

**TOWN OF ERVING**  
**MEETING OF THE**  
**SELECT BOARD / WATER COMMISSIONERS**  
 Followed by a  
**JOINT MEETING OF THE SELECT BOARD,**  
**FINANCE COMMITTEE, & CAPITAL PLANNING COMMITTEE**

Jacob A. Smith, Chair  
 Scott Bastarache  
 James Loynd  
*Select Board*

Bryan Smith  
*Town Administrator*

To be held at the Senior & Community Center  
 1 CARE DRIVE, ERVING, MASSACHUSETTS 01344

**Meeting Agenda**  
**Monday, January 29, 2024**

This meeting is open to the public.

**Scheduled Business**

<i>Time</i>	<i>Agenda Item</i>
6:30 PM	Call to Order Select Board Meeting
7:00 PM	Joint Meeting with Finance Committee & Capital Planning Committee: Review of FY2025 Budget Requests: General Governments

**Old Business**

<i>Agenda Item</i>	<i>Section</i>
Review of Town Planner Position Description	1
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**New Business**

<i>Agenda Item</i>	<i>Section</i>
Review of Meeting Minutes: January 09, 2023, December 18, 2023, January 08, 2024	2
Discussion Regarding River Road Water Main Break and Emergency Procurement	3
Review of FY2025 Operating and Capital Budget Requests:	4

**General Government**

Tax Collection, Accounting, Treasury, Health Insurance & Benefits,  
 Town Clerk & Elections, Conservation Commission, Community Planning,  
 Board of Assessors & Assessing, Planning Board, Information Systems Management,  
 Select Board & Administration, Community Access TV, Property & Liability Insurance,  
 Zoning Board of Appeals, Updated Revenue Estimates

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**Other Business**

**Signing of the Treasury Warrant**

**Anticipated Next Meeting Dates**

Monday, February 12, 2024

Monday, February 26, 2024

Note: These agenda items and estimated times are those reasonably anticipated by the Chair. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion. Estimated agenda times may need to be changed on the night of the meeting for the sake of expediency. Section numbers correspond to agenda packets and are not an indication of the order of the agenda

## **Town of Erving**

### **Select Board Public Meeting Participation Guidance**

The Select Board welcomes residents to communicate questions, comments or concerns. Participants at Select Board meetings are notified that the meetings are both video and audio recorded, and comments provided will become part of the record. While offering public input, it is important that the Select Board is also allowed enough time to conduct their other business. The following guidelines have been established to make the best use of time at Select Board meetings.

1. To request time on the Select Board agenda, persons must contact the Town Administrator at (413) 422-2800, Ext.1102 or at [SBRequests@erving-ma.gov](mailto:SBRequests@erving-ma.gov) by noon on the Tuesday before the meeting.
  - a. Requests will be submitted to the Chairperson for consideration and scheduling.
  - b. Supporting documentation related to the request must be provided to the Administrator's office by noon on the Thursday prior to the meeting. The Chairperson may remove requested agenda topics that are made without supporting documentation.
2. The Select Board encourages public participation as follows:
  - a. Town residents can bring comments before the Select Board that require discussion and are on the agenda, only after being recognized by the Chair. If your issue is not on the agenda, you may bring it up under "Future agenda items".
  - b. "Topics not anticipated" should be brought to the Chair for possible consideration prior to the meeting.
  - c. Please try to keep your comments short and to the point.
  - d. If it appears that the topic(s) being discussed will consume longer than the time allocated then, at the discretion of the Chair, the matter will be placed on an upcoming Select Board meeting agenda.
  - e. If you believe that your topic will require more time or desire to make a more formal presentation than is allowed under these guidelines, please contact the Town Administrator to ask to be put on a future agenda so that we can properly allocate enough time.
  - f. You are free to ask questions or to make your point for all to consider. However, engaging in active debate with Select Board or audience members will not be allowed.
  - g. All comments and questions must be directed to the Chair of the Select Board per MGL Chapter 30A, Section 20(g).
  - h. Participants are expected to speak from the presenter/guest table.
3. Employees and Board members who have business with the Select Board should be placed on the agenda beforehand (see Item # 1.).
4. Anyone wishing to contact the Select Board in writing may do so at:

**Town of Erving, Attn: Select Board, 12 East Main Street, Erving, Massachusetts 01344**

Alternatively, members of the public can complete a Select Board submission form at the meeting sign in table and office staff member will follow up.

The Select Board appreciates your cooperation in honoring these guidelines.

#### **From Massachusetts Attorney General Official Website**

##### **What public participation in meetings must be allowed?**

Under the Open Meeting Law, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. Any member of the public also has a right to make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the Chair and must comply with reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The Chair is required to inform other attendees of such recording at the beginning of the meeting.

While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the Chair. An individual is not permitted to disrupt a meeting of a public body, and at the request of the Chair, all members of the public shall be silent. If after clear warning, a person continues to be disruptive, the Chair may order the person to leave the meeting, and if the person does not leave, the Chair may authorize a constable or other officer to remove the person.

**Town of Erving, Massachusetts  
Position Description**

<b>Position Title:</b>	Town Planner	<b>Compensation Schedule:</b>	General Government
<b>Department</b>	<a href="#">Community Planning</a>	<b>Level:</b>	F
<b>Reports to:</b>	Town Administrator	<b>FLSA Exempt:</b>	No
<b>SB Approved:</b>		<b>Essential:</b>	No

**Statement of Duties:** Performs routine or semi-routine but detailed or complex administrative duties and support the day-to-day operation of planning, land use, economic development, coordinating both short- and long-range plans, and grant funded activities of the Town of Erving. Oversees the organization, application, development, implementation and management of planning and grant funded projects. Performance of duties requires a thorough knowledge of departmental operations and the exercise of judgement and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. The employee is required to perform all similar or related duties as required.

**Supervision Required:** Under the general direction of the Town Administrator, performs complex and responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's services, in accordance with applicable Massachusetts General Laws, Town policies, Town bylaws and relevant state, federal and local regulations and standards.

**Supervisory Responsibility:** Employee may provide direction and supervision to Planning Assistant, interns, consultants, contractors, and vendors. Will work collaboratively with Town, regional and state boards, agencies, and personnel as required.

**Confidentiality:** Employee has access to department-related confidential information including Planning Board, ~~and~~ Conservation Commission, [and Zoning Board of Appeals](#) executive session discussions related to pending litigation and/or negotiations, bid proposals and personal information about citizens and developers related to planning programs and proposed developments.

**Judgment:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

**Complexity:** The work consists of functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Public Contact:** Duties involve constant contact with local, state and federal government

**Town of Erving, Massachusetts  
Position Description**

officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employee must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the wellbeing of the municipality.

**Accountability:** Consequences of errors, missed deadlines or poor judgement could have far reaching effects on the municipality's ability to deliver services and the public's confidence in the town government and can result in monetary loss, legal repercussions, and increased labor/material costs.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Employee will be required to work beyond normal business hours in response to emergency situations and to attend evening meetings or other functions.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Has a working knowledge of the Town Master Plan, Open Space & Recreation Plan and individual department studies related to their needs and goals.
2. Makes recommendations regarding regulations, policies and procedures involving community planning and development and advises boards, commissions and committees as needed in the planning and economic development areas. The Planner will work on short- and long-term plans as well as business and economic development projects and initiatives.
3. Explores, secures and administers grants for various planning initiatives. Assists with community development grants and projects. Responsible for periodic or intermittent progress reports for each grant or project to the Town Administrator as requested; prepares all mandatory and supplemental or requested reports ensuring compliance with grant requirements.
4. Answers questions and concerns related to projects and/or regulations; ensures that planning processes and land use decisions are transparent and open to the public.
5. Attends various Town board and/or committee meetings as assigned. ~~and provides~~ Provides various boards, committees, and departments; such as Planning Board, Conservation Commission, and Zoning Board of Appeals, with technical support as necessary. ~~Collaborates with Planning Board and Conservation Commission and Consultants on construction developments and construction projects as necessary.~~
6. Assists with planning studies, including the preparation of maps and graphic materials and

**Town of Erving, Massachusetts  
Position Description**

the collection of data as needed. Assists in the preparation and maintenance of reports, maps, records, and files in support of departmental operations.

7. Research and supply necessary and important information as needed in preparation of reports; helps mediate and problem-solve solutions to unanticipated problem that have developed in the field and work with other Town departments, regulatory agencies, contractors, and property owners to correct noted deficiencies.
8. Assists public on general inquiries relating to planning and land use.
9. Facilitates public input on various planning initiatives through public meetings, workshops and other means.
10. Develops fiscal year budget(s) for [the Community](#) Planning departments.
11. Serves as the Town's representative for the Franklin Regional Planning Board and the Comprehensive Economic Development Strategy Committee. [Serves as the Flood Plain Administrator, as outlined in the Zoning Bylaw.](#)
12. Maintains professional competence through participation in workshops, seminars and training programs provide by professional organizations.
13. Performs special projects and related responsibilities as ~~initiated and requested~~ [directed by the Select Board.](#) Performs other duties as required.

**Minimum Qualifications:**

**Education and Experience:** Baccalaureate degree in a discipline related to planning, grant strategies, or business development; minimum of three to five (3-5) years as a Town Planner or experience in public sector planning; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be considered.

Must demonstrate a track record of substantive level of responsibility with grant applications, planning projects, and project management; must demonstrate skills in the context of formal organizations, specifically municipal organizations and administration including standard budget monitoring practices. Demonstrated ability to communicate complex information and data analysis to various constituency groups.

Preference for demonstrated experience working with ArcGIS.

**Special Requirements:**

Valid Massachusetts Class D Motor Vehicle Operator License

~~May~~ [Will be necessary-expected](#) to attend evening ~~and occasional~~ [weekend](#) meetings ~~events as directed, on occasion.~~

Erving, MA  
Town Planner

**Commented [BS1]:** Access to reliable transportation

**Town of Erving, Massachusetts  
Position Description**

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of or ability to learn the principles and practices of community development, [land use](#) and grants management; and of state and federal laws, regulations, or programs related to planning, economic development, and grant management; Thorough understanding of local zoning bylaws and subdivision regulations; Comprehensive knowledge of the various financial requirements of municipal government as well as the State's Procurement Law; Experience with research methods and report writing; Familiarity with grant preparation and administration.

**Abilities:** Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with supervisor, staff, and elected or appointed officials and the general public. Ability to plan, analyze, coordinate projects, consult and offer advice, requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity. Strong organizational skills in a multi-task environment required. Ability to plan and work with general supervision or specifically as directed; ability to work on several on-going task and assist to coordinate community economic development, planning and research projects. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet deadlines and work effectively in high pressure situations. Ability to exercise tact, resourcefulness, sensitivity, and persuasion in dealing with a variety of individuals from a broad socioeconomic and culturally diverse base. Ability to maintain confidentiality of personal and financial information.

**Skill:** Proficient oral and written communication skills. [Ability to convene community workshops and experience with public speaking.](#) ~~Effective supervisory and personal~~ [Proficiency with the Microsoft 365 platform and use of PC based systems](#) ~~computer software skills~~ [equipment](#) ~~in support the execution~~ of department operations. Effective budgetary management skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Minimal physical effort is required to perform the essential functions of the position. Frequent sitting, talking, walking, and mental concentration for prolonged periods are required; occasionally required to lift and/or move objects or books of up to 20 pounds. Must be able to communicate and be understood clearly, give presentations or participate in other public discourse situations. Position requires the ability to access off-site premises that may not be handicap accessible.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills to perform activities such as operating a motor vehicle, moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing. The employee is frequently required to reach with hands and arms and sit and talk and hear for extended periods of time.

