

Erving Board of Selectmen

Monday, February 13, 2017

Town Hall, Erving, MA

Selectmen Present: Jacob Smith, Scott Bastarache, William Bembury

Also Present: Bryan Smith, Jacquelyn Boyden

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

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

Review of Meeting Minutes from Monday, February 6, 2017

The Board reviewed the meeting minutes from February 6, 2017. The Board made the following amendments:

- Change the meeting location from "Town Hall" to now read "Senior & Community Center"
- Update page 3 by changing the word "concerned" to now read "concern"
- Update page 3 by changing the word "sked" to now read "asked"
- Update page 3 by changing the word "processes" to now read "process"
- Update page 3 to read "...in 2016 there were 75 calls responded to by Station 1 and 118 calls responded to by Station 2."

Selectman Bastarache made a motion to approve the meeting minutes from February 6, 2017 as amended. **Selectman Bembury** seconded. Unanimously approved.

Personnel Policy: Drug Free Workplace Policy – 3rd Reading

The Board reviewed the policy for a third reading. **Selectman Bastarache** made a motion to approve the Drug Free Workplace Policy with an effective date of February 13, 2017. **Selectman Bembury** seconded. Unanimously approved.

Public Records Access Policy - 2nd Reading

The Board reviewed the revised Public Records Access policy. The revised wording in Section .04 (3) was approved and the Board made the following amendments:

- Updated Section .04 (3) by changing "In addition, the Board of Selectmen designated the Town Clerk as the Chief Records Access Officer , responsible for setting policy concerning public records matters generally and for developing appropriate guidelines and procedures for responding to public records requests" to now read "In addition, the Board of Selectmen designate the Town Clerk as the Chief Records Access Officer; responsible for setting policy concerning public records matters generally, for developing appropriate guidelines and procedures for responding to public records requests, and to maintain the log of all records requests."
- By updating the organizational chart to clarify that the Town Clerk is the Chief Records Access Officer and that the Administrative Coordinator will process all other governmental records requests not handled by the other designated Records Access Officers.

The Board will review this policy for a third reading on February 27, 2017.

Riverfront Park Signage & Change Orders

The Board reviewed project status and discussed change orders for the project. The Board reviewed Change Order #1 which included the removal of unexpected foundation and asphalt, the removal of an unexpected abutment and the relocation of four (4) metal tanks for a total cost of \$7,816.79. The Board had previously discussed these changes. **Chairman Smith** made a motion to sign Change Order #1, for Mountain View Landscapes, with 3 items for a total of \$7,816.79. **Selectman Bastarache** seconded. Unanimously approved.

The Board reviewed three (3) additional suggested change orders: the addition of a sidewalk along Arch Street for \$10,500, the addition of three (3) educational signs for \$5,700, and the addition of the water tower wrap for \$15,000. The Board decided to support the addition of sidewalk along Arch Street, the three (3) additional educational signs, and the water tower wrap. The Board would like to review the design for the water tower wrap on February 27, 2017. The Administrative Coordinator will invite the Usher Mill Reuse Committee to meet with the Board. **Selectman Bastarache** made a motion to approve change order requests for water tower wrap, sidewalk, educational signs for a total of \$31, 200. **Chairman Smith** made an amendment that water tower wrap change order is conditional on the Zoning Board of Appeals approval. **Selectman Bembury** seconded. Unanimously approved.

Chairman Smith asked the Administrative Coordinator to contact Mountain View Landscapes and Milone & MacBroom about an estimate for installing the electrical service in the park and adding power to the band shell and a second estimate that would run power to the pavilion.

Comcast Contract Review Initiation

Chairman Smith informed the Board that the current contract with Comcast expires in August 2018. Comcast has contacted the Town to begin the contract review process. **Chairman Smith** asked if the Cable Advisory Committee was actively meeting. **Selectman Bembury** explained that the Committee has not met recently, but that he would call a meeting. **Selectman Bembury** stated that the Committee needs one (1) member. **Chairman Smith** suggested that the Town should survey residents about issues and valued services to help inform the contract negotiations. **Chairman Smith** also suggested that the Committee review issues of the services provided through the complimentary accounts for Town Departments. Bryan Smith, Administrative Coordinator, suggested that the Committee may want to identify any remaining households that are not currently served by cable.

