

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, September 16, 2019
Location: Town Hall, 12 East Main Street, Erving, MA 01344

Selectmen Present: William Bembury, Jacob Smith
Finance Committee: Benjamin Fellows, Debra Smith, Charles Zilinski, Daniel Hammock
Also, Present: Bryan Smith, Peter Sanders, Jacquelyn Boyden
Press: Katie Nolan, Montague Reporter

At 6:34 PM **Chairman Smith** called the meeting to order.

Library Construction Project Update

The Board reviewed the September 13, 2019 project updates from the Owner's Project Manager, regarding the Library Construction Project. The September 23, 2019 update provide the following statuses:

- *Window installation is about 95% complete with the only remaining windows manufactured to the incorrect size. These are 3 weeks out.*
- *Electrical work continued this week with wiring for lighting and layouts. Rough power and fire alarm wiring was cleaned up and organized as well*
- *Installation of the Fire Protection lines reached 35%*
- *Refrigeration lines for the mechanical system began to be installed. About 20% of the lines are installed*
- *CX agent was on site to review the MEP's in the building. Everything installed is up to code and to the documents except for a few hangers that must be moved for clearance.*
- *Installation of PVC trim and siding progressed this week. Siding is less than 10% complete. 80% of the pvc base trim is in and about 10% of the remaining trim is installed.*

Millers Falls (IP) Papermill – Hazardous Materials Clean-up Project Update

Bryan Smith, Administrative Coordinator, explained that the Board's decision to proceed with a limited remediation action was communicated back to Tighe & Bond as well as MassDevelopment. Tighe & Bond is preparing the draft procurement document for the Town's review and issuance.

Review of River, Warner & Strachan Street Project

Chairman Smith provided those in attendance with an overview of the feedback received at the River Street site visit as well as the project meeting that was held on Thursday, September 12, 2019. It was discussed that one (1) property owner requested the removal of sidewalks on River Street while another property owner on Strachan Street requested the addition of a sidewalk that runs the entire length of the public way. **Chairman Smith** and **Selectman Bembury** discussed their support for including sidewalk access on all three (3) streets. **Chairman Smith** explained that the engineer from Weston & Sampson was working on revisions to the project proposal and the estimated costs, noting that a rough estimate to extend sidewalk access on Strachan Street would increase the project cost approximately \$45,000 to \$50,000. Bryan Smith, Administrative Coordinator, explained that the Town is working on the Complete Streets prioritization plan and noted that the proposed work in the River, Warner & Strachan Street project would align with the Complete Streets work. Jacquelyn Boyden raised concerns about the request to remove sidewalks from the public way, noting that easements need to be reviewed along with Town meeting votes for the public ways.

Review of Meeting Minutes for August 19, 2019

The Board passed over this agenda item.

Review of Meeting Minutes for September 09, 2019

The Board reviewed meeting minutes for Monday, September 09, 2019. **Selectman Bembury** made a motion to approve the meeting minutes of September 09, 2019 as written. **Chairman Smith** seconded. **Chairman Smith** asked to amend page 2 regarding the procurement of the F250 truck to clarify the model year as 2020. **Selectman Bembury** agreed. **Vote:** Unanimously approved as amended.

Review of Surplus Equipment Requests

The Board reviewed the request to deem equipment surplus from Jacquelyn Boyden, IT Coordinator. **Chairman Smith** explained that he has reviewed the request with Jacquelyn and made a motion to deem the following items surplus for disposal:

- 1- Senior & Community Center acer computer
- 1- Windows XP Dell Optiplex745 (#3ywrcc1)
- 1- Windows 7 Dell T3510 (#42784180562)
- 1- Windows Vista Dell Optiplex360 (#11470488481)
- 1- Windows 7 Dell Precision T3500 (#36406653661)
- 1- Acer Verizon

and to deem the following items surplus and repurposed:

- 1- Intellifax2820 (#v6135KIN153811)
- 1- Intellifax2820 (#v6132KIN153809)
- 1- Lexmark Prospect Pro205 Printer (#009634547A)
- 6- wooden shelves of various lengths
- 13- computer keyboards
- 10- computer mice

Selectman Bembury seconded. **Vote:** Unanimously approved.

