

Selectmen Present: Jacob Smith, Scott Bastarache, William Bembury

Also Present: Bryan Smith, Glenn McCrory, Christopher Blair, John Doleva, Jacquelyn Boyden, Daniel Hammock

Press: Christine Miranda, Athol Daily News

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

Review of Meeting Minutes from Monday, April 10, 2017

The Board reviewed draft meeting minutes from Monday, April 10, 2017. **Selectman Bastarache** made a motion to approve the meeting minutes of April 10, 2017 as written. **Selectman Bembury** seconded. **Chairman Smith** abstained. Approved.

Employee Performance Review Process

Discussion on the employee performance review process was tabled until May 8, 2017.

Building/ Ground Maintenance & Custodial Positions

Glenn McCrory, Highway Foreman, joined the Board to review the draft job descriptions for the revised Building/ Ground Maintenance position and the Building Custodian position. Glenn proposed reclassifying the Custodian position from N2 to N3. The N3 pay scale would provide a range of \$14.78 to \$18.16/ hour. The Board agreed to the change. The Board made the following changes to the descriptions:

- **Building / Ground Maintenance**
 - Remove "daily cleaning" from the first bullet in essential functions
 - Add "removal of trash" into bullet 4 in essential functions
 - Remove bullet 6 in essential functions entirely
 - Update bullet 12 in essential functions to state that buildings and offices will be secured as appropriate
 - Add a new bullet 5 in essential functions that reads "Prepares fields and courts in advance of games and events. Preparation of the fields includes, but is not limited to, lining and grooming."
- **Building Custodian**
 - Remove the word "building" from the Nature and Purpose of Public Contact section
 - Update bullet 1 in essential functions to state "...and other buildings as assigned/needed."
 - Update bullet 9 in essential functions to state that buildings and offices will be secured as appropriate

The Board will review updated descriptions and the advertisement for the custodian position on May 1, 2017.

John Deere Backhoe Repair Quote

Glenn McCrory, Highway Foreman, joined the Board to review a quote from Schmidt Inc. for the overhaul of the John Deere Backhoe. The Board agreed that the quoted amount of \$70,534.90 seems higher than they had intended on spending. The Board agreed that the quote and the equipment request will be reviewed as part of the conversation for the Special Town Meeting in June.

Roadside Mower Program with Eversource

Glenn McCrory, Highway Foreman, joined the Board to review the new five (5) year agreement between Northfield, Deerfield, Greenfield, Erving, Gill, and Eversource for the roadside mower program. Glenn

informed the Board that he has been tentatively told that this will likely be the last five (5) year agreement with Eversource and that at the conclusion of the term the Town will likely need to acquire a road side mower. The Board discussed making a plan for a capital investment for five (5) years from now. The Administrative Coordinator signed the agreement for the Town.

Chapter 90 Agreement- Mass DOT

The Board reviewed a request from Mass DOT to sign a new ten (10) year agreement for the Chapter 90 program. **Selectman Bastarache** made a motion to authorize the Chairman to sign the ten (10) year contract with Mass DOT through June 2027. **Selectman Bembury** seconded. Unanimously approved.

Route 2 Tree Removal- National Grid

The Board reviewed a report from the National Grid Hazard Tree Mitigation Program requesting permission to remove 18 trees that are at risk of falling on Route 2 on the embankment near East Prospect Street. The Board asked that the wood is removed from the site as soon as possible to avoid impacts to traffic on Route 2. **Chairman Smith** made a motion to authorize the Administrative Coordinator to sign the request. **Selectman Bembury** seconded. Unanimously approved.

Lee Street Request

Glenn McCrory, Highway Foreman, joined the Board with John Doleva, property owner, to discuss the last 270' of unimproved road layout for Lee Street which is accessed from Wheelock Street. Lee Street existed prior to the Town's incorporation and it appears on land maps and markers have been identified, though no formal record has been found accepting the road. The road is only partially paved and the remaining layout was unimproved. A previous adjacent landowner has placed stone in the layout which is making access to John's property difficult. John would like to remove the existing stone and add a gravel base with a fine gravel surface. Glenn informed the Board that he met with John on site to discuss the concerns and his proposal. Glenn explained that the Town has gravel that was received as part of the Route 2 improvements and he suggested that the Town owned gravel could be used to improve the Town road. Glenn believes the Town already has a 24" culvert at the Highway yard that could be used for the project. **Selectman Bembury** wanted to make sure that the Conservation Commission is consulted. John agreed that the Conservation Commission would be asked to review the site before any work is done. **Selectman Bastarache** discussed wanting to research the liability for the Town to have a private citizen work on a Town road. **Selectman Bembury** asked John how much he anticipated the project costing him. John answered that the cost would be fuel charge and his time if the Board agreed to allow the Town owned gravel to be used. John explained that the Town would not be expected to plow the gravel section of the road. **Chairman Smith** communicated his expectation that the work would need to be built to the standards that the State has issued. **Chairman Smith** discussed that the improvements would not guarantee that the Town would assume responsibility for maintaining the road going forward. Bryan Smith, Administrative Coordinator, will research liability concerns and guidelines. The Board anticipates reviewing this topic again in June.

