

**Board:** Board of Selectmen/ Water Commissioner's Meeting  
**Date:** Monday, June 01, 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, Philip Wonkka, Barbara Friedman, Mariah Kurtz, Brian McHugh  
**Press:** Katherine Nolan, Montague Reporter

At 6:36 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.

### **Library Construction Project update & Review of Erving Public Library Furniture, Fixtures & Equipment Procurement and Proposed Change Orders**

Barbara Friedman, Library Director, joined the Board to review the furniture, fixtures & equipment (FF&E) budget. Bryan provided an overview of the FF&E budget of \$245,000 and expenses as of June 01, 2020. Barbara clarified that the \$4,887.36 for public computers should be charged to the Library's operating budget as a materials expense and not the FF&E budget. Barbara has already submitted a line-item transfer request to Deborah Mero, Town Accountant for the adjustment. Additionally, Barbara corrected the budget expense for the Town of Webster, indicating that the final cost was \$1,2000.

Barbara and the Board reviewed the list of miscellaneous proposed expenses that are slated to be funded with the Library Trustees Gift fund as well as \$17,000 allocated for landscaping and site furniture from the FF&E budget. With the budget plan corrections, the FF&E budget has an available balance of \$1,104.96. Barbara will work with the Library Trustees and the Deborah to monitor the available balance in the Gift fund and State Aid fund. The Board has no concerns at this time. Bryan will review the project budget with Barbara, Deborah, and Jacquelyn Boyden, Co-chair of the Building Committee to ensure completeness.

### **Public Hearing- CDBG Revolving Loan Fund Amendment**

At 6:53 PM **Chairman Smith** called the public hearing regarding the Community Development Block Grant Loan Fund amendment to order. **Chairman Smith** read the following into the meeting record:

*The purpose of this hearing is to discuss the reprogramming of approximately \$20,000 of surplus funds from the Town's CDBG Revolving Loan Fund to create forgivable loan programs to assist small Erving businesses impacted by the COVID-19 pandemic. CDBG eligible activities under consideration are Microenterprise Assistance to businesses with 5 or less employees, including the owner, and Assistance to For-Profit Businesses of more than five, up to ten full time equivalent employees. Microenterprise owners have to be at or below 80% Area Median Income (AMI) to qualify.*

*Any agency or individual who wishes to be heard on this matter will be given the opportunity. In addition, comments in writing or by email to [administrator@erving-ma.gov](mailto:administrator@erving-ma.gov) will be accepted prior to the hearing. Special accommodations will be attempted upon written request to the Selectmen's Office.*

*Jacob A. Smith,  
Board of Selectmen, Chairman*

Brian McHugh, Director of Community Development, joined the Board to provide the Board with an overview of the Town's CDBG Revolving Loan Fund. Brian explained that the Board of Selectmen and the Franklin County Regional Housing and Redevelopment Authority (FCRHRA) renewed the administrative agreement for the program in March 2013 and explained that the program currently has approximately \$1.6 million in deferred interest loans issued on behalf of the Town. Brian explained that the current proposal is for the Board to consider reprogramming up to \$20,000 of funds to use to provide forgivable micro-enterprise loans for Erving small businesses impacted by the COVID-19 pandemic.

Bryan reviewed the proposed structure and eligibility of the program and the process for accepting applications. **Chairman Smith** expressed concern about the ability of the Town to administer the program. Brian explained that the FCRHRA could provide the Town with some support. Mariah Kurtz, Assistant Town Planner, explained how the program could work with the existing workload in the office. Brian added that if the program were successful and the need for additional loans existed, that the program could be expanded in the future.

**Selectman Bembury** expressed support for the proposed forgivable loan program and discussed his concern about the Administrative Office's capacity to take on this project. **Selectmen Bembury** asked what additional Town support would be required to operate the program. Bryan explained that the program would rely on support from the Town Accountant and the Treasurer's Office to process the loans and accept repayment in the event that borrowers do not apply or qualify for loan forgiveness.

