At 6:33 PM Chairman Smith called the meeting to order.

Discussion of Food Services Cook Position
Chairman Smith reviewed a memorandum regarding the search process that was followed for the vacant Food Services position at the Senior & Community Center. Paula Betters, Senior Center Director, joined the Board to discuss the search process and her recommendation. Paula explained that the search yielded one (1) applicant and that an interview had been conducted. Paula explained that it is her recommendation to appoint Debora Porlier. Paula discussed her request for additional hours, up to 19 hours per week. Selectman Bembury asked for an explanation of how the additional hours would be used to provide services. Paula described current practices and the need for the position to take on additional responsibility. Paula added that she plans to expand the fresh cooked meal offerings. Selectman Bembury asked for an explanation of how the additional hours would be used to provide services. Paula described current practices and the need for the position to take on additional responsibility. 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Chairman Smith discussed the position vacancy and the recommendation from Chief Blair. Selectman Bembury explained that he served on the search committee and that he remembers the candidate’s interview, noting that he has no concerns about the recommendation. Chairman Smith made a motion to appoint Matthew Morin as a full-time Patrolman with a term of one (1) year, pending a pre-employment background check and health screening, and continued employment is contingent upon the successful completion of the next available full-time Massachusetts Police Training Committee Academy. The starting rate of pay will be $21.53 per hour. Selectman Sanders seconded. Vote: Unanimously approved.

Review of FY2021 Budget Requests- Joint Meeting with Finance Committee and Capital Planning Committee

AT 7:01 PM Chairman Smith called the joint meeting of the Board of Selectmen, the Finance Committee, and the Capital Planning Committee to order.

Debra Smith provided an overview of the Capital Committee process to review requests from Town departments. Debra explained that the Committee reviewed more than $1.3 million in capital requests. Debra explained that the Committee spent several months working with department heads to understand the requests, review the multiyear capital improvement plan and prepare a recommendation for FY2021 that reflects what the Town can afford. Chairman Smith reviewed the following requests:

<table>
<thead>
<tr>
<th>Department</th>
<th>Requests</th>
<th>Amount Requested</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Network Upgrade</td>
<td>$95,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Server Maintenance Upgrade</td>
<td>$8,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>Fire</td>
<td>Replace Bay Heaters</td>
<td>$15,000</td>
<td>Grant</td>
</tr>
<tr>
<td>Fire</td>
<td>Window &amp; Door replacement</td>
<td>$15,000</td>
<td>Grant</td>
</tr>
<tr>
<td>Highway</td>
<td>Road/Pavement/Sidewalk Repair/Replace</td>
<td>$80,000</td>
<td>Chapter 90</td>
</tr>
<tr>
<td>Highway</td>
<td>Dry Storage Building Construction</td>
<td>$150,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>Highway</td>
<td>Pedestrian Safety &amp; Speed Monitoring Equip</td>
<td>$25,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>Police</td>
<td>Mobile Data Terminal Computer</td>
<td>$7,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>Police</td>
<td>Cruiser Replacement</td>
<td>$43,000</td>
<td>Appropriation &amp; Grant</td>
</tr>
<tr>
<td>Recreation</td>
<td>Park Street Park Renovation</td>
<td>$150,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>Recreation</td>
<td>Zilinski Park Dugout Replacement</td>
<td>$15,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>School</td>
<td>Tilting Skillet Braising Plan, Electric</td>
<td>$16,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>School</td>
<td>Planetary Mixer</td>
<td>$10,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>School</td>
<td>EES Carpet Replacement- Phase 2</td>
<td>$70,000</td>
<td>Appropriation &amp; Grant</td>
</tr>
<tr>
<td>School</td>
<td>Window Shade Replacement</td>
<td>$30,000</td>
<td>Appropriation</td>
</tr>
<tr>
<td>Water</td>
<td>Sampling Stations</td>
<td>$10,000</td>
<td>Retained Earnings</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Autoclave System</td>
<td>$6,000</td>
<td>Retained Earnings</td>
</tr>
</tbody>
</table>