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**Visual Skills:** Visual demands require the employee to regularly read documents for general understanding and analytical purposes. The employee may be required to determine color differences.

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Town of Erving, MA  
February 2024

# Town Planner

## Community & Position Profile

### Overview

The Town of Erving, Massachusetts is seeking candidates for the full-time, benefitted position of Town Planner. The successful candidate will work on a variety of planning projects that include land use, infrastructure improvements, economic development, and cultural and recreation opportunities. The Town Planner works in close cooperation with Town departments and groups such as Highway, Recreation, Planning Board, Conservation Commission, and Zoning Board of Appeals. The Town Planner will work to engage community stakeholders to develop plans, budgets, goals, and make policy recommendations. This is a public facing position that works directly with co-workers, citizens, property owners, and our regional and State officials. The ideal candidate is comfortable working in a mutually supportive teamwork environment.

### Community

The Town of Erving was incorporated in 1838 and has the distinction of being the last Franklin County Town to be incorporated. Bound to the south and west by the Millers and Connecticut rivers, Erving's industrial development began as a mill town and later with energy production. Erving is 14.39 square miles in area and represents a mix of residential homes, small and large businesses, restaurants, recreational and tourist destinations and large tracts of open farmland and forests. Erving State Forest, which includes Laurel Lake, is located within the boundaries of the Town of Erving. Erving State Forest has over 1,895 acres of land that includes hiking trails, camping sites, fishing, boating, snow shoeing and picnicking. The Town services are offered through the staffing and maintenance of our Town Hall, Police Station, Fire Stations, Highway Department, Elementary School, Public Library, Senior & Community Center, Wastewater Department, Water Department, and our municipally owned parks and forest land.



## Community Demographics & Information

According to the U.S. Census Bureau, demographic information for Erving includes:

Total Population (2020 Census):	1,665
Total Households (2022 ACS Estimate):	677
Median Household Income (2022 ACS Estimate):	\$70,560.00
Poverty (2022 ACS Estimate):	8.1%
Employment Rate (2022 ACS Estimate):	61.8%

## Challenges & Opportunities

The successful candidate will be the Town's second individual to hold the Town Planner position. The position has been engaged in a multitude of community improvement projects in recent years to respond to infrastructure needs and community interests. Some of the Town's critical infrastructure such as bridges, culverts, sewer mains and water mains are approaching the end of their useful life span and are in different stages of repair and/or replacement. Like many Massachusetts communities with aging infrastructure, these challenges provide opportunities for the Town to engage with residents and officials to discuss current and anticipated needs, to work to incorporate climate resiliency, to explore economic development opportunities, and to forge new partnerships.

**Senior Housing:** The Town has long sought a senior housing development to complement the campus style neighborhood that includes the Elementary School, Public Library, and Senior & Community Center. The Town has identified a developer and is working through the initial stages to bring the project to the Town Meeting for approval.

**Public Art:** The Town has recently worked to embrace the benefits of public art and the Town Planner is currently engaged in a project with the Public Library for a new temporary art installation for spring 2024.

**Former Mill Site:** The Town continues to work towards the redevelopment of the former International Papermill property and adjacent land. This effort has involved partnerships with several State and regional stakeholders that include MassDevelopment and the Franklin Regional Council of Governments.

**Budget:** For FY2024, the Town Planner is overseeing an operating budget appropriation of \$84,210.00, in addition to ongoing grant awards.

## Recent Planning Projects

### Completed:

- Hammock Park Playground Renovation
- Central, Gunn, Park & Pratt Streets Sidewalk Improvements (Complete Streets)
- West Main Street Public Electric Vehicle Chargers (National Grid)
- Public Art Project- Hybrid Heron (FirstLight)
- Papermill Road Pumpstation (MassWorks)
- ADA Transition Plan (MOD Grant)
- Zoning Bylaw Update (Rural & Small Town)
- Wheelock Street Culvert Replacement Project (Rural & Small Town)
- Police Station Public Electric Vehicle Charger (MassEVIP)



### In Progress:

- Former IP Mill Redevelopment & Demolition (Site Readiness)
- Church Street Bridge Replacement Project (Franklin County TIP)
- Historic Structures Inventory (Mass Historical Commission)
- Senior Housing Development on Care Drive
- Public Art Project at the Library (NEFA)
- Swamp Road Bridge Replacement Design (Small Bridge Program)

### Upcoming:

- Open Space & Recreation Plan Update
- Municipal Vulnerability Preparedness Plan Update
- Hazard Mitigation Plan Update
- Veterans Memorial Field Renovation

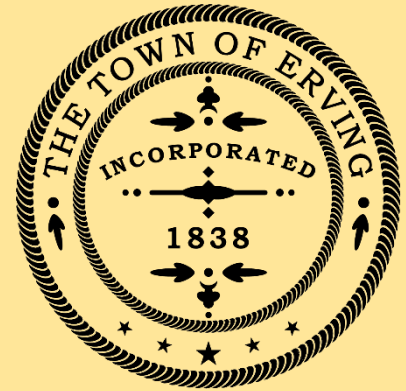
## • Compensation & Benefits

### Compensation

Anticipated hiring range is \$34.47/hour to \$36.57/hour and is commensurate with education and experience. Increases are granted as determined by the Select Board and voted at the Annual Town Meeting in accordance with Classification and Pay Plans/Personnel Policies of the Town.

### Benefits

Excellent benefits include health insurance with an employer contribution towards the premium of 84%, vacation leave, sick leave, military leave, 12 paid holidays, and 3 paid personal days.



## How to Apply

An application form is available at:  
[www.erving-ma.gov/employment](http://www.erving-ma.gov/employment)

Interested candidates should send a completed application form, résumé, and cover letter to:

Town of Erving  
Attn: Bryan Smith  
12 East Main Street  
Erving, Massachusetts 01344

or in a PDF format via E-mail to [careers@erving-ma.gov](mailto:careers@erving-ma.gov) with the subject line "Town Planner Search."

Completed applications will be accepted on a rolling basis until the position is filled, with a preference application date of  
**Thursday, February 22, 2024**

A CORI check will be performed on the successful candidate.

The Town of Erving is a drug-free workplace. The Town of Erving is an Affirmative Action/Equal Opportunity Employer.

## Meeting Minutes

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, January 09, 2023  
**Location:** Senior & Community Center, 1 Care Drive, Erving, MA 01344

**Select Board Present:** Jacob Smith, Scott Bastarache, William Bembury

**Finance Committee:** Debra Smith, Charles Zilinski, Daniel Hammock

**Also, Present:** Bryan Smith, Mariah Kurtz, Jacquelyn Boyden, Peter Sanders, Daniel Watson, Richard Newton, Leo Parent Jr., Erik Eichorn, Abigail Baines, Paula Betters, Mackensey Bailey

**Press:** Otis Wheeler, BNCTV

At 6:36 PM **Chairman Smith** called the meeting of the Select Board to order.

### Discussion Regarding Recycling Center Proposal

The Select Board members reviewed a memorandum from Bryan Smith, Town Administrator, regarding the proposal to establish a formal recycling center at Public Works for the convenience of residents. **Chairman Smith** provided an overview of the estimated costs for the proposed improvements. The Select Board members discussed the option to approach the work in phases and the approximate cost of \$100,000.00 to \$120,000.00 with contingency. **Selectman Bastarache** discussed support for making progress on the proposal for a recycling center and expressed support for submitting the project for consideration to the Capital Planning Committee. **Chairman Smith** discussed potential budget implications related to the proposal. The Select Board members discussed wanting to review a staffing cost estimate that would provide for two (2) days a week, providing for both weekend and afternoon opening hours. Bryan will prepare a staffing cost estimate and draft a capital project request. The Select Board members will review the topic at a future meeting.

### Review of Family and Medical Leave Act Policy Draft- 3rd Reading

The Select Board members conducted a third reading of the draft Family and Medical Leave Act (FMLA) policy. The Select Board members expressed no concerns and support for approving the policy. **Selectman Bastarache** made a motion to approve the Family and Medical Leave Act policy, ADM 181, effective January 9, 2023. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### Review of Remote Work Policy- 2nd Reading

The Select Board members conducted a second reading on the draft Remote Work policy. **Selectman Bembury** expressed no concerns with the draft policy. **Selectman Bastarache** asked if the policy is a shift from the current practice. Bryan explained that the policy is meant to formalize the current practice and address items that may not have originally been considered. **Chairman Smith** requested an edit to the first sentence in Section .15. **Selectman Bastarache** and **Chairman Smith** both discussed support for circulating the draft to department heads and staff for more feedback. Bryan will circulate the draft and gather feedback. The Select Board will conduct a third reading at the next meeting.

### Review of Proposed Cemetery Commission Bylaw

The Select Board members reviewed a memorandum from Bryan that proposes two (2) bylaw amendments regarding the Cemetery Commission; one article to rescind the previous 1949 Town Meeting vote that created the Cemetery Commission and a second article that would re-establish the Cemetery Commission with specifications on membership and duties. **Selectman Bembury** expressed support for the proposed articles. **Chairman Smith** expressed concern about assigning the authority to appoint staff of the Cemetery. **Chairman Smith** suggested amending the duties to include making recommendations

## Meeting Minutes

regarding staff for the care of the Cemetery to the Select Board. The Select Board members expressed agreement to the proposed amendment. **Chairman Smith** asked the Select Board members if the proposed articles should be included on the next Special Town Meeting warrant. The Select Board members expressed agreement.

### **Review of Meeting Minutes of December 05, 2022**

The Select Board members passed over this agenda topic.

### **Review of Meeting Minutes of December 19, 2022**

The Select Board members passed over this agenda topic.

### **Calendar Year 2023 Business Licenses**

The Select Board members reviewed a memorandum from Bryan regarding the proposed license renewals for calendar year 2023. **Chairman Smith** explained that the Select Board is reviewing some late license renewal requests and that the businesses are current on their taxes. The Select Board members expressed no concerns with approving the license renewals. **Chairman Smith** made a motion to issue a Class II/ Automotive Repair/Sell Second-hand Vehicles license to Accurate Automotive Services, Inc, at 21 Lester Street, expiring December 31, 2023; and an Auto & Marine Repair license to Johnson Auto & Marine Service, at 97 Mountain Road, expiring December 31, 2023, with an issue date of tonight for both. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Review & Approval of 2022 Alcoholic Beverages Annual Report**

The Select Board members reviewed the 2022 Alcoholic Beverages Annual report. **Chairman Smith** reviewed the report that shows that five (5) licenses were issued, with a total amount of fees collected of \$1,925.00, and no violations that the Town is aware of. **Selectman Bastarache** made a motion to approve the Alcoholic Beverages Annual Report 2023 for calendar year 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Review & Approval of Renewal Certification Report**

The Select Board members reviewed the Renewal Certification Report for 2023, noting that no establishments failed to renew their licenses for 2023. **Selectman Bastarache** made a motion to approve the Renewal Certification for 2023. **Chairman Smith** seconded. **Vote:** Unanimously approved.

### **Review & Approval of 2023 Seasonal Population Estimation Form**

The Select Board members reviewed the 2023 Seasonal Population Estimation form. **Chairman Smith** explained that the Town anticipates no significant changes to the seasonal population in July and estimates 1,800 residents for 2023. The Select Board members expressed no concerns. **Selectman Bastarache** made a motion to approve the 2023 Seasonal Population Increase Estimation Form. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Review & Issuance of the 11th Water Commitment for FY2023**

The Water Commissioners reviewed the 11<sup>th</sup> Water Commitment for FY2023 for backflow water charges, in the aggregate amount of \$560.00. **Chairman Smith** made a motion to approve the 11<sup>th</sup> Water Commitment for FY2023 in the amount of \$560.00, for the testing of backflow prevention devices. **Commissioner Bastarache** seconded. **Vote:** Unanimously approved.

