

Board: Select Board / Water Commissioner's Meeting
Date: Monday, January 25, 2021
Location: Online Video/Audio Conference Pursuant to Governor Baker's Executive Order in Response to the COVID-19 State of Emergency

Select Board: Jacob Smith, William Bembury
Finance Committee: Benjamin Fellows, Daniel Hammock, Debra Smith, Charles Zilinski
Capital Planning Committee: Benjamin Fellows, Debra Smith, Jacob Smith, Linda Downs-Bembury, Peter Mallet
Also, Present: Bryan Smith, Robert Holst, Peter Sanders, Mariah Kurtz, Amanda Flower, Michael Gordon, Philip Wonkka
Press: Kathleen Nolan, Montague Reporter

At 6:05 PM **Chairman Smith** called the meeting to order.

Chairman Smith explained that the meeting is being recorded and provided an overview of the functions of the video/audio conferencing platform.

Discussion Regarding Town Response to COVID-19

Chairman Smith provided an overview of the Town's response to COVID-19. **Chairman Smith** explained that Governor Baker's Executive Order has reversed early closing requirements but has extended capacity restrictions. **Chairman Smith** explained that Phase 1 vaccinations have begun to be administered in the County. **Chairman Smith** explained that the Town's website has been updated with current information. Bryan Smith, Town Administrator, explained that links to the State-wide reporting platform as well as links to the Franklin County testing sites have been posted for staff and members of the public that are looking for this information. Bryan explained that information related to COVID-19 vaccinations is developing and the State is beginning to issue information about vaccination priorities and availability, noting that Greenfield has a vaccination site that is available to individuals listed in priority group #1. Philip Wonkka, Fire Chief & Emergency Management Director, joined the Select Board to discuss vaccination availability. Chief Wonkka explained that current vaccine resources are limited and primarily focused on first responders. Chief Wonkka noted that vaccination eligibility may be broader at the University of Massachusetts Amherst site. Chief Wonkka explained that a vaccination site is expected to open in West Springfield. Bryan explained that in response to the change in Governor Baker's recent Executive Orders, liquor license holders have been notified that the restriction to close by 9:30PM has been lifted, effective today. **Selectman Bembury** asked about the Town's 7% increase in positive COVID-19 cases and if there was a correlation to co-habitation. Bryan explained that yes, it is reasonable to anticipate that there can be a correlation between COVID-19 positive cases and co-habitation. Bryan clarified that those recent cases are reflective of the entire community and not attributed to any particular household.

Library Construction Project Update & Review of Change Order Requests

Bryan explained that he is working with staff and project partners to prepare for the warranty walk-through tour, identify issues that require follow up and resolution. Bryan added that the Town is still working with Eversource and ACE Solar to ensure that the solar array meters are functioning correctly and properly attributed to the Library's account.

River, Warner & Strachan Street Project Update & Change Orders

No update at this time.

Discussion Regarding Chief of Police Position Search

Chairman Smith explained that the Chief of Police Screening Committee has met to work on draft interview questions and has set a tentative meeting schedule for interviews to occur in February 2021. The next meeting of the Screening Committee is scheduled for February 2, 2021.

Review of Town Branding

Bryan explained that the staff have been in communication with the designer about a new approach to the logo design. Bryan explained that the additional work exceeds the existing agreement and may require a new agreement to proceed.

Review of Meeting Minutes for April 27, 2020

The Select Board passed over this agenda item.

Review of Meeting Minutes for June 01, 2020

The Select Board passed over this agenda item.

Review of Meeting Minutes for December 07, 2020

The Select Board passed over this agenda item.

Review of Meeting Minutes for December 14, 2020

The Select Board passed over this agenda item.

Review of Meeting Minutes for January 04, 2021

The Select Board passed over this agenda item.

