

**Board:** Board of Selectmen/ Water Commissioner's Meeting  
**Date:** Monday, October 21, 2019  
**Location:** Senior & Community Center, 1 Care Drive, Erving, MA 01344

**Selectmen Present:** William Bembury, Jacob Smith, Peter Sanders  
**Finance Committee:** Daniel Hammock Debra Smith, Charles Zilinski, Benjamin Fellows  
**Library Building Committee:** Jacquelyn Boyden, Debra Smith, Rebecca Hubbard, Charles Zilinski  
**Also, Present:** Bryan Smith, Barbara Friedman, Scott Bastarache, Claude Jeanloz, Brenda Silva, C. Mark Blatchley  
**Press:** George Brace, Montague Reporter; Max Marcus, Greenfield Recorder

At 6:00 PM **Chairman Smith** called the meeting to order.

#### **Review of Meeting Minutes of October 07, 2019**

The Board reviewed the meeting minutes of Monday, October 07, 2019. **Selectman Bembury** made a motion to approve the meeting minutes of October 07, 2019 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

#### **Review of Tighe & Bond Proposal Amendment RE: IP Mill Remediation**

The Board reviewed a proposed amendment to the professional services agreement with Tighe & Bond for the hazardous materials remediation. Bryan Smith, Administrative Coordinator, explained the requested amendment as it relates to the additional procurement services for the transformer oil contamination that was previously discussed. **Chairman Smith** asked for an explanation of the timeline of the project. Bryan explained that an application for the Request for Determination of Applicability has been submitted to the Erving Conservation Commission with a hearing date scheduled for November 04, 2019. Bryan explained that the project is expected to go to procurement the first week of November and the work must be completed before December 25, 2019. **Selectman Bembury** asked if the Conservation Commission could meet sooner. Bryan explained the Commission's meeting schedule and the need to advertise the hearing with a legal advertisement. **Chairman Smith** made a motion to approve Amendment No. 1- Additional LSP Services with Tighe & Bond in an amount not to exceed of \$18,600. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

#### **Review of Special Town Meeting Warrant- Joint Meeting with the Finance Committee**

At 6:07 PM **Chairman Smith** called the joint meeting of the Board of Selectmen and the Finance Committee to order. Finance Committee members Daniel Hammock, Debra Smith, Charles Zilinski, and Benjamin Fellows joined the Board.

**Chairman Smith** explained that the Special Town Meeting warrant had been reissued on October 07, 2019 with Article 4: Authorization to Convey a Utility Easement on Care Drive. **Chairman Smith** explained that the article will authorize the Board of Selectmen to grant a utility easement to Eversource for Care Drive. The Finance Committee members agreed they have no concerns with the addition.

At 6:10 PM **Chairman Smith** made a motion to adjourn the joint meeting with the Finance Committee and to continue with the Board of Selectmen meeting. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Review of Erving Public Library Furniture, Equipment, and Landscaping Procurements- Joint Meeting with Library Building Committee**

At 6:11PM **Chairman Smith** called the joint meeting of the Board of Selectmen and the Library Building Committee to order. Library Building Committee members Jacquelyn Boyden, Debra Smith, Charles Zilinski, and Rebecca Hubbard joined the Board.

Jacquelyn reviewed recommendations from the Library Building Committee for the purchase of furniture for the new Public Library. **Chairman Smith** asked if the Town had received the competitive quotes from WB Mason on the proposed furniture that was anticipated by the Owner's Project Manager, P-3 Inc. Jacquelyn explained that Barbara Friedman, Library Director, and the P-3 staff asked WB Mason multiple times for quotes and that they were not received by the deadline, nor did the Town's contact at WB Mason respond to the Town's attempts to follow up. Jacquelyn provided an overview of the comparisons that are available. Barbara explained that additional reviews of pricing had done online with the furniture selected in the children's room designed by DemCo. Barbara explained that based on those reviews, the DemCo furniture remains competitive and provides the unique pieces that the Library Building Committee and staff are looking for. **Chairman Smith** asked about the costs for remaining furniture that the Library will need. Barbara explained that the plan had been to reuse the Library's existing shelving in the children's and young adults' collection, but that she has received a quote for refinishing the shelving that is just as expensive as purchasing new shelving. Barbara explained that the Library Building Committee has worked with the architect to design a circulation desk and is working to obtain carpentry quotes. Barbara also explained that the Town had previously purchased the adult shelving from the Town of Webster. Barbara explained that the end-caps for the adult shelving will still need to be purchased. Barbara estimated that the additional equipment and miscellaneous items should cost no more than \$20,000. Barbara clarified that the circulation desk would be a separate cost. Barbara added that the original estimated for FF&E was \$180,000 and that costs are coming in less than that amount.

