

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, December 16, 2019
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Selectmen Present: William Bembury, Peter Sanders, Jacob Smith
Finance Committee: Debra Smith, Benjamin Fellows, Daniel Hammock, Charles Zilinski
Also, Present: Bryan Smith, Christopher Blair, Philip Wonkka, Jacquelyn Boyden
Press: Kathleen Nolan, Montague Reporter;

At 6:37 PM **Chairman Smith** called the meeting to order.

Meeting Minutes December 09, 2019- Meeting A

The Board reviewed the meeting minutes for Monday, December 09, 2019 meeting A. **Chairman Smith** noted that the minutes erroneously list the Library Building Committee in the attendance section on page 1 and that they should be removed. On page 2, **Chairman Smith** asked to amend the following wording "... an explanation of the Town can effectively advocate for the projects." to now read "... an explanation of how the Town can effectively advocate for the proposed barrier project." Beginning on page 1 at the end of the last paragraph, the Board discussed adding that the upgrading and of the camera equipment and to allow for a live feed camera was discussed and that Mass DOT is exploring options. On page 2, in the last paragraph, the Board discussed adding that Senator Comerford offered to contact MassDOT's office that oversees funding of the Franklin Regional Transit Authority (FRTA) to communicate support for a one (1) year agreement for the Erving Center bus stop with the private land owner.

Selectman Bembury made a motion to approve the meeting minutes for December 09, 2019 - meeting A with Senator Joanne Comerford and Mass DOT District 2 Representatives, as amended. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Meeting Minutes November 18, 2019

The Board reviewed the meeting minutes of Monday, November 18, 2019. **Chairman Smith** made a motion to approve the meeting minutes of November 18, 2019 as written. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Library construction update

Bryan Smith, Administrative Coordinator, provided the Board with a brief update on the Library Construction project. Bryan explained that the delivery of some lighting equipment has been delayed but is expected to arrive around December 26, 2019. Bryan explained that the roofing installation is nearing completion and the engineers are working with the roofers to extend the snow guards to prevent snow fall towards the walk ways and the HVAC equipment.

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

The Board reviewed communications from Todd Kirton, Senior Hydrogeologist from Tighe & Bond, that the lab testing of the remaining soil after the transformer removal project determined that there are no detections above applicable MCP Reportable Concentrations. This result means that no further reporting or remediation is necessary regarding the transformer contamination. The Town can schedule the backfilling of clean soil into the area. Bryan explained that the draft asbestos abatement procurement documents are being developed by the Tighe & Bond team and should be ready for the Board's review at the end of December.

Green Communities Update

The Board reviewed a memorandum from Mariah Kurtz, Assistant Town Planner, regarding progress on that has been made on the LED lighting upgrades at the Police Station and the Senior & Community Center. The memorandum noted that there are some remaining punch list items for the electricians to complete in the near future. Christopher Blair, Police Chief, expressed satisfaction with the lighting upgrade at the Police Station.

Review of FY2021 Budget Requests- Joint Meeting with the Finance Committee

At 7:00 PM **Chairman Smith** called the joint meeting of the Board of Selectmen and the Finance Committee to order.

Review of FY2021 Police Department Budget Request

Christopher Blair, Police Chief, joined the Board and the Committee to review the FY2021 budget request. Chief Blair explained that the budget request maintains the existing staffing coverage. Chief Blair discussed the importance of maintaining the staffing coverage as the Department has experienced an increase in work load. Chief noted increases related to individuals operating vehicles under the influence of marijuana. The FY2021 budget request includes an increase in wages of \$10,340 and a reduction of overtime \$3,867. Chief Blair explained that the wages line item is proposed to increase as a result of the hiring of a new full-time position in FY2020 and for the step increases for the two (2) senior officers. Chief explained that the budget proposes a reduction in overtime because regular staffing is acceptable. **Chairman Smith** asked how the Department would handle staffing while two (2) officers attended the Massachusetts Municipal Police Training Committee Academy. Chief Blair discussed the staffing restructuring that is planned to get through the training period. **Selectman Bembury** asked about transportation of the officers to the training academy. Chief Blair explained that they will use the Wastewater Department's old truck. Departmental expenses are proposed to increase by \$200 for the County radio dues. The Board and the Finance Committee discussed having no concerns with the budget request.