Review of COVID-19 Micro-enterprise Loan Forgiveness Application- Quixote Consulting

The Select Board reviewed a memorandum from Bryan explaining that a loan forgiveness application was received from Robert Fletcher, owner of Quixote Consulting, under the Town's COVID-19 micro-enterprise relief program. **Chairman Smith** explained that the applicant has demonstrated that the funds were used in accordance with the program terms and that it is recommended that the Select Board approve loan forgiveness in the amount of \$4,795.00. The Board discussed support for the recommendation. **Selectman Bembury** made a motion to approve the loan forgiveness application submitted by Robert Fletcher of Quixote Consulting, at 117 Old State Road, Erving, MA through the Town of Erving's COVID-19 Microenterprise Relief Program, in the amount of \$4,795.00, and to issue all necessary loan discharge instruments. **Chairman Smith** seconded. **Vote:** Unanimously approved.

Discussion Regarding Police Department Proposal for Uniform Change

Robert Holst, Sergeant and Acting Chief of Police, joined the Board. Acting Chief Holst explained that Department staff have made a request to consider a vest style holder that carries that weight of the patrol equipment on the chest rather than on the hips. Acting Chief Holst explained his support for the request and discussed how it would align with the Department uniform. Acting Chief Holst discussed the health concerns related to patrol officers with body posture as it relates to the hip style carrying device. **Selectman Bembury** discussed the budget proposal from Acting Chief Holst for the change and discussed his request that all officers would be trained for firearms use while wearing the holder. Acting Chief Holst expressed agreement. **Selectman Bembury** spoke to the concern of health impacts of hip style carrying devices. **Selectman Bembury** discussed his initial concern about appearance and impact for the public and explained that he has seen an example and is not concerned with the vest as requested. **Selectman Bembury** discussed the potential longer useful life of vest style holders versus a hip style carrying device.

and spoke to the overall support for the change. **Chairman Smith** explained that he also had initial concerns about the proposed vest style holders looking militaristic and that he no longer is as concerned after seeing the proposed selection from the Department. **Chairman Smith** asked if the Select Board should wait for the appointment of the permanent Chief of Police to finalize an approval. **Selectman Bembury** discussed initial concern about approving a uniform change prior to the appointment of a permanent Chief but discussed support for proceeding after seeing the vests. **Selectman Bembury** further discussed the need for new uniforms for recent hires. Acting Chief Holst discussed the opportunity to make the proposed uniform changes while new hires require the purchase of new uniforms. Acting Chief Holst explained that the purchase of the carrier and required attachments for six (6) officers is expected to cost the Department \$3,348.00. Acting Chief Holst clarified that the cost estimate does not include the purchase of new ballistic vests for new officers. **Selectman Bembury** discussed support authorizing the purchase of the vest and the attachments. **Chairman Smith** asked if the use of the vest style holder should be considered optional or a permanent uniform change. **Selectman Bembury** discussed the importance of continuity of the Departmental uniform and balancing individual options for placement of equipment for each officer. **Chairman Smith** questioned revisiting the Fiscal Year 2022 Police Department budget request to consider increased funding for the uniform line item. Acting Chief Holst explained that the revised budget request should support the ongoing uniform maintenance. **Chairman Smith** discussed the cost of embroidery. Acting Chief Holst explained that cost of the vests and that existing staff can continue wearing the current uniform shirts. Acting Chief Holst will explore cost for adding the Department patch. **Selectman Bembury** not concerned with proceeding, discussed support for the use of Velcro applied patch. **Chairman Smith** asked for preference on plastic versus embroidery. **Chairman Smith** would like the name and flag on the front of uniform. **Selectman Bembury** discussed wanting Erving Police on the back of uniform in reflective lettering. Acting Chief Holst explained that he will obtain a cost for having "Erving Police" printed on the back of the vest style holder. **Chairman Smith** expressed agreement. **Chairman Smith** summarized that new officers will buy new style and existing staff can acquire the new holder style on July 1, 2021. **Selectman Bembury** made a motion to approve the APB carrier as presented by Acting Chief Holst and assorted equipment that has been discussed and the changes for the back of the vest and the uniform shirt would include badge and name and flag. **Chairman Smith** seconded. **Vote:** Unanimously approved.

