

Erving Board of Selectmen

Monday, December 18, 2017

Senior & Community Center
1 Care Drive, Erving, MA**Selectmen Present:** Jacob Smith, William Bembury, Scott Bastarache**Finance Committee:** Benjamin Fellows, Shirley Holmes**Also Present:** Bryan Smith, Jacquelyn Boyden, Barbara Friedman, Christopher Blair, Peter Sanders**Press:** Katie Nolan, Montague Reporter; Christine Miranda, Athol Daily NewsAt 6:32 PM **Chairman Smith** called the meeting to order**Review of Meeting Minutes of December 11, 2017**

The Board reviewed the meeting minutes of Monday, December 11, 2017. **Selectman Bembury** made a motion to approve the meeting minutes of December 11, 2017 as written. **Selectman Bastarache** seconded. Unanimously approved.

Discussion of Snow & Ice Removal Practices

The Board reviewed a memo from Bryan Smith, Administrative Coordinator, that summarizes responses from neighboring communities about their practices related to snow and ice removal. To date, the Town has heard from Greenfield, Conway, Amherst, Shelburne, and Williamsburg. Amherst has a policy to assist residents with the clearing of some sidewalks that are established by policy. Conway, Greenfield, Shelburne, and Williamsburg all clear the sidewalks adjacent Town buildings only. The Board asked to see if we can follow up with additional communities.

LED Streetlight upgrades

Bryan Smith, Administrative Coordinator, provided the Board with an update on the LED streetlight retrofit project. Tanko Lighting is looking for the Town to identify three (3) manufacturers to consider in the lighting proposal. The Board reviewed a comparison chart of several manufacturers. Additionally, Glenn McCrory, Highway Foreman, had spoken with the neighboring communities that are using LED lights. Each community is using different manufacturers and some communities are using multiple manufacturers. Glenn was informed that Greenfield has experienced trouble with plastic fixtures as the housing has failed for some fixtures. Based on a review of the comparison information and the discussions with neighboring communities, Glenn is recommending that the Board consider General Electric, Phillips, and AEL as the selected manufacturers. The Board agreed to identify General Electric, Phillips, and AEL as the selected manufacturers. Bryan will communicate this decision to Tanko Lighting.

2018 Business Licenses

Chairman Smith made a motion to approve and issue the following 2018 business licenses:

NAME	BUSINESS NAME	ADDRESS OF BUSINESS	DESCRIPTION OF BUSINESS
Douglas Johnson	Johnson Auto & Marine Service	97 Mountain Road, Erving, MA 01344	Auto & marine repair shop
Eugene Klepadlo	Millers River Landscaping	26 Prospect Street Erving, MA 01344	Snow removal and yard care
Steven Miss	Accurate Automotive	21 Lester Street Erving, MA 01344	Automotive repair; buy/sell second hand motor vehicles class II
Sarah Campbell	Sarah E. Campbell, PE	8 Maple Avenue Erving, MA 01344	Civil engineering, site design, storm water management & construction administration

Selectman Bembury seconded. Unanimously approved.

At 6:42 PM **Chairman Smith** recused himself from the meeting.

Discussion of Information Technology Support

The Board discussed a variety of options including hiring part-time staff and/or considering the contracting of IT services with a vendor. The Board would like to see if the Massachusetts Municipal Association can provide information related to salary and costs by other communities. The Board discussed looking at similarly sized communities with in western Massachusetts. The Board acknowledged that it may be necessary to look at what a larger community is doing and then consider ways to scale the work back to the size of Erving. Jacquelyn Boyden, IT Coordinator, suggested looking at Berkshire County as there may be communities with similar economic characteristics. The Board also suggested looking at Barre, Greenfield, Holyoke, Lenox, North Adams and the University of Massachusetts. The Board discussed looking at the structure of the IT departments in other communities as well as example job descriptions.

At 6:58 PM **Chairman Smith** rejoined the meeting.

2017 Annual Liquor License Report

Chairman Smith made a motion to approve and submit the 2018 annual report for the liquor licenses issued by the Town of Erving in 2017. **Selectman Bastarache** seconded. Unanimously approved.

2018 Seasonal Population Increase Estimation Form

The Board reviewed the 2018 seasonal population increase estimation form and the 2018 Liquor License approval report. **Chairman Smith** made a motion to sign the 2018 Liquor License Approval Report and the 2018 Seasonal Population Increase Estimation form. **Selectman Bastarache** seconded. Unanimously approved.

Building & Ground Maintenance Position- 3 Month Probationary Memo

Chairman Smith read a memo from Glenn McCrory, Highway Foreman, regarding his recommendation to maintain Thomas Duffy, Building & Ground Maintenance, as a permanent employee. The Board accepted the recommendation and took no further action.

FY2019 Budget Requests- Joint Meeting with the Finance Committee

At 7:06 PM **Chairman Smith** called the joint meeting with the Finance Committee to order. The Finance Committee did not have a quorum of members so no votes were taken.