Review of FY2021 Animal Control Budget Request

Chief Blair explained that the FY2021 Animal Control budget request is level funded at \$10,263. Chief Blair discussed the challenges the Department has experienced when they have been asked to take on other communities' animal control duties, even temporarily. Chief Blair discussed the need to revise the cost structure for the animal control services when assisting other communities. The Board and the Finance Committee discussed having no concerns with the budget request.

Discussion Regarding County Emergency Communication System

Debra asked both Christopher Blair, Police Chief, and Philip Wonkka, Fire Chief & Warden, about the status of the county emergency communication system and the plan to transition to the State's 800 MHz system. Chief Blair explained his understanding that the police departments are moving forward with the conversion. Chief Blair explained that the Town will likely need to plan for the installation of an antenna on the Police Station as well as the cost of installation for the cruisers; noting that there are still no firm details. Chief Wonkka discussed his understanding that the State has extended the study deadline and discussed the challenges with securing enough funding for the handheld radios that are necessary for every agency in the County. Chief Wonkka discussed the need to look at installing building amplifiers at the Police Station, Fire Stations, the Elementary School, Town Hall, etc. **Chairman Smith** asked about the need for a BDA in the new Public Library. Chief Wonkka explained that he has conducted a test and the 800MHz radios cannot transmit from the new Public Library, so he is requiring the installation of a BDA for the 800MHz system at the Library. **Chairman Smith** asked about the proposed 20 radios for the Fire

Department. Chief Wonkka explained that it is a significant reduction from current radio count held by the Department and discussed working to find a realistic compromise because NFPA standards require one (1) radio for each seat in each truck. Chief Blair discussed optimism for the use of the proposed system because it will become a priority for the State to conduct regular preventative maintenance and the County will benefit as a result.

Review of FY2021 Fire Department & Emergency Medical Services Budget Request

Phillip Wonkka, Fire Chief & Warden, joined the Board and the Finance Committee to review the FY2021 budget request for the Fire Department and emergency medical services. Chief Wonkka explained that the budget request is level funded for wages and requests changes in departmental expenses for an overall increase of \$7,531. Regarding the fire alarm maintenance line-item, Chief Wonkka explained that the FY2021 request was increased because a secondary analog phone line had to be installed for the fire alarm system after the Town transitioned to VOIP for phone service. **Chairman Smith** suggested that the Town evaluate the cellular dialer retrofit options for the fire alarm systems. **Selectman Bembury** asked about recertification requirements for Emergency Medical Technician (EMT) licenses. Chief Wonkka explained that the line is used to maintain the licenses for the five (5) licensed EMTs on staff. Regarding advance life support (ALS) coverage for the Town, Chief Wonkka discussed ongoing concerns with AMR's ability to provide the western half of town with ALS coverage and noted that it may be necessary for the Town to formalize an agreement for these services like the Town has for the eastern portion of Town with the Orange Ambulance Service. Chief Wonkka explained that he is participating in a meeting with FRCOG and the Town of Northfield to see if Northfield EMS could cover the western portion of town. The Board and the Finance Committee discussed not having a concern with the budget request.

Review of FY2021 Emergency Management Department Budget Request

Chief Wonkka reviewed the FY2021 budget request. Chief Wonkka discussed the Town's recent transition to new Smart 911 notification system. Chief Wonkka explained that the new system provides the Town with more notification options and does cost more than the previous system. The request for EMD expenses has increased \$500 to meet this cost and results in an overall departmental budget request of \$12,837. **Chairman Smith** asked about progress on the Municipal Vulnerability Preparedness (MVP) project. Chief Wonkka explained that the Town's MVP plan was approved by the State and that the Town has been officially designated an MVP community. Chief Wonkka explained that the Town has submitted an MVP action grant that, if awarded, would help the Town fund two (2) of the priorities in the action plan. The Board and the Finance Committee discussed not having a concern with the budget request.