Discussion Regarding Renewal of Animal Control Services MOU with Bernardston

Chairman Smith explained that the agreement for Erving to provide Animal Control Services to the Town of Bernardston is due for renewal. **Chairman Smith** noted that the drafted renewal agreement includes a rate change. Acting Chief Holst noted that the rate change had been previously negotiated with the Bernardston Police Chief. **Chairman Smith** made a motion to sign the Memorandum of Understanding for Shared Animal Control Services between the Town of Erving and the Town of Bernardston through June 30, 2023. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding Proposed Animal Control Services MOU with Greenfield

Acting Chief Holst discussed the proposal to structure an agreement for Animal Control Services with the City of Greenfield. **Chairman Smith** explained that Greenfield has their own existing service. Acting Chief Holst confirmed the understanding and clarified that Erving would be providing backup support when necessary. **Chairman Smith** made a motion to approve the Memorandum of Understanding for Shared Animal Control Services, as a back up, between the Town of Erving and the City of Greenfield through June 30, 2021. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Daniel Hammock discussed the support provided by the Animal Control Officer, the responsibility that the position has, and the high quality of service the Town has received. Acting Chief Holst expressed

agreement and explained that the proposal and renewal of these agreements were made after conversations with the Animal Control Officer.

Appointment of Mutual Aid Police Officers for Northfield and Gill

Chairman Smith explained that Erving had previously made annual appointments of Mutual Aid Police Officers with the towns of Gill and Northfield and had stopped making the annual appointments a few years ago. **Chairman Smith** explained that Gill and Northfield have continued to appoint Erving Officers as Mutual Aid Police Officers annually and that Acting Chief Holst has requested that Erving consider reciprocity with Northfield and Gill and appoint their Officers. **Selectman Bembury** explained that he has no concerns with making the Mutual Aid Patrol Officers appointments as requested. **Selectman Bembury** made a motion to approve the appointment of the following Mutual Aid Patrol Officers, with an appointment date of January 25, 2021, and a term ending June 30, 2021:

Name	Title	Appointment
Gill Police Department		196 Main Road, Gill, MA
Christopher Redmond	Chief of Police	Mutual Aid Patrol Officer
Jason Bassett	Sergeant	Mutual Aid Patrol Officer
Northfield Police Department		69 Main Street, Northfield, MA
Robert Leighton	Chief of Police	Mutual Aid Patrol Officer
Alexander Pirozhkov	Sergeant	Mutual Aid Patrol Officer
Oleg Cobileanschi	Patrol Officer	Mutual Aid Patrol Officer

Chairman Smith seconded. **Vote:** Unanimously approved.

FY2022 Budget Request Review- Joint Meeting with the Finance Committee & Capital Planning Committee

At 7:04 PM **Chairman Smith** called the joint meeting of the Select Board, the Finance Committee, and the Capital Planning Committee to order.

The Select Board, Finance Committee and Capital Planning Committee members reviewed the draft Fiscal Year 2022 Capital Improvement Plan. **Chairman Smith** provided an overview of the process used by the Capital Planning Committee and the definition of what request are considered capital instead of an ordinary expense. **Chairman Smith** explained that the Capital Planning Committee worked to refine requests and recommend the needs-based plan for Fiscal Year 2022.