Benjamin Fellows reviewed the process that was used with the Recreation Commission and discussed the scope of requests and the determination that a comprehensive capital plan for park improvements is necessary. Bryan explained the Town has submitted a request for the annual Direct Local Technical Assistance (DLTA) program to develop a capital plan for the parks. Chairman Smith explained that the
FY2021 budget has to maintain an annual repayment of $273,000 to the General Stabilization Fund for the construction of the Erving Public Library. Chairman Smith raised the question about allocating funds into the Capital Stabilization Fund. The Capital Planning Committee members explained that they had hoped for an annual deposit of $400,000 into the Capital Stabilization Fund in order to fund the pending future requests. The Committee members discussed the need to establish an annual ceiling for the capital plan to control costs. Benjamin talked about working with department heads to prioritize departmental request into the comprehensive multiyear plan. Chairman Smith asked to have the FY2021 summary table include the capital budget, appropriation towards the Library construction, and to include free cash as a revenue source. Bryan will revise the FY2021 budget summary for the next meeting. Benjamin discussed the collaborative work of the staff and the members of the Capital Planning Committee. Chairman Smith discussed the improved quality of the submission requests and of the explanations that are presented with each request. The Capital Planning Committee members expressed their agreement and noted that it has improved the annual review process.

At 7:22 PM Chairman Smith made a motion to adjourn the joint meeting with the Capital Planning Committee and to continue the joint meeting with the Finance Committee and the Board of Selectmen. Selectman Sanders seconded. Vote: Unanimously approved.

Review of Draft Town Employee Compensation Report
Bryan presented the draft of the classification and compensation study for the Town of Erving. Bryan provided the Board and the Finance Committee with an overview of the process that began in February 2019 and has led to a recommendation to establish a new employee classification system for town-wide positions and the establishment of a grade and step system. Bryan explained that the plan is a draft that was informed by survey data from area municipalities. Bryan explained that he worked with the Collins Center at UMass Boston to survey communities within a 30-mile radius of Erving that provided a mix of populations and equalized valuations. Bryan noted the challenge with finding communities within the survey area that are similar to Erving. Bryan explained that survey data was used to inform the proposed compensation tables and cautioned to not make assumptions about the data that cannot be reasonably attributed to it. Lastly, Bryan explained that elected officials that work a regularly scheduled work week were included in the wage study. Jacquelyn Boyden, Assistant Assessor, discussed her experience with elected officials and raised concern about appropriate compensation if anticipated hours are not worked. Jacquelyn advocated for the transition of some elected official positions, such as the Treasurer, to become appointed positions that are hired based on qualifications. Debra asked if it was possible to add work hour requirements to elected official compensation article. Bryan discussed making an inquiry to Town Counsel regarding elected official compensation and added that it is important for the Town decision makers to have open conversations about the expectations related to elected official compensation.

Selectman Bembury asked for an explanation of what the recommended next steps in the process would include. Bryan explained that he needs to know if the Board and the Finance Committee has any concerns and/or wants any changes to the structure as presented before an implementation scenario can be generated. Chairman Smith suggested that the Board and Finance Committee members take a week or two to consider the proposed classification and grade & step structure and to generate follow up questions. Chairman Smith discussed the tentative schedule to put the plan in place for the current year and review for the budget FY2021 approval. Arthur Johnson discussed the importance of engaging employees to understand the process that is used and to explain that the Board and the Finance Committee will jointly make the decision. Chairman Smith asked if there were specific questions and concerns that needed to be addressed. Benjamin discussed wanting the Finance Committee to have time to review draft plan and to meet as a Committee to discuss recommendations. Chairman Smith suggested
a joint meeting on February 03, 2020. Benjamin agreed to the meeting date and suggested that the Finance Committee would meet at 6:30 PM and then jointly with the Board at 7:00 PM. **Selectman Bembury** communicated support for the proposal and explained that he does not want to slow the process down.

At 8:16 PM **Chairman Smith** made a motion to adjourn the joint meeting and continue the Board of Selectmen meeting. Debra Smith seconded. **Vote**: Unanimously approved.

**Review of Municipal Vulnerability Preparedness Action Grant**

**Chairman Smith** provided an overview of the Municipal Vulnerability Preparedness (MVP) Action Grant that the Town applied for and received in the amount of $64,000. Bryan explained that the action grant application aligns with the MVP prioritization plan that the Town conducted with Franklin Regional Council of Government (FRCOG) earlier in the year. Bryan explained that the action grant will allow the Town to begin to address culvert and stream crossing concerns on Wheelock Street and to begin to address the Town’s IT infrastructure to allow for data redundancy and the digitization of public records. Bryan explained that the grant requires a Town match that the Town will access through the capital investment planned for the IT network as well as the permanent protection of public records that the Town funds annually. The Board discussed having no concerns. **Chairman Smith** made a motion to accept the FY20 Municipal Vulnerability Preparedness Action Grant and to authorize the Chairman to sign on behalf of the Board. **Selectman Bembury** seconded. **Vote**: Unanimously approved.

