

Erving Board of Selectmen

Monday, October 30, 2017

Town Hall, Erving, MA

Selectmen Present: Jacob Smith, William Bembury, Scott Bastarache

Also Present: Bryan Smith, Jeff Dubay, Deb Smith, Jeanie Schermesser, Jacquelyn Boyden

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

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

Meeting Minutes from October 16, 2017

The Board reviewed meeting minutes from Monday, October 16, 2017. **Selectman Bastarache** made a motion to approve the meeting minutes of October 16, 2017 as written. **Selectman Bembury** seconded. Unanimously approved.

Meeting Minutes from October 23, 2017

The Board reviewed meeting minutes from Monday, October 23, 2017. **Selectman Bembury** made a motion to approve the meeting minutes of October 23, 2017 as written. **Selectman Bastarache** seconded. Unanimously approved.

Letter of Resignation from Finance Committee for Eugene Klepadlo

Chairman Smith announced that the Board has received a copy of letter from Eugene Klepadlo announcing his resignation from the Finance Committee and therefore the Capital Planning Committee. **Chairman Smith** expressed appreciation for Eugene's service on the Finance Committee. **Chairman Smith** announced that the Finance Committee currently has two (2) vacancies and Moderator Richard Peabody is accepting letters of interest. Bryan Smith, Administrative Coordinator, explained that notice has been sent to the local papers about the vacancies.

Erving Center Traffic Safety Updates

Bryan Smith, Administrative Coordinator, provided the Board with an update on traffic and pedestrian related improvements for Erving Center. The Route 2 Safety Taskforce is scheduled to reconvene on Thursday, November 16, 2017 at 6:00 PM. Erving is hosting the meeting which includes representation from Athol to Greenfield as well as Mass DOT. The Board asked to have the meeting relocated from Town Hall to the Senior & Community Center. Bryan also explained he met with Glenn McCrory, Highway Foreman, to discuss anticipated work. The roadway stencils have been received and the Highway Department is identifying locations for speed notifications and other warnings. The Department is awaiting the arrival of bus stop signage. Once installed, the School Department will send correspondence to residents to clarify appropriate locations for school bus pickups. Finally, the Highway Department is working on the cost estimates for the restoration of a crosswalk on Church Street with ADA compliant ramps. The Board agreed that the issue of changing the intersection of North and Church Streets to incorporate a stop will need to be addressed as a warrant article at a future Town Meeting. The Board agreed that this agenda item will no longer be held as a weekly topic and that updates will be given as they are available.

Erving Industries 3rd Party Wastewater Agreement

The Board reviewed final version of the agreement between the Town and Erving Industries regarding the acceptance of 3rd Party Wastewater. Morris Housen, Erving Industries President, has already signed the agreement. **Chairman Smith** made a motion to sign the Amended and Restated Agreement Regarding Third Party Wastewater Discharges between the Town of Erving and Erving Industries Inc., effective October 30, 2017 through June 30, 2018. **Selectman Bembury** seconded. Unanimously approved.

Discussion RE: Interest in 10 West Main Street

Bryan Smith, Administrative Coordinator informed the Board that Peter Sanders, Chief Wastewater Operator & Water Superintendent, has been working to locate the well. Conversations with the property

owner have occurred and measurements of the lot in relations to the right-of-ways for Pan AM Railways and Route 2 are being considered. This information and the list of questions from the Board are being sent to Mass DEP. The Recreation Commission has agreed to add the topic to an upcoming agenda. **Selectman Bastarache** discussed the potential costs of accessing the water source if it is determined that the water may be able to be used for a municipal purpose. The rough estimate of a minimum of \$100,000 for horizontal drilling through the railroad property has been suggested. **Selectman Bastarache** reiterated the Town could purchase the property to provide time to explore options and can consider selling the property in the future if a municipal use is not feasible.

