

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, January 06, 2020
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, Arthur Johnson
Library Trustees: Mackensey Bailey, Peter Roy-Clark
Also, Present: Bryan Smith, Barbara Friedman, Bruce Scott, Erik Eichorn
Press: Kathleen Nolan, Montague Reporter;

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

Library Construction Project Update

The Board reviewed the January 02, 2020 project updates from the Owner's Project Manager, regarding the Library Construction Project. The January 02, 2020 update provide the following statuses:

- *Roofing is in progress. Panels are on both the left and right sides of the building with the middle roof in progress. Edge metal/trim is also in progress*
- *Eversource has set the transformer and new pole. Griffin is looking to power up the building early next week*
- *Millwork is in progress with cabinets and trim being installed and delivered. 60% of the millwork is complete*
- *The sprinkler system is 98% complete*
- *Final painting has been completed in the night lobby area and will begin in the rest of the building next week*
- *The BDA is in progress and the last remains light fixtures are in transit*
- *The last section of sidewalks and the flagpole base will be poured in the next two weeks pending weather*
- *Plumbing fixtures will be installed next week. Bathroom's have received tiling and all accessories*
- *Hastie is scheduled to start the mechanical fence enclosure and PV footings this week.*

As for change orders we are still waiting on pricing and additional information. We may have the T&G final cost tomorrow but that was approved already.

The Board discussed having no concerns with the update as presented. **Chairman Smith** asked for an explanation regarding the final cost of the tongue and groove ceiling installation. Bryan Smith, Administrative Coordinator, explained that the installation was completed and that the Town's OPM had been tracking all hours which appear to be much less than the original proposal. Bryan noted that the painter has been advocating for additional compensation because of the whitewash technique that was used. Bryan explained that the OPM, general contractor, and architect are working to finalize the cost.

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

Bryan explained that the Town's engineers from Tighe & Bond are still working to develop the draft bid documents for the asbestos and lead remediation project and that the review of the materials has been delayed approximately one (1) additional week.

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

The Board had no additional change orders or furniture and equipment orders to consider. Bryan explained that the Library Building Committee is working with Barbara Friedman, Library Director, and the Library Board of Trustees to finalize their choices for the remaining items and will likely be ready to make presentations in the next few meetings. Bryan also explained that substantial completion of the project will likely be delayed for at least two (2) weeks but that it should not delay the opening of the facility.

Discussion Regarding Springfield MRF Contract & FY2021 Solid Waste

The Board reviewed a memorandum from Bryan Smith regarding the disposal costs from USA Waste & Recycling for trash in FY2021 along with a proposal from USA Waste & Recycling to provide a recycling disposal option through their company Murphy Road Recycling. The FY2021 trash disposal rate proposed by USA Waste & Recycling is \$98/ton which is an increase over the current rate of \$90/ton. The proposal for Murphy Road Recycling includes the use of rolling carts for residential collection and a transition from dual stream to single stream. **Selectman Bembury** asked about the capital cost of carts. Bryan explained that it is a significant capital investment so USA Hauling would want a new multiyear hauling and disposal contract. Bryan explained that the transition to carts as seen as an operating cost reduction for the hauling company related to workers compensation claims and the efficiencies from automating the work. **Selectman Bembury** asked which party is responsible for the replacement cost if they are damaged. Bryan explained that it is his understanding that the company would be responsible, but that he would obtain an answer in writing. **Chairman Smith** added that the Town needs to understand how the Town would add new residents to the service. The Board reviewed the Murphy Road Recycling proposed cost and materials credit model. **Chairman Smith** explained that he would want to review a six (6) month comparison between the USA Waste & Recycling model and the Springfield MRF model. Bryan asked the Board if they were willing to consider a five (5) year contract, noting it would need to be approved at Town Meeting. **Chairman Smith** explained that he would be open to consider, but that USA Waste & Recycling would need to accept a three (3) year agreement first. The Board reviewed the existing curbside collection agreement with USA Waste & Recycling, noting that the agreement may need to be amended if the Board was interested in using the proposal for recycling disposal at Murphy Road Recycling. **Chairman Smith** expressed his support for maintaining the agreement with USA Waste & Recycling for trash collection in FY2021. The Board expressed agreement.

Issuance of 2020 Business License Renewals

Chairman Smith made a motion to issue the following business license effective January 06, 2020 and expiring December 31, 2020:

Accurate Automotive Services, Inc.	21 Lester Street	Class II / Auto Repair / Retail
Tim's RV, Inc	15 East Main Street	Class I / Agent of Veh. Manufacturer
Tim's RV, Inc	15 East Main Street	General / Vehicle Repair

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

Review of Meeting Minutes: December 09, 2019 & December 16, 2019

The Board passed over this agenda item and will revisit at their next meeting.

