

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

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

**Also Present:** Bryan Smith, Deb Smith, Linda Downs-Bembury, Julie Wonkka, Richard Newton, Michele Turner, Glenn McCrory

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

At 6:31 PM **Chairman Smith** called the meeting to order

#### **Review of Meeting Minutes from December 04, 2017**

The Board reviewed meeting minutes from Monday, December 04, 2017. **Selectman Bastarache** made a motion to approve the meeting minutes of December 04, 2017 as written. **Selectman Bembury** seconded. Unanimously approved.

#### **Discussion of Snow & Ice Removal Practices**

Glenn McCrory, Highway Foreman, explained that to adequately clear all sidewalks in Town, there would need to be two (2) pieces of equipment. As an example, Glenn estimated that the cost for two (2) new tractors with heated cabs and snow blowers and one (1) extra blower head would be approximately \$54,000. In regards to labor, Glenn estimates that it would require two (2) people approximately 12 to 15 hours per storm to clear the sidewalks. Using existing staff at an overtime rate, it is estimated that it could cost \$1,000 per 3" to 5" storm. Glenn explained that the December 9, 2017 storm took 5 hrs with one (1) person snow blowing and one (1) person shoveling. The snow blower head broke because of a foreign object from Route 2 on the sidewalk. Breaks like this require a spare blower head to be available at the garage in order to continue with clearing.

**Selectman Bembury** inquired about the useful life of the existing tractor equipment. Glenn explained that the current equipment is over 13 years old and was just serviced for the year. **Selectman Bastarache** discussed establishing a capital improvement plan for purchasing and replacing this equipment on a 12 to 15 year cycle. Deb Smith asked about abutter related responsibility in the Snow & Ice removal bylaw if the Town offers the service and they do not clear within 24 hours. Bryan Smith, Administrative Coordinator, explained the experience that was explained to him by the Town of Amherst. The bylaw is still enforced and abutters are responsible for keeping sidewalks clear. The Town would be providing the service as a courtesy to assist residents after the snow had stopped falling and after roads have been cleared. Linda Downs-Bembury stated that all residents on Church Street still clear their sidewalks even though the Town also snow blows. The Board estimated an annual labor cost of \$20,000 to \$25,000. **Selectman Bembury** asked if the State assists with costs if snow storms are extreme. Glenn explained that financial assistance is reserved for states of emergency. In those situations the State can reimburse for overtime rates and the Town reports those costs through the Emergency Management Department.

**Selectman Bastarache** asked Glenn if the existing staff can handle the additional work. Glenn acknowledged that depending on the duration of the storm it can already be long shifts. The Board discussed a need to consider safety. **Selectman Bembury** agreed that he doesn't want to exceed staff capacity. **Selectman Bembury** discussed the option to potentially hire a per diem worker to conduct the work and acknowledged that logistics could be challenging. Glenn discussed the challenging nature of the work and past experience with part time workers during winter months. **Chairman Smith** noted that a decision was not being made tonight and that the policy going forward would likely be in place for the next season. **Selectman Bastarache** noted the need to provide rationale for how the Town conducts this work. Glenn suggested the consideration of a sub-contractor arrangement for sidewalk clearing. The Board agreed that they would like to know the cost of such a service.

### **Surplus Equipment Request- John Deere Backhoe**

The Board reviewed a request from the Highway Department to deem the 20 year old John Deere Backhoe as surplus. Glenn McCrory, Highway Foreman, suggested that the Town consider assisting the Town of Sandisfield, MA with the use of the backhoe by either loaning or gifting the equipment. The Sandisfield Highway Department lost all equipment in a fire at the Highway Department over the weekend. **Chairman Smith** discussed his support for potentially loaning the equipment to assist. **Selectman Bembury** expressed his support to offer the loan of the equipment. **Selectman Bastarache** expressed support for loaning the equipment.

Richard Newton suggested gifting the equipment and raised the concern about another Town using it while owning the equipment. Bryan Smith, Administrative Coordinator, can check with legal counsel. The Board tabled the request for this time.