Jeff Dubay discussed that 100' radius minimum for a protection zone required under Mass DEP regulations. In consideration of the regulations the issue of finding a water source in Erving Center may be very challenging. Jeff advocated that the parcel may be valuable as an extension of the municipal parking lot to support downtown businesses and the Erving Riverfront Park. Jeff discussed his concerns about generous zoning regulations, that have encouraged home based businesses, and challenging DEP regulations that have discouraged downtown development. **Selectman Bastarache** agreed that alternatives need to be investigated. Jeanie Schermesser discussed the value of a potential water source or a parking lot for the future of the Usher Mill redevelopment and the Erving Riverfront Park. Jeanie stated her belief that it is an important parcel for the Town to own. Jeanie discussed the challenges of DEP regulations and the issue of not having a viable public water source. Jeanie advocated for the Town to plan for the future of public water supply for Erving Center. **Chairman Smith** acknowledged that conversations have occurred over the years regarding the development of a public water supply and that search for an appropriate water source has been challenging. **Selectman Bembury** discussed a potential location to site a public water source could be the Town-owned property on Mountain Road. **Selectman Bembury** acknowledged that individuals have inquired about using a piece of Zilinski Park, but noted that the property is deed restricted for conservation and recreation. **Chairman Smith** raised the concern that some residents may not be interested in joining a public water supply and that often infrastructure projects can be cost prohibitive without a significant number of users joining the system. **Chairman Smith** acknowledged that the issue of parking should be considered and that phase 2 and phase 3 of the Usher Mill site redevelopment called for parking to be established on Crescent Street as well as the west side of the Usher Mill building. **Chairman Smith** raised a concern about the underuse of current parking lots and the challenges of encouraging pedestrian traffic on Arch Street under the underpass. Deb Smith asked if there was potential for a PARC grant to reimburse the Town if the property was acquired to support the park, like the Library Building grant will reimburse for the acquisition of 34 Northfield Road. Jeanie noted that grant funding for land acquisition of park land is available. Bryan agreed, but noted that the land acquisition grants through PARC and similar sources requires a grant proposal to be submitted and approved prior to the purchase of property. The Town is actively drafting the new Open Space & Recreation Plan that will make the Town eligible to apply for these grants. Richard Newton asked if 10 West Mains Street is a conforming building lot in regards to the Zoning bylaw. Jacquelyn Boyden, Planning Board, explained that the lot is conforming and has frontage off of Route 2. The lot is zoned Central Village which requires 125' of frontage and a minimum lot size of .5 acres. The lot exceeds both requirements and is available for all approved uses.

Selectman Bembury discussed the potential use as a site for an informational kiosk to promote areas of interest to visitors. **Selectman Bastarache** agreed that an informational kiosk had been discussed and stated that the Open Space Committee has discussed the project. The Board asked Bryan to inform the realtor for the property owner that the Town is seriously interested.

Discussion of Inventory of Town-owned Land

The Board reviewed a list of Town-owned properties. Bryan has made a request of the FRCOG Planning Department to create a GIS map of Erving, highlighting Town-owned properties by land use codes. The Board would like to review the list with a map and an understanding of the unrealized tax revenue potential of the parcels owned.

Community Compact Projects

Chairman Smith explained that the Town has finished the two (2) Community Compact projects that the Town had agreed to with the State which addressed capital planning and senior housing planning. The Board considered whether the Town should apply to the State for assistance with two (2) new Community Compact projects. **Selectman Bastarache** suggested that the Town could use this opportunity to support best practices with information technology (IT). The Board asked Bryan Smith, Administrative Coordinator, if he had suggestion on which IT related projects to consider. Bryan stated that there has been previous conversations about digitizing records to better prepare for public records requests and file storage. Additionally, it may be beneficial to request an assessment for existing IT services and to identify technology related needs with a plan for improvement. **Chairman Smith** stated that the goal of increased digital transparency goes hand-in-hand with digitizing records and suggested that the Town should consider increased off-site storage of records as these projects will increase data storage requirements. Richard Newton, Town Clerk, agreed and suggested that the off-site storage needs will change after digitizing. **Chairman Smith** asked the Board if the Town should consider submitting an application for a Complete Streets Project. The Board has discussed working on a Complete Streets policy and plan with the Highway Department previously. The Board would like to review the Community Compact best practices for another week to consider priorities. Richard Newton suggested that the Town consider municipal internet service as neighboring towns have explored. Jeanie Schermesser asked if the Town had considered exploring joint procurements with other communities to achieve greater savings. Bryan explained that the Town currently participates in joint procurements for Highway materials, copy paper, health insurance, heating oil and fuel, etc. The Board agreed that the Town should always consider options to realize savings through joint procurement.