Barbara also explained that she has been working with the OPM to obtain moving quotes, noting that the original project budget has a line item for moving. **Chairman Smith** discussed his concern that the project is already over budget and that his preference would be to use whatever Town resources that are available to mitigate additional costs. Jacquelyn explained that the Library Building Committee has not decided yet on a recommendation regarding how to move the Library and will revisit the topic soon.

**Chairman Smith** expressed his belief that the Board needs more information about the remaining costs to know if the presented quotes will work with the budget. Jacquelyn explained that the circulation desk could cost between \$15,000 and \$20,000. Debra reviewed the inventory of the furniture and miscellaneous items that still need to be procured and her estimate that it could cost nearly \$30,000. Jacquelyn discussed the landscaping plan and that the construction budget estimate is \$25,000. Debra explained that the Library Building Committee had made some changes with the architect to the landscaping plan that should reduce plantings and save additional funds. As an example, the utility enclosure has been extended to encompass equipment for the solar array and as a result some bushes are no longer necessary. Jacquelyn also explained that some mature trees may be changed along Care Drive. Jacquelyn explained that the Franklin County Technical School has been asked to consider taking on the landscaping project which may also further reduce the project cost. Debra added that the Library Building Committee has been concerned with the maintenance that will be required of what is proposed. Rebecca explained that the trees near the ravine that some members are concerned about would need to be reviewed with the Conservation Commission. Barbara explained that the Friends of the Erving Public Library and the Fundraising team have raised approximately \$25,000 to add to the project. Barbara spoke highly of the effort that has been made to raise the additional funds. **Chairman Smith** discussed the hard

work that has been done and expressed his belief that a great project is coming together. **Selectmen Bembury** and **Sanders** expressed agreement. **Chairman Smith** asked about how the gifted funds would be spent. Barbara explained that most of the funds are with the Friends of the Library and the Friends' Board of Directors would be responsible for overseeing the expenditures. Rebecca explained that all gifted funds that have been received have been earmarked for the Library building project and would be remain earmarked for the project.

Daniel Hammock asked if the Board had any outstanding questions that needed to be addressed. **Chairman Smith** explained that he was trying to fully understand the totality of the project. **Chairman Smith** explained that at the last joint meeting the Board had to approve a list of change orders that utilized all of the remaining contingency funding. **Chairman Smith** discussed working to control costs to avoid exceeding the funds available for FF&E in the special article of \$225,000. Daniel explained that he would ask that the Board vote to approve the furniture procurements presented. **Chairman Smith** explained that he understands that a great deal of work has gone into preparing the materials that have been presented. **Selectman Bembury** explained that he wants the Town to build the best building possible and his understanding that the project is up against the budget. **Selectman Bembury** spoke to the challenge of balancing both aspects. **Selectman Bembury** discussed the importance of the Town doing its due diligence to control costs and balance the importance of properly furnishing the interior of the Library. **Chairman Smith** suggested waiting two (2) additional weeks to purchase the furniture when the additional quotes will be ready to review. Jacquelyn expressed concern about waiting to decide on the furniture purchases.

At 7:01 PM **Chairman Smith** made a motion for joint meeting of the Board of Selectmen and the Library Building Committee to take a recess and to resume the meeting after the conclusion of the Special Town Meeting. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

#### **Review of Erving Public Library Furniture, Equipment, and Landscaping Procurements- Joint Meeting with Library Building Committee (continued)**

At 8:00 PM **Chairman Smith** called the joint of the Board of Selectmen and the Library Building Committee back to order.

