

Erving Board of Selectmen

Monday, May 22, 2017

Town Hall, Erving, MA

**Selectmen Present:** Jacob Smith, Scott Bastarache, William Bembury

**Finance Committee:** Arthur Johnson, Eugene Klepadlo, Benjamin Fellows, Daniel Hammock

**Also Present:** Bryan Smith, Peter Sanders, Glenn McCrory, Philip Wonkka, Julie Wonkka, Deb Smith, Melissa Shiner, Jeanie Schermesser, Jeff Dubay

**Press:** Christine Miranda, Athol Daily News; Katie Nolan, Montague Reporter

At 6:30 PM **Chairman Smith** called the meeting to order.

#### **Review of Meeting Minutes from Monday, May 15, 2017**

The Board reviewed meeting minutes from Monday, May 15, 2017. **Selectman Bembury** made a motion to accept the meeting minutes from May 15, 2017 as written. **Selectman Bastarache** seconded. Unanimously approved.

#### **Employee Review Guidance Document**

The Board reviewed a draft guidance document to accompany the employee performance evaluation tool. The Board accepted the draft, asking to remove the header so that the content will fit on a single page. The Administrative Coordinator will send both documents to department heads for review and will request feedback with a final review at the June staff meeting. **Chairman Smith** stated that he will attend the staff meeting on Monday, June 19, 2017 at 10:00 AM.

#### **Laurel Lake Waste Disposal**

Bryan Smith, Administrative Coordinator, provided the Board with an update regarding waste disposal for Laurel Lake property Owners. As approved, Duseau Trucking has delivered waste and recycling receptacles to Town Hall for use by the property owners, at least through June 30, 2017. The office has reached out to the Town of Orange twice and is waiting for a response. **Selectman Bastarache** asked Glenn McCrory, Highway Foreman, if it would be possible to setup an enclosure for the receptacles at Town Hall, as a secondary plan. Glenn agreed that it would be possible and that adjustments could be made to the sand shed to establish an enclosure.

#### **Water Use Request – Route 63 Paving Project**

Peter Sanders, Chief Operator/ Water Superintendent, joined the Board and explained that Warner Brothers paving has contacted the Town to request the purchase of water, temporarily, from the Town. The company is working on a reclamation project that will repave sections of Route 63 from Leverett through Montague and Erving to Northfield. Pete explained that a backflow prevention device is required, has been inspected and that water will be billed at the current rate.

#### **FY18 Diesel and Unleaded Gasoline Contracts**

The Board reviewed the bid results and documents from the Lower Pioneer Valley Educational Collaborative for the procurement of diesel and unleaded gasoline for Fiscal Year 2018. **Selectman Bastarache** made a motion to sign the contract for Fiscal Year 2018 for the purchase of diesel and unleaded Gasoline to Roberts Energy LLC, Albany Street, Springfield, MA. **Selectman Bembury** Seconded. Unanimously approved.

#### **Treasurer's Office Staffing Proposal**

Julie Wonkka, Treasurer, met with the Board to discuss a staffing change proposal for the office. She is requesting that the Board consider appointing Jean Fountain, currently Treasurer's Clerk, as the Assistant Treasurer. Julie explained that the revised Assistant Treasurer Position description encompasses the previous role of the HR/ Payroll Assistant position with expanded duties. This position would work 25 hours per week. Julie explained that the Clerk position would still be necessary, but would be hired in the future as the office is reorganized and would maintain the 10 hours a week that is

currently budgeted. She clarified that the clerical position would continue to be responsible for filing, processing bounced checks, preparing employee packets, updating employee lists for external vendors, and reconciling cash receipts.

At 7:02 PM the Board took a recess from meeting with the Treasurer and **Chairman Smith** called the joint meeting with Finance Committee to order to review the draft Special Town Meeting warrant.

#### **Draft STM Warrant Review**

- **Article 1:** Acceptance of Care Drive. The Finance Committee made no recommendation.
- **Article 2:** Acceptance of Land. The Finance Committee recommended approval. Eugene asked the Board to evaluate the inventory of Town owned land that may not have a use and could be built on.
- **Article 3:** Revolving Accounts Bylaw. The Finance Committee voted to recommend approval.
- **Article 4:** Free Cash Transfer into Stabilization. The Finance Committee voted to recommend putting at least \$500,000 into stabilization through both Free Cash and Raise & Appropriate.
- **Article 5:** Replace Backhoe Equipment. The Board and Finance Committee reviewed the estimates to replace or repair the equipment. **Chairman Smith** explained that the Board is concerned about spending more than \$70,000 to repair the equipment without a guaranteed useful life of the equipment. Benjamin Fellows spoke to his concern about spending approximately \$125,000 for new equipment and spoke to his preference to repair the existing equipment. Arthur Johnson raised the concern about the estimate for including all equipment that may not fully need replacement. **Selectman Bastarache** clarified that the quote that the Town received was based on comparing a new equipment purchase and the repair of existing equipment with the goal of making it last for multiple years. **Selectman Bembury** recalled that the last conversation with the Finance Committee about this topic ended with an agreement to research what it would cost to repair the existing equipment to a "like new condition." Eugene Klepadlo asked if the provider is on the state contract list and Glenn McCrory confirmed that the vendor is on the state contract list. Eugene asked for a motion from the Finance Committee. Benjamin made a motion to accept the article as presented. Daniel Hammock seconded. Discussion continued. Dan asked if the question had been asked to bring the equipment to "safe standard." Glenn offered to call the estimator back to the department, he acknowledged that it requires funding to request the estimate and he would need clear wording for what is being requested. **Selectman Bastarache** read the list of repaired items itemized in the estimate. Jeff Dubay noted that the existing backhoe is the first backhoe the Town ever bought 21 years ago. He explained his perspective that the newer equipment is better designed and raised the concern about making the investment in repaired equipment may never receive a return on investment. The Finance committee voted to recommend approval. Glenn offered that the current equipment could be deemed surplus and sold through municibid instead of being used for a trade-in.
- **Article 6:** Street Light LED Upgrade Project. The Finance Committee voted to recommend approval.
- **Article 7:** School transfer from Special Stabilization. The Finance Committee voted to recommend approval.

