

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, May 18, 2020
Location: Online Video/Audio Conference Pursuant to Governor Baker's Executive Order in Response to the COVID-19 State of Emergency

Selectmen Present: William Bembury, Peter Sanders, Jacob Smith
Also, Present: Bryan Smith, Barbara Friedman, Glenn McCrory, Philip Wonka, Mariah Kurtz, Richard Newton
Press: Kathleen Nolan, Montague Reporter

At 6:32 PM **Chairman Smith** called the meeting to order.

Chairman Smith explained that the meeting is being recorded and provided an overview of the functions of the video/audio conferencing platform.

Discussion Regarding Town Response to COVID-19

Chairman Smith provided an update regarding the Town's response to COVID-19. **Chairman Smith** explained that earlier in the day Governor Baker provided an overview of a 4-phase approach to reopen the State with phase 1 beginning today. **Chairman Smith** explained that with phase 1, industry sectors including manufacturing, construction, and religious worship will begin to reopen along with the phased reopening of other services. **Chairman Smith** explained that more information about the 4-phase approach is available online at www.mass.gov.

Chairman Smith explained that the Town will begin to initiate steps to return staff to facilities and to begin service delivery with curbside options in accordance with the Governor's guidance. **Chairman Smith** explained that a department head meeting was held on May 15, 2020 which provided an opportunity for each department to discuss their recommended reopening plans and to address questions and concerns. **Chairman Smith** explained that the focus of the Town's reopening will be to return staff to the Library, Senior & Community Center, and to Town Hall with no public access during phase 1. **Chairman Smith** explained that department heads need to be able to return to their offices and reestablish a regular presence in their departments even if the hours will be limited. **Selectman Bembury** asked for further discussion on the plan to reopen offices on May 26, 2020 while facilities remain closed to the public. Bryan Smith, Town Administrator, explained that meetings with all staff are being scheduled to review COVID-19 specific guidance. **Selectman Sanders** asked for an explanation of the Town's current supplies for sanitization and personal protective equipment. Bryan provided an overview of the work conducted by Rebecca Walsh and Pamela McNamara, of the Building & Grounds Department, to select and source materials. Bryan discussed the challenges with the supply chain and the long delay between receiving orders. Bryan explained that at present time, the Town's inventory has reached a level that will allow closed offices to reopen to staff only and that the supply chain and the Town's inventory will continue to be monitored. **Chairman Smith** discussed the need to develop a plan for trainings, signage, and the disbursement of supplies. Bryan explained that plans are under way with trainings being scheduled for the start of the next week.

Selectman Bembury emphasized the importance of encouraging individuals in high risk categories to stay home as a safer option. Bryan agreed and explained that the advisory from Governor Baker has been revised to be "Safer at Home" to encourage individuals to continue to limit their exposure as the State reopens. Bryan explained that the Town will work to communicate this guidance to the public as well as staff members.

Chairman Smith explained that individual departments have been drafting reopening plans and specifically cited that Barbara Friedman, Library Director, had prepared a comprehensive plan that has been submitted to the Board of Selectmen's office and the Board of Library Trustees. **Chairman Smith** noted that the plan addresses staffing and the curbside disbursement of materials. **Chairman Smith** discussed the need to address the handling of returned materials. Regarding the Senior & Community Center, **Chairman Smith** explained that Paula Betters, Senior Center Director, has submitted requests to institute food programs for seniors. **Chairman Smith** explained that the Center has been designated to receive 50 boxes of food through a Truck to Truck program that would be made available to Erving seniors. The food boxes would be made available for curbside collection at the Senior & Community Center and/or Paula has asked for approval to allow home delivery using the COA van service. As an additional service, Paula has proposed to begin the Center's food service program again by beginning with a once a week meal ordering service. The meals would include approximately four (4) portions and would be made and packaged for curbside pickup at the Center. **Chairman Smith** expressed his concern about offering a ride service during the state of emergency. Bryan expressed agreement and that Paula had been coordinating with the Franklin Regional Transportation Authority to arrange on demand rides for seniors who need assistance. Bryan explained that the service proposals that Paula has requested seemed reasonable to conduct in a safe manner with existing capacity. **Selectman Bembury** expressed support for the food service proposals. **Chairman Smith** expressed agreement and suggested that the Center focus on offices reopening on May 26, 2020 with the food service programs beginning the following week in June with contactless delivery options.

