

Erving Board of Selectmen

Monday, January 09, 2017

**Senior & Community Center
1 Care Drive, Erving, Ma**

Selectmen Present: Jacob Smith, Scott Bastarache, William Bembury

Finance Committee: Eugene Klepadlo, Shirley Holmes, Benjamin Fellows

Also Present: Bryan Smith, Philip Wonkka, Deb Smith, Melissa Shiner, Leo Parent, Chris St. Hilaire, Christine Miranda, Athol Daily News; Katie Nolan, Montague Reporter

Chairman Smith called the meeting to order at 6:36 PM.

Review of Meeting Minutes from January 3, 2017

The Board reviewed meeting minutes from Tuesday, January 03, 2017. **Selectman Bembury** made a motion to approve the meeting minutes as written. **Selectman Bastarache** seconded. Unanimously approved.

Personnel Policy: Drug Policy

The Board tabled discussion until January 23, 2017.

Personnel Policy: Cell Phone Policy

The Board reviewed the revised Cell Phone Issuance and Use Policy. The Board made the following decisions:

- Update the Table of Contents section .03 title to now read "Policies for Town of Erving Issued Cell/Smart Phones".
- Add "Appointing Authority" to section .06 subsection 4.
- The Board discussed changing all instances of the word "reimbursement" to the word "stipend" throughout the policy. After the discussion it was decided not to change the wording.
- Updated the list of authorized positions to receive a Town issued cell phone or reimbursement.
 - The list was titled the "Allowed Cell Phone List".
 - Add the position "IT Support"
- Update Cell Phone Request Form to make it clear that a position that is already approved to receive a cell phone does not need complete the explanation section.

The Board will review the revised policy on January 23, 2017.

Riverfront Park Construction Update

The Administrative Coordinator provided the Board with an update on the construction progress of Phase 1. Mountain View Landscapes has completed 46% of the construction work. The Town purchased structures for the pavilion, band shell, and playground equipment that should be delivered within the next two (2) to four (4) weeks. The band shell and pavilion structures should be able to be installed when they arrive if the weather is permitting. The Board will need to make decisions about change orders and alternates in the start of February. The Scope of work for Alternate 1 – the water tower wrap will take several weeks of lead time to design the graphic, seek a building permit for the sign and potentially seek Zoning Board of Appeals approval. Deb Smith noted that the tower already has a faded "Erving" logo and asked if that means that the sign would be grandfathered. The Administrative Coordinator will follow up with the Building Commissioner and the contractor.

FY 2018 Budget Requests

At 7:02 PM Chairman Smith called the joint meeting with the Finance Committee to order.

Finance Committee:

The Finance Committee submitted a level funded request for their expenses and the Reserve Fund. The Board and the Committee discussed the Reserve Fund and agreed that in the future the fund should be increased as departmental budgets are refined. **Chairman Smith** made a motion to approve the Finance Committee budget as submitted. **Selectman Bembury** seconded. Unanimously approved.

At 7:09 PM Chairman Smith recused himself from the meeting.

Personnel Relations Review Board (PRRB)

Deb Smith, PRRB Chair, reviewed the level funded budget request. Deb explained that PRRB has discussed interest in working with FRCOG for training in regards to dispute resolution and policy writing. **Selectman Bastarache** made a motion to approve the PRRB budget as submitted. **Selectman Bembury** seconded. Unanimously approved. The Finance Committee unanimously approved.

At 7:10 PM Chairman Smith rejoined the meeting.

Conservation Commission

The Board and Finance Committee reviewed the level funded request from the Conservation Commission. **Selectman Bastarache** motioned to approve the Conservation Commission budget as submitted. **Chairman Smith** seconded. Unanimously approved. Finance Committee unanimously approved.

Zoning Board of Appeals (ZBA)

The Board and the Finance Committee reviewed the level funded request from the Zoning Board of Appeals. **Chairman Smith** made a motion to approve the ZBA budget as submitted. **Selectman Bastarache** seconded. Unanimously approved. Finance Committee unanimously approved.

Veterans Services

Leo Parent, Veterans Services Representative, joined the Board and the Finance Committee to review the Veterans Services budget request. The request includes an increase of \$2,204 for the Service Center assessment. Veterans Benefits has been level funded even though current estimates suggest that benefit expenses for FY18 could be less. **Chairman Smith** made a motion to approve the Veterans Services budget as submitted. **Selectman Bastarache** seconded. Unanimously approved. Finance Committee unanimously approved.

Tree Warden

Christopher St. Hilaire, Tree Warden, joined the Board and the Finance Committee to review the Level funded budget request. **Chairman Smith** asked the Tree Warden if there were plans for tree maintenance and replacement. **Selectman Bembury** communicated his interest in establishing a tree replacement schedule. The Tree warden expressed interest in working with the Board to manage the Town's trees. **Selectman Bastarache** made a motion to approve the Tree Warden's budget as submitted. **Selectman Bembury** seconded. Unanimously approved. Finance Committee unanimously approved.