### **FY2019 Operating Budget Request Review- Joint Meeting with the Finance Committee**

At 7:00 PM **Chairman Smith** called the Joint meeting of the Board and the Finance Committee to order.

#### ***Finance Committee Acting Chair***

Daniel Hammock made a motion for Benjamin Fellows to serve as acting Chair of the Finance Committee. Arthur Johnson seconded. Unanimously approved.

#### ***Tax Collector***

Michele Turner, Tax Collector, joined the meeting. Michele explained an overall reduction in anticipated expenses. Michele expects a small increase in software maintenance, but other expenses are reduced with archival and technology expenses allocated in the recurring appropriations. The draft proposed budget requested a net reduction of \$323. Michele suggested that she could further reduce ordinary expenses by \$1,500. **Finance Committee Recommendation:** Daniel Hammock made a motion to reduce the Tax Collector's expenses by an additional \$1,500 for a total of \$1,823. Benjamin Fellows seconded. Unanimously approved.

#### ***Board of Selectmen***

Bryan Smith, Administrative Coordinator, provided an overview of the Board of Selectmen Departmental budget request. Ordinary expenses have been level funded and the general expense line items have been broken into greater detail. The salary & wage subtotal request increases by \$83 in longevity for the Municipal Clerk position. **Finance Committee Recommendation:** Daniel Hammock made a motion to approve the Board of Selectmen budget request as presented. Arthur Johnson seconded. Unanimously approved.

**Selectman Bembury** asked if the Board would be considering cost of living adjustments (COLA) for the FY2019 budget season. **Chairman Smith** explained that the budget was prepared assuming no COLA. The Board and the Finance Committee will need to make a decision regarding COLA. If a COLA is approved, all salary & wage lines will be adjusted accordingly.

#### ***Finance Committee & Reserve Fund***

Daniel Hammock explained a level fund request on behalf of the Finance Committee and for the Reserve Fund. Daniel discussed the need for Finance Committee members to attend training and expressed a need to review new State issued financial guidance. **Chairman Smith** discussed the use of the Reserve fund and the rationale for the increase that was budgeted in FY2018. The Board of Selectmen agreed to the budget request.

***Treasurer's Office***

Julie Wonkka, Treasurer, joined the meeting to review the FY2019 budget request. The ordinary expense request was presented as level funded. Julie offered to reduce the ordinary expense budget by \$1,600 for a total of \$5,000. The salary & wage subtotal reflects an increase of \$1,007. Julie explained that she is requesting support for Jean Fountain, Assistant Treasurer, to receive a 2% merit. Julie discussed the decision to delay the hiring of a clerk to date and noted that Jean has fulfilled the duties of the clerk role in addition to her new duties as Assistant Treasurer. Julie explained that she expects to complete the Treasurers certification test in August 2018. Additionally, Julie explained that she is requesting an increase in the Treasurer salary of \$1,301. The salary was last adjusted in FY2014. Julie discussed the increased time commitment required to comply with state and federal requirements, reorganizing the office, and developing written office procedures.

Julie explained that the Tax Title expense budget is level funded. Julie noted that three (3) parcels are currently in land court. A potential 4<sup>th</sup> parcel may go to land court. **Selectman Bembury** asked for an explanation for how the tax title process works. Julie reviewed the process. Julie explained that the current parcels that are being worked on have been in tax title for numerous years, some as long as 8 years. **Selectman Bembury** asked about maintaining a process that keeps the Selectmen informed of developments. Julie explained that she notifies Bryan when the process begins and of any developments.

Daniel Hammock suggested maintaining a quarterly finance team meeting to maintain regular communication about financial matters. Bryan noted that an initial meeting with the School occurred in September and it is likely time to schedule a follow up. Dan asked how many hours the Treasurer typically works. Julie explained that she is often working 37.5 hours per week. **Finance Committee Recommendation:** Daniel Hammock made a motion to approve the budget as amended. Benjamin Fellows seconded. Unanimously approved.

