

Board: Board of Selectmen/ Water Commissioner's Meeting
Date: Monday, August 24, 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, Jacob Smith, Peter Sanders
Also, Present: Bryan Smith, Mariah Kurtz, Rebecca Hubbard, Jonathan Flis, Glenn McCrory
Press: Jerri Higgins, Montague Reporter

At 6:33 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

Bryan Smith, Town Administrator, explained that Town departments have been working on reopening plans with their respective appointing authorities. Bryan explained that the School Superintendent and Principal have worked with the school community to prepare for the new school year. Bryan explained that the Library Director is working with the Board of Library Trustees to finalize their reopening plan. Bryan stated that he expects the Police Department to propose a reopening by appointment in the coming weeks to the Board. Additionally, Bryan explained that the service hours have worked at Town Hall without incident and that in September the request may be to expand the hours. **Chairman Smith** explained that he believes that the State has limited gathering sizes due to recent case increases.

Library Construction Project Update & Review of Change Order Requests

Bryan explained that the Town's risk management advisor from the insurance company is coming to tour the Library facility for the first time. Bryan added that the training with the security vendor has been scheduled.

IP Mill – Hazardous Materials Clean-up Project Update

Bryan explained that the final closeout paperwork is expected this week and that the Town is requesting a final walk through with the Air Quality Experts, Inc. and Tighe & Bond. Bryan explained that the deadline to report to Mass Development is Friday of this week. The Board discussed having no other concerns.

Discussion of POTW #2 Sludge Dryer Capital Project & Loan Application

Bryan explained to the Board that Tighe & Bond completed the sludge dryer project loan application to the State Revolving Fund for the Clean Water Trust. Bryan explained that the Town remained in communication with Erving Industries and Tighe & Bond and confirmed that the application was submitted by the deadline. The Board discussed having no concerns. Bryan explained that next the Town has to prepare information for voters and schedule a Special Town Meeting to seek the borrowing authority. **Chairman Smith** asked Bryan to verify the date that the State needs to receive a certified vote. Bryan will draft a warrant for the Special Town Meeting for the Board to review. **Chairman Smith** asked that Bryan notify department heads of the Special Town Meeting and to ask if there are any article requests. **Chairman Smith** clarified that the requests should not include addition raise & appropriation. **Selectman Bembury** asked Bryan for an explanation of how the repayment schedule will be structured between Erving Industries and the Town if the loan application is successful. Bryan explained that legal counsel for both entities are working on drafting an agreement that would set the stage for the repayment of the loan. Bryan noted that the Town can make some reasonable assumptions in drafting a debt service

schedule to discuss with voters with the understanding that it will not be exact until the loan application is processed, approved, and an interest rate and term is set. The Board discussed having no additional concerns.

Discussion of EV Charging Station Grant Program

Mariah Kurtz, Assistant Town Planner, joined the Board to provide an update on the EV charger project. Mariah explained the coordination with the Town's Green Communities Coordinator to assist with breaking down of what will be covered by National Grid incentives and the Green Communities grant. Mariah described the challenge encountered with receiving responses from the vendors and for obtaining a quote that is detailed enough to identify the parts that National Grid will cover. Mariah explained that to-date she has received two (2) responses after several weeks of requests from three (3) vendors. Mariah explained that one (1) quote is for \$73,000 and the other is for \$65,000. Bryan explained that Mariah cross-referenced the State vendor list for this equipment with the approved vendor list from National Grid. Bryan explained that National Grid's incentives will pay for 100% of the new service and up to 75% of the charging equipment. The Board discussed having no concerns.

Public Hearing: Application for the Transfer of a Liquor License- Flis Market, LLC