Upper Pioneer Valley Veterans Services District MOU

The Board reviewed the memorandum of understanding (MOU) for the Upper Pioneer Valley Veterans Services District, which operates out of Greenfield. The Town of Greenfield contributes 56% of the budget for the district as the host and the remaining member communities share the other 44% of the budget. The Veterans Services Advisory Committee has voted to recommend that the District MOU be re-signed for an additional three (3) years. **Selectman Bembury** made a motion for the Town of Erving to remain a member of the Upper Pioneer Valley Veterans Service District for the next three (3) years. **Chairman Smith** seconded. Unanimously approved.

Police Department Server Request

The Board reviewed a request from Police Chief Blair for the replacement of the WatchGuard server that supports the cruiser and body camera data. The existing server is more than five (5) years old and is outdated with software. The system is in need of replacement so that data is not lost. **Selectman Bastarache** explained that the Capital Committee received this request as a FY2019 capital request. The Capital Committee recommends to the Board of Selectmen that action should be taken to replace the server in the current fiscal year rather than waiting until FY2019. There is sufficient funding in the server replacement appropriation for this expense to occur in the current fiscal year. **Selectman Bembury** asked that the Town ensure that the new server will have sufficient storage for the additional body camera footage storage. The Board asked Bryan Smith, administrative Coordinator, to follow up with Chief Blair to review the quote and answer the following questions:

- Does the Town need to purchase a new license key?
- How does the internal storage compare to the actual need for approximately 18 months?
- How does this proposed equipment address the needs of the Department to back up data?
- Does the Department intend on maintaining the old server or will the existing data be transferred to the new equipment?

Chairman Smith discussed his preference of making a decision in the near future and not waiting until FY2019. **Chairman Smith** suggested that the Capital Committee may want to consider increasing the

annual recurring appropriation for server replacement because of this expense. **Selectman Bastarache** explained that the Capital Committee will be considering the growth of technology costs town-wide. The Board agreed that they support the replacement of the server as an FY2018 expense and they will revisit the topic on November 6, 2017.

Town Hall Database Request

Bryan Smith, Administrative Coordinator, presented the Board with a capital request for the procurement of a database that will support the offices of the Board of Selectmen, Town Clerk, and the Board of Health. The databases would track business licenses, board & commission appointments, personnel tracking, underground storage tanks, dog licenses, cemetery deeds and burial records, and health permits. These processes are all currently processed manually which is an inefficient practice and makes reporting time consuming. The Board discussed general support for the request. **Chairman Smith** asked if the software could also process public records request and offer an online integration. The Selectmen's Office will follow up with LLData. Jeanie Schermesser asked if the Town could make more content available to citizens online such as abatement forms and assessing information. **Chairman Smith** discussed making the Town website more user friendly and easier to navigate. **Selectman Bastarache** asked about funding for the request. The proposal is to aggregate funding from the IT Department, Selectmen's Office, Town Clerk, and Board of Health for the initial purchase of approximately \$7,000. The annual maintenance costs could be aggregated in a line item in a single department. **Chairman Smith** suggested keeping a single line item for the annual maintenance of the shared software. The Board discussed support for the proposal. **Selectman Bastarache** explained that Capital Committee had considered the request at their last meeting and have recommended that the Selectmen consider this procurement for FY2018.

Adjournment

At 8:23 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. Unanimously approved.

Respectfully Submitted,



Bryan Smith
Administrative Coordinator