Review of Personnel Relations Review Board Charge

The Board reviewed MGL Chapter 40, Section 21B which allows municipalities to establish a Personnel Relations Review Board, as well as the original Town Meeting vote from May 4, 1988 that established the Erving Personnel Relations Review Board. **Selectman Bastarache** discussed his review of the information and shared his concern that PRRB's involvement in the policy writing process could create a conflict because PRRB is responsible for the vetting of employee grievances. **Selectman Bastarache** stated that the Board of Selectmen has the responsibility for establishing policy. **Selectman Bastarache** suggested the establishment of a policy writing sub-committee; comprised of one (1) selectman, the Administrative Coordinator, and citizens. The Board of Selectmen would only review the policies after they were drafted by the sub-committee. **Chairman Smith** suggested that the resident's on the sub-committee could receive a stipend because of the amount of work that is required is significant.

The Board agreed that they would meet with PRRB to clarify their role as a Board to hear employee grievances and extend an invitation to members to join the policy setting sub-committee. PRRB will be invited to meet with the Board on February 27, 2017. **Chairman Smith** suggested that employees may not realize how the PRRB should be used. **Selectman Bembury** clarified that the Personnel Policy may not explain how to use PRRB.

Library Building Committee Request

The Board reviewed a request from the Library Building Committee to host an information meeting for residents regarding the proposed library at 34 Northfield Road on Saturday, April 8, 2017 at 11 AM. This meeting will be one (1) of four (4) information meetings that the Committee is holding for public. The Board approved this request.

Upcoming Meetings

The Board asked the Administrative Coordinator to reschedule the meeting regarding the redevelopment of the IP Mill for either Tuesday, February 28, 2017 or Wednesday, March 22, 2017.

Chairman Smith asked if the Board would hold one (1) additional meeting to discuss the proposed day time staffing of the Fire Department. **Chairman Smith** suggested that if a final meeting was scheduled it should be held in Erving Center.

At 7:57 PM **Chairman Smith** recused himself from the meeting.

Selectmen Bembury and **Bastarache** discussed that an important topic to address at a final meeting would be the process for hiring the Chief. **Selectman Bembury** maintained that Chief Wonkka currently is appointed as the Fire Chief and would continue in his role. The Board agreed to discuss the hiring process during the Board of Selectmen meeting on Monday, March 6, 2017.

At 8:01 PM **Chairman Smith** rejoined the meeting.

Chairman Smith expressed his appreciation that both previous discussions regarding the proposed Fire Department day time staffing were well attended by members of the community. The Board decided that a final public meeting would be held on the proposed staffing on Wednesday, March 15, 2017 at 6:30 PM at Town Hall 1st floor.

Chairman Smith asked the Administrative Coordinator to schedule a meeting with the Recreation Commission and Glenn McCrory, Highway Foreman, to discuss the ground maintenance position for the Town. The Board would like to meet on March 6, 2017.

Capital Planning Bylaw & Policy Review

The Board reviewed the draft capital planning bylaw and policy provided by consultant Joe Markarian. While reviewing the proposed bylaw, **Selectman Bembury** questioned the intention of section 3 (h). After further review, **Chairman Smith** suggested removing section 3(h). The board agreed. **Selectman Bastarache** suggested that the two (2) citizen positions should be provided with a stipend. The Board agreed. The Board confirmed their support for presenting the bylaw at Town Meeting and adopting the policy.

Selectman Bembury asked to have the Accountant provide feedback on the policy. The Board agreed.

FY 2018 Budget Review

General Budget Changes

The Board reviewed a memorandum from the Administrative Coordinator regarding operating budget changes that had been made to the budget draft based on previous Board decisions:

- The Water Department budget was increased by \$1,000 for water tank inspections.
- Highway Road repairs and maintenance has been removed from Free Cash and allocated to the Raise and Appropriate category.
- Employee health insurance was increased by \$60,000 to prepare for the Fire Department staffing change.
- The Franklin County Technical School submitted a draft assessment to the Town of \$596,850.

Capital Budget Requests

The Board reviewed all Capital Budget requests that were initially presented on January 30, 2017.