Review of FY2021 Franklin County Cooperative Inspection Program Budget Request

Bryan explained that the current FY2021 budget request for the Town's assessment to the Franklin County Cooperative Inspection Program (FCCIP) is for \$7,500 which is level funded. Bryan explained that the Program's annual meeting is in January and has not released an FY2021 assessment for the member Towns. Jacquelyn Boyden, FCCIP Representative, explained that the FCCIP Advisory Committee had made a recommendation to the Franklin Regional Council of Governments to increase the assessments. The Board and the Finance Committee agreed to leave the budget request at \$7,500 and to revisit this budget in January 2020 when the assessments are released.

Review of FY2021 Tree Warden Budget Request

Bryan Smith, Administrative Coordinator, reviewed the FY2021 budget request for the Tree Warden. Bryan explained that the request is level funded, noting that the increased budget of \$34,487 for FY2020 has been sufficient to allow the Tree Warden to increase maintenance work that had been deferred and will allow for spring 2020 tree plantings as had been discussed during the public hearing held previously.

Bryan explained that Michael Gordon, Tree Warden, is working with Mariah Kurtz, Assistant Town Planner, on the development of a tree replanting plan/policy. The Board and the Finance Committee discussed having no concerns with the budget request.

Review of FY2021 Building and Ground Maintenance Budget Request

Bryan provided the Board and the Finance Committee with an overview of the FY2021 budget request for the Buildings & Ground Maintenance Department. Bryan explained that the largest increase is in wages in the amount of \$39,954. Bryan explained that the increase is related to the retirement of the part-time maintenance position at the Senior & Community Center and the reconfiguration of the position to be a full-time Building & Ground Maintenance position that supports the Senior & Community Center and the new Public Library. Bryan explained that the position will be assigned primarily to the two (2) facilities and will work as a part of the three (3) member Building & Grounds team that cares for the other Town buildings and parks. Bryan noted that the Senior & Community Center's wages line item will exhibit a decrease because that cost has been moved to the Town Buildings & Grounds Department. **Chairman Smith** asked why the town-wide preventative maintenance contract had not been executed. Bryan explained that the Town has been experiencing trouble with the vendor executing a contract as requested and he will work to engage them for these services again. The other notable increase is related to expenses totaling \$5,913. Bryan explained that the additional expenses are anticipated for the maintenance of the new Public Library. The overall Departmental budget request is \$237,390. The Board and the Finance Committee discussed having no concerns with the budget request.

Review of FY2021 Highway, Streetlight, Fuel, and Cemeteries Department Budget Request

Bryan provided the Board and the Finance Committee with an overview of the FY2021 budget requests for the Highway, Snow Removal, Streetlights, Fuel, and Cemetery Maintenance. The Fuel, Streetlights, and Cemetery Maintenance budget requests are level funded as the budgets have sufficiently met expenses to date. Bryan explained that the overall budget request increase is \$10,760 which is associated with Highway and Snow Removal expenses. Bryan explained that the primary line item increases are related to contracted services for catch basin cleaning and for snow removal materials. Bryan explained that costs have increased and that Glenn McCrory, Highway Foreman, has been assessing new options that may increase salt use and decrease sand mix. Bryan explained that Glenn has been researching options that will maintain the safety of the roads while decreasing the sand cleanup from catch basins, intersections, and grass belts. **Chairman Smith** asked about the status of the gravestone restoration project. Bryan explained that Glenn had contracted for \$5,000 worth of stone repairs in the Center Cemetery which were completed in October 2019. Bryan explained that the vendor produces a report after the job that inventories the stones that are repaired and details the process that was used. Debra asked about the anticipated use of the remaining maintenance funds for the cemeteries. Bryan explained that the Town had deferred maintenance to catch up and that Glenn was working to address citizen requests for additional watering stations for plantings as well as continual maintenance. The overall Departmental budget request totals \$419,615. The Board and the Finance Committee discussed having no concerns with the budget request.