**Chairman Smith** asked if meeting attendees would like to speak about the proposed program. There were no comments from meeting attendees. At 7:15 PM **Chairman Smith** closed the public hearing portion of the meeting.

**Selectman Bembury** made a motion to transfer \$20,000 from the Town's Community Development Block Grant Revolving Loan Fund into the Erving COVID-19 Relief Fund for the purpose of micro-enterprise forgivable loans. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

#### **Review of Position Descriptions**

Philip Wonkka, Fire Chief & Warden, joined the Board to review the draft additional duty position descriptions for the Fire Department.

#### ***Fire Safety Educator Position Description***

The Board reviewed the draft Fire Safety Educator position description and had no concerns as presented.

**Selectman Bembury** communicated his expectation that an employee is only appointed to a maximum of two (2) additional duty assignments. The Board discussed the understanding that the compensation associated with an additional duty assignment would serve as an hourly pay rate adjustment for the employee's regular pay. Chief Wonkka expressed agreement that the compensation associated with the additional duty assignment would serve as an adjustment to the employees hourly pay rate for the duration of the appointment. **Chairman Smith** discussed the need to be able to monitor completion of the additional duties. **Chairman Smith** expressed agreement with limiting additional duty assignments to a maximum of two (2) for any individual employee. Chief Wonkka acknowledged the expectation and added that grant funds will help pay for the additional duties with the Fire Educator position. **Selectman Sanders** expressed agreement with the previously stated concerns.

***Fire Inspector Position Description***

The Board reviewed the draft Fire Inspector position description and had no concerns as presented.

***Training Officer Position Description***

The Board reviewed the revised draft Training Officer position description. **Selectman Bembury** asked about the educational expectations for an employee to serve in this capacity. Chief Wonkka explained that there are courses offered the Massachusetts Department of Fire Services to provide the necessary training.

***Assistant Training Officer Position Description***

The Board reviewed the draft Assistant Training Officer position description. The Board discussed not having concerns as presented but questioned the necessity of adding an assistant position at this time.

Chief Wonkka discussed an expectation of completing the NIMS 100, NIMS 200, NIMS 300, and NIMS 400 coursework for the Training Officer and Assistant positions.

**Selectman Bembury** explained that he had no concerns with the additional duty position descriptions as presented but expressed concern that the proposal of these additional duty assignments came forward to the Board while staff members expressed discontent with the compensation and classification schedule project. **Selectman Bembury** discussed the educational requirements included in the Firefighter position descriptions. **Selectman Bembury** discussed personal support for revisiting the compensation schedule for the full-time Fire personnel if successful completion of the full-time Fire Academy was an expectation of the positions like it is for the full-time Police personnel. Further, **Selectman Bembury** discussed the need for clear policies to be developed by Chief Wonkka how the additional duties are assigned and to outline the training expectations of all Fire personnel. Chief Wonkka expressed understanding for the concerns expressed by **Selectman Bembury**. Chief Wonkka expressed his own concerns about making the full-time Fire Academy an employment requirement as the training requirement is ten (10) weeks at a time. **Selectman Bembury** acknowledged the concern and suggested that the Town could send one (1) full-time employee per academy until the full-time staff is trained and then the position descriptions could be revised to reflect the requirement for all future hires. Chief Wonkka also expressed a concern about attrition that could arise from advanced training. **Selectman Bembury** acknowledged the concern and explained that he believes the benefits of training outweigh the concern. **Selectman Bembury** again stated his support for transitioning to an expectation for successful Fire Academy training. Chief Wonkka asked to clarify if the expectation would be for full-time and call force employees. **Selectman Bembury** clarified that he would expect the training for full-time employees.

**Selectman Sanders** asked for Chief Wonkka to describe how additional duty assignments would be assigned. Chief Wonkka explained the approach he would take to assign the duties and noted that for full-time staff it would be difficult to separate when the employee's work included these additional duties.