Bryan discussed the work of Philip Wonkka, Emergency Management Director, to coordinate with the Massachusetts Emergency Management Agency and our regional partners to source personal protective equipment that include sanitizer and face masks. **Chairman Smith** discussed the need to think about inventory needs for phase 2 of reopening which may allow the public, with restrictions, into buildings. **Chairman Smith** explained that the Elementary School is preparing to allow teachers and staff back into the building, while observing all necessary precautions, to close classrooms for the year.

Annual Town Meeting Contingency Plan Draft Review

Richard Newton, Town Clerk, joined the Board to discuss the draft contingency plan to hold the Annual Town Meeting in accordance with the COVID-19 safety precautions and guidance. Richard asked if the Board had considered if the Annual Town Meeting should take place indoors or outdoors at the Elementary School. **Chairman Smith** discussed concerns about attending Annual Town Meeting inside the Elementary School. **Chairman Smith** explained that preliminary discussions have occurred about video streaming the Annual Town Meeting so that voters can watch but noted that the platform would not allow for questions and that current statutes would not allow a voter to cast a vote remotely. **Chairman Smith** noted that holding the Annual Town Meeting outdoors would also present logistical challenges. Bryan suggested planning for both an indoor and outdoor option so that the Board would have information for both options to consider. **Selectman Bembury** expressed opposition to having the Annual Town Meeting outdoors and expressed his preference for postponing the Annual Town Meeting. **Selectman Bembury** expressed his support for the guidelines presented in the draft contingency plan for how to setup Annual Town Meeting when it does occur. **Selectman Sanders** expressed his support for the contingency plan as presented and raised concerns about holding the Annual Town Meeting in an indoor venue. Bryan explained that Massachusetts General Law Chapter 39 Section 10A allows the Town Moderator to postpone the Annual Town Meeting as much as 30 days if there is a public safety concern. Bryan explained that if this is the course of action that the Town wants to take, then a 1/12th budget will need to be crafted and submitted to the Department of Revenue for approval so that the Town can

operate for July 2020. **Chairman Smith** explained that Jennifer Culkeen, Superintendent of Schools, has also expressed concerns about holding Annual Town Meeting within the Elementary School and that Town representatives have a meeting scheduled with the Superintendent to discuss.

Selectman Bembury restated his preference for postponing the Annual Town Meeting if necessary. **Selectman Sanders** expressed his agreement. **Chairman Smith** expressed agreement and emphasized the importance of deciding soon to notify the public. **Chairman Smith** suggested having the Annual Town Meeting postponed by 28 days to Wednesday, July 15, 2020. The Board reviewed Massachusetts General Law Chapter 39 Section 10A. **Selectman Bembury** made a motion for the Board of Selectmen to recommend to the Town Moderator for the Annual Town Meeting to be postponed by 28 days. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

The Board expressed support for adopting the Annual Town Meeting contingency plan as presented.

Library Construction Project Update

Bryan provided the Board with an update on site work, explaining that loaming and seeding of the property is underway and that the Library Building Committee is working to identify a planting plan for the landscaping. Glenn McCrory, Highway Superintendent, asked that the Library Building Committee members mark with grading stakes the areas for planting to avoid seeding.

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

Bryan explained that Barbara is working to update the budget for furniture, fixtures, and equipment and that he needs to participate in the review. The Board will review at their next meeting.