Debra Smith, Finance Committee and Capital Planning Committee, provided a summary of the proposed Capital Improvement Plan priorities. Debra explained that the Committee has proposed the following projects for funding:

Department	Request	Amount Requested	Proposed Source
Highway	Solid Waste Rolloff	\$5,000	Appropriation
Administration	Town-wide Signage Replacement	\$25,000	Appropriation
Assessors	Assessor Database Upgrade	\$20,000	Appropriation
Cemeteries	New Cemetery Feasibility & Preparation	\$50,000	Appropriation
Emergency Communications	Emergency Communications Expansion	\$75,000	Appropriation
Fire	Automatic Defibrillator Replacement	\$12,000	Appropriation
Highway	Leaf Blower	\$13,000	Appropriation

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Meeting Minutes

Highway	Sidewalk & ADA Improvements	\$399,000	Grant
Highway	Mountain Road Drainage & Cemetery	\$75,000	Appropriation
Public Works	Dry Storage & Office Building	\$150,000	Appropriation
Recreation	Riverfront Park Water Tower Assessment	\$20,000	Appropriation
Recreation	Riverfront Park Boat Launch Design	\$15,000	Appropriation
Recreation	Veterans Park Grant Writer	\$20,000	Appropriation
School	Walk-in Freezer/ Refrigerator Upgrade	\$45,000	Appropriation
School	Carpet Replacement – Phase 3	\$70,000	Appropriation
School	Phone System Replacement	\$5,000	Appropriation
Water & Wastewater	IP Mill & Papermill Road Sewer Upgrade	\$500,000	Grant
	Total	\$1,499,000	

Chairman Smith added that for the emergency communication systems enhancements would be related to building communications and mobile units. Bryan discussed alignment with draft Capital Improvement Plan and the town-wide project prioritization list. Daniel discussed support for the repair of the water tower to serve as a feature in Erving Center. **Selectman Bembury** discussed the Recreation Commission oversight of any improvements at Riverfront Park. Bryan asked the Select Board, Finance Committee and Capital Planning Committee to review the draft narrative for the Capital Improvement Plan to ensure that it is accurate. **Chairman Smith** asked that the requesting departments also review for completeness.

Bryan asked the Select Board and Finance Committee members if they would be prepared to review the Fiscal Year 2022 revenue projections and comparison to the proposed full budget on February 22, 2021, at 7:00 PM. The Select Board and Finance Committee members agreed to meet to review.

Discussion Regarding POTW#2 Sludge Dryer Project

Peter Sanders, Wastewater & Water Superintendent, joined the meeting to discuss the proposed sludge dryer project for POTW#2. **Chairman Smith** provided an overview of the status of the proposed project, noting that Erving Paper Mills had previously expressed concern about Massachusetts Clean Water State Revolving Loan Fund (SRF) loan timing and requirements and whether it will work for the project. **Chairman Smith** explained that the Mill is still exploring the ownership of the proposed dryer equipment. **Chairman Smith** discussed exploring the possibility for the Town to repurpose the SRF loan for the replacement of the Arch Street force sewer main construction project instead of the dryer project if the Mill decides not to proceed as the force sewer conveys wastewater to POTW#2. **Chairman Smith** explained that the SRF priority draft list has made recommendations and the dryer project did not make the top of the list so the chance for funding of the dryer project is less likely. **Chairman Smith** suggested presenting an article to rescind the previously approved borrowing authority. Bryan explained his understanding of the position of the Mill on the sludge dryer project and the status of the SRF loan program funding priorities. Bryan and Peter discussed the understanding of the Mill's concern providing collateral to secure the loan for the Town. **Chairman Smith** explained that he has sought counsel from the Town's legal team on how to proceed if the project does move forward and the Town is involved in the borrowing. Linda Downs-Bembury expressed concern with the Town being left with the financial risk if the Mill is unable to pay the annual debt-service. **Chairman Smith** explained that if the Mill stopped operations, the Town would need to immediately downsize POTW#2 because the flow from the rest of the collection system would be insufficient to operate the plant as it is. Peter explained that the Town would need to downsize tanks and would no longer have the ability to operate the proposed sludge dryers. **Selectman Bembury** asked about the need to add staff if the Town took over the operation of the treatment plant. Peter confirmed that yes, the Town would have to add staffing to the Wastewater

Department to oversee operations. **Chairman Smith** provided a staffing comparison. **Selectman Bembury** asked to carry the topic for the next meeting agenda and discussed support for reversing the borrowing authority if the Mill is not interested in proceeding. Bryan will work with the Town's counsel and representatives from Erving Paper Mill to verify this understanding.