**Selectman Bembury** asked for a total cost of the furniture being considered tonight. Bryan explained that the three (3) procurements proposed total an aggregate of \$93,530.02. **Selectman Bembury** asked for an explanation of the additional furniture costs that are anticipated. Barbara explained the circulation desk needs to be procured as well as the purchase of new young adult and children shelving. Barbara explained that the shelving is anticipated to cost no more than \$20,000. **Chairman Smith** asked if a quote for the circulation desk and the additional shelving was available for review. Barbara explained that she is requesting two (2) quotes for the shelving from familiar vendors that are on the MHEC contract. Jacquelyn explained that the newly designed circulation desk needs to be quoted by carpenters. Barbara explained that three (3) sources are being sought. **Chairman Smith** expressed his concern about the unknown costs and proceeding with purchasing the proposed furniture until the other costs are known. Specifically, **Chairman Smith** explained that he wants quotes for the security equipment, the additional shelving, and the circulation desk. **Selectman Bembury** discussed supporting the work that the Library Building Committee members have done to date and that he believes due diligence has been done. **Selectman Bembury** discussed his support for proceeding with a vote on the furniture that has been presented. **Selectman Sanders** expressed his concern about the unknown costs and the risk with quotes coming in higher than the budget will afford. **Selectman Bembury** acknowledged the concern and expressed his

support for the work and stated that he would be willing to return to the voters to request additional funding if it is necessary. **Chairman Smith** explained his position that the Town had already gone back to the voters for additional funding for FF&E and the solar array and that the Town should work to ensure that costs remain within the existing appropriations. **Selectman Sanders** suggested waiting two (2) weeks to decide on the proposed furniture procurements to give additional time for the remaining items to be quoted. Jacquelyn expressed concern about delaying the procurements with the timeline for manufacturers to produce the orders and with holidays approaching. Jacquelyn explained that the furniture procurements that have been presented represent a minimum of what is needed to open the Library. Jacquelyn suggested that it may be necessary to reduce IT or security costs and expressed her view that the Town needed to work within the existing appropriation. Jacquelyn also expressed concern about delaying and discouraging the work of the Building Committee. **Chairman Smith** clarified that the Board has only reviewed comparative quotes at one meeting and that the Board is not delaying any work. Jacquelyn clarified her disappointment with not receiving more competitive quotes from vendors like WB Mason. Debra advocated for getting quotes on technology and security systems. Debra spoke to her support as a Finance Committee member for increasing the original special article request from \$180,000 to \$225,000 to allow the Town to fund the security and landscaping costs as well. Debra spoke against reducing investments in the security and landscaping. **Selectman Sanders** spoke to his concern about cutting investments in technology and security. Rebecca expressed her support for proceeding with the purchase of the furniture as it has been presented to the Board. Rebecca explained that the presented list of furniture is a reduction from what was originally hoped for. Rebecca explained that it is important to ensure each space has the proper furniture so that the spaces can function on day one. Rebecca explained that she would appreciate it if the Board would vote to proceed with the furniture purchases. **Chairman Smith** asked what other potential change orders the Town should expect to have to address. Jacquelyn and Bryan explained that there will be a change order for smoke detector system changes and for the previously reviewed PCO#4 for lighting changes that was tabled.

**Chairman Smith** asked the Board members how they wanted to proceed. **Selectman Sanders** expressed his preference to wait on approving procurement until the remaining quotes are available for review. **Selectman Bembury** expressed his support for proceeding with votes to approve the procurements that are ready. **Chairman Smith** made a motion to table the discussion regarding FF&E procurements until the November 4, 2019 meeting. **Selectman Sanders** seconded. **Vote: Selectman Bembury** voted no. Majority approved.

**Chairman Smith** thanked the Library Building Committee members and the staff that have worked hard to prepare all of the materials for review.

At 8:35 PM **Chairman Smith** made a motion to adjourn the joint meeting with the Library Building Committee and to continue the Board of Selectmen meeting. **Selectman Sanders** seconded. **Vote: Unanimously** approved.