Cell Phone Request ACO

Christopher Blair, Police Chief, joined the Board. The Board reviewed the request to add the Animal Control Officer position to the list of approved positions to receive cell phone reimbursement. **Chairman Smith** made a motion to approve. **Selectman Bastarache** seconded. Unanimously Approved.

Police Department Resignation

Christopher Blair, Police Chief, joined the Board and informed those in attendance that Patrolman Bethann Bezio had officially resigned from the department to pursue a new opportunity as the Chief in Ashfield. **Chairman Smith** read the letter of resignation from Officer Bezio, which has an effective date of Friday, April 14, 2017. **Chairman Smith** thanked Officer Bezio for her many years of service to the Town of Erving and expressed best wishes in her new endeavor.

Patrolman Position

Christopher Blair, Police Chief, joined the Board to discuss the hiring of a new Patrolman. Chief Blair discussed taking on the administrative duties that had been conducted by Officer Bezio and hiring a 40 hour/ week Patrolman. The current position was 30 hours/ week and the Chief discussed reducing the number of part time shifts each week by 2, noting that they have been hard to fill. The Chief plans on maintaining office hours on Mondays, Tuesdays, and Thursdays between 6:00 AM and 4:00 PM with additional office hours by appointment. Chief Blair discussed the possibility of hiring a candidate who needs to attend the Academy, noting it would be a cost of \$5,000 to \$6,000 for the Town.

Chief Blair proposed a hiring committee that would be comprised of the Chief, the Sargent, a Selectman, and two (2) residents. The Board agreed with the proposal. Chief Blair will make a notification to the public that we are looking for community members to serve on the committee.

The Board reviewed the revised position description. **Chairman Smith** made a motion to approve Patrolman position description. **Selectman Bembury** seconded. Unanimously approved. The position will be advertised with a due date of May 8, 2017.

Electronic Board Packet

Selectman Bastarache informed the Board that he had a conversation with the School Technology Coordinator and that the School technology lease does not end until June 2018 so the iPads owned leased by the School will not be available at least until then. **Chairman Smith** discussed the idea of the Board using a Surface Pro that is pen compatible. The Town currently owns an older model Surface Pro that the Board could use as an example. The office will ask the School to borrow an iPad and a MacBook Air to see what works best for the Board before an expense is made.

Riverfront Park Update

Bryan Smith, Administrative Coordinator, provided the Board with an update on the construction of the Riverfront Park. The Board reviewed the currently approved change orders and a proposal for the addition of site amenities that include four (4) tables, one (1) grill, and one (1) pet waste station. The Board agreed to order the amenities as long as delivery is within the allowed time frame and the Usher Mill Reuse Committee (UMRC) is satisfied. **Chairman Smith** made a motion to approve the order, pending availability and UMRC agreeance. **Selectman Bastarache** seconded. Unanimously approved.

Bryan informed the Board that the tentative change order to wrap the water tower cannot pass through the regulatory processes in time to be included in the PARC funded portion of the project. **Chairman Smith** discussed continuing to work on the water tower wrap after the PARC funded portion of the park is completed. **Selectman Bastarache** and **Chairman Smith** discussed wanting to repaint the tower as the wrap will still leave the roof and the supporting structure exposed. The Board discussed the concern that the tower has lead paint and the associated cost of mitigating the lead. The Board discussed the option of asking citizens if they are open to taking down the tower. **Selectman Bembury** talked about researching the cost of rehabilitating the tank and the cost of removing the tank to know what the actual costs are. **Selectman Bastarache** would like to meet with UMRC to discuss options. The Board agreed. **Chairman Smith** discussed the option of appropriating the \$15,000 for the wrap to help make the Riverfront Park sign a reality as the UMRC had planned. The Board discussed asking residents at the Annual Town Meeting on May 3, 2017.

Water Commitment #14

The Board reviewed the 14th water commitment for Fiscal Year 2017 in the amount of \$35,778.28.

Chairman Smith made a motion to sign the 14th water commitment for Fiscal Year 2017 in the amount of \$35,778.28. **Selectman Bastarache** seconded. Unanimously approved.

Proposed Snow and Ice Removal Bylaw

Selectman Bastarache informed the Board that he has spoken with a resident who clears the sidewalk and hydrants adjacent to his property and the resident communicated his frustration when he has cleared these areas and snow is plowed back into them when the roads are being cleared. The resident has raised the concern of being penalized under the proposed bylaw if he had already cleared the area. The Board agreed that the goal is to work with property owners and not to penalize owners who are making their best effort. The Board asked Bryan Smith, Administrative Coordinator, to follow up with the Highway Department to obtain clarification on what sidewalks the Town maintains during snow storms and what rationale exists for this.

Plantings

Daniel Hammock spoke to the Board and encouraged work on a project to install flowering plants and/or bushes along Route 2 on Town owned property as part of a beautification effort that could encourage tourism.

Laurel Lake Solid Waste Collection

Bryan Smith, Administrative Coordinator, informed the Board that Laurel Lake property owners have inquired about how solid waste collection will be handled this summer and if they can participate in Almost Anything Goes. The Board asked Bryan to follow up with the Town of Orange on an agreement to provide property owners with access to the transfer station. The Board acknowledged that Anything Goes begins on May 1st, and the time frame does not allow them to work on a solution.

Adjournment

At 9:00 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. Unanimously approved.

Respectfully submitted,



Bryan Smith
Administrative Coordinator