Review of FY2021 Solid Waste Budget Request

Bryan explained that the presented solid waste budget request of \$180,214 represents a \$30,000 increase for trash and recycling disposal costs. Bryan explained that the increase is an estimate as the costs for FY2021 are evolving. Bryan explained that the Massachusetts Department of Environmental Protection (MassDEP) has procured a new recycling operation contract with Waste Management for the recycling facility in Springfield. The cost structure has changed drastically from receiving a credit of approximately \$6.00 a ton for recycling materials, it will now cost each town \$93.50 a ton in FY2021. Bryan explained

that the materials index will be updated monthly and will determine if the Town is entitled to a credit that month and will adjust the monthly invoice accordingly. Bryan explained that the index does not provide the Town with any cost reduction guarantees and therefore the Town should budget for the full estimated cost for recycling disposal, which is anticipated to be approximately \$23,000. Bryan noted that the Town has an option to continue trash and recycling collection services with USA Waste & Recycling for FY2021 and has already locked in a collection rate but has not locked in a disposal rate which he anticipates will increase as well. Bryan added that he is concerned that Erving will find a way to keep the cost low for residents as it has done for many years while the costs in other towns will continue to increase, making Erving a likely recipient of other communities' trash and now recycling. Debra Smith asked about the rules regarding trash and recycling. The Board discussed that statutory requirement to recycle. Daniel Hammock discussed the fine for illegal dumping. **Chairman Smith** discussed his belief that residents will take trash from individuals out of town because it is free collection and disposal in Erving. **Selectman Bembury** discussed the Town's former requirement for residents to use clear or white bags and suggested returning to that requirement. The Board discussed returning the Town to a bag limit per household each week and how it could be enforced. **Chairman Smith** discussed alternatives like introducing a modified sticker program that gave each household a number of free trash bags for each week of the year and residents would need to come to Town Hall to acquire more if they used more than their weekly allotment. Debra discussed the concern about continually increased costs. The Board and the Finance Committee agreed to hold budget numbers as presented and to revisit the budget request as more information regarding the FY2021 services is known. Dan discussed the concern of transitioning the cost burden onto homeowners.

At 8:30 PM **Selectman Sanders** recused himself from the Board Meeting.

Review of FY2021 Wastewater Enterprise Fund Budget

Peter Sanders, Chief Wastewater Operator and Water Superintendent, joined the Board and the Finance Committee to review the FY2021 Wastewater Enterprise Fund budget request. Peter presented departmental highlights and challenges from the current fiscal year. The budget request reflects a level funded request for wages and an overall increase in departmental expenses of \$1,508 which is mostly associated with increases in laboratory costs. The annual debt service reflects a slight decrease of \$342 for a total cost of \$275,927. The overall departmental budget request for FY2021 is \$769,641. The Board and the Finance Committee discussed having no concerns with the budget request.

Review of FY2021 Water Enterprise Fund Budget

Peter Sanders, Chief Wastewater Operator and Water Superintendent, reviewed the FY2021 Water Enterprise Fund budget request. Peter reviewed the Departments work during the fiscal year to date. The budget request reflects an increase to wages for \$8,000. Bryan explained that for FY2020 the full-time Wastewater staff officially their positions updated to include Water Department duties and therefore a portion of their weekly salary is attributed to the Water Department budget. The overall Department budget request totals \$101,381. The Board and the Finance Committee discussed having no concerns.

At 8:36 budget review ended. **Chairman Smith** made a motion to adjourn the joint meeting of the Board of Selectmen and the Finance Committee and to continue with the Board of Selectmen meeting. Debra Smith seconded. **Vote:** Unanimously approved.

At 8:36 PM **Selectman Sanders** rejoined the meeting.

Review of Erving Public Library Furniture, Fixtures & Equipment Procurement and Proposed Change Orders

Jacquelyn Boyden, Library Building Committee Co-Chair, joined the Board to provide an update from this evenings Library Building Committee meeting and to review recommendations on furniture, fixtures, and equipment (FF&E) purchases. Jacquelyn explained that the Committee has worked to process the orders with vendors that were reviewed at the December 09, 2019 meeting. Jacquelyn explained that Sammis Woodworking has proposed an option to upgrade the countertop material to Corian for an additional \$1,000 and the Committee has decided to proceed with the upgrade. The Library Building Committee also selected a depressible book truck from DEMCO at an approximate cost of \$800. Jacquelyn explained that the circulation desk will still require a file cabinet or other storage devices which will have an additional cost but that to-date the cost has remained under the authorization of \$9,999.