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

The Board reviewed a project update from Brian Day at Tighe & Bond. During the asbestos remediation, Air Quality Experts uncovered a previously unknown area of 9" floor tiles estimated to be about 2,000 square feet in area. The tiles are asbestos containing and because Air Quality Experts has already mobilized to the site with a containment area constructed, they have proposed a change order cost of \$9,000 to remediate the floor tile materials. **Chairman Smith** asked about available sources of funding to utilize if the Board wanted to approve the change order request. Bryan explained that all sources already committed to the IP Mill site have been committed so the only remaining source would be the Reserve Fund. **Selectman Bembury** expressed his concerns about not issuing a change order and leaving the floor tile materials to be remediated in the future. **Selectman Sanders** and **Chairman Smith** both expressed agreements.

Selectman Bembury made a motion to request a Reserve Fund Transfer in the amount of \$9,000 for remediation work by Air Quality Experts Inc. at the IP Mill Plant. **Selectman Sanders** seconded. **Vote:** Unanimously approved. Bryan will work with the Finance Committee to schedule a meeting to consider the request.

Selectman Bembury made a motion to authorize Bryan Smith to issue a change order to Air Quality Experts Inc. in an amount up to \$9,000. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Discussion of River, Warner, Strachan Street Roadway & ADA Improvement Project Bid Documents

The Board discussed the draft bid documents for the roadway and ADA improvement project for River, Warner, and Strachan Streets. Bryan explained that there was a delay in coordinating with the project

manager from Weston & Sampson to finalize the opinion of probable cost in the bid documents and the advertisement in the central register. **Chairman Smith** asked if FY2021 Chapter 90 funds would be available for the project if the Board was to make the contract award in July 2020. Glenn McCrory, Highway Superintendent, explained that the Town has been notified of the anticipated Chapter 90 funds for FY2021 and that they had been intended for use to repair sidewalks throughout town. Glenn explained that the Town is expecting approximately \$84,000 in Chapter 90 funds for FY2021. Bryan added that the Town is still awaiting approval of the Complete Streets Prioritization Plan that was submitted, but that the Town's MassDOT District 2 State Aid liaison has indicated that sidewalk projects alone will not be competitive enough to receive Complete Streets grants as the Town had hoped for the River, Warner, and Strachan Street project.

Review of Position Descriptions

Building & Ground Maintenance Position

Bryan explained that during the classification project that two (2) positions with similar titles were classified together in the same group. Bryan explained that one of the positions has a special license requirement for a 2A hoisting license with duties to support the Highway Department with snow and ice removal during winter storms by plowing that is not required in the other position. Bryan explained that he has reviewed the matter with the Town's consultant at the UMass Boston Collins Center and with Glenn McCrory, Highway Superintendent. Bryan explained that he has edited the position description with recommended edits for the Board's consideration as well as a request to re-classify the position from Grade B to Grade C. Bryan explained that the recommended edits include clarification in essential duty #9 to clarify the plowing work and to adjust the position title to read "Building & Grounds Maintenance Laborer – II" to help differentiate between positions. Glenn explained that the hoisting licensure comes with continuing education and class time. The Board discussed general acceptance of the recommended edits and requested that the reference to supervision by the Highway Foreman is updated to read Highway Superintendent. The Board discussed the recommended classification of Grade C and that Step 1 would begin at a rate of \$19.84. Bryan explained that the oversight was his responsibility and respectfully requested that if the Board was to support the change that it be retroactive to March 30, 2020 when the compensation adjustments were originally instituted. **Selectman Sanders** made a motion to change the title of the "Highway, Building & Grounds Maintenance Laborer" to be "Building & Grounds Maintenance Laborer -II" and to change the compensation rate from Grade B, Step 6 to Grade C, Step 1 effective March 30, 2020. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Fire Department Descriptions for Additional Duties