**Library Construction Project Update**

The Board reviewed the January 23, 2020 project updates from the Owner’s Project Manager, regarding the Library Construction Project. The January 23, 2020 update provide the following statuses:

- Roofing is completed.
- The building now has permanent power. Lighting has been installed and the above ceiling electrical inspection has passed. All temporary lights have been removed.
- Lighting Controls will be programmed next week, a schedule needs to be determined by the town.
- Light poles at the parking lot are in progress.
- A generator test will be performed on Monday 1/27/2020.
- Millwork is 95% complete with window and door trim remaining.
- The sprinkler system is 98% complete, all that remains is setting sprinkler heads in the ACT ceiling.
- Final painting has been completed in the night lobby area and is in progress throughout the building.
- The BDA and Fire Alarm need to be programmed. A current issue with the fire alarm is determining whether a cellar transmitter or if we will need phone lines. Awaiting a response from the engineer.
- The last section of sidewalks and the flagpole base was poured.
- Plumbing fixtures are installed.
- PV footings have been installed. PV Array slated to be installed in 1 to 2 weeks.
- Temp heat service has been removed as heating is up and running throughout the building. One ERV unit is awaiting a breaker and then testing and balancing of the system will begin.
- All flooring has been installed. All wood base is in. Vinyl cove base to be installed next week.

The Board had no concerns with Library construction update as presented.
Review of Erving Public Library Furniture, Fixtures & Equipment Procurement and Proposed Change Orders

Jacquelyn Boyden, Library Building Committee Co-Chair, joined the Board to review the FF&E budget. Jacquelyn explained that the Town is in the process of receiving quotes for the specified cameras and security system from Galaxy Integrated which is the only vendor to respond to the procurement to-date. The Town is still waiting for a quote regarding intrusion alarms. Jacquelyn explained that there was also a change order to the circulation desk that is being constructed by Sammis Woodworking for an upgrade to the Corian countertop. Jacquelyn explained that the balance of change order was approved by the Board of Library Trustees. Jacquelyn explained that she would like the Board to approve the following purchases as recommended by the Library Building Committee:

- Purchase of art display rails from STAS USA LLC in the amount of $421.17; and
- Purchase of one (1) carrel from DEMCO in the amount of $797.12; and
- The purchase of four (4) 6’ long outdoor benches and two (2) outdoor trash receptacles in the amount of $3,967.54.

Selectman Bembury asked if the outdoor benches would be secured. Jacquelyn explained that the trash receptacles are ground mounted to concrete and that benches could be as well. Jacquelyn explained that there have been questions about where exactly the benches will be placed. Chairman Smith asked if the Town could add the carrel to an order that is already in progress to avoid the additional shipping costs. Jacquelyn will discuss with Barbara Friedman, Library Director. The Board reviewed the updated FF&E budget with expenses approved to date. Chairman Smith made a motion to approve the quote from STAS USA LLC in the amount of $421.17, the quote to MassCor in the amount of $3,967.54, and the quote from DEMCO in the amount of $797.12. Selectman Sanders seconded. Vote: Unanimously approved.

The Board discussed the project’s IT related costs. Jacquelyn explained that costs are slightly higher than originally anticipated and requested an additional $2,500 to increase the approved IT budget for a total of $37,500. Selectman Sanders made a motion to increase the IT budget limit by $2,500 for a total of $37,500. Selectman Bembury seconded. Vote: Chairman Smith abstained. Approved by majority.

Millers Falls (IP) Papermill- Hazardous Materials Clean-up Project Update & Review of Draft Procurement

The Board reviewed a draft procurement document for the remediation of asbestos and other hazardous materials at the former mill site prepared by Tighe & Bond. Bryan reviewed his recommended revisions. The Board agreed to the recommendations. On the general bid submission form the Board requested the removal of unit costs and wants the base bid and the alternate 1 bid to be submitted in terms of lump sum cost. The Board also requests liquidated damages of $1,000 per day that the work exceeds the specified deadline for completion. The Board discussed approval of the bid package as amended. Bryan will work with Tighe & Bond to revise the bid package and to conduct the competitive procurement process. The Board will plan to review bid results at their March 02, 2020 meeting.