**Chairman Smith** noted that he appreciated the realistic approach to staffing that the Treasurer's Office has taken. The Board and Julie discussed using the available funding to offer the Assistant Treasurer additional hours when needed.

***Benefits & Insurance***

Julie Wonkka, Treasurer, reviewed the current FY2019 budget requests for benefit & insurance related line items. Julie explained that Franklin County Retirement is an increase of \$14,586. This request is preliminary and will be finalized in January 2018. Julie explained that the Unemployment line item has been traditionally underfunded and the increase of \$4,500 reflects the cost experienced by the Town in FY2017. Julie explained that the Health & Life Insurance premiums are expected to increase, but those assessments will not be known until after the January 2018 Insurance Advisory Committee meeting. In the meantime, the FY2019 request is level funded. Julie explained that the Union 28 benefits request is level funded and has been sufficient to meet costs. Medicare expenses have continued to increase, therefore the FY2019 budget request reflects a \$12,000 increase. Julie noted that the EES 403 B Plan cost has been consistently \$600 annually, and the budget request should be amended to reflect this.

**Finance Committee Recommendation:** Daniel Hammock made a motion to approve the FY2019 budget request as amended, subject to change as insurance and other figures are received. Arthur Johnson second. Unanimously approved.

***Board of Assessors***

At 7:48 PM Daniel Hammock recused himself from the Finance Committee.

Jacquelyn Boyden, Assistant Assessor, reviewed the FY2019 budget request. Ordinary expenses are level funded. The increased request in salary & wages is for longevity and the Board of Assessors have recommend Jacquie for a merit raise of 2%. Dan spoke as the Chair of the Board of Assessors, stating that he believes the FY2019 budget request is fair and responsible. **Chairman Smith** asked if the Town should

budget more for assessment defense. Jacquie explained that there are two (2) pending Appellate Tax Board (ATB) cases for the Town of Erving. Neither case has been scheduled yet for a hearing date therefore it is difficult to estimate if additional funding will be necessary. Jacquie also explained that 2018 is a revaluation year, the Town is currently contracting for valuation of the Northfield Mountain Project. The contract costs is \$32,500. The rest of the Town is also being reevaluated by Patriots with support for the Assessor's Office. The cost of this work is approximately \$5,000 to \$7,000. The budget request is sufficient. In FY2020 there may be an interim adjustment for the Northfield Mountain Project which may cost approximately \$16,000.

At 7:55 PM Daniel Hammock rejoined the Finance Committee.

At 7:55 PM **Chairman Smith** recused himself from the Board of Selectmen.

### ***Information Technology & Support Services***

Jacquelyn Boyden, IT Coordinator, reviewed the FY2019 budget request. The overall budget reflects an increase of \$8,065. The salary & wage subtotal contains the largest increase of the request. IT request continue to expand and Jacob Smith has announced that he will be resigning from the IT Support position at the end of the fiscal year. Jacquie would like the Board to consider the creation of a part-time IT staff position. The Board discussed the need to have a trained professional doing the work as well as the expensive cost of IT sub-contractors. Daniel Hammock asked if the FRCOG can offer regional IT support services. Dan asked to review what other Towns are doing. Jacquie explained that five (5) years ago the Town used Retrofit as a sub-contractor for IT services, and total charges ran approximately \$15,000 to \$20,000 annually. **Selectman Bastarache** stated that he wants to know the hourly rate of an in-house employee. **Selectman Bastarache** noted that the \$16,000 request for salary & wage would be available to put towards a position. Richard Newton, Town Clerk, stated that he agrees that a position is needed and stated that he believes it is shortsighted for to only consider a part-time solution. Richard discussed the need to address security issues for personally identifiable information and the potential liability that the Town possesses. He explained that the Town should have a Written Information Security Plan (WISP). It was suggested that the Town and the School could potentially share the IT staff. Selectman Bastarache noted that the School has one (1) full-time person serving as an IT Coordinator and he also teaches a class. Jacquie suggested that it would be a savings to hire in-house rather than outsource to a sub-contractor and suggested coordinating the position with the work on providing local access broadcasting. Bryan Smith, Administrative Coordinator, explained that the Cable Advisory Committee is working on PEG access and noted that there is funding currently available for this work. **Selectman Bastarache** asked to research IT support services in comparable communities and models. **Finance Committee Recommendation:** Daniel Hammock made a motion to support the FY2019 IT budget request as presented and encourage the Board of Selectmen to continue to research and work on the IT issue. Daniel Hammock withdrew the motion and instead the topic was tabled.