- **Backhoe Replacement**-The Board is awaiting further information from the Highway Department regarding estimates for repairs to the backhoe and the procurement of an excavator. The Board tabled the discussion until the requested data is received
- **Town Barn**- The Board decided to support the request for repairs to the Town Barn out of Raise & Appropriate
- **Proposed Library**- the Board decided to support the request of \$1,990,380 with the condition that the State grant must be received. The funding would come from borrowing.
- **Bullet Proof Vests**- the Board decided to support the request of \$8,000 for new bullet proof vests out of Raise & Appropriate.
- **Carport**- the Board decided to support the request of \$5,000 for a car port and pad to protect the cruisers out of Raise & Appropriate.
- **Recreation Commission Requests**- the Board tabled discussion pending updated information. The Board has requested that the Recreation Commission attends the joint meeting with the Finance Committee on February 27, 2017.
- **School Department Window Replacement**- The Board discussed the need to look at a larger window replacement project of several Town buildings including the Fire Stations and 18 Pleasant Street. **Selectman Bastarache** asked the Administrative Coordinator to make sure that it doesn't jeopardize any safety committee recommendations. The Board did not support the \$12,000 window request.
- **School Road/Pavement/Sidewalk Repair**: **Selectman Bastarache** asked why the school was requesting the road/sidewalk repair and suggested that this be part of Highway roadway, sidewalk, and parking lot maintenance. **Chairman Smith** stated that the plan is to address Town parking lots next.
- **School Department Classroom Furniture**- the Board reviewed the request of \$12,000 for classroom furniture. The Board approved the request through Raise & Appropriate.
- **School Department Kitchen Equipment**- the Board reviewed the \$26,700 request for kitchen equipment replacements. The Board decided to support the request through Raise & Appropriate.
- **School Department Technology Lease**- Decision tabled to allow for follow up with the School.
- **Senior Center lawnmower**- request removed.
- **Senior Center Storage Shed**- the Board discussed the need to consider storage that could be shared between the Senior Center, the proposed Library, and potentially Senior Housing and/or the Highway Dept. The Board approved the \$15,000 request. Fund through Raise & Appropriate.
- **Senior Center**- the Board reviewed a new request for a John Deere trailer and a leaf blower. The Board decided not to add to the capital budget with the understanding that this will be part of the ground maintenance conversation with the Highway Department and Recreation Commission.
- **Senior Center Furniture & Equipment Request**- and equipment Senior Center. The Board approved the \$1,550 request. Fund through Raise & Appropriate.
- **Treasurer Request for Riverfront Park**- the Board approved the \$175,000 request. Fund through Free Cash.
- **Water Tank Inspection**- the Board approved the \$5,000 request. Fund through Water Enterprise Fund retained earnings.
- **Wastewater Arch Street Line Inspect/Repair/Replace**- The Board discussed the \$100,000 request. **Chairman Smith** shared his preference to look at the entire projects for Arch Street and Pratt Street and consider one (1) borrowing for them all. The Board agreed and decided to remove the \$100,000 request.

Recurring Annual Appropriations

- **Building Maintenance:** \$30,000 approved. Fund through Raise & Appropriate.
- **Around Town:** \$7,500 approved. Fund through Raise & Appropriate.
- **Town Hall / Police Station Server:** \$6,000 approved. Fund through Raise & Appropriate.
- **Town Computer Upgrades:** \$8,000 approved. Fund through Raise & Appropriate.
- **Street Lights:** \$5,000 approved. Fund through Raise & Appropriate.
- **Revaluation:** \$25,000 approved. Fund through Raise & Appropriate.
- **Elementary School Computer Upgrades:** Follow up with School Department
- **OPEB Liability Trust Fund:** \$300,000 approved. Fund through Raise & Appropriate.
- **Wastewater Operations:** \$514,305 approved. Fund through Raise & Appropriate.
- **Highway Roadwork Repair & Replace:** need to increase for school?
- **Stabilization:** Discussion tabled
- **Renovations or Replacement Library:** \$30,000 approved. Fund through Free Cash.

Executive Session

At 9:44 PM **Chairman Smith** made a motion for the Board to enter Executive Session pursuant to MGL 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 review previous Executive Session meeting minutes.

Roll Call Vote:

Chairman Smith	Aye
Selectman Bembury	Aye
Selectman Bastarache	Aye

The Board did not return to open session.

Respectfully Submitted,



Bryan Smith
Administrative Coordinator