Review of 2020 Business License Application- Johnson Automotive

The Board reviewed the 2020 business license application from Douglas Johnson DBA Johnson Auto & Marine Service, located at 97 Mountain Road, to operate an auto and marine repair shop. The Board reviewed a memorandum from Michele Turner, Tax Collector, regarding the tax payment status for the property and a request to issue the business license while the Tax Collector’s office works on a tax payment plan through June 2020. The Board also reviewed a memorandum from the Board of Selectmen regarding the matter for the 2019 business license. The Board discussed issuing the business license with an expiration date of June 30, 2020 and for the Board to meet again about this license in June 2020 to review the tax payment status. Chairman Smith made a motion to issue the business license to Douglas
Johnson DBA Johnson Auto & Marine Service, located at 97 Mountain Road, for the operation of an auto and marine repair shop, effective January 27, 2020 through June 30, 2020 and for the Board to revisit the matter in June 2020 to determine if the tax payment plan has been adhered to and if the expiration date can be amended.  **Selectman Sanders** seconded.  Discussion

**8th Water Commitment of FY2020**

The Board reviewed the 8th Water Commitment of FY2020 for final water charges at 9 Central Street in the amount of $42.88.  **Chairman Smith** made a motion to approve the 8th Water Commitment of FY2020 for final water charges at 9 Central Street in the amount of $42.88.  **Commissioner Bembury** seconded.  **Vote:** Unanimously approved.

**Review of Designer Selection Policy Draft – 1s Reading**

The Board conducted a first reading of the draft designer selection policy.  Bryan explained that the draft is primarily based on the State’s recommended policy.  Bryan explained that the Town needs to adopt a policy in order to use the designer selection process as required by Massachusetts General Law Chapter 7C.  The Board discussed having no concerns and will conduct a second reading at the next meeting.

**Review of Revised French King Solar Project Site Plan**

The Board reviewed a memorandum from Wood Engineering on behalf of Ameresco and the French King Solar project.  The memorandum provided the Board with an update on the project to-date and provides a revised site plan that is smaller than what was originally considered.  **Chairman Smith** made a motion that the Water Commissioners have no concerns with the status update from Wood Engineering.  **Selectman Bembury** seconded.  **Vote:** Unanimously approved.

**Review of Meeting Minutes of December 16, 2019**

The Board reviewed the meeting minutes of Monday, December 16, 2019.  **Chairman Smith** made a motion to approve the meeting minutes of December 16, 2019 as written.  **Selectman Sanders** seconded.  **Vote:** Unanimously approved.

**Review of Meeting Minutes of January 06, 2020**

The Board passed over this agenda item.

**Review of Meeting Minutes of January 13, 2020**

The Board passed over this agenda item.

**Discussion Regarding Springfield MRF Contract & FY2021 Solid Waste**

Bryan provided the Board with an update regarding his communications with representatives at USA Waste & Recycling about curbside collection for FY2021.  Bryan explained that USA has indicated that they cannot collect curbside waste and recyclables for the rate identified for year 3 in the agreement between the Town and Alternative Recycling Systems.  Bryan explained that USA would like to renegotiate the rate with the Town and indicated that if the Town was unwilling to renegotiate the rate, would have to consider terminating the agreement.  **Chairman Smith** expressed his concern about USA terminating the agreement and the concern about accepting the currently proposed rates without knowing what the market rates would support.  Bryan made the recommendation to conduct a competitive procurement in the month of February to allow the Board to decide about joining the Springfield MRF.  The Board discussed the recommendation and agreed to allow Bryan to work with the Franklin County Solid Waste Management District to conduct a procurement process.
Debra Smith expressed her concern about the Town instituting a cart program for trash and recycling with carts that are too large for residents to move. Debra spoke to the importance of improving education for residents about what can and cannot be recycled. The Board expressed agreement. The Board requested that the procurement provide options for bidders to respond to that includes: a three (3) year agreement with fixed prices and two (2) 1-year extensions with fixed prices, a clause regarding contract termination that requires notice in writing by either party with a longer lead time such as one (1) year, an option with carts and without carts, options to maintain dual stream recycling or single stream recycling, options to transport recyclables to the Springfield MRF and an option to dispose recyclables at a facility of the bidders choosing. The Board will review bid results at the February 24, 2020 meeting.

Adjournment
At 10:00 PM Chairman Smith made a motion to adjourn. Selectman Bembury seconded. Vote: Unanimously approved.

Respectfully submitted,

Bryan Smith
Administrative Coordinator