**Selectman Bembury** asked the Board to keep the topic on the agenda and continue to work on a proposal.

At 8:22 PM **Chairman Smith** rejoined the Board of Selectmen.

### ***Planning Board, Conservation Commission, and Zoning Board of Appeals***

All three (3) land use boards submitted level funded requests for FY2019. **Finance Committee Recommendation:** Daniel Hammock made a motion to accept the Planning Board and Conservation Commission budget request as presented. Benjamin Fellows seconded. Unanimously approved. The Finance Committee tabled discussion on the ZBA budget request.

### ***Town Clerk***

Richard Newton, Town Clerk, joined the meeting. Bryan Smith, Administrative Coordinator, pointed out that the annual recurring appropriation request from the Town Clerk for the preservation of permanent records is accounted for in the IT & Support Services budget. Richard discussed the types of records that have been recently preserved and a summary of what records he anticipates preserving in FY2019. The

\$20,000 request is level funded and is sufficient. The Town Clerk's office budget is a level funded request while the Elections budget request for FY2019 is increased by \$7,650. This increase is related to the need to conduct 2 State and 1 Town election. **Finance Committee Recommendation:** Benjamin Fellows made a motion to accept the Town Clerk budget as presented. Arthur Johnson seconded. Unanimously approved.

### ***Town Buildings & Ground Maintenance***

Bryan Smith, Administrative Coordinator, provided an explanation of the Town Buildings & Ground Maintenance budgets. Both budgets are level funded requests for FY2019. The Town Buildings account has been detailed into more expense line items to better track expense categories. **Finance Committee Recommendation:** Daniel Hammock made a motion to accept the Town Buildings & Ground Maintenance Budget as presented. Benjamin Fellows seconded. Unanimously approved.

### ***Town Accountant***

Bryan Smith, Administrative Coordinator, provided an explanation of the FY2019 budget request for the Town Accountant. The budget requests includes a reduction of \$4,070 which is related to software maintenance that is being discontinued. All other line items are level funded. **Finance Committee Recommendation:** Arthur Johnson made a motion to accept the Accountant's budget request as presented. Daniel Hammock seconded. Unanimously approved.

**Selectman Bastarache** expressed his appreciation to department heads and agencies that worked with the new budget format and created the narrative to accompany their budget request.

AT 8:48 PM **Chairman Smith** made a motion to adjourn the joint meeting with the Finance Committee and continue with the Board of Selectmen meeting. **Selectman Bembury** seconded. Unanimously approved.

## **2018 Business & Liquor Licenses**

### ***Business Licenses***

**Chairman Smith** made a motion to approve the 2018 Business Licenses to the businesses listed in the following 2018 Erving Business License chart, and for the record to reflect the names:

#	NAME	BUSINESS NAME	ADDRESS OF BUSINESS	DESCRIPTION OF BUSINESS
1	Bassett, Doug	Downeast Clambakes	56 Northfield Road Erving, MA 01344	Clambake business
2	Boyden, Warren & Jacquie	Dan's Veggies & Poplar Mtn. Maple Products	151 Northfield Rd Erving, MA 01344	Farm Stand
4	Christenson, Timothy K	Tim's RV, Inc.	15 East Main Street Erving, MA 01344	Storage and Repair of RV's, Trailers
5	Christenson, Timothy K	Tim's RV, Inc.	15 East Main Street Erving, MA 01344	A recognized agent of a motor veh. manufacturer or seller of motor vehicles who's principal business is the sale of new motor vehicles, the purchase or sale of second hand motor vehicles being incidental or secondary to the sale of new vehicles. / CL I
6	Dubay, Herbert	Dubay Pallet	119 North Street Erving, MA 01344	Store, produce and sell pallets
7	Dubay, Rita	Freight House Antiques	East Main Street Erving, MA 01344	Antiques and collectibles
8	Dubay, Rita	Freight House Antiques	East Main Street Erving, MA 01344	Make/Sell Food