Jacquelyn explained that the Library Building Committee has received a quote from a vendor called PSI for the young adult shelving. Jacquelyn explained that the color of the shelving and the end cap material is in question but would like to ask the Board of Selectmen to provide a not-to-exceed authorization for the purchase of the young adult shelving in the amount of \$7,000. Chairman Smith expressed concern that the current shelving quotes with the previously approved children's room shelving cost is \$2,000 to \$3,000 over the original \$15,000 budget amount. **Chairman Smith** made a motion to authorize the purchase of shelving not-to-exceed \$7,000. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Jacquelyn explained that the Friends of the Erving Public Library have received restricted gifts for the purchase of three (3) book carts and for one (1) 43" television. Jacquelyn explained that the Library Building Committee will be reviewing television quotes in January for purchase.

Jacquelyn reviewed the revised Library building construction plaque, option #4, that the Library Building Committee has worked on with the Architect. The revised plaque only lists current Board and Committee members. Bryan's name has been separated out from the Board of Selectmen listing, similar to the presentation of the Board of Library Trustees and the Library Director. Jacquelyn read the following inscription that would be included on the plaque: "Thank you to the Library Feasibility Committee and the many community members who volunteered their time and efforts to make this vision a reality." The Board expressed their support for the revisions. **Chairman Smith** made a motion to approve the proposed construction plaque option #4 as amended. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding Springfield MRF Contract

The Board reviewed a memorandum from the Springfield Materials Recycling Facility Advisory Board regarding the new operational contract that was secured by MassDEP for the operation of the Springfield MRF. The new contract requires member towns to commit to a five (5) year disposal contract and provides an option for two (2)- five (5) year extensions. Bryan explained that the new contract drastically changes the Town's recycling experience from receiving a credit of approximately \$6.00/ton of material to a processing charge of \$93.50/ton for FY2021. The revenue sharing model has been revised and will be updated monthly to determine the net cost to each town monthly. Bryan noted that there are several concerns with the new contracts as presented that requires further review. Notably, the contract does not contain a clause acknowledging that the contract is subject to annual appropriation at Town Meeting. Bryan reviewed presentation materials from the Franklin County Solid Waste Management District that was presented recently to member communities. The presentation explores options to substantially reduce glass material and recycle the material in a different manner. The Board discussed the apparent

benefits and disadvantages of each option. Bryan explained that the Town's curbside collection agreement with USA Waste & Recycling is in its second year and is ending on June 30, 2020 unless the Board wants to extend for the optional third year. Bryan explained that the Town had outlined the costs for collection in the third year but needs to negotiate a disposal rate for trash. The Board agreed that they would like to exercise their option for curbside collection with USA Waste & Recycling for the third year and would like to begin to negotiate the disposal cost for trash. The Board discussed asking USA Waste & Recycling if they could present alternatives for recycling disposal that the Town could consider in lieu of the Springfield MRF contract. The Board agreed to carry the discussion of the Springfield MRF contract and the FY2021 trash disposal cost on their agenda for the next meeting.

Discussion of Food Services Cook Position & Search Committee

The Board discussed the formation of a search committee for the Food Services position. Bryan will work with Paula Betters, Senior Center Director, to develop a recommendation for the search committee formation. **Selectman Bembury** expressed interest in serving on the search committee.

Discussion of Gill-Montague Regionalization Update

Bryan had no update for the Board on this topic. Bryan will be reaching out to the leaders of Gill and Montague to be added to the communication lists for upcoming regionalization meetings.

Issuance of 2020 Liquor License Renewals

Chairman Smith made a motion to issue the following liquor licenses with an effective date of January 1, 2020 to December 31, 2020:

French King Bowling Center	55 French King Highway	Liquor License- Restaurant All Alcohol
Weatherheads	63 French King Highway	Liquor License- Retail Package Store
French King Motor Inn	12 French King Highway	Liquor License- Innkeeper
Pocket Saver Market	3 West Main Street	Liquor License- Retail Package Store
The Crooked Tap Café	7 West Main Street	Liquor License- Restaurant All Alcohol
Franklin Grocery	1 West High Street	Liquor License- Retail Package Store

Selectman Sanders seconded. The Board discussed the requested change for the Crooked Tap Café to have an all alcohol license. The Board discussed having no concerns with the requested license change.