At 6:48 PM **Chairman Smith** called to order the public hearing on the application form Flis Market, LLC to transfer the liquor license currently held by Vicki Fellows DBA Pocket Saver Market. **Chairman Smith** welcomed Jonathan Flis, Manager of Flis Market, LLC to the meeting. **Chairman Smith** explained that Acting Chief of Police Holst has met with Jonathan and his partner and that no concerns were expressed about the application. **Chairman Smith** asked if members of the Board or the public had questions. **Chairman Smith** asked if the application submission was complete. Bryan explained that the submission is the packet required by the Massachusetts Alcoholic Beverages Control Commission (ABCC) and that the Board's office has reviewed the application for completeness, noting no concerns. Jerri Higgins, Reporter from the Montague Reporter, asked for background information regarding the application. **Chairman Smith** explained that the request to transfer the liquor license is related to the sale of the Pocket Saver Market, 5 West Main Street, Erving, MA. Jonathan explained that he and his partner Liz are eager to run a community-based store in Erving Center. **Selectman Bembury** asked about the length of the process to transfer the liquor license. Bryan explained that the process is regulated by the ABCC with strict deadlines. Bryan explained that the Town has three (3) days to notify the ABCC of the decision that is made and then the ABCC has a set amount of time to review the application and issue a decision. Bryan noted that the current license holder as well as the applicant can appeal decisions throughout the process if they feel it is necessary. **Selectman Bembury** asked Jonathan when they expect the sale of the property to be completed. Jonathan discussed the challenges that have been encountered with acquiring an appraisal of the property, but that an appraiser has been finally identified. Jonathan explained that he expects the closing to be complete in six (6) to eight (8) weeks. Jonathan explained that he understands that the ABCC process can take up to ten (10) weeks to complete. Jonathan again expressed their eagerness to open the store, noting that there are some renovations that are desired before opening to the public. There were no additional comments from the public. At 6:57 PM **Chairman Smith** made a motion to close the public hearing. **Selectman Bembury** seconded. **Vote:** Unanimously approved. The Board discussed having no concerns with supporting the application for the transfer of a liquor license.

Chairman Smith made a motion to support the application for transfer of a liquor license from Vicki Fellows DBA Pocket Saver Market to Flis Market, LLC. **Selectman Bembury** seconded. **Vote:** unanimously approved.

River, Warner & Strachan Street Project Update

Glenn McCrory, Highway Superintendent, joined the Board to provide an update on the roadway and ADA improvement project for River Street, Warner Street, and Strachan Street. Glenn explained that all subsurface work throughout the project layout has been completed. Glenn explained that the sidewalk has been framed for Strachan Street and Warner Street after having removed the old sidewalk from Warner Street. Glenn explained that the contractor is ready to pour concrete but there may be a delay because of forecasted weather. Glenn explained that from his observations, he has no current concerns with the contractor's work. Glenn explained that tentatively milling of the road layout is scheduled for the week of September 21, 2020. Glenn added that paving would begin the following week and should take a few days to complete. Lastly, Glenn explained that the Town's engineer on the project is preparing a change order proposal in the coming week that would address the concerns related to the transition from Lester Street to River Street. **Chairman Smith** clarified that the proposal would be to raise the profile of River Street at the intersection to improve the safety at the crosswalk and then taper back to the original profile of River Street. Glenn expressed agreement. **Chairman Smith** noted that the Board may need to meet prior to Labor Day to review the change order proposal. The Board discussed having no concerns with the project update.

Review of Network & Virtual Server Resiliency Project Procurement

The Board reviewed the revised draft scope of work for the virtual server project. Bryan described the changes made in the revised draft. **Selectman Bembury** asked for an explanation of the Federal requirements for GovCloud. Bryan explained that based on his research the Federal GovCloud service compliance is required for all Federal executive agencies and is recommended for State and Local governments but that it is not required. Bryan noted that it is a significant transition cost for the Town, that would be approximately \$15,000. **Chairman Smith** asked Bryan to add context for the instances that the CJIS related information must be compliant, noting that the Police Department's information system is on a regional server that is already compliant. Mariah advocated for proceeding with the draft scope of work so that the procurement could proceed, noting the schedule in the Town's Municipal Vulnerability Preparedness (MVP) grant. The Board agreed to proceed with the draft scope of work as amended.

