

Erving Board of Selectmen

Monday, May 15, 2017

Town Hall, Erving, MA

Selectmen Present: Jacob Smith, Scott Bastarache, William Bembury

Also Present: Bryan Smith, Jacquelyn Boyden

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

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

Re-organization

The Board discussed the organization of the Board and Liaison assignments for the coming year.

Selectman Bastarache made a motion for Jacob Smith to serve as Chairman. **Selectman Bembury** seconded. Unanimously approved. The Board agreed to maintain their existing liaison assignments for the coming year.

Review of Meeting Minutes from May 08, 2017

The Board reviewed the meeting minutes from Monday, May 08, 2017. **Selectman Bastarache** amended page 1 under the heading Little Free Library Donation to change the wording "Selectman Bastarache agreed to follow up with the Recreation Commission" to now read "Selectman Bastarache agreed that follow up with the Recreation Commission needed to occur." **Selectman Bastarache** made a motion to approve the meeting minutes of May 08, 2017 as amended. **Selectman Bembury** seconded. Unanimously approved.

Employee Review Process

The Board reviewed the revised employee evaluation form. The Board approved of the changes and asked that the form be sent to Department Heads for review. The Board asked that a Department Head meeting be scheduled for mid- June in part to review this process. Bryan Smith, Administrative Coordinator will draft a one (1) page guidance document to help employees and supervisors use the evaluation form. The Board will review the draft on May 22, 2017. The Board agreed that they intend to implement the new review form in July 2017. **Selectman Bastarache** asked Bryan to ask the department heads if they are familiar with narrative/ self-reflection style evaluation process and to request feedback on what guidance and training may be necessary.

Selection Committee Process

The Board reviewed guidance from legal counsel about the formation of screening committees and adherence to open meeting law. The Board would like to see a joint final meeting with the screening committees and the Board to make a recommendation, approve minutes, and to dissolve. The Board would like to solidify the process for future searches to ensure consistency. **Chairman Smith** asked if the Board was looking for more than 1 finalist to be recommended by the Committee. The Board agreed that they are expecting the Committee to recommend at least two (2) qualified finalists, depending on qualifications of candidates, and the supervisor should be prepared to make a recommendation to the Board on a finalist.

Patrolman Position Screening Committee

Selectman Bastarache made a motion establish and appoint the following members to the Screening Committee for the Patrolman Position: Christopher Blair, Robert Holst, Edward Wilcox, and Peter Mallet, and William Bembury. **Chairman Smith** seconded. Unanimously approved.

Custodian Position Screening Committee

The Board discussed the formation of the Screening Committee for the Custodian position. **Chairman Smith** made a motion to establish the Custodian Position Screening Committee and to appoint the following members: Scott Bastarache, Glenn McCrory, Julie Wonkka, and Bryan Smith with the 5th member from the Board of Library Trustees. **Selectman Bembury** seconded. Unanimously approved.

Chapter 32B Section 21 and 22

Bryan Smith, Administrative Coordinator, provided the Board with an explanation of the current options that the Hampshire Council of Governments Insurance Trust is considering as they prepare for the Fiscal Year 2019 insurance program. Over the last few cycles, premium claims have exceeded premiums. The Trust wants to avoid the adoption of multiple deductibles to reduce premium increases. Instead they are considering co-pay options and a deductible on pharmaceuticals. The adoption of MGL Chapter 32B sections 21 and 22 allow the Board to begin the process of considering insurance plan changes. The Board would want to send notification to all units and retirees. The Board tentatively plans to hold the hearing on the adoption of these sections at 7:30PM on Monday, June 5, 2017. Bryan will prepare a one (1) page memo on proposed changes from the Hampshire COG.

Draft STM Warrant Review

The Board reviewed the draft STM warrant.

- **Revolving Account Bylaw:** The Board discussed the proposed bylaw for the establishment of revolving accounts. The draft language was provided by the State with suggestions from legal counsel. **Selectman Bastarache** asked Bryan Smith, Administrative Coordinator, to obtain clarity with the wording of the bylaw and how it can allow the Selectman and Finance Committee to alter the revolving account expense limits during a fiscal year. The recommended bylaw details the chart of revolving accounts that will be maintained. **Chairman Smith** asked if the chart could be separate from bylaw with the accounts established by town meeting vote, but maintained through the bylaw.
- **Backhoe:** The Board re-reviewed the request from the Highway Department regarding the replacement of the John Deere backhoe. The existing equipment is 21 years old. The Board reviewed an estimate for purchasing a new backhoe as well as an estimate to repair critical components of the backhoe. The Board agreed that the cost of the repairs, without a warranty on the useful life of the equipment, was more than they were comfortable with. The Board agreed to add an article to the warrant and will review with the Finance Committee.
- **Land Donation:** Bryan Smith informed the Board that Mount Grace Land Conservation Trust has contacted the Town and is prepared to gift a parcel of land (4-0-79) to the Town on Poplar Mountain. The parcel abuts another Town owned property. The Board reviewed a land donation agreement from Mount Grace that was signed by the Board in February 2015. The Board asked Bryan to work with the Assessors to determine the impact on the tax base. The Board agreed to add a warrant article to the STM.

Laurel Lake Waste Disposal

Bryan Smith, Administrative Coordinator, informed the Board that he has reached out to the Town of Orange again and is awaiting a response. Based on the conversations from the fall, the Town would need to purchase transfer station access permits for the property owners. **Selectman Bastarache** spoke to his belief that as property owners, that pay taxes, it makes sense for the Town to be involved with finding a solution for waste disposal. **Chairman Smith** clarified that legal counsel had researched the issue previously and though the property owners at Laurel Lake pay taxes, they are not primary residences and the Town is not obligated to provide the service. **Selectman Bastarache** asked if there is sufficient funding in the budget for solid waste removal. The Board agreed that there is. The Board agreed to begin this relationship with the Town of Orange on July 1, 2017. **Chairman Smith** would want property owners to notify the Town by the end of March each year to purchase the stickers. The Board agreed to use Duseau for waste collection for the balance of the current fiscal year.

Little Free Library

The Board discussed the Friends of the Erving Library proposal to gift the Town a Little Free Library for the Riverfront Park. The Recreation Department has acknowledged support for receiving the donation. The Board discussed the concerns about the potential for vandalism that could occur. **Selectman**

Bembury asked if security cameras were being considered. The Board agreed that the security of the site is being reviewed. The Board agreed to accept the Little Free Library structure.

FCRHRA- Authorization to Disperse #1

Chairman Smith made a motion to sign the authorization to the Franklin County Regional Housing & Redevelopment Authority to disperse \$3,200 to Berkshire Design Group for the Senior Housing existing conditions study. **Selectman Bastarache** seconded. Unanimously approved.

Water Abatement #2 for Fiscal Year 2017

The Board reviewed Water Abatement #2 for Fiscal Year 2017 in the amount of \$207.84 for account number 132. **Chairman Smith** made a motion to vote to approve the abatement for account 132 in the amount of \$207.84. **Selectman Bembury** seconded. Unanimously approved.

Adjournment

At 8:30 PM **Selectman Bastarache** made a motion to adjourn. **Chairman Smith** seconded. Unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bryan Smith".

Bryan Smith
Administrative Coordinator