

Board: Erving Board of Selectmen
Date: Monday, February 26, 2018
Location: Town Hall, 12 East Main Street, Erving, MA

Selectmen Present: Jacob Smith, William Bembury, Scott Bastarache
Also Present: Bryan Smith, Paula Betters, Deb Smith, Barbara Friedman, Richard Newton
Press: Katie Nolan, Montague Reporter

At 6:33 PM **Chairman Smith** called the meeting to order.

Review of Meeting Minutes from February 12, 2018

The Board reviewed meeting minutes from Monday, February 12, 2018. **Selectman Bastarache** made a motion to approve the meeting minutes of February 12, 2018 as written. **Selectman Bembury** seconded. Unanimously approved.

Senior & Community Center Update

Paula Betters, Senior & Community Center Director, joined the Board to provide an overview of special programs occurring in March, April, and May 2018. Paula discussed programming partnerships with the Northwestern District Attorney's office and other regional agencies. Paula discussed the introduction of a weekly pitch group and the use of the exercise equipment by residents five (5) days a week. **Selectman Bembury** expressed his support for the daily availability of the exercise equipment. Paula asked the Board to consider expanding the exercise room as demand is increasing and wait times to use equipment are increasing. Paula noted that such an expansion may require the pool table to relocate. **Selectman Bastarache** expressed his appreciation for the efforts to promote the community use of the Center. The Board agreed. **Chairman Smith** discussed continued thoughts on how to better identify community use programs versus senior only programs.

FY2019 Operating Budget Request Review

COLA

Board discussed the topic of a cost of living adjustment (COLA). **Chairman Smith** spoke to his support for a 2% COLA. **Selectman Bastarache** spoke to the School Staff contract providing a COLA of 2.25%. The Board agreed to recommend a 2% COLA for town side staff. Bryan Smith, Administrative Coordinator, will communicate recommendation to the Finance Committee and revise the FY2019 draft budget accordingly. Bryan Smith, Administrative Coordinator, reminded the Board that the current revenue projects do not include new growth that will be calculated over the coming months. **Selectman Bembury** asked if the Assistant Assessor would be able to make a presentation to the Board once new growth has been calculated. Bryan will communicate the request.

Website Maintenance

The Board reviewed a memo from Bryan regarding the FY2019 IT budget as it relates to the new website from Virtual Town & Schools. The initial cost for the site is \$4,500 with an annual maintenance of \$1,750. Virtual Town & Schools also offers the Town the option to break the initial cost out over the three (3) years for equal payments of \$3,250. The Board discussed increasing the website maintenance line-item for FY2019 by \$5,500 for a total of \$7,500. In FY2020 the line item would be reduced.

Annual Town Meeting Warrant

The Board discussed the need to draft the Annual Town Meeting warrant. The Board would like to review a first draft on March 05, 2018. The Board discussed the idea of presenting the capital budget as a line-item listed article. **Selectman Bembury** would like to have Town Counsel scheduled to explain procedural questions. The Board agreed. **Chairman Smith** would like to have an information table setup for capital planning at the meeting. **Selectman Bastarache** discussed working with the Capital Planning Committee

to prepare a presentation for the Annual Town Meeting that explains the process. **Selectman Bembury** stated that he would like to have the Capital Planning Committee attend the meeting to answer questions that residents might have.

Discussion of Information Technology Support

The Board discussed an outline of questions they would like to see answered by departments related to IT needs. Bryan Smith, Administrative Coordinator, will draft the survey for Board review on March 05, 2018. **Chairman Smith** asked if the Board should maintain the existing FY2019 funding request until the results of the survey are received and an alternative staffing plan is approved. **Selectman Bembury** and **Bastarache** both expressed their support for that plan.

Discussion of Draft Invitation for Bid (IFB) for Trash & Recycling Contract

Selectman Bembury asked about the previous requirement for residents to use clear trash bags. The Board discussed this requirement. Bryan Smith, Administrative Coordinator, explained that the requirement had not been enforced in years and that there had been a debate about the necessity of clear bags. The current draft of the IFB removed that requirement. The Board agreed to remove that requirement. **Chairman Smith** asked the Board if the IFB should specify Wednesday as the day of service delivery with the concern that it may detour a potential bidder. **Selectman Bastarache** agreed with the concern. **Chairman Smith** suggested that the Town specify Wednesday as a preference, but that the Town is open to collection service on a Monday through Thursday. In the bid response, the hauler needs to identify a proposed collection service day and the holiday schedule.

Recreation Assistant Search Committee

Chairman Smith made a motion to establish a Recreation Assistant Search Committee and to appoint the following members to serve on the Committee: Renee Tela, Erik Eichorn, Eric Semb, Thomas Duffy, and William Bembury. **Selectman Bastarache** seconded. Unanimously approved.