Review of Town Logo/ Brand Design- Revision #5

The Board reviewed the 5th revision of the Town logo/ branding project. Mariah explained the changes made in this round of revisions. Mariah explained that all four (4) versions are the same design, featuring a lightening of the background, an alteration of the background hills, a lightened border, darkening of the bridge, an adjustment of the sky color, and a change in the banner color. **Chairman Smith** discussed wanting to see a green color for the background hills. **Chairman Smith** discussed support for the font change. Mariah discussed a suggestion for a font change to remain consistent with the proposed welcome to Erving signs from the UMass presentation. Mariah explained that the color used in the sky element requires further adjustment. **Chairman Smith** agreed and expressed support for seeing a version of the logo with the font from the welcome sign. Mariah asked how the Board would like the background hills color adjustment. The Board discussed trying a gradient with the grey colors. **Selectman Bembury** expressed support for the subtle green transition with the hills on either side of the river element. The Board expressed agreement. **Chairman Smith** discussed wanting to see a color print from the designer. **Selectman Sanders** expressed support for design #5-1, explaining that it is "softer" and "pleasing to the eye." Mariah expressed agreement. The Board agreed that the grey border with the maroon trim in design #5-2 is not preferred. The Board discussed design #5-3, noting that the navy border with the yellow trim was a pleasant surprise. **Chairman Smith** and **Selectman Sanders** discussed support for the design. **Selectman Bembury** expressed support for designs #5-4 and #5-3. **Selectman Bembury** expressed concern that designs #5-1 and 5-2 utilize too much grey coloring. The Board agreed that design #5-2

should be removed from the list of options. The Board agreed to view design #5-1, #5-3, and #5-4 printed. The Board discussed the option to view a version with a maroon border and grey trim. The Board discussed whether or not to depict the French King rock. The Board agreed that with the angle of the depiction and the size of the logo makes it too hard to detail the rock and make it noticeable.

Street Name Sign Design Discussion

The Board discussed the plan for designing new street signs. **Chairman Smith** asked if the Board would want to use a representation of the Town seal as previously discussed or the new logo. **Selectman Bembury** discussed his preference to use the Town seal and not the logo. **Chairman Smith** discussed wanting to review a design of the street sign with the logo in black & white. Bryan will work on obtaining a design.

Review of Mass Works Grant Application Draft for IP Mill

The Board reviewed the draft narrative for the Mass Works grant application that would fund the creation of a new access road and the retrofit of water and wastewater infrastructure at the IP Mill site. Mariah joined the Board to explain the grant application and the alignment with the preferred redevelopment option discussed at the last Board meeting. **Chairman Smith** explained that he has no concerns on narrative as presented. The Board expressed agreement. Mariah reviewed the opinion of probable cost of \$2,352,290 from Tighe & Bond. Mariah clarified that the Mass Works grant cannot pay for demolition so the Town will need to identify an alternative funding source for the demolition of the mill buildings. The Board reviewed a project map overlaid over the current site layout. The Board discussed the benefits and concerns of seeking funds to selectively demolish what is needed for the road creation or all of the planned demolition work. Glenn joined the conversation and discussed options for phased demolition after the road is created to help protect the new road surface. Bryan explained that a site readiness grant program may provide an opportunity for the Town to secure demolition funds. Bryan reminded the Board that each of these projects places a debt on the property that the Town will need to recoup when the properties are sold. **Selectman Bembury** discussed the demolition of building #7, noting that it is largely built of corrugated metal sheets and concrete. Glenn expressed agreement but noted that the concrete is reinforced and will take time to remove. **Selectman Bembury** asked if the Town staff would be capable of the demolition to save costs. Glenn explained that the project scope is greater than what the Town staff could handle. **Chairman Smith** discussed time investment and site security concerns if the Town tried to operate the project without a contractor.

Review of Traffic Safety Improvement Requests for Northfield Road, Moore Street, Lester Street and Pleasant Street

Glenn and Mariah joined the Board to review the proposed traffic safety improvement proposals and requests. The Board reviewed a memorandum from Bryan outlining the proposed projects.

Northfield Road: Solar Powered Speed Monitoring Feedback Sign

Bryan explained the proposal for the installation of a solar powered speed monitoring feedback sign on Northfield Road. Bryan explained that the Town has received a highway access permit from Mass DOT to install the sign in the grass belt facing the southbound traffic near the Public Library. **Selectman Bembury** asked for an explanation of the estimated time frame to install the equipment. Bryan explained that he anticipates a four (4) to five (5) week delivery time and then the time needed to schedule the installation work. Bryan estimated that the equipment may be installed in the month of October. **Selectman Bembury** asked how the project would be funded. Bryan explained that the equipment quote is \$6,940. Bryan explained that the funding for the equipment was requested through the FY2021 capital improvement plan process and was approved at the Annual Town Meeting.