**Issuance of Cemetery Deeds # 575-582**

**Selectman Bembury** expressed concerns about issuing deeds to individuals who do not currently live in Erving, noting the limited availability of plots in the Cemetery. **Selectman Bembury** noted understanding the concerns and balancing those with the needs of current residents and suggested formalizing it as a policy and procedure. **Selectman Bembury** further clarified that he would support approving the current deed requests but would request support for a motion to not approve deed requests for non-Erving residents in the future. The Select Board members acknowledged the concerns and agreed to revisit the topic.

**Selectman Bastarache** made a motion to issue the following deeds to the right of burial in Erving Center Cemetery:

- Deed number 575 for lot number 357A, to Deborah Ann White and Raymond James Mayhew, Jr.; and
- Deed number 576 for lot number 357B, to Deborah Ann White and Kathleen Ann Mayhew; and
- Deed number 577 for lot number 357C, to Deborah Ann White; and
- Deed number 578 for lot number 357D, to Deborah Ann White and Daniel Richard White; and
- Deed number 579 for lot number 358A, to Deborah Ann White and Paul Frederick Mayhew; and
- Deed number 580 for lot number 358B, to Deborah Ann White and Amy Kathleen Mayhew; and
- Deed number 581 for lot number 358C, to Deborah Ann White and Kody Dean Mayhew; and
- Deed number 582 for lot number 358D, to Deborah Ann White and Bernadette Theodore Marx

**Chairman Smith** seconded. **Vote:** Unanimously approved.

**Joint Meeting with Finance Committee- Review of FY2024 Budget Requests- Health & Human Services, Culture & Recreation, Public Works, and General Government**

At 7:06 PM **Chairman Smith** called the joint meeting of the Select Board and the Finance Committee to order.

***Review of the Board of Health & Health Department Budget Request***

Leo Parent, Board of Health Chair, joined the meeting to review the FY2024 budget request of \$92,416.00. Leo reviewed the highlights & challenges that the Board has worked through in FY2023 that includes the offering of a CPR course, and the transition of the shared Health Agent from the District into the Town of Erving. Leo discussed the hiring of Claudia Sarti and the Oversight Committee reviewing the newly formed agreement by June 30, 2023. Bryan explained transition plan for the shared Health Agent service in the budget. **Selectman Bastarache** discussed additional potential cost of insurance for staff members. **Chairman Smith** explained that under the new arrangement, Erving is taking on the leadership role for the relationship with the towns of Northfield and Shutesbury. **Selectman Bastarache** clarified that Claudia has served as the Town's Health Agent for more than four (4) years and the change was only to internalize the service for the Town. The Select Board and the Finance Committee members expressed no concerns at this time.

***Review of the Senior & Community Center Budget Request***

Paula Betters, Senior Center Director, joined the meeting to review the FY2024 budget request of \$182,749.00. Paula reviewed the highlights and challenges experienced in FY2023, noting that there were minimal challenges with reopening the Center. Paula explained the loss of the regular lunch service and that she is exploring options to provide an alternative service for lunchtime. Paula discussed the strong turnout for programs with new senior participants, highlighting that the exercise classes are meeting the capacity of the space and may need to be broken into more frequent offerings to accommodate the

## Meeting Minutes

interest. Paula discussed the concept of an “emerging senior” and efforts to align programs and services to this demographic. Paula discussed the efforts to hire for the Activities Coordinator position and explained the goal of exploring evening programs and intergenerational programming. Paula discussed the potential programs with the Elementary School. Paula explained the rationale for increasing the budget requests for purchased services and for electricity. **Selectman Bastarache** asked about the increased usage of the Center and Paula provided explanations. **Selectman Bastarache** explained that he wants to see more senior and family programming as the Activities Coordinator comes on board. The Select Board and Finance Committee members discussed wanting to further explore the community aspect of the facility with Paula. The Select Board and the Finance Committee members expressed no further concerns at this time.

### ***Review of the Veterans Services Budget Request***

Bryan reviewed the FY2024 budget request of \$42,500.00. Bryan explained that he is requesting a level funded budget for the Upper Pioneer Valley Veterans Services District assessment and for the benefits line item and is suggesting the creation of a new line item in the amount of \$2,000.00 to support the Veterans recognition banner program that was recently established. The Select Board and the Finance Committee members expressed no concerns at this time.

At 7:46 PM Daniel Hammock recused himself as a member of the Finance Committee.

### ***Review of the Library Budget Request***

On behalf of the Library Trustees, Daniel provided some history for how the FY2024 budget request, in the amount of \$243,675.00, was developed. Daniel discussed some of the fixed costs changes as well as the review of position descriptions and revised classifications. Mackensity Bailey, Trustee, and Abigail Baines, Library Director, joined the meeting. Mackensity reviewed the highlights and challenges for the Library in FY2023, noting the pilot for new open hours for the Library that have attracted young children and seniors. Mackensity explained efforts to expand programming and the increased attendance at the Library, in general, and for programming. Mackensity discussed the settling of staffing with the hiring of the new Director and noted the challenges to complete the punch list on the construction project which includes the LEED certification. Mackensity discussed the increase in service costs, noting both the challenges as well as appreciation for the demand for programming. Abigail discussed the growing pains that have been experienced while transitioning from the projections that were made for operations with the building use assumptions and the experienced costs of running the new facility. **Chairman Smith** asked again for solar performance analysis. Bryan explained that the Town has received the analysis of the building’s energy consumption against the modeling and has been waiting for the solar generation analysis from the engineers. Abigail discussed the LEED certification process and explained that it requires Energy Star monitoring of the electrical systems. **Chairman Smith** asked about LEED certification status. Abigail provided an update on her work with the project architect to apply for certification from the Green Building Council.

Returning to the FY2024 budget request, **Selectman Bastarache** asked about the new positions at the Library. Mackensity clarified that there were newly approved position descriptions for existing staff members and that the Trustees followed the classification schedule. Abigail discussed the Library staffs efforts to increase programming while learning from the community what is needed. Abigail explained that the Department still relies on volunteers for programming support and that the FY2024 budget request includes an increase of \$1,500.00 to support those efforts with the understanding that most programs are funded by grants. Abigail reviewed the Library’s statistics for use in the past year. **Chairman Smith** discussed the potential for Library, Senior & Community Center, and Recreation Commission to

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jointly survey the community and solicit feedback. Mackensy and Abigail discussed ongoing programming and the waiting list that has developed for crafts. The Select Board and the Finance Committee members expressed no further concerns at this time.

At 8:08 PM Daniel Hammock rejoined the joint meeting.

### ***Review of the Recreation Commission Budget Request***

Jacquelyn Boyden and Erik Eichorn, Recreation Commissioners, joined the meeting to review the budget request in the amount of \$142,623.00. Erik reviewed the challenges the Commission has experienced in FY2023, noting the rebuilding of the Commission membership. Erik noted the restoration of Summer Park program after the COVID-19 challenges made it difficult to operate the program. Erik also discussed the return of Trunk or Treat and Rag Shag Parade events for Halloween. Erik discussed challenges that were experienced with the seasonal sports programs, noting the reduction in registrations. Erik explained that the Commission is hopeful for a strong basketball registration. Regarding goals for FY2024, Erik discussed approaching new strategies for reaching out to the residents with direct mailings and continuing to use existing media. Jacquelyn discussed the use of sub-committees and committing to a regular meeting schedule for the Commission. Jacquelyn discussed revisiting the strategic plan for park improvements. Jacquelyn explained that the Commission is in support of the proposed shared use path and discussed the Commission's goal of adding community events. **Chairman Smith** asked for further review of the expenses for park maintenance and ground maintenance. Bryan will review the expense history. **Selectman Bembury** asked about the status of new park signage, explaining his concerns about clearly communicating the rules and expectations for using the Town's parks. Jacquelyn explained that the signage is in the works of being finalized. The Select Board and the Finance Committee members expressed no further concerns at this time.

### ***Review of the Historical Commission Budget Request***

The Select Board and Finance Committee members passed over this agenda topic.

### ***Review of the Town Clerk Office & Elections Budget Requests***

Richard Newton, Town Clerk, joined the meeting to review the FY2024 budget request in the amount of \$54,848.00. Richard reviewed the highlights and challenges of FY2023 for his office, noting the nuanced changes in election laws, and further procedures enacted by the Secretary of State's office for weekly updates and conferences until the State election in November 2022. Richard discussed the progress that has been made on the Bylaw codification project with a goal of completing the work in FY2024. Richard discussed the State's work to implement revisions for a new Vitals Records integrated system with all stakeholders, including Town Clerks. Richard noted that all Town Clerks are awaiting an update to the Statewide Voter registration system. Richard discussed the work that has been done to respond to public records requests and explained the exploration of new software for licensing, cemetery management, and board & commission management. Regarding the budget request, Richard explained that the wages section was adjusted in accordance with the compensation schedule and reflects an overall reduction because there are only two (2) elections in the coming Fiscal Year. The Select Board and the Finance Committee members expressed no concerns at this time.

### ***Review of the Water Department Budget Request***

Peter Sanders, Water & Wastewater Superintendent, joined the meeting to review the Water Department budget request in the amount of \$105,240.00. Peter discussed the launch of the new Per- and Polyfluorinated Substances (PFAS) testing programs for all three (3) public water systems that the Town oversees. Peter discussed the work in FY2023 for the inspection, repainting, and repair of fire hydrants

## Meeting Minutes

throughout the system as well as an effort to replace problematic meters. Peter explained the requested line-item increases related to changes in water testing requirements and well and pump station maintenance. **Chairman Smith** asked about the line item for distribution licenses. Peter explained that relicensing occurs every two (2) years. The Select Board and the Finance Committee members expressed no further concerns at this time.

### ***Review of the Wastewater Department Budget Request***

Peter reviewed the Wastewater Department budget request in the amount of \$1,062,111.00. Peter discussed the new nitrogen testing requirements that are the result of the newest Federal and State permits. Peter discussed the anticipated cost increases and therefore the requested increases for electricity and maintenance line items. Peter discussed the importance of rebuilding the maintenance line items to care for the collection and treatment systems. **Selectman Bembury** asked if the Wastewater Department was participating in the State program to monitor COVID-19 levels. Peter explained that the Town was interested in participation, but that the system was too small to participate. Daniel noted that much of the requested increases are directly related to external costs and regulatory changes. Bryan offered the context for the increases and maintenance requests as the Department is transitioning some maintenance costs from former special articles to the annual operating budget. Debra asked for an explanation of the unforeseen overtime costs, noting that the actual expenses have exceeded the budgeted amount. Peter explained that the line item was used to help cover staff time on special projects and response to alarm calls. **Chairman Smith** added that the line item also covers staff costs for call back and overtime for regular weekend coverage. **Chairman Smith** raised concern that the overtime expenditure for FY2023 will again exceed the appropriation. Debra asked for an explanation about the regular weekend coverage expectations and why it's associated with the overtime line item. Peter discussed the long-standing practice in the Department and explained that he is exploring if it is possible to reduce reporting requirements with the Massachusetts Department of Environmental Protection (MassDEP)

**Chairman Smith** noted the issues associated with estimating the usage of fuel and gas and predicting cost increase. Bryan discussed the review that had been done for budgetary line items and the additional tracking for costs related to testing. **Chairman Smith** discussed the option to consolidate the line item for the River Street pumpstation into the other line items that better define its use. **Chairman Smith** asked about the increased spending in consulting. Bryan explained that those costs were directly related to the reviews needed for the National Pollutant Discharge Elimination System (NPDES) permitting process that the Town underwent. **Chairman Smith** discussed rolling the line item for capital into line item for maintenance. Bryan discussed renaming line items to be clearer about intended purpose. The Select Board and Finance Committee members expressed agreement. **Selectman Bastarache** discussed sewer historical review of the maintenance line item and expressed concern about over funding the line item if not needed. Peter provided some examples of costs that are unexpected when issues in the collection system arise, such as inspectional cameras and jetting. Regarding the unforeseen overtime line item, **Selectman Bastarache** explained that the use of that line item for the weekend coverage can actually be anticipated and does not belong in that line item. Debra expressed concern about consistently scheduling overtime and discussed wanting to understand how scheduling can be structured to cover reporting requirements.

