletter Process

The Board discussed a letter of concern that was received from Julie Wonkka, Treasurer, about the processes in place for the purchase of space in the Around Town Newsletter. In the current practice, the assessment for the year is billed on July 1st without a detail of services rendered. The Board reviewed a memorandum from Bryan Smith, Administrative Coordinator, about a proposal to address most of the concerns presented. The proposal is to bill in quarterly installments. Additionally, each quarter the number of pages and copies printed and mailed in each edition will be summarized for the Town Accountant. Bryan also spoke to the need for the Town to be more cognizant for the amount of content being generated for the newsletter so that it does not exceed the amount of space it has purchased. The Board had no concerns with the proposal.

FY2018 Water Commitment #11

Selectman Bastarache made a motion to approve the 11th water commitment for FY2018 in the amount of \$115.84 for final charges at 18 Central Street, Erving, MA. 01344. **Selectman Bembury** seconded. Unanimously approved.

Discussed Upcoming Meetings

The Board discussed agenda topics to be reviewed at the April 23, 2018 meeting. The Board will tentatively review the draft Laurel Lake Trash MOU, third party wastewater agreement with Erving Industries, the topic of Solar PILOT agreements, cemetery maintenance and concerns in the Erving Center

Miscellaneous

Sand Shed Reconstruction Follow-up

Glenn McCrory, Highway Foreman, met with the Board about the planning for the reconstruction of the sand sheds in Erving Center and Erving side. Glenn proposes using concrete landscaping blocks as a base

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and walls with a wooden roof system. It is estimated that the cost of materials for each structure will be \$5,500. In Erving Center, Glenn has followed up on the previous discussion with the Board about moving the shed from the Town Hall parking lot to the parking lot at Fire Station #1. Glenn proposes clearing a space approximately 8' wide at the back of the parking lot, adjacent to the Church Street Park. This proposal would not remove parking spaces and would not remove park structures. The shed would have a paved floor. Glenn explained that there should be funding excess in the roadwork account that could be used for this project. The Board agreed.

Tennis Court Construction Planning

Bryan Smith explained that he and Glenn McCrory were in the beginning stages of researching and drafting an invitation for bid (IFB) for the reconstruction of the Tennis Courts at Veterans Field. To begin, a meeting has been set up with the Greenfield Recreation Director to review one of their recent tennis construction projects.

Executive Session

At 8:01 PM **Selectman Bastarache** made a motion 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. **Selectman Bembury** seconded.

A roll call vote was taken:

Selectman Bembury Aye

Selectman Bastarache Aye

The Board did not return to regular session.

Respectfully Submitted,



Bryan Smith

Administrative Coordinator