Returning to the topic of Fire Academy training requirements, **Chairman Smith** noted that the Board has previously discussed this topic with Chief Wonkka and that the Board would have to be thoughtful about how it is structured. **Chairman Smith** noted that if successful completion of the full-time Fire Academy becomes a condition of employment, it could have repercussions for continued employment like it does with Police personnel. **Selectman Bembury** expressed agreement and discussed wanting to have a future Board conversation with Chief Wonkka about transitioning to a full-time Fire Academy training requirement for full-time Fire personnel. **Chairman Smith** discussed the value that academy training can provide to the employees as well as the Fire Department and the Town. **Selectman Sanders** discussed

setting up a meeting with Chief Wonkka to discuss further. **Selectman Bembury** will send thoughts for discussion to Chief Wonkka. **Selectman Bembury** discussed the importance of properly structuring and budgeting for the training component so that it can be properly evaluated.

The Board agreed to table approval of the draft Fire Inspector and Fire Educator position descriptions.

**Selectman Bembury** made a motion to approve the Training Officer and Assistant Training Officer position descriptions as presented. **Selectman Sanders** seconded. **Vote:** **Chairman Smith** abstained, passed by majority vote.

#### **Final Adoption of Hazard Mitigation Plan**

Chief Wonkka joined the Board to discuss the need to vote on the final adoption of the Hazard Mitigation Plan. Bryan explained that both the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA) have approved of the Town's revised hazard mitigation plan and needs the Board to vote to approve a final certificate of adoption. **Selectman Bembury** made a motion for the Board to adopt the following resolution:

*WHEREAS, the Town of Erving established a Committee to prepare the 2020 Hazard Mitigation plan; and*

*WHEREAS, the Town of Erving Hazard Mitigation Plan contains several potential future projects to mitigate potential impacts from natural hazards in the Town of Erving, and*

*WHEREAS, a duly-noticed public meeting was held by the BOARD OF SELECTMEN on December 09, 2019, and*

*WHEREAS, the Town of Erving authorizes responsible departments and/or agencies to execute their responsibilities demonstrated in the plan, and*

*NOW, THEREFORE BE IT RESOLVED that the Town of Erving BOARD OF SELECTMEN adopts the 2020 Hazard Mitigation Plan, in accordance with M.G.L. Ch. 40.*

*ADOPTED AND SIGNED this 01st day of June 2020 by the Erving Board of Selectmen.*

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

#### **Review of Town-wide Generator Maintenance Contract**

The Board reviewed a proposal from Authorized Services of New England (ASNE) to provide one (1) year of preventative maintenance for all Town-owned generators in the amount of \$9,900.00. **Selectman Bembury** made a motion to approve the ASNE preventative maintenance and service agreement between the Town of Erving and KNM Holdings, LLC in the amount of \$9,990.00, effective June 1, 2020. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

#### **Discussion Regarding Town Response to COVID-19**

**Chairman Smith** provided the Board with an overview of the State's re-opening plan for Phase 1. The Town is working with each department on re-opening efforts. **Chairman Smith** explained that Bryan has worked with all regular staff to complete the required training requirements for re-opening. Efforts to communicate procedures with boards and committees will continue. **Chairman Smith** explained that the Library has begun to offer curbside pick-up services for Library patrons.

Regarding Annual Town Meeting, **Chairman Smith** explained the impact of delaying until July 2021 to hold the Town Meeting. **Chairman Smith** explained that the Town will have to develop a 1/12<sup>th</sup> budget that is approved by the Board and submitted to the State. Bryan clarified that it is truly a 1/12<sup>th</sup> spending plan for the month of July 2021 that is based on the FY2020 budget and reminded the Board that expenses in the month of July tend to run higher than other months because many of the Town's annual and quarterly assessments are due for payment. **Chairman Smith** discussed the plan for an outdoor venue to hold the Annual Town Meeting at the Elementary School, 28 Northfield Road. Bryan added that the Town intends on renting a tent to provide protection in the event of poor weather. **Selectman Bembury** asked about the protocols that will be utilized and guidance that will be issued to improve safety for voters that attend. Bryan reviewed protocols that would be in place to maximize physical distancing including the provision of personal protective equipment for staff and voters. **Selectman Bembury** asked when the Board would be able to review a draft of the 1/12<sup>th</sup> spending plan. Bryan will draft the 1/12<sup>th</sup> spending plan for July 2021 for the Board's review at the June 08, 2020 meeting.