Review of the 4th Water Commitment of FY2020

The Water Commissioners reviewed the 4th Water Commitment of FY2020 for final charges at 18 Pratt Street in the amount of \$319.33. **Chairman Smith** made a motion to approve the 4th Water Commitment of FY2020 for final charges at 18 Pratt Street in the amount of \$319.33. **Commissioner Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding 2019 Traffic Counts

Chairman Smith provided an overview of the 2019 traffic counts that were conducted in Erving, explaining that the following three (3) locations were studied: Pratt Street, River Road (north of West High Street) and Swamp Road (north of High Street). The following data was reviewed:

| Roadway | Raw ADT | AADT | Avg. Bicycles per day | % Heavy Vehicles | Avg. Speed | 85% Speed |
|--------------|---------|------|-----------------------|------------------|------------|-----------|
| Pratt Street | 204 | 198 | 8 | 5.4% | 18 MPH | 24 MPH |
| River Road | 1,000 | 956 | 9 | 4.4% | 32 MPH | 37 MPH |
| Swamp Road | 172 | 156 | n/a | 2.7% | 28 MPH | 32 MPH |

The Board discussed wanting to review the traffic counts on West High Street to better understand the discrepancy on Pratt Street and River Street. **Selectman Bembury** asked for an explanation of the how locations for traffic studies are selected. Bryan Smith explained that the traffic planners at the Franklin

Regional Council of Governments use two (2) methods. Some existing traffic projects require periodic follow up and monitoring so some traffic counts are part of the process. Other traffic counts are the result of requests from the Town. Bryan explained that annually the Highway Department and the Police Department discuss areas of concern as well areas that residents have requested further study. **Chairman Smith** asked to have the traffic counts shared publicly.

Special Town Meeting Warrant Review & FY2021 Budget Goal Discussion- Joint Meeting with Finance Committee

At 7:00 PM **Chairman Smith** called the joint meeting of the Board of Selectmen and the Finance Committee to order. Benjamin Fellows, Debra Smith, and Charles Zilinski joined the Board. Daniel Hammock joined the meeting via phone.

Review of Special Town Meeting Warrant Draft

Article 1- Bills of a Prior Year: The Board and Finance Committee reviewed the article that would authorize the payment of invoices from FY2019 from current year appropriations. **Finance Committee**

Recommendation: Debra Smith made a motion to recommend approval of Article 1. Charles seconded.

Vote: unanimously approved.

Article 2- River, Warner, Strachan Street Project: **Chairman Smith** provided an overview of the project and the recent River Street site visit and the community meeting that followed. Daniel asked where the Board would recommend sourcing the additional funding that would be necessary to proceed. **Chairman Smith** suggested the use of Capital Stabilization funds. Daniel discussed his support for the project as described. **Chairman Smith** and **Selectman Bembury** both discussed their support for the project and the extended sidewalk on Strachan Street. Bryan will follow up with Weston & Sampson for a revised project construction estimate and will speak to the Treasurer about the current balance in the Capital Stabilization account.

Other Possible Article Topics: The Board discussed the OSHA concerns with the current office space used by POTW and Highway staff and the relocation of the department heads to the Town Hall and the Senior & Community Center. Bryan explained that he has requested a cost estimate as a budget number to conduct the feasibility study and the suggestion to evaluate three (3) options: a small addition for offices to POTW#1, a larger addition for offices and dry storage to POTW#1, or the construction of a separate dry storage & office space building adjacent to POTW#1. The Board and Finance Committee agreed that the three (3) options were reasonable options that the Town should understand. **Selectman Bembury** asked about the potential cost of using modular offices that could be placed at the POTW#1 property or the reuse of the Library after the Library moves to the new facility. Bryan explained that the reuse of the old Library may need to be evaluated for use by Union 28 and or the Recreation Commission. **Chairman Smith** asked if the Board and the Finance Committee would be willing to entertain an article for the study with the proposed Special Town Meeting. The Board and the Finance Committee agreed they would consider an article request.

Review of the FY2021 Draft Budget Calendar

The Board and Finance Committee reviewed the FY2021 budget calendar draft and had no concerns. Bryan will distribute to all departments, agencies, and commissions.

Discussion of FY2021 Budget Goals and Guidance

The Board and the Finance Committee reviewed drafts of the operating and capital budget request forms and guidance memorandums. Debra asked to have each department to review their five (5) year capital plan requests to ensure that they remain accurate. The Board and the Finance Committee agreed. Debra also discussed the importance of informative project descriptions. **Chairman Smith** asked that the capital request form include a question regarding the frequency of the request. The Board and the Finance Committee agreed. Debra asked if a question could be added regarding the last time the requested equipment was replaced, if applicable. The Board and the Finance Committee agreed.

Chairman Smith asked that each department, agency, and commission be given a draft of their compiled operating budget request and narrative in advance of the budget hearings in December and January. **Chairman Smith** also asked that the budget guidance memorandum clarify that the departments will not need to request cost of living adjustments. The Board and the Finance Committee agreed. The Board and the Finance Committee discussed setting the goal of level funding the operating budget with the same level of services as the current year. The Board and the Finance Committee will review revised drafts on Monday, September 23, 2019.

Adjournment

At 8:15 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Bryan Smith
Administrative Coordinator