The Board congratulated the Chief Wonkka for the Fire Department's receipt of the SAFE grant again this year. Philip Wonkka, Fire Chief, joined the Board to discuss his proposal to formalize additional duty descriptions for the Fire Department and corresponding compensation adjustments. The Board reviewed draft additional duty descriptions for the following positions: Fire Safety Educator, Fire Inspector, Training Officer, and Assistant Training Officer. **Chairman Smith** and **Selectman Bembury** asked about the necessity for an Assistant Training Officer. Chief Wonkka explained that the Training Officer will be responsible for coordinating with the Chief to create the annual training program for the Department. Chief Wonkka explained that the Town recently completed the Insurance Services Office (ISO) rating review and a portion of the review focused on the Department's training program and record keeping and areas of improvement. Chief added that the Department would like to coordinate regional training efforts with mutual aid communities. **Selectman Bembury** asked if these additional duties require further Fire Academy Training certification. Chief Wonkka explained that the additional duties do not require specific Fire Academy training but that when the Town's Firefighters are sent to the Fire Academy it is a minimum

of a 10-week investment. **Selectman Bembury** asked how many hours are expected for training. Chief Wonkka explained that the ISO standard requires a minimum of 18 hours of training annually and an additional 12 hours of training for officers annually. Chief emphasized the goal of building a strong training program for the Department that would provide at least 60 hours of training each year. Chief explained that he would like the program to offer a minimum of 6 hours of training each month. Chief explained that he would like the program to be developed over the next few months and then implemented. **Chairman Smith** asked if an individual would be appointed to all four (4) proposed additional duty positions. Chief Wonkka explained that the additional duties would be available for appointment to both full-time and call-force firefighters. The Board will review revised position descriptions at the next meeting.

Discussion Regarding Town Response to COVID-19 (revisited)

Chief Wonkka explained to the Board that additional supplies from the Massachusetts Emergency Management Agency (MEMA) are being received. The anticipated supply shipment is expected to include cloth masks. Chief Wonkka explained that he is working with the Town's assigned Federal Emergency Management Agency (FEMA) representative to apply for reimbursement for COVID-19 response costs through funding made available with the CARES Act. **Selectman Bembury** asked if KN95 masks are being reserved for essential employees. Chief Wonkka explained that MEMA conducted testing on the supply of KN95 masks being distributed for efficacy. Chief Wonkka explained that the Town has masks available for essential staff as well as staff that are planning to return.

FY2021 Unleaded Gasoline & Diesel Procurement Review

The Board reviewed the bid results for the unleaded gasoline and diesel fuel procurements conducted on behalf of the Town by the Lower Pioneer Valley Educational Collaborative. The Board discussed having no concerns with the bid results.

Selectman Bembury made a motion to award the diesel fuel procurement for the Town of Erving to Roberts Energy, LLC for FY2021 with two (2) 1-year extension options. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Selectman Bembury made a motion to award the unleaded gasoline fuel procurement for the Town of Erving to Dennis K. Burke for FY2021 with two (2) 1-year extension options. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Draft Letter to MassDOT for FY2021 CIP

Mariah Kurtz, Assistant Town Planner, joined the Board to discuss the data presented in the draft letter to MassDOT for the Capital Investment Plan (CIP). The Board reviewed the draft letter to MassDOT. Bryan explained that the letter was prepared with the understanding the MassDOT is only preparing a one (1) year CIP document and that the projects for Erving have been removed. The draft letter requests the inclusion of all three (3) projects for Erving in the plan for design and construction. **Chairman Smith** discussed his extreme concern that the project from the French King Bridge suicide prevention barriers have been removed from the CIP. The Board requested that the paragraph regarding the French King Bridge project be amended with the addition of a sentence that addresses the impact to public safety. **Selectman Bembury** suggested that the letter is forwarded to Governor Baker's office and the press, explaining that the Town has been advocating for years for this project to be a priority. **Selectman Sanders** made a motion to sign the letter to MassDOT regarding the 2021 CIP as amended. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Selectman Bembury suggested that a peaceful demonstration take place at the French King Bridge to express the importance of the suicide prevention project. **Chairman Smith** expressed support but encouraged caution during the State of Emergency with COVID-19.