Review of Draft Special Town Meeting Warrant

The Board reviewed the revised draft Special Town Meeting warrant. The Board discussed their preference for addressing anticipated budget shortfalls at the Special Town Meeting or waiting until the final two (2) months of the fiscal year to use line-item transfers. Bryan Smith, Administrative Coordinator, discussed feedback from the Town Accountant and the procedures for the different approaches. The Board decided not to change the financially related articles. The Board reviewed the zoning amendment to allow for an associate member. The language in the article quotes Massachusetts General Law. The Board requested no changes. The Board reviewed the draft zoning bylaw amendment regarding marijuana. **Selectman Bastarache** asked Deb Smith, Planning Board member, to discuss the process used to arrive at the 50' setback requirements. Deb explained that the Planning Board discussed reviewing a variety of setback options with proximity maps. The Planning Board settled on a 50' setback out of a need to balance both positions that support and are against the locating of marijuana establishments within the Town. Deb explained that the Planning Board meant to remove references to day care centers as the Town does not maintain a registry of such facilities. **Selectman Bastarache** asked how the Planning Board approached the regulations related to exterior cultivation, expressing his concern. Deb explained a preference for interior cultivation, but that exterior cultivation may be requested and the Planning Board wanted to have more input into that process through the special permit process. Deb explained that the Planning Board has drafted the bylaw to require that facilities provide the Fire Department with a hazardous materials list and a review of the storage plan. Bryan will review again with the Planning Board Chair and Town Counsel.

Approval of Library Contracts- OPM & Architectural

Owner's Project Manager Contract

The Board reviewed a draft amended agreement for Owner's Project Manager (OPM) services between the Town of Erving and P-Three, Inc for the Library building project. Bryan Smith, Administrative Coordinator, explained that the amended agreement is based on the existing agreement with P-Three, Inc and includes the scope of work outlined in the original Request for Qualifications as well as an amended compensation section in the amount of \$225,000. There is sufficient funding in the Library building project. Bryan noted that the draft agreement is pending legal counsel review. **Chairman Smith** made a motion to sign the contract with the Town of Erving and P-Three, Inc. for Owner's Project Manager Services, contingent on Town Counsel review, and to designate the Administrator Coordinator as the signatory on the contract. **Selectman Bembury** seconded. Unanimously approved.

Architectural Contract

Bryan explained that Town Counsel is currently drafting a standard agreement for designer services, noting that the current agreement between the Town and Johnson Roberts Associates was completed using a standard agreement provided by the AIA. The language of the agreement does not fully align with the standard agreements that the Town uses and wasn't as clear about how to handle the transition from schematic design phase to the future design and construction phases. The Request for Qualifications that was used in the procurement was very detailed and clearly outlines future phases. Bryan intends on having a draft agreement ready for the Board within the next week or two. Bryan did provide the Board with the fee proposal for designer services through the construction phase. The proposed fee is \$399,570. Bryan reviewed the Library building grant budget and noted that there is sufficient funds for this fee. The fee proposal is the result of negotiations between the OPM and the Architect.

FRCOG Proposal for Procuring Landscaping Services

The Board reviewed a proposal from the collective purchasing department at FRCOG to assist the Town in procuring a new multi-year landscaping services contract. **Chairman Smith** made a motion to sign the Professional Services Agreement by and between the Franklin Regional Council of Governments and the Town of Erving for Landscaping Services FY19-21. **Selectman Bastarache** seconded. Unanimously approved.

Miscellaneous Business

Town Clerk Request- Development of a Town Code

Richard Newton, Town Clerk, joined the Board to discuss the topic of developing a comprehensive Town Code. The Town Code would be an organized directory of all Town Meeting votes and bylaws. Richard explained that the process would take approximately one (1) year and it may require the adoption of a bylaw amendment to authorize the Town Clerk to allow for the reassignment of sections. The Board expressed their support for this initiative. Richard will look to get a quote for this work.

Memorandum of Understanding with the Town of Gill

The Board reviewed the memorandum of understanding between the Town of Gill and the Town of Erving for the operation and maintenance of the surveillance cameras at the French King Bridge. **Selectman Bembury** made a motion to have Jacob Smith, Chairman, sign the memorandum of understanding for the maintenance and operation of traffic surveillance cameras at the French King Bridge. **Selectman Bastarache** seconded. Unanimously approved.

FY2019 Library Budget

Barbara Friedman, Library Director, requested that the Board reconsider the FY2019 Library budget and explained that with the Library building project beginning soon the staffing plan needs to be revisited. Deb Smith, Finance Committee member, noted that the Finance Committee is meeting on Monday, March 05, 2018 at 6:00PM and already plans to meet with the Library Trustees to discuss their FY2018 requests.

MEETING MINUTES

The Board asked that all supporting documentation be forwarded to their office as soon as possible so that the Board and the Finance Committee would have a chance to review before the next meeting. **Selectman Bastarache** asked Barbara that the supporting documentation include a multi-year staffing plan.

Adjournment

At 8:58 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** 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