#### **Capital Planning Committee**

Eugene asked when the Board would begin to establish the Capital Planning Committee and establish a budget calendar for FY19. The Board agreed to have the Administrative Coordinator propose dates in July 2017.

At 7:48 PM the Finance Committee voted to adjourn the joint meeting. The Board continued to meet.

#### **Treasurer's Office Staffing Proposal (continued)**

At 7:53 PM the Board resumed the meeting with Julie Wonka, Treasurer. The Board continued to review of the position descriptions for the Assistant Treasurer and Clerk. Julie would like to review the

Clerk position later in the summer. The Board agreed to table review of the Clerk position until later in the summer. **Selectman Bastarache** made a motion to appoint Jean Fountain as Assistant Treasurer beginning on June 5, 2017. **Selectman Bembury** seconded. Unanimously approved.

**Selectman Bastarache** made a motion to adopt the amended Assistant Treasurer Position description. **Selectman Bembury** seconded. Unanimously approved.

#### **Draft Usher Water Tower Survey**

The Board reviewed a draft of a survey regarding the future of the water tower prepared by Bryan Smith, Administrative Coordinator. The Board discussed wanting more detailed estimates for each option before the survey would be finalized. It was agreed that Bryan would reach out to engineers for rough estimates. Jeanie Schermesser, Usher Mill Reuse Committee (UMRC) Chair, advocated to include the Historical Commission and other stakeholders to join the Board in the discussion of the survey. She encouraged the Board to seek more information before a survey is issued and she would like to research opportunities for potential funding sources and uses beyond signage for the Tower. Jeanie explained that the Committee was hoping that they could present information to the public. **Selectman Bastarache** explained how the Board began to discuss the subject of the Tower when it became clear that the proposed wrap would not be part of the Phase 1 PARC project. **Chairman Smith** explained that the Board had originally hoped to discuss the topic with citizens at the Annual Town Meeting. Jeanie raised the concern about the wording of the draft survey; noting that wording of survey questions can bias responses. Jeff Dubay, UMRC member, spoke to the historic existence of the Tower as a feature of Erving Center's downtown. **Selectman Bembury** explained that any option regarding the Tower will cost money and he advocated for contracting with an engineering firm to evaluate the structural integrity of the tank and to provide cost estimates on various options. Deb Smith spoke to a preference to address the tower prior to a Phase 2 as an aesthetic concern. **Selectman Bastarache** suggested simplifying a survey to two (2) questions that allowed for open text and no predefined responses. Potential questions included: "What town do you live in?" and "What would you like to see done with the tower?" Melissa Shiner, UMRC member, asked if FRCOG could assist the Town with surveying and suggested that at the grand opening a table could be setup to accept perspectives on options for a Phase 2 project. Jeanie suggested meeting on Monday, June 5, 2017 with the Board of Selectmen, the Historical Commission, and UMRC. **Chairman Smith** explained that the Board was not ready to meet with other Boards about this topic yet.

At 8:42 PM **Chairman Smith** recused himself from the meeting.

#### **Firefighter Position Description Review**

Phillip Wonkka, Fire Chief, joined the Board. The Board reviewed the draft position description for Firefighter II (permanent). **Selectman Bastarache** asked if a comprehensive list of additional duties will be maintained such as: community education, home inspections, monthly maintenances of AED and similar equipment town wide, etc. Chief Wonkka explained that those duties are captured in bullet 6 of the position description and agreed to provide a supporting document. **Selectman Bembury** raised a question regarding the confidentiality section of the description and asked if it would include HIPPA adherence and address access to confidential medical information. Chief Wonkka agreed to clarify the confidentiality section. Chief Wonkka and the Board discussed the public's request of having State firefighting training as a requirement. Chief Wonkka raised the concern about sending a firefighter to the State academy would require ten (10) weeks of full time training and that the Town would lose access to the staff during training. He explained that another option would be to work through the call volunteer training during weekends and Thursdays.

**Selectman Bembury** asked the Chief to research what laws, policies, and procedures exist as they relate to the injury of firefighters on duty and how that may relate to training. **Selectman Bembury** asked if a psychological exam is required. Chief Wonkka answered that a psychological exam is required in civil

service communities, but it is not mandated for other communities. **Selectman Bastarache** asked to review on an updated draft of the position description on June 5, 2017.

The Board discussed a potential screening committee of five (5) members, including: Chief Blair, a Selectman, an officer from a neighboring fire service. The Chief explained that he is looking for six (6) finalists to be consider for the two (2) openings.

#### **Erving Cemetery Burial Deeds**

**Chairman Smith** made a motion to issue Erving Center Cemetery burial deeds numbered 415 and 416 to Randy Savage. **Selectman Bembury** seconded. Unanimously approved. **Chairman Smith** made a motion to issue Erving Center Cemetery burial deed numbered 414 to Randy and Trudie Savage. **Selectman Bastarache** seconded. Unanimously approved.

#### **Executive Session**

At 9:29 PM **Chairman Smith** made a motion for the Board to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to approve prior Executive Session meeting minutes.

Roll Call Vote:

<b>Chairman Smith</b>	Aye
<b>Selectman Bastarache</b>	Aye
<b>Selectman Bembury</b>	Aye

The Board did not return to open session.

Respectfully submitted,



Bryan Smith  
Administrative Coordinator