Review of Speed Monitoring Trailer Quote

The Board reviewed a quote from Safeware Inc for the purchase of a solar powered speed monitoring trailer with a message board. Bryan explained that the Town had conducted an IFB process at the beginning of the fiscal year and had to fail the bid as all quotes exceeded the Town's budget. Bryan explained that the State has a contract for Homeland Security (HLS06) related equipment, and this equipment is included on that contract. Bryan explained that he reached out to Safeware Inc and Grainger as the only two (2) vendors on the State contract to request quotes and that only Safeware Inc had been responsive. The Board discussed the size options available and agreed that the medium sized message board was preferable. The quote cost with the traffic data classifier system is \$17,162 plus shipping. Bryan explained that \$14,083 is available in a special article for speed monitoring equipment. **Chairman Smith** asked if the balance needed, \$3,079, could be obtained from the Emergency Management budget. Chief Wonka explained that the Emergency Management budget has \$2,500 that could be used towards the cost. Glenn McCrory, Highway Superintendent, explained that the Highway Department hopes to use the message board when appropriate and could utilize approximately \$600 in funding from an existing line item. The Board agreed to proceed with the procurement. **Selectman Bembury** made a motion to purchase the multipurpose radar speed monitoring sign from Safeware Inc. in the amount of \$14,150 with the radar package in the amount of \$3,012. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Town Branding/ Logo Design Project Draft

The Board reviewed the memorandum from Bryan Smith regarding the Town branding and logo design project that Mariah Kurtz, Assistant Town Planner, is leading and the need to review first draft logos. **Chairman Smith** discussed the Erving Center visioning project with the UMass Architecture Department and the support for town-wide signage as was recommended in the project. Mariah discuss the process used to date on the branding and logo design project, explaining that department heads were invited to complete a survey and provide suggestions for consideration that the graphic artist would use to develop the first draft. Mariah explained that the goal for the logo project is to help unify the Town's brand and that it can be incorporated into business cards, letterhead, and signage. Mariah explained that the feedback that was collected and provided to the graphic artist included a focus on the French King Bridge, nature themes, the Millers River, and on Route 2. Mariah explained that the logo includes space for a slogan and the need to discuss whether or not an update to the Town motto was warranted. The Board reviewed four (4) preliminary logos.

Selectman Bembury expressed his support for a revised version of logo #3. **Selectman Bembury** explained that he would like to see a revised version of this concept that has a clearer representation of mountains. **Selectman Bembury** expressed support for updating the Town motto but was not in support of using the word "thrive." **Selectman Bembury** also expressed support for logo #4. **Selectman Sanders** expressed agreement. **Chairman Smith** discussed his support for the use of natural materials and colors for the proposed town-wide signage from the UMass project and his hope that it would compliment the development of the logo and branding project. **Chairman Smith** expressed support for including inspiration from themes of nature and industrial heritage. **Chairman Smith** explained that he was open to considering a revision to the Town motto, maybe something that worked from the strength of the current motto and retaining "A Great Place..." **Chairman Smith** raised concern with the current colors included in the draft logos. **Chairman Smith** discussed support for the colors to incorporate browns, greens, and blues. Mariah talked about Erving's Route 2 identity and that the shape of logo #3 has a

vintage design that connects to signs that would be encountered along a highway. **Chairman Smith** expressed agreement discussed incorporating the Town's identity for outdoor recreation as well. **Selectman Sanders** discussed his support for logo #3 with design revisions and a change in colors. **Selectman Sanders** suggested the colors aligning with earth tones.