Discussion of Food Services Cooks Position & Search Committee

Bryan explained that the vacancy was advertised in the Greenfield Recorder and the Athol Daily News, posted on the Town website, and that the opportunity was emailed to all Town of Erving email users.

Bryan explained that the deadline for applications is Monday, January 13, 2020 and that a search committee will still need to be appointed. The Board will revisit at their next meeting.

Review of FY2021 Budget Requests- Joint Meeting with Finance Committee, Board of Health, Board of Library Trustees & Recreation Commission

At 7:00 PM **Chairman Smith** called the joint meeting with the Finance Committee, Board of Health, Board of Library Trustees, and Recreation Commission to order.

Review of the FY2021 Board of Health Budget Request

Bruce Scott, Board of Health Chair, joined the meeting to review the FY2021 Board of Health budget request of \$58,451. The request reflects a budget increase of \$572. Bruce explained that there is an upcoming meeting with the Eastern Franklin County Health District and noted that there could be a change to the FY2021 district assessment that could alter the budget request as presented. **Chairman Smith** suggested that the Board of Selectmen and the Finance Committee consider the FY2021 budget request as presented with the understanding that a change may need to be requested before the budget is finalized. The members of the Board of Selectmen and the Finance Committee agreed. Bruce provided an overview of the work the Board of Health has been able to oversee in the last year with the Health Agents and the Public Health Nurse. Daniel Hammock asked for an explanation of the differences between the work of the agents and the nursing services. Bruce explained that the Health Agents work through the Eastern Franklin County Health District and oversee the services such as housing, septic, wells, and food establishments. Bruce explained that the Public Health Nurse works for the Franklin Regional Council of Governments (FRCOG) and provide regular nursing services to Erving residents, with monthly office hours at the Senior & Community Center, providing clinics and monitoring communicable diseases. Bryan explained that the budget request for nursing has been level funded because the FRCOG has not released FY2021 budget numbers to date. Bruce discussed the Board of Health's plan to transition to a monthly meeting schedule and shifting the Board of Health from a reactive board to a proactive board. The Board of Selectmen and the Finance Committee discussed having no concern with the budget request.

Review of the FY2021 Historical Commission Budget Request

Bruce Scott reviewed the FY2021 Historical Commission budget request of \$3,000 which is a level funded request. Bruce explained that he and David Brule were appointed as Erving's Archaeological Preservation Officers. Bruce explained that over the last few years he has worked to advocate for the State to return artifacts to the Town of Erving. Bruce noted that he has recently received a communication that indicates that Erving's artifacts will be returned to the Town shortly. Bruce explained that the Commission will need to use its expense line to properly secure and store the artifacts at the Pearl B. Care building. Bruce explained that the goal would be to create a rolling display case for Town Hall and other Town sites. Bruce and the Board of Selectmen discussed the need to assess the Pearl B. Care building for the need to look at building improvements. The Board of Selectmen and the Finance Committee discussed having no concerns with the request as presented.

At 7:17 PM Daniel Hammock recused himself from the meeting.

Review of the FY2021 Library Budget Request

Mackensy Bailey, Library Trustee Chair, and Peter Roy-Clark, Library Trustee Secretary, as well as Barbara Friedman, Library Director, reviewed the FY2021 Public Library budget request of \$161,230 which reflects an overall increase of \$38,133. Mackensy explained the budget request tries to address the assumptions and uncertainties with the opening of the new facility. Barbara explained that the largest driver of wage increases is related to the hiring of a full-time Director. Barbara explained that the budget must maintain

the State mandated formula of 20% for multimedia. Barbara added that the new facility will require the near doubling of the materials that will be ordered annually as well as the anticipated increase in circulation that is observed when Massachusetts communities open new libraries. Peter discussed the statewide trend of patronage increase after the opening of a new library. Peter discussed the estimated electricity costs noting the engineering analysis and the recommendation to be conservative with reliance on the energy produced by the solar array until a full year of building use is observed. Barbara noted that the Library will no longer need to budget for heating oil. **Chairman Smith** requested that the budget narrative is revised to clarify the energy costs assumptions. The Library Trustees expressed support for Bryan revising the narrative. **Selectman Sanders** asked for an explanation regarding the budget reduction for propane. The Library Trustees explained that the FY2020 budget request was meant to fill the tank the first time and that the FY2021 request was meant to cover the anticipated weekly load checks. The Board of Selectmen and the Finance Committee discussed caution with this assumption, noting that if there is an emergency the tank will be drained further and then the budget may not be able to refuel the tank. Arthur Johnson asked about the increase to phone and cable line-item. **Chairman Smith** explained that the Board of Selectmen agreed to install fiber ethernet connections at the Library, Senior & Community Center, and the Town Hall and that as a result would support budget increases for resulting internet in the departmental operating budgets. Barbara discussed the recent change to a town-wide phone system that increased the cost for the Library. Debra Smith asked about the requested change in the Library Trustee stipend. Mackensy explained that the Library Trustees are making this request to work towards parity with other Boards within the Town. Mackensy discussed comparison to the School Committee and the Recreation Commission. Peter discussed the desire for the Library Trustees to be treated the same. **Chairman Smith** explained that all elected officials that receive a stipend also receive annual COLAs to maintain parity. Debra discussed her preference to know what the correct stipend should be and working toward setting the stipend once rather than annually revisiting increase requests. Peter and Mackensy discussed the need to review the stipends of other committees to fully respond to the question. The Board of Selectmen and the Finance Committee discussed having no overall concerns with the budget request.