### **Discussion Regarding Water Dept. Project for Distribution System Lead Assessment & Potential SRF Forgivable Loan Opportunity**

The Select Board and Finance Committee members reviewed a memorandum from Peter Sanders, Water & Wastewater Superintendent, and a professional engineering services proposal from Tighe & Bond to



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conduct the Lead Service Line Replacement Plan and Inventory as required by MassDEP and the United States Environmental Protection Agency (EPA). **Chairman Smith** provided an overview of the topic. Peter provided an explanation of the new EPA requirements and assessment regarding lead in the public water distribution systems. Peter discussed the potential to apply for a State Revolving Fund (SRF) loan that can be 100% refunded. Peter discussed the scope of the project work to identify service lines that are lead and galvanized. Debra asked about risk to system. Peter and Bryan explained that the Town's system is expected to be a lower risk because of its age. **Selectman Bembury** asked about the current testing that is done for lead in the water system. Peter explained that the Town currently tests for lead in the water system and that to date all results were under limits. Peter discussed the strategic testing of locations to obtain a representative sample. Debra asked for information about available assistance to property owners that may have a connection to the system that contains lead. Debra also asked what would happen if the Town does not comply with the request from MassDEP. Bryan believes that the Town will be notified of the approval of a forgivable loan application by the Town Meeting. Peter noted that the resulting inventory report will be available publicly. **Chairman Smith** raised concern about the replacement plan component of the required work and how it may impact the customers of the system. Bryan speculated about the program to potential support for property owners.

**Chairman Smith** expressed concern about the statewide scope of this project and his preference to allow the State to pay for associated cost. Daniel expressed concern about the potential impact to homeowners who may not have the means to mitigate lead service pipes that are identified. The Select Board and Finance Committee members discussed needing to better understand the requirements of the replacement plan portion of the project, the available support for homeowners and the potential impact to property owners. Debra explained that the Capital Planning Committee wants to know what other communities are doing around the timeline with the State and the potential to advocate for more time. **Selectman Bastarache** discussed his support for public safety initiatives but noted that he still has questions. **Chairman Smith** wants the Town to follow up with MassDEP regarding the program and its requirements for the SRF loan funds, including: is there sufficient funding available for the Town; and will MassDEP contract for the professional services to conduct the plan because the Town's system serves fewer than 10,000 people; and is the Town guaranteed forgiveness; and does the Town have to carry a long term debt service until 2024 when the loan may be forgiven? The Select Board and Finance Committee will review the topic at the next meeting.

### **Discussion Regarding Scheduling a Special Town Meeting**

The Select Board and Finance Committee members reviewed a memorandum from Bryan regarding the article requests to be considered for inclusion on a potential Special Town Meeting warrant. **Chairman Smith** reviewed the topics, that include authorization to pay bills of a prior year, amendments to the FY2023 operating budget for the Education and Board of Health budgets, as well as amendments to the F2023 capital budget, and asked the Select Board and Finance Committee members if they would like to review a draft Special Town Meeting warrant, including these items, at the next joint meeting. **Selectman Bembury** and **Selectman Bastarache** both expressed agreement. Daniel Hammock also expressed support for reviewing a draft warrant. Bryan will prepare the draft for review at the next joint meeting.

At 9:47 PM **Chairman Smith** made a motion to adjourn the joint meeting of the Select Board and the Finance Committee and to continue with the Select Board meeting. Daniel Hammock seconded. **Vote:** Unanimously approved.

### **Review of Request for Qualifications for Town Hall Feasibility Study**

The Select Board members passed over this agenda topic.

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### **Review of Proposed Personnel Bylaw Draft- 4th Reading**

The Select Board members passed over this agenda topic.

### **Review of Proposed Personnel Policies & Procedures Manual Draft- 4th Reading**

The Select Board members passed over this agenda topic.

### **Review of Bid Documents for Wheelock Street Culvert Replacement Project**

The Select Board members reviewed the draft procurement documents and specifications for the Wheelock Street culvert replacement project. **Chairman Smith** explained that the Capital Planning Committee has reviewed the project and suggest proceeding. **Selectman Bastarache** discussed his review of the plans, and the Select Board members discussed the scope of work in the base bid and the bid alternate. The Select Board members expressed agreement to approve the bid documents. **Selectman Bastarache** made a motion to release the bid documents for the Wheelock Street culvert improvement project. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Appointment of Activities Coordinator Preliminary Screening Committee Members**

The Select Board members reviewed a memorandum from Bryan, recommending the appointment of Hilda Worden and Janis Fuller as members of the Activities Coordinator Preliminary Screening Committee. **Selectman Bastarache** made a motion to appoint Hilda Worden and Janis Fuller to the Activities Coordinator Preliminary Screening Committee. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Adjournment**

At 9:56 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith  
Town Administrator

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**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, December 18, 2023  
**Location:** Senior & Community Center, 1 Care Drive, Erving, MA 01344

**Select Board Present:** Jacob Smith, Scott Bastarache, James Loynd  
**Finance Committee Present:** Deb Smith, Dan Hammock, Ben Fellows, Thomas Duffy, Charles Zilinski  
**Capital Planning Committee Present:** Linda Downs-Bembury, Deb Smith, Jacob Smith, Ben Fellows

**Chairman Smith** stated that the meeting is being recorded and broadcast.

At 6:06 PM **Chairman Smith** called the meeting to order.

### Executive Session

At 6:06 PM **Chairman Smith** made a motion enter into Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with non-union personnel...and contract negotiations with non-union personnel regarding Town Administrator;

And immediately following to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares.

**Chairman Smith** stated that he does so declare. (AFSCME, Wastewater & Water Unit); **Chairman Smith** stated that the Select Board will return to Regular Session. **Selectman Bastarache** seconded. **Roll call vote:**

<b>Selectman Loynd</b>	Aye
<b>Selectman Bastarache</b>	Aye
<b>Chairman Smith</b>	Aye

At 7:06 PM **Chairman Smith** resumed Regular Session.

### Review of Police Department Policy 4.28 Police Vehicles – 3<sup>rd</sup> Reading

The Select Board members conducted a third reading of Police Department policy 4.28, titled Police Vehicles and expressed no concerns with the revisions. **Selectman Bastarache** made a motion to approve the Police Department Policy 4.28 Police Vehicles as amended with the revision date of 12/18/23, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

### Meeting Minutes of January 30, 2023

The Select Board members reviewed the meeting minutes for Monday, January 30, 2023. **Selectman Bastarache** made a motion to approve the meeting minutes of January 30, 2023 as written, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

### Review and Approval of Calendar Year 2023 Alcoholic Beverage Licensing Annual Report

The Select Board members had no concerns. **Selectman Loynd** made a motion to accept the Calendar Year 2023 Alcoholic Beverage Licensing Annual Report as written, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

### Review & Approval of Calendar Year 2024 Alcoholic Beverage Licensing Seasonal Certification Form

The Select Board members discussed that the liquor license for Franklin Grocery will not be renewed for 2024. **Selectman Bastarache** made a motion to approve the Calendar Year 2024 Alcoholic Beverage

## Meeting Minutes

Licensing Seasonal Certification Form as written, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

### **Review and Issuance of Calendar Year 2024 Beverage Licenses**

**Selectman Bastarache** made a motion to renew a Restaurant/All Alcohol Liquor License, effective January 1, 2024 through December 31, 2024 to the French King Bowling Center at 55 French King Highway, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Selectman Bastarache** made a motion to renew an Innkeeper Liquor License, effective January 1, 2024 through December 31, 2024 to the French King Motor Inn at 129 French King Highway, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Selectman Bastarache** made a motion to renew a Retail Package Store Liquor License effective January 1, 2024 through December 31, 2024 to the Flis Market at 5 West Main Street, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Selectman Bastarache** made a motion to renew a Retail Package Store Liquor License, effective January 1, 2024 through December 31, 2024 to the Weatherheads Store at 63 French King Highway, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

### **Joint Meeting with Finance Committee & Capital Planning Committee**

**Chairman Smith** called the joint meeting with the Finance Committee and Capital Planning Committee to order at 7:16 PM.

### **Review & Discussion Regarding Senior Housing Development RFP and Submission**

**Selectman Loynd** recused himself from the discussion due to a conflict of interest. Thomas Duffy, from the Finance Committee, also recused himself due to a conflict of interest.

The Select Board discussed the recommendations that were presented by the Senior Housing Committee last week and explained that they are working with Town Counsel around the difference in proposal and request, and the review of the land issue. It was mentioned that Town Counsel has reviewed the proposal and found it to be satisfactory and is comfortable with the Town proceeding. There was discussion that review is needed for the proposal and land, creating an ANR (approval not required) and working with Rural Development, Inc. (RDI) regarding the parcel lines. **Selectman Bastarache** asked about reformatting of the layout. Debra Smith expressed concern that eighteen (18) units will not be enough and is concerned that workforce housing will be a part of it. She said that she worries that it is not for Erving residents only. William Bembury and Jacquelyn Boyden from the Senior Housing Committee joined the discussion. Jacquie explained that at first, they were also concerned. She explained that RDI couldn't make 30 units feasible with the financial modeling. Jacquie explained that the Senior Housing Committee and RDI had many give-and-take conversations about the number of units and what RDI was able to offer and what the Committee was willing to accept and work with. Bill Bembury stressed that the proposal from RDI for eighteen (18) units for senior housing and the ten (10) multi-generational units with handicap accessibility, is the first response out of three (3) RFP's (Request for Proposals) that the Town has issued and the likelihood of getting a proposal for a 30-unit project is never going to happen. Bill expressed that the Town needs to seize this opportunity, or the project will never happen. Bill explained that RDI will help with grants and other funding opportunities. He said that we are competing with other towns that are applying for senior center grants as well. **Chairman Smith** asked about the topographical challenges and costs. Jacquie explained RDI's rationale in wanting to separate multi-generational from the senior housing units.