Moore Street & Lester Street: Rectangular Rapid Flashing Beacons for Crosswalks

Bryan described the proposals for the installation of solar powered rectangular rapid flashing beacons at crosswalks throughout the layout on Moore and Lester Streets to improve pedestrian safety in the area. Bryan noted that this work had to wait until the sidewalk project that was conducted by Mass DOT was completed. Bryan explained that the proposal would install equipment at three (3) locations: the crosswalk from Veterans Field to the former Library, the crosswalk from Bridge Street to Gunn Street, and the crosswalk at the intersection of Pratt Street and Lester Street. Mariah highlighted the need to consider the positioning of the equipment at the base of Lester Street to ensure that it is visible from both directions. **Chairman Smith** asked Bryan to research whether the beacons can be programed to communicate to more than two (2) beacons at a time and suggested installing additional beacons at the intersection. Mariah asked the Board to consider “sign fatigue” noting that the intersection of Lester Street, Gunn Street, River Street, and Bridge Street is already overwhelmed with signage. **Chairman Smith** discussed his preference for waiting to decide on a proposal for the intersection with Lester Street and Bridge Street, but to move forward with the proposals to install equipment at the crosswalks for Pratt Street and Moore Street. **Selectman Sanders** and **Selectman Bembury** expressed agreement.

Selectman Bembury made a motion to approve the purchase of rapid flashing beacons for Moore Street and Pratt Street, purchased from Safeware, Inc. in the amount of \$16,824. **Selectman Sanders** seconded. **Vote:** unanimously approved.

Selectman Bembury made a motion to approve the purchase, for \$6,940, of a speed monitoring sign for Route 63 near the Library, from Safeware, Inc. **Selectman Sanders** seconded. **Vote:** unanimously approved.

Pleasant Street: Stop Sign Request

Bryan explained that the Town has received a request for the installation of stop signs on Pleasant Street and its intersection with Central Street. Bryan explained that Central Street is the street with the thru traffic. Glenn explained that it would be appropriate for the intersection to have stop signs. The Board expressed agreement. The Board reviewed a decision dated August 21, 1903 from a petition dated June 23, 1903, to accept Pleasant Street as a public way. The layout explains that the street begins at Prospect Street and extends to Central Street and had previously been called Maple Street by the Moore’s heirs’ estate. Bryan asked if the Board wanted to have what is today referred to as Maple Street, properly labeled as Pleasant Street as was adopted in 1903. Glenn explained that he has researched to ensure that no current homes and no utility locations have Maple Street addresses. The Board agreed that the street should be properly labeled as adopted. Glenn will have the Highway Department update the signage.

Regarding the request for formal stops on Pleasant Street at the intersection with Central Street, **Selectman Sanders** made a motion to put a stop sign on Pleasant Street at the Central Street intersection with the second one on Pleasant Street, also known as Maple Street. **Selectman Bembury** seconded. **Vote:** unanimously approved.

Communication from a Lester Street Property Owner

The Board reviewed a communication from Robert & Mary Ann Niedzwiedz, owners of 1 Gunn Street. The communication describes the concern with vehicular speed on Lester Street and makes two (2) requests: for the establishment of a 4-way stop at the intersection with Lester Street, Gunn Street, River Street, and Bridge Street; and the in the installation of a speed monitoring sign facing the southbound traffic on Lester Street. Bryan explained that he has spoken with both the property owner as well as the traffic engineer for Mass DOT District 2. Bryan explained that because Mass DOT owns the Veterans

Memorial Bridge, that Mass DOT would have to be engaged in any process to establish a 4-way stop at that location. Bryan explained that the traffic engineer was very clear that the Town cannot use a stop sign as a method to address speed concerns and that the traffic study would have to demonstrate that a 4-way stop is necessary for other safety reasons. Mariah suggested reaching out to the traffic planning staff at the Franklin Regional Council of Governments for assistance with the area. **Chairman Smith** and **Selectman Bembury** discussed wanting the Board to take time to review the situation and consider the options. **Selectman Sanders** expressed agreement. Glenn also spoke to the concern of overwhelming the area with signage. Bryan discussed inviting the District 2 traffic engineer to conduct a site visit with Town representatives to better understand options for the area that Mass DOT would be in support of. The Board expressed agreement. **Chairman Smith** posed that one option may be to remove a crosswalk if the area has become too overwhelmed with activity. The Board will revisit the topic at a future meeting.