Chairman Smith discussed the need for the Board to develop a plan for how to proceed and eventually decide on a final logo and brand identity. **Selectman Bembury** discussed envisioning the water tower in Erving Center repainted to reflect the final outcome of the Town's branding project. The Board expressed agreement, noting the iconic presence of the water tower in Erving Center. The Board discussed the idea that the refinishing of the water tower could be part of a grand unveiling of the new effort. Mariah discussed the past success of the Town's last signage project and the goal of building on that success and refreshing it. Mariah will consolidate the feedback received and provide the guidance to the graphic artist to begin the second draft process.

Review of FY2021 Budget Draft

The Board reviewed revisions to the FY2021 draft budget book. Bryan explained that the explanation of the Town's equalized valuation (EQV) had been moved from the Board's budget message and instead placed in the financial overview section. Bryan explained that a definition of equalized valuation has also been added to the glossary section of the budget book. **Chairman Smith** asked if the Board would like to include a comparison of Erving's EQV to other communities within Franklin County. **Selectman Sanders** agreed that it would be a good comparison to include but suggested that it is added in the FY2022 budget document. **Selectmen Bembury** expressed agreement.

Chairman Smith discussed his hope that the citizens who requested additional information at the 2019 Annual Town Meeting will feel heard and will benefit from the additional information that has been included in the budget book. **Selectman Bembury** expressed his belief that the additional information will help citizens better understand the Town's finances and to allow for the development of better questions. **Selectman Bembury** made a motion to approve the FY2021 budget as amended. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes of March 23, 2020

The Board reviewed the meeting minutes of Monday, March 23, 2020. **Selectman Bembury** made a motion to approve the meeting minutes of March 23, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes of April 16, 2020

The Board reviewed the meeting minutes of Thursday, April 16, 2020. **Selectman Bembury** made a motion to approve the meeting minutes of April 16, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes of May 11, 2020

The Board reviewed the meeting minutes of Monday, May 11, 2020. **Selectman Bembury** made a motion to approve the meeting minutes of May 11, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes of May 12, 2020

The Board reviewed the meeting minutes of Tuesday, May 12, 2020. **Selectman Bembury** made a motion to approve the meeting minutes of May 12, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes of February 24, 2020

The Board passed over this agenda item.

Review of Meeting Minutes of March 30, 2020

The Board passed over this agenda item.

Discussion of Cemetery Lot Availability

Chairman Smith informed the Board that the office has been notified that the number of available lots for sale in the Erving Center Cemetery is dwindling. **Chairman Smith** explained that the Board will need to work with the Cemetery Sexton on a plan for expanding the Town's Cemetery and may also begin a campaign to buy back lots that were previously sold to individuals whom no longer plan to use the lots. **Selectman Bembury** asked how many lots were still available. Bryan explained that the Erving Center Cemetery has approximately 100 unsold lots available. **Chairman Smith** discussed wanting to know the burial rate in comparison to lots sold.

Issuance of Cemetery Deeds #500, #501, #502, and #503 to Bruce Pollard

Selectman Bembury made a motion to issue cemetery deeds #500, #501, #502, and #503 with rights of burial to Bruce Pollard. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Issuance of Cemetery Deeds #504, #505, and #506 to Cayla Pollard

Selectman Bembury made a motion to issue cemetery deeds #504, #505, and #506 with rights of burial to Cayla Pollard. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Review of 2020 Business License Application for Anthony F. Manzi

Selectman Sanders made a motion to issue a business license to Anthony F. Manzi for the sale of produce at 20 French King Highway, with an expiration date of December 31, 2020. **Selectman Bembury** seconded. **Vote:** Unanimously approved.


11th Water Commitment for FY2020

The Board reviewed the 11th Water Commitment for FY2020 for water use charges, for the water accounts listed, in the aggregate amount of **\$42,824.81**. **Chairman Smith** made a motion to approve the 11th Water Commitment for FY2020 in the amount of \$42,824.81. **Commissioner Sanders** seconded. **Vote:** Unanimously approved.

Adjournment

At 10:16 PM **Chairman Smith** made a motion to adjourn. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Bryan Smith
Town Administrator