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9	Dubay, Rita A.	Freight House Farm	32 Mountain Road Erving MA 01344	Cutting firewood and forest products on our forest land.
10	Erving Elementary		28 Northfield Road Erving, MA 01344	Prepare and sell food
11	Erving Senior/Community Center		1 Care Drive Erving, MA 01344	Operate a Senior/Community Center
13	Fellows, Bruce D.	New England Maple Products AKA Fellows Apple Farm Stand	219 North Street Erving MA 01344	Retail sales of Farm Products (Maple Syrup, Honey, Apples, etc.)
14	Fellows, Justin	Fellows Construction	220 North Street Erving MA 01344	Building and Renovations
15	Fellows, Vicki	Pocket Saver Market	3 West Main Street Erving, MA 01344	Meat and Convenience Store
16	Fletcher, Rob	Quixote Consulting	117 Old State Road Erving, MA 01344	Training/team building consulting
17	Hammock, Daniel	Baby Boomer Property & Management Systems	16 Wheelock Street Erving, MA 01344	Real estate investments sales & management
18	Hammock, Daniel	Country Furnishings	16 Wheelock Street Erving, MA 01344	Make/Sell furniture & accessories
19	Hammock, Daniel	Hammock International	16 Wheelock Street Erving, MA 01344	Retail/wholesale/training internet distribution
20	Hawkins, James A.	Greenfield Automotive	38 French King Hwy Erving, MA 01344	Auto Repair Shop
23	Kaczinski II, Arthur	Artscape	93 Northfield Road Erving, MA 01344	Landscape and design
25	Kolakoski, Gary	Erving Equipment	38 French King Hwy Erving MA 01344	Sell used tractors and farm equipment/CL II
26	LaFleur, Rene	Fairlane Mobile Homes	Old State Road Erving MA 01344	Operation of a mobile home park
27	Manzi, Anthony Music Man	Music Tribute Productions	58 State Road Erving, MA 01344	Mobile Disc Jockey Business
29	Peters, Bradley	PR Solutions	39 Old State Road Erving, MA 01344	Creative photogr., Pub. Rel., business research and writing
31	Prondecki, Frank	French King Motor Inn	French King Highway Erving, MA 01344	Motor lodge
32	Prondecki, Frank	French King Restaurant	French King Highway Erving, MA 01344	Restaurant
33	Prondecki, Michael	Franklin Grocery	1 West High Street Erving, MA 01344	Convenience Store and Serve Food
34	Rollins, Jeffrey	Tools of Liberty	223 North Street Erving, MA 01344	Firearms Instructor
36	Semb, Ralph	French King Bowling Center	55 French King Highway Erving, MA 01344	Sell food
37	Semb, Ralph	French King Bowling Center	55 French King Highway Erving, MA 01344	pool tables, pinball mach., video games, live entertnmnt
38	Semb, Ralph	Weatherhead Apts.	French King Highway Erving, MA 01344	Apartment houses, storage sheds
39	Semb, Ralph	Weatherheads	63 French King Hwy Erving, MA 01344	Convenience Store

