

Selectmen Present: Jacob Smith, Scott Bastarache, William Bembury

Also Present: Bryan Smith, Rebecca Hubbard, Donald Perkins, Jacquelyn Boyden, Deb Smith

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

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

Review of Meeting Minutes from Monday, May 01, 2017

The Board reviewed meeting minutes from Monday, May 01, 2017. **Selectman Bastarache** made a motion to approve the meeting minutes from May 01, 2017 as written. **Selectman Bembury** seconded. Unanimously approved.

Review of Meeting Minutes from Wednesday, May 03, 2017

The Board reviewed meeting minutes from Wednesday, May 03, 2017. **Selectman Bastarache** made a motion to approve the meeting minutes from May 03, 2017 as written. **Selectman Bembury** seconded. Unanimously approved.

Citizen Concern about the Annual Town Meeting Warrant

Donald Perkins joined the Board to question why the issue of staffing the Fire Department was not a separate article on the warrant. **Selectman Bastarache** explained that the Board of Selectmen has purview over personnel issues and that the article that was voted on at Town Meeting was for the voters to consider the funding request. The Board reminded Don that several meetings were held to discuss the proposal with citizens and to garner feedback. **Chairman Smith** explained that in a past annual Town Meeting a personnel related question had been included on the warrant and that legal counsel provided feedback that articles like that were not valid. His understanding is that the proper place to address a personnel issue is through the budget line items. Don stated that he believed it would have been clearer if it was a separate article. **Chairman Smith** clarified that Article 4 had a public safety total that included the funding for staffing. **Selectman Bastarache** explained that he was clear about the Boards intention in public meetings and on the Town Meeting floor. He noted that the Board was present with numbers to amend the article to reduce the wage and benefits budgets if the voters wanted to. The Board specifically held community meetings on the topic and joint meetings with the Finance Committee to ensure that the public fully understood the intention and process and to gauge if there was community support. **Selectman Bembury** spoke from his perspective that the Town took many opportunities, that were not required by law, to meet with residents and to discuss intentions. He noted it was unfortunate that residents decided not to attend the Meeting and then present an issue after the meeting took place.

Little Free Library Donation

Rebecca Hubbard, Friends of the Library President, joined the Board to discuss the idea of donating a little free library to the Riverfront Park. The Friends have agreed to participate in the grand opening of the park on June 24, 2017. The Friends want to make sure there are no concerns in regards to zoning and that the structure coordinates with the design of the park. Bryan Smith, Administrative Coordinator, will follow up with the park designer to get guidance on design elements to ensure that it is in-line with the park design. The Friends group would be responsible for maintaining the library. Books are free to take and give and they are stamped so they cannot be sold to a used bookstore. The little library can be purchased through a kit or a local craftsman could create a more custom version. The little library would be registered with the national organization and that could give the park greater awareness. **Chairman Smith** asked Bryan to look into the zoning concern. Would also like the Recreation Commission to get their input. **Selectman Bastarache** agreed that follow up with the Recreation Commission needed to occur. **Chairman Smith** asked how it would be maintained. Rebecca Hubbard explained that the Friends of the Library has books that have been donated. If it required

financial maintenance, the Friends group would work it into their budget. Deb Smith raised the concern about vandalism. **Selectman Bastarache** and **Chairman Smith** noted that they are both concerned about vandalism at the park overall. **Selectman Bastarache** noted that he liked the idea of adding the little library to the park.

Rebecca asked if the Board would potentially consider a little free library outside of the Town Hall. **Chairman Smith** encouraged siting a little library in Farley. This topic will be revisited at a future meeting.

Patrolman Position Hiring Committee

The Board discussed the appointment of a screening committee for the vacant patrolman position. **Selectman Bastarache** raised the question of whether or not the selection process is open to public meeting law for the initial screening of applicants, clarifying that finalists would need to be announced publicly and reviewed. The Board discussed the idea of authorizing the Chief of Police to assemble a screening committee. **Chairman Smith** questioned if such an authorization would serve as an extension of the Boards authority to the screening committee and there for the public meeting law requirements still apply. **Selectman Bembury** noted that past searches have reviewed sensitive information. **Selectman Bembury** will represent the Board of Selectmen. Bryan Smith, Administrative Coordinator, will follow up with legal counsel. The Board will discuss again on May 15, 2017.