Vote: Unanimously approved.

2020 Liquor License Renewal Certification

Chairman Smith made a motion to sign that there are no licensees that failed to renew a liquor license or have been denied renewal of a liquor license for 2020. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

2020 Annual Seasonal Estimation Form

Chairman Smith made a motion to approve the 2020 seasonal estimation form as presented. **Selectman Bembury** second. **Vote:** Unanimously approved.

2020 Annual Liquor Report

Chairman Smith made a motion to approve the 2020 annual report for 2019. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Issuance of 2020 Business License Renewals

Chairman Smith made a motion to issue the following business licenses with an effective date of January 1, 2020 to December 31, 2020:

Dan's Veggies & Poplar Mtn. Maple	151 Northfield Road	General / Farm
Baby Boomer Property & Management Systems	16 Wheelock Street	General / Consulting
Country Furnishings	16 Wheelock Street	General / Woodworking
Hammock International	16 Wheelock Street	General / Consulting
New England Maple Products	219 North Street	General / Farm
Dubay Pallet	123 North Street	General / Manufacture
Ikazuchi Martial Arts	50 West Main St	General / Instruction
Rose Ledge Companies	21 Poplar Mtn. Road	Class III / Buy, Sell Vehicle Parts
Rose Ledge Companies	21 Poplar Mtn. Road	Class II / Auto Repair / Retail
Fairlane Mobile Homes	224 Old State Road	General
Erving Elementary School	28 Northfield Road	Elementary School / Food
Stoneville Auto	64 East Main Street	Class III / Buy, Sell Vehicle Parts
Stoneville Auto	64 East Main Street	Class II / Used Vehicle Retail
Whitney Wood Products	64 East Main Street	General / Woodworking
Tools of Liberty	223 North Street	General / Instruction
Music Tribute Productions, Inc.	58 State Road	General / Entertainment
Erving Senior/Community Center	1 Care Drive	Senior Center / Food
B. E. Frank and Co.	43 Ridge Road	General / Contractor
Dry Brook Garden	105 Old State Rd	General / Farm
Quality Engineering Consulting	81 Old State Road	General / Consulting
Quixote Consulting	117 Old State Road	General / Consulting
Toast of the Town Music Productions	117 Old State Road	General / Entertainment

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Meeting Minutes

Sara E. Campbell PE	8 Maple Avenue	General / Consulting
Artscape	93 Northfield Road	General / Landscape
Downeast Clambakes	56 Northfield Road	General / Food
Weatherheads	63 French King Hwy	General / Convenience
French King Bowling Center	55 French King Highway	General / Entertainment Establishment
French King Bowling Center	55 French King Highway	General / Food
Zilinski Maple Syrup	20 East Prospect Street	General / Farm
The Cleaning Detail	1 River Street	General/Cleaning
Freight House	11 East Main Street	General / Food
Freight House	11 East Main Street	General
Freight House Farm	32 Mountain Road	General / Farm
French King Restaurant	127 French King Highway	General / Restaurant
French King Motor Inn	129 French King Highway	General / Motel
Waldron Building & Remodeling	46 High Street	General / Contractor
Margaret's Guitar Studio	10 North Street	General / Instruction
Justin Fellows Construction, Inc.	220 North Street	General / Contractor
Pocket Saver Market	3 West Main Street	General / Food / Convenience
Associated Light Horse; Varga Girl Productions	1 River Street Ste 103	Business Registration
Greenfield Automotive	38 French King Hwy	General / Auto Repair
Erving Equipment	38 French King Hwy	Class II / Used Vehicle Retail
Franklin Grocery	1 West High Street	General / Food / Convenience
Weatherhead Apts.	65 French King Highway	General / Storage Units / Apartments

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

Adjournment

At 9:57 PM **Chairman Smith** made a motion to adjourn. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryan Smith". The signature is written in a cursive, flowing style.

Bryan Smith
Administrative Coordinator