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40	Shaffer, Michael A.	Quality Engineering Consulting	81 Old State Road Erving MA 01344	Consulting in Quality Process Engineering and Systems/Distributor for Byo-bon (natural wastewater treatment)
41	Shufelt, Robert L.	Red Lantern Café	7 Lester Street Erving MA 01344	Soft Serve Ice Cream Breakfast Items
42	Tierney, Timothy	Rose Ledge Companies	Poplar Mtn. Road Erving, MA 01344	Buy/Sell Second-hand motor vehicles/ <b>CL II</b>
43	Tierney, Timothy	Rose Ledge Companies	Poplar Mtn. Road Erving, MA 01344	buy second hand m.veh to remodel,take apart,rebuild or sell parts of second hand m. veh or tires./ <b>CL III</b>
44	Waldron, Phillip	Waldron Building & Remodeling	46 High Street Erving, MA 01344	Building and Remodeling Contractor
45	Whitney, Ronald and Bernadette	Whitney Wood Products	64 East Main Street Erving, MA 01344	Produce and sell wood products
46	Whitney, Ronald and Bernadette	Stoneville Auto	64 East Main Street Erving, MA 01344	Buy/Sell Second-hand motor vehicles/ <b>CL II</b>
47	Whitney, Ronald and Bernadette	Stoneville Auto	64 East Main Street Erving, MA 01344	buy second hand m.veh to remodel,take apart,rebuild or sell parts of second hand m. veh or tires./ <b>CL III</b>
48	Zilinski, John	Zilinski Maple Syrup	20 East Prospect Street Erving, MA 01344	Retail sale of Maple Products
49	Fletcher, Robert	Toast of the Town Music Productions	117 Old State Road Erving, MA 01344	Musical Entertainment
50	Emberley, Robert M.	Emberley Painting	44 High Street Erving, MA 01344	Painting- Residential
51	Frank, Brian	B. E. Frank and Co.	43 Ridge Road Erving, MA 01344	Carpentry
54	Mankowsky, Dylan	Mankowsky Metal Works	44 Mountain Road Erving, MA 01344	Small home based mobile welding service
55	Lach, Malgorzata	Lach Transport	10 North Street Erving, MA 01344	Transporting specimen for Baystate Hospitals
56	Lach, Malgorzata	Margaret's Guitar Studio	10 North Street Erving, MA 01344	Guitar Lessons, music theory, piano, children to adults

**Selectman Bastarache** seconded. Unanimously approved

***Liquor Licenses***

**Chairman Smith** made a motion to issue the following 2018 Liquor Licenses:

License #	Name	Company	Address	Description
00002-RS-0378	Semb, Ralph	French King Bowling Center	55 French King Hwy	Restaurant
00004-HT-0378	Prondecki, Frank	French King Motor Inn	129 French King Hwy	Hotel/Inn Keeper
00007-PK-0378	Prondecki, Michael	Franklin Grocery	Lester Street	Package Store
00012-PK-0378	Fellows, Vicki	Pocket Saver Market	5 West Main Street	Package Store
00018-RS-0378	MICSIM, LLC	The Crooked Tap Café	7 West Main Street	Restaurant
00019-PK-0378	Semb, Ralph	Weatherheads	63 French King Hwy	Package Store

**Selectman Bembury** seconded. Unanimously approved.

### **LED Streetlight Retrofit Project Update**

Bryan Smith, Administrative Coordinator, provided the Board with a project update regarding the LED Streetlight Retrofit project. Tanko Lighting has conducted their site visit and created a GIS map of all fixtures. A recommended design has been submitted to the Town with a request for information related to the reconciliation of field observations and utility account data. Glenn McCrory, Highway Foreman, is reviewing the proposal and existing conditions to make his own recommendations. Additionally he is identifying fixtures the few fixtures that Tanko couldn't not find in the field. Finally, Tanko has sent the Town a manufacturers' comparison chart. The Town is tasked with narrowing the list of manufactures to three (3) that the Town is willing to consider in the design. The Board discussed reviewing again on December 18, 2017.

### **Adjournment**

At 9:11 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. Unanimously approved.

Respectfully Submitted,

A handwritten signature in black ink that reads "Bryan Smith". The signature is written in a cursive, flowing style.

Bryan Smith  
Administrative Coordinator