Bryan asked the Board if they were ready to make a decision regarding the Annual Town Meeting so that the registered voters could be notified of the intended meeting date. **Chairman Smith** discussed the difficulty in determining a future date as there is no way to ensure that a future date will be any safer in regards to the risk associated with the pandemic. The Board discussed recommending to the Town Moderator that the Annual Town Meeting should be recessed and continued until July 15, 2020. Bryan will work with the Town Moderator to issue the necessary declaration and to notify Town Counsel, the Town Clerk, and the Attorney General's Office.

#### **IP Mill-Hazardous Materials Clean-up Project Update**

The Board reviewed a project update from Tighe & Bond on the hazardous materials abatement project at the IP Mill. Abatement work is expected to be completed by Air Quality Experts within the next two weeks. The Board has no concerns at this time.

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

The Board passed over this agenda item.

#### **Review of Meeting Minutes for February 24, 2020**

The Board reviewed meeting minutes for Monday, February 24, 2020. **Selectman Bembury** made a motion to approve the meeting minutes for February 24, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

#### **Review of Meeting Minutes for May 18, 2020**

The Board reviewed meeting minutes for Monday, May 18, 2020. **Selectman Bembury** made a motion to approve the meeting minutes for May 18, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

#### **Review of Meeting Minutes for April 06, 2020**

The Board reviewed meeting minutes for Monday, April 06, 2020. **Selectman Bembury** made a motion to approve the meeting minutes for April 06, 2020 as written. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

#### **Review of Meeting Minutes for March 30, 2020**

The Board passed over this agenda item.

### 12th Water Commitment for FY2020

The Board reviewed the 12<sup>th</sup> Water Commitment for FY2020 for final charges at 6 Forest Street in the amount of \$254.80. **Commissioner Bembury** made a motion to issue the 12<sup>th</sup> Water Commitment for FY2020 in the amount of \$254.80 for final charges at 6 Forest Street (#184). **Commissioner Sanders** seconded. **Vote:** Unanimously approved.

### Discussion of Borrowing for Arch Street Sewer Project

The Board discussed options for funding the force sewer main replacement project from the Arch Street pump station to the Erving Center Wastewater Treatment Plant. **Chairman Smith** expressed concern about withdrawing funds from the General Stabilization account. **Chairman Smith** asked if the Town could apply for up to two (2) projects through the State's Clean Water Revolving Loan Fund. **Selectman Bembury** expressed support for exploring the option to apply for financing through the Revolving Loan Fund if it is a viable option. Bryan will reach out to the Massachusetts Department of Environmental Protection to explore the option.

### Special Employee Designation

The Board reviewed a request from Jacquelyn Boyden, Principal Assessor, to designate George Sansoucy as a Special Municipal Employee for the Town of Erving. Mr. Sansoucy is working for the Board of Assessors as a consultant to appraise personal property for Eversource and National Grid. **Selectman Bembury** made a motion to appoint George Sansoucy, Assessor's expert appraiser, as a Special Municipal Employee for the Town of Erving. **Selectman Sanders** seconded. **Vote:** Unanimously approved.

### Executive Session

At 9:17 PM **Chairman Smith** made a motion for the Board of Selectmen to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a)(3) to discuss strategy with respect to litigation (New England Police Benevolent Association and Town of Erving, MCR-20-7978) if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares.

A roll call vote was taken:

<b>Chairman Smith</b>	Aye
<b>Selectman Bembury</b>	Aye
<b>Selectman Sanders</b>	Aye


**Chairman Smith** made a motion to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining or contract negotiations with non-union personnel.

A roll call vote was taken:

<b>Chairman Smith</b>	Aye
<b>Selectman Bembury</b>	Aye
<b>Selectman Sanders</b>	Aye

The Board did not return to regular session.

Respectfully submitted,



Bryan Smith  
Town Administrator