At 7:41 PM **Chairman Smith** made a motion to adjourn the joint meeting of the Select Board, the Finance Committee, and the Capital Planning Committee, and to continue with the Select Board meeting. Peter Mallet seconded. **Vote:** Unanimously approved.

Discussion of Proposal for Emergency Medical Services from Northfield EMS

Chief Wonkka joined the Select Board to review a proposed Memorandum of Understanding between the Town of Erving and the Town of Northfield to offer emergency medical services (EMS) for the western service area of Erving. Chief Wonkka provided an overview of the proposal for Northfield EMS to provide coverage for the portion of Erving that was previously serviced by American Medical Responses, Inc. (AMR) out of Greenfield, MA. Chief Wonkka explained that the Select Board had supported a budget adjustment for EMS for the Fiscal Year 2021 budget, anticipating the need for a change in service provider. Chief Wonkka explained that Mark Fournier, Director for Northfield EMS, has discussed the proposal to provide Erving's western service area with EMS coverage with the Northfield Select Board. **Chairman Smith** explained that the Erving Select Board has not yet discussed the proposal to engage Northfield EMS for services but noted that there should be sufficient funding in the Fiscal Year 2022 budget to cover the proposed service cost. **Chairman Smith** explained that Northfield EMS has proposed an annual cost of \$15,000. Chief Wonkka added that it may be an option for Erving Fire Department's Emergency Medical Technicians to become a part of the Northfield EMS' crew. **Chairman Smith** asked Chief Wonkka to explain the anticipated benefits of the Northfield EMS proposal over the current services provided by AMR. Chief Wonkka explained that the Town of Orange's EMS has been increasing coverage throughout Erving, even though they are under contract to primarily service the eastern service area of Town, because AMR has demonstrated a lack of an ability to provide consistent service coverage. Chief Wonkka explained that out of eighty-one (81) calls for service for in the Erving-side area of Erving, AMR was unable to respond to twenty (20) calls.

Regarding the proposal, **Chairman Smith** asked if eastern service area of Erving would continue to be covered by Orange EMS. Chief Wonkka confirmed that understanding. **Selectman Bembury** asked Chief Wonkka if the run order had been considered if Northfield EMS is unavailable. Chief Wonkka explained that Orange EMS would provide backup services if Northfield EMS was unavailable. Chief Wonkka explained the tone process to call for EMS services. **Selectman Bembury** asked if there were any additional costs anticipated with Northfield EMS other than the annual \$15,000 fee. Chief Wonkka and the Select Board members discussed the potential that service costs could increase in future years under the Northfield EMS proposal and acknowledged that there is a similar risk with Erving's service agreement with the Town of Orange. Bryan explained that Northfield EMS operates using an enterprise fund that holds all revenues, including assessments paid by a participating town, and expends funds for costs related to service delivery. Bryan explained that the Northfield EMS was largely built through volunteer efforts and some additional staffing commitment. Chief Wonkka explained that it is his understanding that Northfield EMS intends to add a second full-time medic and that the assessment paid by Erving would help support that intention. **Chairman Smith** asked Chief Wonkka if there is a concern that Orange EMS may need to reassess Erving's coverage agreement if they have been providing services for higher call volume for the western side of Town. It was acknowledged that no request for additional coverage had been received to date. **Selectman Bembury** asked if there is a desired agreement term for the proposed EMS service with the Town of Northfield. Bryan explained that the agreement is being drafted by the