Laurel Lake Waste Disposal

The Board discussed the solution to provide household waste disposal for the approximately 20 properties in Erving at Laurel Lake. Last fall, Bryan Smith, Administrative Coordinator, worked with the Town of Orange. The Town has proposed a \$56 per property annual fee to access the Orange Transfer Station. The Board estimated that it would cost Erving \$1,120 per year to provide access to the station. **Chairman Smith** asked if the Board wanted to purchase trash stickers for the property owners as well. Jacquelyn Boyden asked why the Town would pay more to partner with the Town of Orange than working with Duseau Trucking. **Chairman Smith** clarified that the concerns he heard from last year included the perception that the Town Hall looked cluttered with trash receptacles in the parking lot. Additionally, concerns were raised that bulky items couldn't be collected. Chairman Smith noted that bulky items would not be collected at Town Hall and that the access to the Orange Transfer station would provide a place for bulky item disposal. **Chairman Smith** explained that this discussion was informational and that no action was being taken tonight. **Selectman Bastarache** reviewed the days that bulky items could be taken to the Erving Town yard or to a neighboring community for disposal. Deb Smith stated that she does not support the idea of the Town allowing dumpsters in the parking lot. She also reminded the Board that many communities charge higher taxes than Erving and charge separately for waste disposal. Jacquie encouraged the Board to follow up with the property owners to make sure they would understand how the access to the Orange Transfer Station would work. The Board will discuss again on May 15, 2017.

Employee Review Process

The Board reviewed a draft employee review form based on their previous discussion. **Selectman Bastarache** asked that an area be added to include setting smart goals. **Selectman Bembury** asked to add a space to allow for an employee response to the supervisor's remarks. **Selectman Bastarache** discussed creating a one (1) page guidance sheet for employees on how to complete the review form. The Board discussed providing supervisors with professional development time to better understand how to complete the review and work with employees to understand how to conduct a self-reflection narrative approach. Jacquie Boyden asked for evening trainings for elected officials who are supervisors.

Review of Revolving Account Bylaw

The Board reviewed draft bylaws for establishment of Revolving Accounts with guidance from the Department of Local Services (DLS) and from legal counsel. The Municipal Modernization Act required Erving Board of Selectmen

the bylaws to be enacted for Fiscal Year 2018. **Chairman Smith** noted that the memo from DLS explained that the date to enact may be deferred by the State. The Board agreed to follow the recommended bylaw format from legal counsel and to tentatively add the draft bylaw to the STM warrant. The Board will review again on May 15, 2017.

Review Acceptance of MGL Chapter 32B Section 21 and 22

The Board reviewed MGL Chapter 32B Sections 21 and 22 along with correspondence from the Hampshire Council of Government Insurance Trust. The Board is requesting additional information from the Hampshire Insurance Trust regarding the impacts of voting to accept or not accept and what the anticipated insurance changes are. Bryan Smith, Administrative Coordinator, will collect additional information. The Board will review again on May 15, 2017.

Draft STM Warrant Review

The Board reviewed the draft Special Town Meeting warrant. Articles include:

- Acceptance of Care Drive as a public way
- Additional funding for the FY17 Police Department wages- Approximately \$32,000 was not budgeted in wages for the FY17 budget. **Selectman Bastarache** asked if there would be a remaining balance available in the FY17 Public Safety budget that could cover the amount needed
- Additional funding for the FY18 Highway Dept. wages for funding of the Custodian position in the amount of \$12,500. The Board amended the article title to read "FY 18 Public Works Budget Amendment." The Board would like the article structured like article 4 from the Annual Town Meeting warrant and to include public works budget with amendment as supporting documentation
- The Board agreed to draft an article for the funding of the backhoe replacement that was requested by the Highway Foreman to be reviewed jointly with the Finance Committee
- Add an article for approximately \$30,000 for the street light retrofit project

Chairman Smith discussed holding the senior center storage building until the fall until we better understand the storage needs of the proposed Library for shared storage. The Board agreed as the proposed library would impact the location and size of the storage.

The Board will review the draft again on May 15, 2017 and will hold a joint meeting with the Finance Committee on May 22, 2017.

Tentatively the Board is planning to hold the Special Town Meeting on Tuesday, June 20, 2017 with the warrant directly mailed to residents the week of June 6, 2017.

Adjournment

At 8:32 PM **Selectman Bastarache** made a motion to adjourn. **Selectman Bembury** seconded. Unanimously approved.

Respectfully submitted,



Bryan Smith
Administrative Coordinator