At 7:39 PM Daniel Hammock rejoined the meeting.

Review of the FY2021 Recreation Commission & Park Maintenance Budget Request

Erik Eichorn, Recreation Commission Chair, provided an overview of the FY2021 Recreation Commission and park maintenance budget request of \$77,849 which reflects a budget increase of \$3,275. Erik discussed the hiring of the Recreation Assistant for 19 hours a week. Erik discussed the ongoing success of the summer park program and noted the challenges with the timing of the program over the close and start of fiscal years. Erik explained that the budget request increases the line-item for ground maintenance for the parks. Erik also discussed working with the Capital Planning Committee and working with the Recreation Commissioners to develop a strategic plan for ongoing park maintenance. Erik discussed the need to increase tree maintenance which is being coordinated with the Tree Warden. **Chairman Smith** asked about electricity line-item reduction. Bryan explained that over the last year the Town has been working to isolate the park electricity accounts from the streetlight accounts. To allow for the proper funding, the FY2020 budget transferred \$5,000 from the streetlight electricity account to the park maintenance budget. Erik noted that electricity costs to date haven't supported the need for line-item to remain at \$5,000. **Selectman Bembury** asked about the use of the portable sanitation unit that is kept at the Riverfront Park, noting a concern about the cost. Daniel raised the concern about Erving residents paying for facilities used by travelers on Route 2. Bryan explained the history of the topic and noted that Erving Center business owners have explained that they refer travelers to that location or Town Hall to use facilities. **Chairman Smith** noted that the cost doesn't change if the unit is used by more than

just Erving residents. Erik noted that no vandalism has been noticed and that the unit has been in place for approximately two (2) years. The Board of Selectmen and the Finance Committee discussed having no concerns with the budget request.

Review of the FY2021 Town Events & Ceremonial Flags Budget Request

Bryan reviewed the FY2021 Town events and ceremonial flags budget request of \$11,500 which represents a level funded request. Bryan explained that the operating budget has been sufficient to date and does not see a need to request an increase. The Board of Selectmen and the Finance Committee discussed having no concerns with the budget request as presented.

Bryan informed the Board of Selectmen and the Finance Committee that the Veteran's Committee has been meeting and has begun the process of discussing capital improvement projects related to the veterans' memorials. Daniel explained that the Committee is working to identify additional veterans that need to be added to the existing monuments. Daniel also discussed the need to begin considering monuments that would recognize service in the middle eastern conflicts.

Review of the FY2021 Senior & Community Center Budget Request

Bryan reviewed the FY2021 budget request for the Senior & Community Center of \$115,314, which represents an overall decrease of \$14,931. Bryan explained that the major budget reduction is in the part-time maintenance line and reminded the Board of Selectmen and the Finance Committee that the staffing costs associated with that position had been transitioned to the Town Buildings budget. Bryan explained that the electricity line item has been level funded with the belief that we will realize an energy savings with the recently installed air sourced heat pumps as well as the interior LED lighting upgrades. Bryan added that the propane line item has been reduced now that the tank is not being relied on to heat the facility. Bryan explained that anticipated increases include upgrades to landscaping as well as the transition to business internet over the fiber lines as the Town builds a more robust town-wide network. The Board of Selectmen and the Finance Committee discussed having no concerns.

Review of the FY2021 Veterans Services Budget Request

Bryan reviewed the FY2021 Veterans' services budget request of \$39,274. Bryan explained that the increase of \$1,051 is related to the assessment from the Upper Pioneer Valley Veterans Services District that administers services for Erving. Bryan noted that the Town has been consistently budgeting \$30,000 for benefit payments and the recommendation to do so again in FY2021. The Board of Selectmen and the Finance Committee discussed having no concerns.

Adjournment

At 8:14 PM **Chairman Smith** made a motion to adjourn. Debra Smith seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Bryan Smith
Administrative Coordinator