#### **Review of Comcast PEG Access Proposal**

**Chairman Smith** provided an overview of the proposal from Comcast to establish an ethernet network over fiber to run the PEG access system. The Board discussed the proposal from Comcast to bring in fiberoptic to the following four (4) locations: Town Hall, Erving Elementary School, the Public Library, and the Senior & Community Center. Bryan explained that the proposal would create a recurring monthly operating cost for the Town, but that Comcast is proposing to absorb the construction cost. The Board agreed that the Town needs to know if the proposed fiber network could be used to operate the Town's existing VOIP service and business internet service. **Chairman Smith** explained that it would be important

to know what connection speeds would be available to the Town and the corresponding costs. **Chairman Smith** explained that he and Barbara Friedman, Library Director, recently met with CWMARS to discuss required connectivity and equipment options for the new Public Library. CWMARS will allow a connection over a separate network or it could operate over the existing MBI network if it was extended to the new site. The extension of the MBI system would require an additional construction cost as well as connection fees that would be the responsibility of the Town. **Chairman Smith** noted that the MBI system would not allow the Town to run the VOIP service over it and would require the Town to extend an alternative service to the new site. The Board discussed wanting to understand more about how the fiberoptic system could be used to connect Town sites. **Chairman Smith** suggested that if the Town connected more Town sites to the fiberoptic system it would likely result in a lower monthly cost for each site. Bryan explained to the Board that the Town will also need to have an operational contract with a local access TV company to operate the PEG channel. **Chairman Smith** asked that the Town find out if the existing cable TV could be transmitted over the fiberoptic system and for Comcast to provide a copy of the service reliability agreement and the guarantee on service restoration and warranty. Barbara asked for the Town to clarify how the proposal would impact the courtesy TV and internet serve at the Library. Bryan will follow up with Comcast and schedule a meeting to address these questions.

### **Library Construction Project Update**

The Board reviewed the October 21, 2019 project updates from the Owner's Project Manager, regarding the Library Construction Project. The October 21, 2019 update provide the following statuses:

#### *10/7 to 10/11*

- *Siding and pvc trim is roughly 75% complete*
- *All granite curb is in place*
- *Sidewalks and the first half of the back patio were poured*
- *Drywall and insulating is complete. Taping and mudding in progress*
- *HVAC ductwork and refrigerant lines in progress*
- *Electrical data rough wiring complete. Panel board installation on going*

#### *10/14 to 10/18*

- *Exterior painting began, 40% of the siding received a first coat*
- *Siding and pvc trim is 95% complete*
- *Sidewalks and back patio are prepped to be poured on Monday*
- *Taping and mudding is ongoing, night lobby/meeting rooms are sanded and ready for paint*
- *HVAC ductwork in progress*
- *Electrical waiting on delivery of switchgear, all rough wiring and data wiring is complete*
- *Fire protection is in progress, all mains are in. Branches to be set*

Debra Smith asked if Bryan could ask the Owners Project Manager to confirm that the exterior paint color names match the colors selected by the Library Building Committee. Bryan will follow up and inform the Committee members. The Board had no concerns with the project update.

### **Follow-up on Streetlight Expansion Project- North Street, Ridge Road, Mountain Road**

The Board passed over this agenda item noting that the Town needs to get feedback from Ridge Road residents.

**Review of Agreement with FRCOG Re: Franklin County Emergency Communication System**

**Chairman Smith** provided the Board with an overview of the agreement and its importance. Bryan explained that both Chief Blair and Chief Wonkka communicated a positive recommendation for the Board to approve the agreement. Board members expressed support for proceeding with renewing the agreement. The Board reviewed the section of the agreement that addresses what will happen when the county transitions onto the State's 800 system. **Chairman Smith** made a motion to authorize Bryan Smith to sign the Memorandum of Agreement by and between Franklin Regional Council of Governments and the Franklin County Emergency Communications System Oversight Committee and Users of the Franklin County Emergency Communication System with a three (3) year term from December 1, 2019. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Adjournment**

At 9:08 PM **Chairman Smith** made a motion to adjourn. **Selectman Sanders** seconded. **Vote:** 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