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**Selectman Bastarache** said he was in favor of moving forward. Finance Committee member Benjamin Fellows expressed that he is also in favor of moving forward but stated that we should not refer to it as 'Erving' senior housing if it won't be strictly Erving residents. Jacquie stated that RDI indicated that they would help to try to get local preference and that it's not off the table just yet, and they will work toward that goal, but there is no guarantee. Town Planner, Mariah Kurtz, joined the discussion and explained that 'local preference' is a tool that is allowed during a lottery, and she explained the complexities and logistical formulas involved. Mariah stated that the wait list to get into senior housing may not be an accurate representation of the senior population's need. Bryan expressed the reminder of Bill's earlier statement that we are competing for grant money and other funding possibilities. Jacquie said it's important to realize that the developer uses state and federal funds, so it must be offered to everyone, not just Erving. Finance Committee member Daniel Hammock expressed concern that this may not be what Erving wants. **Chairman Smith**, Dan Hammock and Deb Smith all stated that they don't feel it's enough senior units and encouraged more discussion that can happen to get more units as well as more multi-generational units. Dan suggested that maybe Erving would be willing to put more money in if more units were available. Mariah stated that they asked the questions already to RDI and RDI explained in length the limitations. Finance Committee member Charles Zilinski mentioned that the cost per unit was quite large for the \$15,000,000.00 project and asked about Erving's portion. Jacquie confirmed that out of the \$15,000,000.00, Erving's portion is \$448,188.00. Mariah explained that they need to overestimate rather than underestimate. Dan asked about the process, next steps, and timeline. Town Administrator, Bryan Smith, broke it all down. **Chairman Smith** made a motion to award the senior housing/multi-generational housing procurement to Rural Development Inc., conditional upon being approved at Town Meeting, seconded by **Selectman Bastarache**. Finance Committee member Daniel Hammock motioned for the Finance Committee to recommend moving forward with Rural Development, Inc., seconded by Finance Committee member, Ben Fellows. Linda Downs-Bembury from the Capital Planning Committee made a motion to support Rural Development, Inc.'s senior housing proposal, Jacob Smith seconded.

### **Vote:**

Finance Committee, Capital Planning Committee and Select Board:

Deb Smith	Aye
Ben Fellows	Aye
Dan Hammock	Aye
Charles Zilinski	Aye
Linda Downs-Bembury	Aye
<b>Chairman Smith</b>	Aye
<b>Selectman Bastarache</b>	Aye

**Selectman Loynd** and Finance Committee Member Thomas Duffy rejoined the meeting.

### **Discussion Regarding Request to Schedule a Special Town Meeting**

Town Administrator, Bryan Smith, explained the need for the School Committee to sign the bid for transportation agreement. He said the bid opening was on December 7, 2023 and suggested the Special Town Meeting be scheduled in January, or no later than February 7, 2024 as this is a 5-year contract. Additionally, Bryan suggested bringing back the elected officials wages and adding them to this upcoming warrant. He asked if anyone had items to add to this warrant. Deb Smith mentioned the capital stabilization fund for school blinds (\$30,000); she asked to close this out as there has been no movement for five (5) years. Bryan said he will talk to the School Committee and School Administration to get a status update and will inform them that the account will be proposed for closure unless they have a concrete plan. Bryan will bring the status from the School Administration to the next meeting. Discussion revealed that the Recreation Commission is closing out a good portion of their unused capital project funds. Dan

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Hammock from the Finance Committee made a motion to include the elected official wages on the upcoming Special Town Meeting Warrant, seconded by Thomas Duffy, unanimously approved. The Boards will meet jointly again on January 11, 2024. Two dates discussed for the Special Town Meeting are January 24, 2024, or January 31, 2024, depending upon what happens with the joint meeting of the Capital Planning Committee and the Select Board on January 8, 2024.

**Chairman Smith** made a motion at 9:00 PM to adjourn the joint meeting with Capital Planning Committee and Finance Committee, seconded by **Selectman Bastarache**. Vote: Unanimously approved.

### **Review of Engineering Services Proposal – Wastewater Asbestos Pipe Removal Project**

Town Administrator, Bryan Smith, explained that this is an engineering proposal to start the project. Wastewater Superintendent, Peter Sanders, stated that the pipe has been piled up for approximately twenty (20) years. He indicated that the matter was brought to their attention, and it needs to be dealt with. The proposal figure is \$7,000.00 for all engineering services. **Selectman Bastarache** is concerned that the cost is too high, as the pipe is on the surface and doesn't need to be dug out. After some discussion about cost and services the Board asked Pete to get three (3) quotes.

### **Review of Professional Services Proposal – Asbestos Abatement Oversight – Historical Building and Fire Station**

**Chairman Smith** says quote from Atlas looks more reasonable. The Select Board members agreed that once the three (3) quotes come in from the Wastewater project come in, they can decide about this project from there.

### **Review of Flags, Banners & Signs on Governmental Flagpoles, Buildings & Properties Policy Draft – 1<sup>st</sup> Reading**

The Select Board members conducted a first reading of the draft Flags, Banners & Signs on Governmental Flagpoles, Buildings & Properties policy. **Selectman Bastarache** says that having this policy is important. After a brief discussion of the Select Board members, **Chairman Smith** suggested replacing "town business" with "town sponsored" in section 12. The Select Board members agreed and will conduct a second reading at the next meeting.

### **Close Swamp Road Engineering Agreement with Weston & Sampson**

**Chairman Smith** stated he had a meeting with Weston & Sampson and agreed to mutually discontinue work on the Swamp Road Bridge project so that the Town may work through the Small Bridge Program with the Massachusetts Department of Transportation (MassDOT). **Chairman Smith** explained they would write a discontinuance by convenience letter to close out the agreement. **Selectman Bastarache** made a motion to sign the letter to terminate and give **Chairman Smith** the authorization to sign the letter, seconded by **Selectman Loynd**. Vote: Unanimously approved.

### **Review and Issuance of Calendar Year 2024 Business Licenses**

**Chairman Smith** made a motion to renew an Automatic Amusement Device License, effective January 1, 2024 through December 31, 2024 to the French King Bowling Center at 55 French King Highway, Erving, MA, seconded by **Selectman Loynd**. Vote: Unanimously approved.

**Chairman Smith** made a motion to renew a Common Victualers License, effective January 1, 2024 through December 31, 2024 to Dunkin Donuts at 63 French King Highway, Erving, MA; and to Flis Market at 5 West Main Street, Erving, MA; and to Freight House at 11 East Main Street, Erving, MA; and to the French King Bowling Center at 55 French King Highway, Erving, MA; and to Bagels 'N More at 7 West Main Street,

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Erving, MA; and to the French King Restaurant at 126 French King Highway, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Chairman Smith** made a motion to renew and Auto Repair License, effective January 1, 2024 through December 31, 2024 to Greenfield Automotive at 38 French King Highway, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Selectman Bastarache** made a motion to renew a Class I: Agent of Vehicle Manufacturer License, effective January 1, 2024 through December 31, 2024 to Tim's RV, Inc., at 15 East Main Street, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Selectman Bastarache** made a motion to renew a Class II: Auto Repair/Retail License, effective January 1, 2024 through December 31, 2024 to Accurate Automotive at 21 Lester Street, Erving, MA; and to Rose Ledge Companies at 21 Poplar Mountain Road, Erving, MA; and to Stoneville Auto at 64 East Main Street, Erving, MA; and to Tim's RV, Inc. at 15 East Main Street, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Selectman Bastarache** made a motion to renew a Class II: Used Vehicle Retail License, effective January 1, 2024 through December 31, 2024 to Erving Equipment at 38 French King Highway, Erving, MA, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

**Selectman Loynd** made a motion to renew a Class III: Buy & Sell Vehicle Parts License, effective January 1, 2024 through December 31, 2024 to Rose Ledge Companies at 21 Poplar Mtn Road, Erving, MA; and to Stoneville Auto at 64 East Main Street, Erving, MA, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

**Selectman Loynd** made a motion to renew a Motel License, effective January 1, 2024 through December 31, 2024 to French King Motor Inn at 129 French King Highway, Erving, MA, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

### **Review of Bridge Street Reconstruction & Maple Avenue Paving Project Bid Documents**

**Selectman Bastarache** questioned the base bid cost. Town Administrator, Bryan Smith, explained that it is part of the strategy to make a bid work for the contractor. After a brief discussion, the Select Board members agreed to revise the verbiage in 12a. They discussed and agreed to remove William Bembury's name anywhere that it appeared in the invitation to bid as he is no longer a Selectman. **Chairman Smith** made a motion to approve the Bridge Street Reconstruction & Maple Avenue Paving Project Bid Documents and release as amended, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

### **Review of Proposed Personnel Policies & Procedures Manual Draft – 6<sup>th</sup> Reading**

**Chairman Smith** noted changes and suggested they carry to the next meeting. Town Administrator, Bryan Smith, informed the Select Board Members that the language changes from the last meeting have been made. He mentioned that Town Counsel had responded to Parental Leave and Counsel proposed verbiage. **Selectman Loynd** said he is okay with the verbiage around Parental Leave. Bryan made a note of several verbiage change suggestions from the Select Board collectively from page 9 through 12 and agreed to bring Parental Leave and Bereavement Leave discussion back to the next meeting. **Chairman Smith** made a motion to adopt the Holiday Section on page 17, Article 4, Subsection 1 after striking the last sentence, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

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### **Next Meeting**

The Select Board agreed to meet again on January 8, 2024.

### **Adjournment**

At 10:20 PM **Chairman Smith** made a motion to adjourn. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Elizabeth Sicard  
Administrative Assistant

DRAFT



## Meeting Minutes

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, January 08, 2024  
**Location:** Senior & Community Center, 1 Care Drive, Erving, MA 01344

**Select Board Present:** Jacob Smith, James Loynd  
**Finance Committee Present:** Debra Smith, Daniel Hammock, Benjamin Fellows, Thomas Duffy

At 6:06 PM **Chairman Smith** called the meeting to order.

### Executive Session

At 6:07 PM **Chairman Smith** made a motion to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares. **Chairman Smith** stated that he does so declare. (AFSCME 1725, Wastewater & Water Unit); and

immediately following to enter Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel ...and contract negotiations with non-union personnel regarding Town Administrator. **Chairman Smith** stated that the Select Board will return to Regular Session. **Selectman Loynd** seconded. Roll Call Vote:

<b>Selectman Loynd</b>	Aye
<b>Chairman Smith</b>	Aye

### Regular Session

At 6:36 PM **Chairman Smith** called the Select Board meeting back to order in Regular Session.

### Oath of Office for Officer Garvey

Robert Holst, Chief of Police, joined the Select Board to introduce Patrol Officer Brandon Garvey, the newest hire to the Police Department. Officer Garvey and Richard Newton, Town Clerk, joined the meeting. Town Clerk Newton administered the oath of office to Officer Garvey. The Select Board members welcomed Officer Garvey to the Police Department.

### Ratification of Collective Bargaining Agreement with AFSCME 1725

**Chairman Smith** made an announcement that the Select Board has ratified the collective bargaining agreement with the AFSCME 1725, Water and Wastewater Unit, with an effective term of July 1, 2023, through June 30, 2026.

### Ratification of Town Administrator Agreement

**Chairman Smith** explained that the Select Board has finalized the employment agreement for the Town Administrator. **Chairman Smith** made a motion to ratify the agreement for the Town Administrator, effective July 1, 2023, through June 30, 2026. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

### Review of Flags, Banners, & Signs on Governmental Flagpoles, Buildings & Properties Policy Draft- 2nd Reading

The Select Board members conducted a second reading of the Flags, Banners, Signs on Governmental Flagpoles, Buildings & Properties policy draft. **Chairman Smith** asked to make grammatical changes in sections .07 and .08. Bryan Smith, Town Administrator, will make those revisions. The Select Board will conduct a third reading at a future meeting.

## Meeting Minutes

### **Review of Meeting Minutes of December 11, 2023**

The Select Board members reviewed the meeting minutes for Monday, December 11, 2023. **Chairman Smith** motion to approve the minutes of December 11, 2023, as written. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

### **Review of Meeting Minutes of January 09, 2023**

The Select Board members passed over this agenda item.

### **Review of Meeting Minutes of March 27, 2023**

The Select Board members passed over this agenda item.