General Government

The Board and the Finance Committee reviewed the ground maintenance program budget request. **Selectman Bastarache** made a motion to approve the budget as submitted. **Selectman Bembury** seconded. Unanimously approved. Finance Committee unanimously approved.

General Government Other

The Board and the Finance Committee reviewed the budget requests for Town Buildings, Insurance, and the FRCOG Assessment. The current requests for all line items are level funded. The FRCOG assessment has not been received yet, but it is expected soon. MIIA, the Town's Insurance provider has submitted an assessment for FY18 of \$88,470 which is a reduction from FY17. The Board discussed the use of the Town Buildings line item and the desire to reduce this line item through more accurate departmental budgeting. **Chairman Smith** made a motion to amend the submitted budget to provide \$50,000 for Town Buildings, to increase the Reserve Fund from \$35,000 to \$50,000, and to decrease the insurance request from \$94,362 to \$88, 470. **Selectman Bastarache** seconded. Unanimously approved. Finance Committee unanimously approved.

Board of Health

The Board and the Finance Committee reviewed the Board of Health budget request. The submitted budget reflects level funded expenses and an increase of \$364 for the Health Agents' assessment. **Chairman Smith** made a motion to approve the submitted budget. **Selectman Bembury** seconded. Unanimously approved. Finance Committee unanimously approved.

Historical Commission, Flags, and Memorial Day

The Board and the Finance Committee reviewed level funded budget requests for the Historical Commission, for Ceremonial Flags, and Memorial Day services. The Board would like the Historical Commission to appear on a separate departmental page from the Ceremonial Flags and Memorial Day Services. **Chairman Smith** made a motion to approve the budgets as submitted. **Selectman Bembury** seconded. Unanimously approved. Finance Committee unanimously approved.

Usher Mill Reuse Committee (UMRC)

Melissa Shiner, UMRC member, met with the Board and the Finance Committee to discuss whether or not the UMRC should have an operating budget. Melissa explained that the Committee members have traveled to visit sites and attend meetings and workshops related to the Committee's work and that a small budget for travel and workshop fees would be beneficial. The Board stated that requests to attend conferences and for travel could be submitted to the Board for consideration and if approved could be paid from Selectboard expenses. The Board and Finance Committee agree that the UMRC did not need a separate operating budget.

Board of Selectmen Direct Report Merit

The Board explained to the Finance Committee the rationale for a 2% merit increase for the Accountant, Police Chief, Highway Foreman, Chief Wastewater Operator, Fire Chief, Senior Center Director, and Administrative Coordinator positions. Eugene Klepadlo, Finance Committee Chair, explained that the Finance Committee would need to table the merit discussion until the Committee's next meeting.

Adjustments to the Police Department Ordinary Expense Budget

The Board and the Finance Committee reviewed communication from the Administrative Coordinator that the Police Department's Ordinary Expense budget request had to be increased by \$1,500 for FY18 due to a projected increase in the radio communication assessment and to pay for software that will be shared with Gill for the French King Bridge cameras. The Board and the Finance Committee agreed to the changes.

Proposed STM Review

The Board and the Finance Committee discussed the proposed STM date change of Monday, February 6, 2017. The Finance Committee stated they would review the STM warrant articles at their January 19, 2017 meeting.

School Department Requests

Chairman Smith informed the Board and the Finance Committee that prior to the meeting he had become aware that the School Department's John Deere Snow Blower attachment has broken. The equipment is estimated to be 20 years old. **Chairman Smith** asked if it should be included on the STM. Eugene Klepadlo suggested that a Reserve Fund transfer could be requested for the repair or replacement of the snow blower.

At 8:12 PM **Chairman Smith** made a motion to adjourn the joint meeting with the Finance Committee. **Selectman Bembury** seconded. Unanimously approved.

Annual Report Dedication

The Board reviewed a request from the Municipal Clerk to decide on a process for dedicating the 2016 annual report. **Chairman Smith** indicated that he would want the Board's office to work with other Town offices to make a decision. **Selectman Bembury** stated his preference that the Board should have a role in approving the dedication. **Selectman Bastarache** suggested that the decision could be made by the Chair in collaboration with the Administrative Coordinator and the staff through a department head meeting. The Board agreed and decided that the process would be formalized in May or June 2017.

Upcoming Meetings

The Board discussed the agenda for the January 23, 2017 meeting. The Franklin Country Regional Housing and Redevelopment Authority will attend at 6:35PM. The Joint meeting with the Finance Committee and the School department will begin at 7:00PM. The meeting with the Library will follow the School Department. The Board agreed to meet at 6:00PM to review and approve the Special Town Meeting warrant.

Executive Session

At 8:29PM **Chairman Smith** made a motion to enter Executive Session pursuant to MGL 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 and to review previous Executive Session meeting minutes.

Roll Call vote:

Chairman Smith	Aye
Selectman Bembury	Aye
Selectman Bastarache	Aye

The Board did not return to open session.

Respectfully Submitted,



Bryan Smith
Administrative Coordinator