COVID-19 Microenterprise Relief Loan Program Application Review

The Board reviewed a recommendation to issue a forgivable loan under the Erving COVID-19 Microenterprise relief program to Robert Fletcher for Quixote Consulting, in the amount of \$5,000 minus closing costs. Bryan Smith, Town Administrator, explained the recommendation for a term of five (5) months at 0% interest with the option to apply for loan forgiveness if terms of the program are met. The Board discussed having no concerns with the recommendation. **Selectman Bembury** made a motion to issue a forgivable loan to Robert Fletcher of Quixote Consulting at 117 Old State Road, Erving, MA through the Town of Erving's COVID-19 Micro-enterprise Relief Program, in the amount of \$5,000.00 (minus closing costs) for a term of five (5) months and an interest rate of 0%, and to authorize Jacob A. Smith, Board Chair, as signatory on all necessary loan instruments. **Selectman Sanders** seconded. **Vote:** unanimously approved.

Review of Meeting Minutes for April 27, 2020

The Board passed over this agenda item.

Review of Meeting Minutes for April 29, 2020

The Board passed over this agenda item.

Review of Meeting Minutes for June 01, 2020

The Board passed over this agenda item.

Review of Meeting Minutes for June 08, 2020

The Board passed over this agenda item.

Review of Meeting Minutes from July 27, 2020

The Board review meeting minutes from Monday, July 27, 2020. **Selectman Bembury** made a motion to accept the meeting minutes of July 27, 2020 as written. **Selectman Sanders** seconded. **Vote:** unanimously approved.

Review of Meeting Minutes from August 04, 2020

The Board review meeting minutes from Tuesday, August 04, 2020. **Selectman Bembury** made a motion to accept the meeting minutes of August 04, 2020 as written. **Selectman Sanders** seconded. **Vote:** unanimously approved.

Review of Meeting Minutes from August 10, 2020

The Board review meeting minutes from Monday, August 10, 2020. **Selectman Bembury** made a motion to accept the meeting minutes of August 10, 2020 as written. **Selectman Sanders** seconded. Vote: unanimously approved.

2020 business license application

Chairman Smith gave an overview of the business license application from Douglas Letourneau to do business as Letourneau Building & Remodeling at 30 Central Street. The Board discussed having no concerns. **Selectman Bembury** made a motion to approve the business license application for Douglas Letourneau for Letourneau Building & Remodeling at 30 Central Street, Erving, MA. **Selectman Sanders** seconded. **Vote:** unanimously approved.

1st Water Commitment of FY2021

The Board reviewed the 1st Water Commitment of FY2021 for fire hydrant charges in the amount of \$5,860 at 18 Moore Street. **Commissioner Bembury** made a motion to approve the 1st Water Commitment of FY2021 for fire hydrant charges for the Town of Erving in the amount of \$5,860 for 18 Moore Street. **Commissioner Sanders** seconded. **Vote:** unanimously approved.

2nd Water Commitment of FY2021

The Board reviewed the 2nd Water Commitment of FY2021 for water testing charges at Town Hall and Zilinski Field in the amount of \$3,500. **Commissioner Bembury** made a motion to approve the 2nd Water Commitment of FY2021 for final charges for Zilinski Field and Town Hall in the amount of \$3,500. **Chairman Smith** seconded. **Vote:** unanimously approved.

Miscellaneous

Trash Collection Concerns

Selectman Bembury expressed concern about the handling of trash collection by Casella Waste Management. **Selectman Bembury** explained that barrels are not being placed orderly on the ground after collection and are being found thrown and on their sides. Bryan will communicate the complaint to Casella.

Adjournment

At 9:25 PM **Chairman Smith** made a motion to adjourn. **Selectman Sanders** seconded. Vote: unanimously approved.

Respectfully submitted,



Bryan Smith
Town Administrator