### **Review of Public Layout for Bridge Street and Maple Avenue**

The Select Board members reviewed the proposed layouts for Maple Avenue and for Bridge Street, including a memorandum from Bryan and a draft notice of layout for the Board's consideration. **Chairman Smith** provided an overview of the project and discussed the situation with the end of Maple Avenue, noting that two (2) properties would gain frontage from this proposed layout. **Chairman Smith** explained the work with Bridge Street as an "ancient way" and that the layout would provide current metes and bounds on a recorded plan. Regarding the proposed taking on Maple Avenue, **Chairman Smith** explained that the affected properties owners have been spoken to and have shown initial interest in pursuing this course of action through a friendly taking. Bryan explained the conversations that have taken place and discussed the proposed timeline for holding a public layout hearing and taking the matter to Town Meeting for review by the voters. The Select Board members expressed support for issuing a notice of public layout and for holding a public hearing. **Selectman Loynd** made a motion to send notice of our intention for the layout of the following public ways: Bridge Street and Maple Avenue, to hold a public hearing on these proposed layouts on Monday, January 22, 2024, at 7:00 PM, to be held at the Erving Senior & Community Center, at 1 Care Drive, Erving, MA 01344. **Chairman Smith** seconded. **Vote:** Unanimously approved.

### **Review of Town Administrator Position Description**

The Select Board members reviewed proposed revisions to the Town Administrator position description. The members corrected a typographical error on Page 2 in the essential function section. The Select Board members expressed no further edits or concerns. **Chairman Smith** made a motion to adopt the Town Administrator job description, as presented with the one typo change, effective January 8, 2024. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

### **Review and Potential Appointment of Zoning Board of Appeals Vacancy Letter of Interest- Holly Fitzpatrick**

The Select Board members reviewed a memorandum from Bryan recommending the appointment of Holly Fitzpatrick to the Zoning Board of Appeals, along with the letter of interest that was submitted by Holly. The Select Board members expressed support for proceeding with the appointment. **Selectman Loynd** made a motion to appoint Holly Fitzpatrick as a member of the Zoning Board of Appeals, effective January 08, 2024, with a term ending June 30, 2025. **Chairman Smith** seconded. **Vote:** Unanimously approved.

### **Review of Federal FY21 Community Development Block Grant Report- QE 12-31-2023**

The Select Board members reviewed the quarter ending December 31, 2023, report for the Federal FY2021 Community Development Block Grant funded Housing Rehabilitation Program for the Towns of

## Meeting Minutes

Erving, Northfield, and Warwick. The Select Board members expressed no concerns and discussed appreciation to see the program is in order with the funds spent as intended and projects being completed.

### **Review of Special Town Meeting Warrant Draft**

The Select Board members reviewed the draft Special Town Meeting warrant. **Chairman Smith** discussed the request to set the date for January 31, 2024, and the proposed location of the Senior & Community Center. The Select Board members expressed concern that the Senior & Community Center may not provide sufficient capacity and would like to know if the Elementary School is available. Bryan will follow up regarding the Elementary School's availability for either January 30, 2024, or January 31, 2024.

**Review of Article 5- Appropriation for the Capital Stabilization Fund:** **Chairman Smith** discussed the guidance that was issued to departments, boards, and commission regarding the need to closeout unspent balances in existing special article funds unless they could justify the use of the unspent funds with a plan to do so. **Chairman Smith** noted that the Select Board had not reviewed the special article fund balances that fall under the Board's review as he anticipated they would. **Chairman Smith** discussed the special article that was appropriated for the funding of a Town Hall feasibility study and asked if the Select Board is ready to act in the next six (6) months or if the Select Board should return the funds to the Capital Stabilization Fund and request the funding in the future when the Town has the capacity to move the project forward. **Selectman Loynd** expressed support for closing the special article balance out to the Capital Stabilization fund and to consider a future project request. **Chairman Smith** expressed agreement. Bryan will amend the draft Article 5 to reflect the Select Board's decision.

### **Joint Meeting with Finance Committee: Review of Special Town Meeting Warrant Draft**

At 7:03 PM **Chairman Smith** called the joint meeting of the Select Board and the Finance Committee to order. Debra Smith, Daniel Hammock, Thomas Duffy, and Benjamin Fellows joined the meeting.

### **Review of Special Town Meeting Warrant Draft (continued)**

**Review of Article 1: Acceptance of the Relocation of Bridge Street:** The Select Board and Finance Committee members reviewed the proposed Article language for the adoption of the public road layout for Bridge Street. No concerns were expressed at this time.

**Review of Article 2: Acceptance of the Relocation of Maple Avenue:** The Select Board and Finance Committee members reviewed the proposed Article language for the adoption of the public road layout for Maple Avenue. The Select Board explained that the draft Article language would be amended to include taking language that would amend the metes and bounds of the layout for review at the next joint meeting. No further concerns were expressed at this time.

**Review of Article 3: Amended the FY2024 Elected Official Compensation:** The Select Board and Finance Committee members reviewed the proposed Article language that would amend the FY2024 compensation for the Tax Collector, Town Clerk and Treasurer, in accordance with the compensation schedule. **Chairman Smith** reviewed the Article information and suggested revisions to make it clear that no additional funding is necessary to make these changes as it has already been budgeted. Bryan will make the revisions to the Article information and the presentation of the compensation table as requested, to be reviewed at the next joint meeting. No further concerns were expressed at this time.

**Review of Article 4: Appropriation to the Opioid Settlement Stabilization Fund:** The Select Board and Finance Committee members reviewed the proposed Article language that would appropriate \$22,716.85 that was received from settlement agreements and that closed out to Free Cash into the special purpose Stabilization Fund. **Chairman Smith** explained that this Article was passed over previously because the Town had to wait until Free Cash was certified to make this transfer. Bryan noted that this is a one-time request to address the funds that had been received from the settlement agreements prior to the Stabilization Fund being created and that all future receipts are directly deposited into the fund. No concerns were expressed at this time.

**Review of Article 5- Appropriation for the Capital Stabilization Fund (revisited):** The Select Board and Finance Committee members reviewed the proposed Article language that would close several special article funds out and transfer the aggregate balance into the Capital Stabilization Fund. **Chairman Smith** explained that just prior to the joint meeting the Select Board had agreed to propose closing out the Town Hall feasibility study special article and to add that balance to Article 5. Bryan explained that the unspent balance in the special article is \$149,418.00 which would make the amended Article 5 total \$380,176.57. The Finance Committee members expressed agreement. No further concerns were expressed at this time.

**Review of Article 6: Appropriation for Modular Office Space for Public Works:** The Select Board and Finance Committee members reviewed the proposed Article language that would appropriate \$75,000.00 from an existing special article for the purpose of acquiring modular office space for Public Works. **Chairman Smith** provided an overview the justification of the proposed Article. Debra noted that the Capital Planning Committee had previously considered the request and expressed support. No concerns were expressed at this time.

**Review of Article 7: Appropriation for Town Properties Board, Secure & Security:** The Select Board and Finance Committee members reviewed the proposed Article language that would close out the unspent fund balances, in special articles related to the former Usher Mill and IP Mill sites, into a single special article to be used for the boarding and securing of Town-owned properties. Bryan discussed adding clarification in the language of the Article that it would establish a new account for the stated purpose. The Select Board and Finance Committee members discussed revisions to the Article information. Bryan will revise the article information for review at the next joint meeting. No further concerns were expressed at this time.

**Review of Article 8: Authorization to Sign Five Year Contract for School Transportation Services:** The Select Board and Finance Committee members reviewed the proposed Article language that would authorize the School Committee to sign a multi-year agreement for School transportation services. No concerns were expressed at this time.

**Chairman Smith** asked if the Finance Committee is prepared to make recommendations on the proposed warrant articles. Debra explained that the Finance Committee met to review the warrant and voted to recommend approval of all proposed articles. Bryan will revise the warrant draft to reflect the recommendations.

**Select Board Recommendation: Chairman Smith** made a motion for the Select Board to recommend approval of Article 8. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

## Meeting Minutes

Regarding the first budget meeting, set for Thursday, January 11, 2024, **Chairman Smith** explained that the Select Board will first meet at 6:30 PM and will plan to begin the joint meeting of the Select Board, Finance Committee and Capital Planning Committee at 6:45 PM. Debra discussed the goal of adhering to a 2-hour limit for the full joint meeting. **Chairman Smith** reviewed the listing of Public Safety and Public Works departments that will present budget requests. Debra noted that the Capital Planning Committee has already sent follow-up questions to each of the department heads regarding their respective capital project requests. The Select Board and Finance Committee members discussed the practical application of budget presentations and whether a goal of 15-minute presentations for each department is reasonable. **Chairman Smith** gave his sense of the time needed for the Police Department, Animal Control, Fire & Emergency Medical Services Department, Emergency Management Department, Highway Department, Buildings & Grounds Department, Cemetery Department, Water Department, and Wastewater Department. Benjamin suggested the use of a counter to help monitor presentation time. Debra suggested establishing a presentation agenda so that departmental presentations go in a particular order by categories and allowing brief presentations to go first. **Chairman Smith** will prepare a presentation agenda. Debra discussed the need for Select Board, Finance Committee and Capital Planning Committee members to “self-police” to avoid taking presentations into tangential conversations. Members expressed agreement and discussed maintaining a list of additional topics that come up throughout departmental presentations that can be addressed in future joint meetings.

At 7:47 PM **Chairman Smith** made a motion adjourn the joint meeting and continue the Select Board meeting. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

### **Review of Proposed Personnel Policies & Procedures Manual Draft- 5th Reading**

The Select Board members reviewed the revised draft of the Personnel Policies & Procedures Manual. Bryan reviewed the revisions that have been made since the last Select Board review. Regarding bereavement leave, the Select Board members discussed the need to spend more time reviewing the section and wanting to wait for **Selectman Bastarache** to be present for the conversation about any further revisions. Bryan will incorporate feedback from Personnel Counsel into the parental leave section and will incorporate a waiver provision in the meal breaks section. Regarding the meal breaks section, **Chairman Smith** suggested using the term “Police Officers” instead of “Patrol Officers.” Further, **Chairman Smith** would like the section clarified for Public Works employees that are engaged in the performance of the emergency duties.

**Chairman Smith** noted the need to revisit what is included in the calculation for determining overtime eligibility. **Selectman Loynd** expressed concern about employees returning from a leave and only being paid straight time if they are held beyond shift. **Chairman Smith** noted the concerns with allowing the use of sick time to be included in determining overtime eligibility and needing to balance that with not encouraging people to respond to work sick. **Chairman Smith** and **Selectman Loynd** discussed support for including the use of vacation and personal time in determining eligibility for overtime. Bryan will review the current practice of determining overtime eligibility with the Treasurer. **Chairman Smith** wants the Select Board to consider whether to include the use of holiday leave in determining overtime eligibility and reviewed noted some examples and the concerns that it would present in departments like the Police Department. **Chairman Smith** discussed his conversation with Chief Holst and the impacts on the Police Department. **Chairman Smith** would like the outcome to be that employees that are required to work are paid time and half. The Select Board members agreed to table further conversation on the manual until a future meeting.

## Meeting Minutes

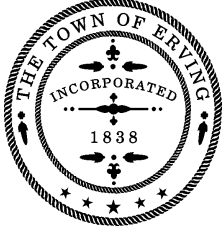
### **Adjournment**

At 8:25 PM **Chairman Smith** made a motion to adjourn. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith  
Town Administrator

DRAFT



# TOWN OF ERVING

## SELECT BOARD

12 East Main Street  
ERVING, MASSACHUSETTS 01344

Tel. 413-422-2800

Fax 413-422-2808

Email: [administrator@erving-ma.gov](mailto:administrator@erving-ma.gov)

Jacob A. Smith, Chair  
Scott Bastarache  
James Loynd  
*Select Board*

Bryan Smith  
*Town Administrator*

January 26, 2024

To: Select Board  
From: Bryan Smith, Town Administrator  
CC: Peter Sanders, Water & Wastewater Superintendent  
Glenn McCrory, Highway Superintendent

RE: Watermain Break Procurement on River Road

In response to the watermain break on River Road that occurred on Thursday, January 25, 2024, the Town had to conduct an emergency procurement for excavation and heavy equipment work to reach the watermain break, and then reconstruct the road base after the watermain was fixed.