Town of Northfield. **Selectman Bembury** discussed his support for a one (1) year agreement to see if the service meets the Town of Erving's expectations. **Chairman Smith** expressed agreement. Bryan and Chief Wonkka will work with the Town of Northfield to finalize a draft agreement with a one (1) year term, ending June 30, 2022. **Chairman Smith** discussed wanting to review data on call volumes and times, impacts of the run order on call response, and to understand baseline so that the Select Board understands the service level. Chief Wonkka explained that Northfield EMS is on the County emergency communication system, but that AMR is not. **Chairman Smith** asked for the estimated response time for Northfield EMS to the eastern outlet of Old State Road. Chief Wonkka estimated a 17-minute response time to Orange for Northfield EMS. Chief Wonkka added that AMR is not always dispatching from headquarters in Greenfield and may be responding to Erving calls from other locations throughout the County. Chief Wonkka clarified that there are no complaints with AMR service when provided and that the concerns have centered on the lack of availability. **Selectman Bembury** discussed his concern about maintaining services provided for the citizens of Erving and that spoke to the assistance of Erving Fire and Police Department staff members can respond within minutes. **Selectman Bembury** explained that he is comfortable with drafting an annual agreement with Northfield EMS and monitoring service. **Chairman Smith** explained that he understands that the proposal to work with Northfield EMS is based on providing the citizens a higher level of service. The Select Board will revisit this topic at a future meeting.

Issuance of 2021 Business Licenses

Chairman Smith made a motion to issue the following licenses with an effective date of January 25, 2021 and an expiration date of December 31, 2021:

Business Name	Address	License Type
Accurate Automotive Services, Inc.	21 Lester Street	Class II / Auto Repair / Retail
French King Bowling Center	55 French King Highway	Common Victualer
French King Bowling Center	55 French King Highway	Automatic Amusement Devices
French King Restaurant	127 French King Highway	Common Victualer
Greenfield Automotive	38 French King Highway	Auto Repair
Rose Ledge Companies	21 Poplar Mountain Road	Class II / Auto Repair / Retail
Rose Ledge Companies	21 Poplar Mountain Road	Class III / Buy, Sell Vehicle Parts
Stoneville Auto	64 East Main Street	Class II / Auto Repair / Retail
Stoneville Auto	64 East Main Street	Class III / Buy, Sell Vehicle Parts
Tim's RV, Inc.	15 East Main Street	Class I/Agent of Vehicle Manufacturer
Tim's RV, Inc.	15 East Main Street	Class II / Auto Repair / Retail

Selectman Bembury seconded. **Vote:** Unanimously approved.

Review of Surplus Equipment Requests from Recreation Department – 1st Reading

The Select Board members conducted a first reading of the surplus property request from the Recreation Commission regarding Park Street Playground. **Chairman Smith** explained that the Recreation Commission is preparing for the renovation of the Park Street playground and needs to remove the existing metal slide, swing set with four (4) swings, and the rocking equipment. All equipment is aged and had been installed in a manner that makes its reuse unrealistic. The Recreation Commission has recommended scrapping the equipment. The Select Board members also conducted a first reading of the surplus property request from the Recreation Commission for various used and damaged sports equipment. **Chairman Smith** explained that the Recreation Commission has noted that the condition of the equipment leaves it with little to no value and recommends that it is offered to residents on first come first serve basis. **Selectman Bembury** asked if the playground equipment had value as scrap metal. Bryan explained that the value of scrap metal to the Town often only covers the cost of disposal. The Select

Board members discussed having no concerns with the requests as presented. The Select Board will conduct a second reading at the next meeting.

Review of Surplus Equipment Requests from Public Library

The Select Board members conducted a first reading of the surplus property request from the Library to surplus 2 wooden book shelves, wireless antenna, and a desktop computer. The surplus equipment request suggests that the bookshelves may be valued at \$100 each and that the computer equipment has no value. The Select Board members discussed agreement about the computer equipment, noting it should be discarded after the hard drives are removed. Bryan discussed the possibility of making the bookshelves available by listing them on the Town website and in the Around Town newsletter. The Select Board members discussed agreement. The Select Board will conduct a second reading at the next meeting.