Police Department

Christopher Blair, Police Chief, joined the Board to review the FY2019 budget request. Chief Blair spoke to the quality of his staff and the work being performed. Chief Blair explained that he has received positive feedback from the courts about the work that is being presented. Chief Blair explained that Sergeant Holst has been cross trained in administrative work and has been supporting the Chief. Additionally, Chief Blair is requesting support for step increases for three (3) officers: Sergeant Holst, Officer Paicos, and Officer Griffin. Chief Blair explained that day shift is increasing in call activity along with court activity.

Selectman Bembury asked about the cameras installed at the French King Bridge by Mass DOT. Chief Blair explained that the department has full access at the station and in the cruisers. Erving is taking the lead responsibility for the equipment and is in the process of drafting an agreement with Gill. **Selectman Bembury** asked about the status of the radio system. Chief Blair explained that the Franklin County radio

system is continuing to fail and maintenance is a challenge. There has been discussions of transitioning to the State operated 800 system and radios have been tested in town. They worked well throughout most of Erving except for Erving Center. This is likely tied to the fact that the Athol barracks uses an analog system while the Shelburne barracks uses a digital system. The radios are designed to work best with a digital system. In the meantime, the Franklin County system needs to be maintained. **Selectman Bembury** asked if the Capital Planning Committee should begin planning for the eventual replacement of radios for officers, cruisers, fire trucks, and stations. Chief Blair answered "yes". The total FY2019 departmental budget request is \$390,674 which is a reduction of \$2,316 from FY2018. Finance Committee will revisit with a quorum.

Animal Control

Chief Blair explained his rationale for a stipend increase for Animal Control Officer. Chief Blair noted that the Town has had ten (10) dog bites this year which can require multiple hours and days of follow-up if quarantine is required. The FY2019 departmental budget request level funds expenses and requests an increase of \$1,090 in the stipend to \$6,500. Chief Blair also noted that the Town of Bernardston still uses per diem services from Erving. The Police Department tracks this for billing purposes. Finance Committee will revisit with a quorum.

Building Inspections- Franklin County Cooperative Inspections Program

Bryan Smith, Administrative Coordinator, explained that the current FY2019 budget request is Level funded at \$7,500. This budget has been level funded for a few years. The FRCOG Council has not issued annual assessments yet. An update will be expected in January after the Council meeting.

Wastewater Enterprise Fund

Peter Sanders, Chief Wastewater Operator & Water Superintendent, joined the Board to review the FY2019 departmental budget request. The budget request includes an increase of \$750 for longevity payment and \$1,400 for inoculations. The most significant budget increase is in regards to electricity. Eversource and NationalGrid rates are expected to increase for FY2019. New rates have not yet been set. Based on available information, Pete estimated an increase of 16% increase in electricity. This can be adjusted if the rates are set during the budget process. The total FY2019 departmental budget request is \$743,829 which represents an increase of \$25,821 in FY2018. The Finance Committee will revisit with a quorum.

Water Enterprise Fund

Peter Sanders, Chief Wastewater Operator & Water Superintendent, reviewed the FY2019 departmental budget request. The request level funds salary & wage and ordinary expenses. Additionally, there is a \$300 reduction in debt service. The total FY2019 departmental budget request is \$92,086. Finance Committee will revisit with a quorum.

Chairman Smith asked about the status of licensing. Pete explained that Darby Chagnon, Assistant Wastewater Operator, has taken the distribution classes and expects to take the exam for the distribution license in the near future. After Peter Walsh, Wastewater Treatment Operator, completes the wastewater licenses required, he expects him to work on a water treatment license. Additionally, Brandon Breault, Firefighter, has appropriate licenses related to water that will be important for when the Fire Department conducts hydrant flushing.

Highway Department, Street Lights, Fuel, and Cemetery Maintenance

The Board reviewed the FY2019 departmental budget requests. The Highway Department budget request includes an increase in salary & wage. The increase more accurately reflects the overtime experience in past years, a longevity increase, and a merit request for Michael Gordon, Equipment Operator. The biggest driver of this requested increase is related to the reorganization of the building & ground maintenance staff with the addition of a full-time custodian supporting eight (8) municipal buildings. Street light costs are expected to decrease after the LED upgrades this spring. Fuel is a level funded request that has been sufficient in past years. Cemetery maintenance reflects an increase of \$250. The total FY2019 departmental requests is \$429,000 which is a \$15,107 reduction from FY2018. The Board discussed not having a concern with the budget request and noted that Glenn McCrory, Highway Foreman, would be available to discuss at the next budget meeting. Finance Committee will revisit with a quorum.

Solid Waste Management

Bryan Smith, Administrative Coordinator, reviewed the FY2019 Solid Waste Management budget requests. The Franklin County Solid Waste Management District request has increased \$618 to \$15,374. The budget requests for trash/recycling collection, almost anything goes, hazardous waste collection, and monitoring services at the Maple Ave landfill have been level funded. No concerns were expressed. Finance Committee will revisit with a quorum.

Adjournment

At 7:59 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. Unanimously approved.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Bryan Smith".

Bryan Smith
Administrative Coordinator