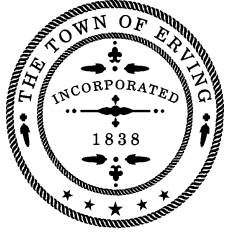
I filed an emergency procurement authorization to waive the advertising requirements as the costs were expected to exceed \$10,000 with the Massachusetts Division of Capital Management and Maintenance. DCAMM has issued waiver No. 4618 approving the request to waive the advertising requirements.

Because of the emergent nature of the repairs, the Select Board can waive the competitive procurement process. The Town was able to arrange for the services with a contractor the day of the break. The roadway and sidewalk were able to be patched with concrete on Friday, January 26, 2024.

I would recommend that the Select Board vote to waive the competitive procurement requirement for the River Road water main emergency repair work, and award the scope of services Johnson Asphalt Paving, LLC. Final invoices have not yet been received.

### **Recommended Vote Language**

A motion to waive the competitive procurement requirement for the emergency repair work for the River Road watermain emergency repair work and to engage Johnson Asphalt Paving, LLC, and authorize Bryan Smith to execute all necessary agreements.



# TOWN OF ERVING

## SELECT BOARD

12 East Main Street  
ERVING, MASSACHUSETTS 01344

Tel. 413-422-2800  
Fax 413-422-2808  
Email: [administrator@erving-ma.gov](mailto:administrator@erving-ma.gov)

Jacob A. Smith, Chair  
Scott Bastarache  
James Loynd  
*Select Board*

Bryan Smith  
*Town Administrator*

Emergency Waiver of advertising requirements under M.G.L. c. 149, §44J (6) is hereby granted.  
/s/ Susan Goldfischer, Esq.  
Deputy General Counsel  
Division of Capital Asset Management & Maintenance

Emergency Waiver No. 4618  
Granted January 25th, 2024  
By Attorney Susan Goldfischer

January 25, 2024

Adam Baacke, Commissioner  
Massachusetts Division of Capital Asset Management and Maintenance  
Attn: Office of General Counsel  
1 Ashburton Place, 15<sup>th</sup> Floor  
Boston, Massachusetts 02108  
Via E-Mail: [emergencywaivers.dcammm@mass.gov](mailto:emergencywaivers.dcammm@mass.gov)

Dear Commissioner Baacke,

The Town, acting through the Select Board as the awarding authority, seeks a waiver of the advertising requirements of MGL Chapter 149, Section 44J(6) as it relates to the emergency excavation, removal, repair and heavy equipment work required to respond to a water main break that was observed and reported on or around January 25, 2024. The water main break has caused damage to the roadway, sidewalk, and the adjacent private property. The required work, necessary to respond to the damage caused by the break is outlined in the following sections:

**The nature of the extreme emergency and how it creates an immediate threat to the health or safety of people or property:**

On or around January 25, 2024, water was observed flowing from an area on River Road, undermining a portion of the public road, the sidewalk, and flowing across the ground onto private property and the road surface. The location of the break is in front of a private home. Further the water main break is in an area where the town has a gravity sewer line. The observed water flow has required the excavation of the sidewalk and road surface in order to repair the line. Without excavation it is not possible to determine the extent of the risk posed to the rest of the roadway and the underground gravity sewer.

**How and when (date) the awarding authority became aware of the emergency situation:**

Approximately 9:00AM on Thursday, January 25, 2024, the Town's public works departments received calls for service and observed water flowing from the roadway, undermining the sidewalk and roadway. Upon responding the departments realized that the approximate area of the break is near the gravity sewer line and would require immediate excavation and repair.



**The proposed scope of work necessary to preserve the health or safety of persons or property for which the awarding authority is seeking an emergency waiver – include a statement that the scope of work described is the minimum work necessary to alleviate the emergency:**

To alleviate the emergency, excavation work must commence to gain access to the damaged water main pipe so that the Town can assess the damage and then repair the water main. Depending on the damage that is observed, or that is necessary to excavate and access the water main, adjacent structures will require repair, including the restoration of the base material and paving of the roadway and the sidewalk.

**Why the time requirements involved in the standard bidding process will not suffice:**

The time requirements required under the standard bidding process will not suffice as the identification of the specific area of damage to the water main and the resulting repair must be conducted as soon as possible to protect the water supply and to prevent further damage to the public roadway and the adjacent private property. The additional time required to meet the standard bidding process timeline prevents the Town from completing this work in timely manner and continues the risk to residents as well as public and private property. Further, because of the proximity to the gravity sewer line there is further potential risk to other critical infrastructure that must be prevented.

**To the extent a bid solicitation process is possible, explain that process to be used (maximizing competition - minimum 3 competitive prices); if a bid solicitation process is not possible or cannot meet the minimum standard, then explain why:**

The Town will contract with licensed vendors that customarily provide the needed services but the standard bid solicitation process for the emergency services is not practical. Following a competitive bid solicitation process will put the Town at risk of not completing the necessary work in a timely manner.


**The approximate dollar value of the emergency scope of work:**

The estimated cost of the associated work in the stated emergency scope is \$15,000.00.

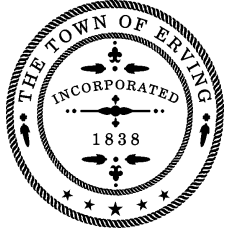
**A statement that the awarding authority acknowledges that the prevailing wage law (all projects), bonding requirements (all projects over \$25,000) and the DCAMM contractor certification requirements (building projects over \$150,000) apply to emergency projects:**

The Town, as the awarding authority, acknowledges that the prevailing wage law applies to this project and will secure a prevailing wage schedule. Further, the Town acknowledges that any projects that exceed \$25,000 in cost will require a payment bond.

Respectfully submitted,



Bryan Smith  
Town Administrator



# TOWN OF ERVING

## SELECT BOARD

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Jacob A. Smith, Chair  
Scott Bastarache  
James Loynd  
*Select Board*

Bryan Smith  
*Town Administrator*

January 26, 2024

To: Select Board  
Finance Committee  
Capital Planning Committee  
From: Bryan Smith, Town Administrator

RE: FY2025 Budget Updates

It has been approximately a month since I sent you the FY2025 operating and capital budget requests from all departments, boards and commissions, along with the initial revenue source projections so that you could begin the planning process.

**Revenue:** This week, Governor Healey filed her FY2025 budget proposal that includes the initial projections for municipal receipts and charges from the State. While the State is anticipating flat revenue projections for FY2025, the Governor has increased unrestricted government aid by 3%. This resulted in an increase of \$2,411.00. As you will see in the associated table below, State support for Veterans benefits increased by \$5,687.00, Chapter 70 increased by \$6,120.00, State owned land payments increased by \$336.00, and Public Library aid increased by \$146.00.

PROGRAM	FY2024 Cherry Sheet Estimate	FY2025 Governor's Local Aid Proposal	FY2025 House Budget Proposal	FY2025 Senate Budget Proposal	FY2025 Conference Committee
<b>Education Receipts:</b>					
Chapter 70	556,000	562,120			
School Transportation	0	0			
Charter Tuition Reimbursement	2,376	2,663			
Smart Growth School Reimbursement	0	0			
<b>Offset Receipts:</b>					
School Choice Receiving Tuition	0	0			
<b>Sub-Total, All Education Items:</b>	<b>558,376</b>	<b>564,783</b>			
<b>General Government:</b>					
Unrestricted Gen Gov't Aid	80,348	82,759			
Local Share of Racing Taxes	0	0			
Regional Public Libraries	0	0			
Veterans Benefits	4,735	10,422			
Exemp: VBS and Elderly	13,105	15,267			
State Owned Land	70,889	71,225			
<b>Offset Receipts:</b>					
Public Libraries	5,017	5,163			
<b>Sub-Total, All General Government:</b>	<b>174,094</b>	<b>184,836</b>			
<b>Total Estimated Receipts:</b>	<b>732,470</b>	<b>749,619</b>			

On State Charges we are anticipating a reduction from FY2024, including a reduction of \$4,200.00 in School Choice, a reduction of \$15,693.00 in Charter School Tuition, and a reduction of \$4,740.00 in Regional Transit.

PROGRAM	FY2024 Cherry Sheet Estimate	FY2025 Governor's Local Aid Proposal	FY2025 House Budget Proposal	FY2025 Senate Budget Proposal	FY2025 Conference Committee
<b>County Assessments:</b>					
County Tax	0	0			
Suffolk County Retirement	0	0			
<b>Sub-Total, County Assessments:</b>	<b>0</b>	<b>0</b>			
<b>State Assessments and Charges:</b>					
Retired Employees Health Insurance	0	0			
Retired Teachers Health Insurance	0	0			
Mosquito Control Projects	0	0			
Air Pollution Districts	1,107	1,134			
Metropolitan Area Planning Council	0	0			
Old Colony Planning Council	0	0			
RMV Non-Renewal Surcharge	1,920	2,340			
<b>Sub-Total, State Assessments:</b>	<b>3,027</b>	<b>3,474</b>			
<b>Transportation Authorities:</b>					
MBTA	0	0			
Boston Metro. Transit District	0	0			
Regional Transit	20,566	15,826			
<b>Sub-Total, Transp Authorities:</b>	<b>20,566</b>	<b>15,826</b>			
<b>Annual Charges Against Receipts:</b>					
Multi-Year Repayment Program	0	0			
Special Education	0	0			
<b>Sub-Total, Annual Charges:</b>	<b>0</b>	<b>0</b>			
<b>Tuition Assessments:</b>					
School Choice Sending Tuition	185,157	180,957			
Charter School Sending Tuition	44,445	28,752			
<b>Sub-Total, Tuition Assessments:</b>	<b>229,602</b>	<b>209,709</b>			
<b>Total All Estimated Charges:</b>	<b>253,195</b>	<b>229,009</b>			

The net effect of these proposed changes in State charges and receipts from my earlier projections increases available revenue by \$95,610.00. I want to offer caution that these numbers are subject to change as the Senate and the House works through their respective budget processes and then enter the joint conference to reconcile the budget until it is voted on and signed into law. I will provide updates on any significant changes in State revenue projections.

**Additional Funding:**

The status of other funding sources to be aware of include that the Governor has proposed to fully fund the 4<sup>th</sup> year of the Students Opportunities Act, additional funding for rural schools, and proposed a new funding stream reserved for rural road improvements. These are not sources that are available to budget with currently. The Governor is also proposing to create a new Disaster Relief Fund for the State to assist municipalities when we experience disasters such as flooding. While this doesn't help Erving from our previous experiences, it will potentially serve as a resource if we experience storm related damage again in the future.

## **Operating Cost Changes and Assessment Updates:**

**Retirement:** On January 03, 2024, the Franklin County Retirement System Board issued FY2025 assessments to members. For the upcoming fiscal year, Erving's assessment will be \$509,016.00 which will require a budget increase of \$66,016.00.