Review of Engineering Professional Services Proposal for POTW#1 Generator

The Select Board members reviewed a professional engineering services proposal from Owl Engineers of Andover, MA. Peter Sanders joined the meeting to discuss the replacement of the emergency power generator for POTW#1. Peter explained that the Town has been working with the Franklin Regional Council of Governments (FRCOG) on the procurement and there is a recommendation to contract for professional electrical engineering services to help develop the specifications for the project. Bryan discussed the complexities of the project and support for using an engineer on this procurement. Bryan explained that there is sufficient funding in a Wastewater Department fund for contracted services and further clarified that it will be necessary to schedule a Special Town Meeting to fund the construction budget once we have an opinion of probable cost. **Chairman Smith** asked if the proposed generator would utilize diesel fuel. Peter explained that he has discussed the project with representatives at the Massachusetts Department of Environmental Protection (MassDEP) that the plant would be better served by a diesel fueled emergency generator and they agree. **Selectman Bembury** asked if there is a noise concern. Peter explained that the generator's enclosure should have more sound protection. Peter noted that the emergency generator that supports Town hall is fueled by diesel. The Select Board members discussed support for engaging Owl Engineers in the amount of \$9,200 for the replacement of the emergency generator at POTW#1. **Chairman Smith** made a motion to engage Owl Engineers for the scope of services for the Wastewater Treatment Plant emergency generator, in the amount of \$9,200.00. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Chairman Smith made a motion to authorize Bryan Smith to sign the agreement on behalf of the Select Board. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

8th Water Commitment for FY2021

The Water Commissioners reviewed the 8th Water Commitment for FY2021 for the testing of backflow prevention devices in the aggregate amount of \$760.00. **Chairman Smith** made a motion to approve the 8th Water Commitment for FY2021 in the amount of \$760.00. **Commissioner Bembury** seconded. **Vote:** Unanimously approved.

Review of Procurement Proposals for Public Records Digitization Project

Mariah Kurtz, Assistant Town Planner, joined the meeting to discuss the public records digitization project. The Select Board reviewed a memorandum from Bryan summarizing the procurement process used for the digital archiving and database services project using the request for quotes (RFQ) process outlined in Massachusetts Operational Services Division contract FAC96 for professional services. Mariah reviewed the scope of work for the project, noting that the project requires vendors to provide the files in format that allows:

- *Searchable database for records that is usable by the staff and the public, with the ability to select which documents are public facing, and is in accordance with MA State statutes and regulations*
- *Preference to a generic database vs proprietary*
- *Digitizing recent vital records with appropriate metadata and adding them to the database*
- *Converting and adding documents on Microfiche to the database*

Mariah explained that the William Meyers response proposes to use SharePoint, which the Town already uses and can host without needing a new database. Mariah explained that this proposal creates an opportunity to integrate with an existing project. Mariah discussed concerns with Town retaining access to records if a proprietary database, hosted off site, was selected and later systems changed. Based on price and the opportunity to maximize existing resources, Mariah recommended awarding the procurement in response to the proposal from William B. Meyer. **Selectman Bembury** made a motion to award the procurement for the digital archiving and database services project to William B. Meyer of Windsor, CT in the amount not to exceed \$19,454.00, and for Bryan Smith, Town Administrator, to be signatory. **Chairman Smith** seconded. **Vote:** Unanimously approved.

Executive Session

At 8:37 PM **Chairman Smith** made a motion to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (New England Police Benevolent Association). **Selectman Bembury** seconded. A roll call vote was taken:

Chairman Smith	Aye
Selectman Bembury	Aye

The Board did not return to regular session.

Respectfully submitted,



Bryan Smith
Town Administrator