**Property Insurance:** On January 25, 2024, I was notified by the insurance company that they had recently inspected and reviewed the valuations for Wastewater Treatment Plant #1 (POTW1), Fire Station 2, Police Station, and Town Hall and determined that the values needed to be significantly adjusted. The most significant value change is for the wastewater treatment facility. I have approved the coverage changes, and the company has provided me with the adjustment for the premiums. As such, I will need to increase the insurance line item in the Wastewater Department budget by \$20,000.00. The changes for the other 3 facilities equate to approximately \$5,000.00. I believe that the current budget request in the insurance section is sufficient to cover these changes along with the anticipated 4.5% rate change.

While this is significant, I want to clarify that this process began back in 2018. The Elementary School was the first facility to be evaluated and to have the values adjusted and therefore the premium adjusted. The COVID-19 pandemic interrupted this process, and they are busy working through the backlog.

**Franklin County Solid Waste Management District:** On January 17, 2024, the Solid Waste District Board finalized the FY2025 budget and issued assessments. Erving's assessment will be \$18,062.00 and therefore the FY2025 budget request that I previously submitted to you is sufficient.

**Franklin Regional Council of Governments:** On January 25, 2024, the FRCOG Council met to approve the FY2025 budget and issued assessments. Erving's assessment is a 5% reduction from FY2024, and is broken down as follows:

Regional & Statutory Assessment:	\$43,631.00
Emergency Preparedness Council:	\$150.00
Cooperative Public Health (Nursing):	\$10,408.00
Highway Procurement:	\$2,850.00
Cooperative Inspection Program:	\$7,600.00

The majority of the decrease is associated with the regional & statutory assessment. Therefore we can decrease the FY2025 budget for the assessment by \$9,150.00. The FY2025 requests for FCCIP, Highway procurement, and Nursing are all sufficient.

## FY2025 Budget Revenue Sources

ESTIMATES

updated 1-26-2024

<b>General Fund</b>	<b>FY2025</b>
<b>Revenue</b>	
Previous Fiscal Year Levy Limit	\$ 12,422,348
2.5% Allowed by Law	\$ 310,559
Amendment from Previous Fiscal Year New Growth	\$ -
New Growth Estimate	\$ -
<b>Estimated Funds Available to Raise &amp; Appropriate</b>	<b>\$ 12,732,907</b>
Assessors Overlay	\$ (200,000)
State Charges	\$ (229,009)
State Receipts	\$ 749,619
Local Estimated Receipts Projected	\$ 240,000
General Fund Free Cash (as of 10-23-2023)	\$ 769,827
<b>Total Estimated General Fund Revenue</b>	<b>\$ 14,063,344</b>

<b>Wastewater Enterprise Fund</b>	
Retained Earnings Balance (as of 10-23-2023)	\$ 1,018,566
FY2025 Raise & Appropriation	
FY2025 Estimated Montague Receipts	
<b>Total Estimated Wastewater Fund Revenue</b>	<b>\$ 1,018,566</b>

<b>Water Enterprise Fund</b>	
Retained Earnings Balance (as of 10-23-2023)	\$ 228,891
FY2025 Estimated Receipts Revenue	
<b>Total Estimated Water Enterprise Fund Revenue</b>	<b>\$ 228,891</b>

<b>PEG ACCESS Fund</b>	
Fund Balance (as of June 30, 2023)	\$ 104,803
FY2025 Estimated Receipts Revenue	\$ 15,500
<b>Total Estimated PEG Access Fund Revenue</b>	<b>\$ 120,303</b>

<b>Trust Funds</b>	
General Stabilization Balance (as of June 30, 2023)	\$ 10,951,377
Capital Stabilization Balance (as of June 30, 2023)	\$ 862,896
OPEB Trust Balance (as of June 30, 2023)	\$ 6,082,817
Cemetery Perpetual Care Expendable (as of June 30, 2023)	\$ 24,222
Conservation Fund (as of June 30, 2023)	\$ 9,215
<b>Total Trust Fund Balances</b>	<b>\$ 17,930,527</b>

Note: State receipts and charges have been revised as the Governor presented her FY2025 proposed budget and released estimated cherry sheet numbers. These are subject to change and will be updated as the House and Senate work through the budget process. At this time I am not projecting new growth based on feedback from the Assessor's Office and we are anticipating no significant changes in local receipts.

Water receipts are not estimated until April after the spring water meter readings are complete and the full year of consumption data is available for the formula.

The agreement with Montague for the treatment of wastewater is up for negotiation which may have an impact on the anticipated receipts.

**Employee Benefits**

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses Subtotal</b>							
001 911 200 91100 517000	County Retirement**	\$ 420,000	\$ 399,731	\$ 443,000	\$ 442,559	\$ 509,016	\$ 66,016
001 913 200 91300 517240	Unemployment Payments	\$ 10,000	\$ 9,871	\$ 10,000	\$ 3,065	\$ 10,000	\$ -
001 914 200 91400 517200	Health Insurance**	\$ 1,290,000	\$ 1,244,296	\$ 1,290,000	\$ 401,617	\$ 1,472,400	\$ 182,400
001 914 200 91401 517200	Health Insurance- Union 28 Assessment	\$ 50,000	\$ 41,384	\$ 50,000	\$ 12,196	\$ 50,000	\$ -
001 915 200 91500 517220	Life Insurance*						\$ -
001 916 200 91600 517230	Medicare Expenses	\$ 65,000	\$ 68,530	\$ 65,000	\$ 19,891	\$ 70,000	
001 919 200 91900 517300	Benefits Administration	\$ 1,400	\$ 1,348	\$ 1,400	\$ 390	\$ 1,400	\$ -
<b>Ordinary Expenses Subtotal</b>		<b>\$ 1,836,400</b>	<b>\$ 1,765,160</b>	<b>\$ 1,859,400</b>	<b>\$ 879,718</b>	<b>\$ 2,112,816</b>	<b>\$ 253,416</b>
<b>Special Articles &amp; Continuing Appropriations</b>							
001 919 900 91910 517990	Other Post Employment Benefits (OPEB)	\$ 300,000	\$ 300,000	\$ 100,000	\$ -	\$ 100,000	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>Department Total</b>		<b>\$ 2,136,400</b>	<b>\$ 2,065,160</b>	<b>\$ 1,959,400</b>	<b>\$ 879,718</b>	<b>\$ 2,212,816</b>	<b>\$ 253,416</b>

\* New line item for better expense tracking

\*\* County Retirement has been revised to reflect the FY25 Board assessment.

\*\*\*Health insurance has been estimated as assessments have not been set yet and is subject to change. Increase reflects a 6% as was observed last year and the adding of a buffer for up to 5 positions of coverage.

## Section 2 | General Government

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**Town Moderator**

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b><i>Salary &amp; Wages</i></b>							
001 114 100 11400 511000	Elected Official Stipend	\$ 350	\$ 350	\$ 350	0	\$ 350	\$ -
<b><i>Salary &amp; Wages Subtotal</i></b>		\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -
<b>Department Total</b>		\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -



## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Select Board & Administration

**Submitted by:** Bryan Smith

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

The Select Board and the Office said goodbye to William Bembury, long time member of the Select Board as he has decided not to run for a 4<sup>th</sup> term for office and welcomed newest Select Board member James Loynd.

The Office has worked closely with the Treasurer's Office and the Town Accountant's Office on the launch of a new financial management platform. This project involved a restructuring of the Town's entire chart of accounts which should allow for more consistency in reporting across departments and to allow for better tracking for all special revenue funds, such as gifts, revolving funds and grants. The Office also worked to negotiate a new three-year successor collective bargaining agreement with NEPBA Local 121 and a new first term collective bargaining agreement, for three years, with AFSCME 1725. The Office is working with the Select Board and legal counsel to complete the personnel policy work that began in FY2023.

The Office has worked with department heads and the Safety Committee to prioritize training topics and host several staff training opportunities throughout the year. Topic areas have included prevention of sexual harassment and protected class discrimination, first aid & CPR, bloodborne pathogens, preventing slips, trips and falls, maintaining public records, website maintenance, and financial management policy reviews.

The Office is also working to complete the FY2023 financial audit with Scanlon & Associates. During the FY2024 budget planning process there was a fair amount of concern about budgetary requests exceeding the amount of available funding within the Town's ability to raise & appropriate. This included a concern about the Elementary School having insufficient funding to close FY2023. This further led to a proposal for a Proposition 2 ½ override for FY2024 that was voted down at Town Meeting in October 2023. While budget requests should be considered carefully and not all requests can be funded, the Town continues to maintain a positive financial position. FY2023 closed with a surplus of available funding and the Town continues to maintain healthy financial reserves.

The Office is continuing to work with the Highway Department, the Community Planning Office, and MassDOT on the replacement and funding of the Church Street Bridge. To date \$1.6 Million has been appropriated by the regional Transportation Planning Organization towards the project, with a goal of advertising the project in summer 2024. This project has moved slower than anticipated. The Office and the Select Board have worked with the engineering firm to restructure the project team and have been meeting biweekly to move this project forward.

The Office continued to support the Highway Department's procurement for the reconstruction of Bridge Street and the repaving of Maple Avenue, with anticipated construction in the summer of 2024. Working with the Community Planning Office and the Select Board to make progress on the goal of Senior Housing on Care Drive and the redevelopment of the former IP Mill on Papermill Road.

The Office has experienced challenges with recruiting community members to serve in vacant seats on boards and commissions, such as the Recreation Commission, School Committee, Cable Advisory Committee, Council on Aging, Cultural Council, Historical Commission, and the Zoning Board of Appeals. With that said, the Office was successful in supporting the appointment the Cemetery Commission so that they can begin their work.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

Work to fully launch all components of the new financial management platform to include departmental access for tracking & reporting and potentially employee access for tracking accruals and reporting time.

Continue to work with decision makers and residents to better understand the finances of the Town.

Work to support individual departments to meet their goals.

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

The Select Board, as the local licensing authority, charges fees for the issuance and renewal of liquor and business licenses. The fee schedule has been the same for over 8 years and is as follows:

License Type	Annual Fee
Common Victualer	\$5.00
General Business License	\$5.00
Auto Class I, Class II, & Class III	\$30.00
Amusement Licenses:	
Video Games	\$40.00
Pinball Machine	\$40.00
Pool Table	\$20.00
Juke Box	\$15.00
Live Entertainment	\$15.00
Shuffle Board	\$15.00
Dart Machine	\$15.00
Alcoholic Beverage Pouring (on premise)	\$500.00
Innkeeper	\$525.00
Retail Package Store (off premise)	\$300.00

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

Everything has been level funded with the exception of wages that were adjusted in FY2024.

Select Board and Administration

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Select Board</b>							
<i>Salary &amp; Wages</i>							
001 122 100 12200 511000	Elected Official Stipend	\$ 12,452	\$ 12,701	\$ 12,452	\$ 4,150	\$ 12,452	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 12,452	\$ 12,701	\$ 12,452	\$ 4,150	\$ 12,452	\$ -
<i>Ordinary Expenses Subtotal</i>							
001 122 200 12200 530010	Consulting Services	\$ 10,000	\$ 18,280	\$ 10,000	\$ -	\$ 10,250	\$ 250
001 122 200 12200 534020	Telecommunication Services- Wireless	\$ 2,400	\$ 1,107	\$ 2,400	\$ 711	\$ 2,400	\$ -
001 122 200 12200 530100	Seminars & Meetings	\$ 2,000	\$ 20	\$ 1,000	\$ -	\$ 1,000	\$ -
001 122 200 12200 571000	In-State Travel	\$ 250	\$ 353	\$ 250	\$ 17	\$ 500	\$ 250
001 122 200 12200 573000	Dues & Memberships	\$ 1,000	\$ 1,157	\$ 1,000	\$ 925	\$ 1,500	\$ 500
	Expenses Undefined*	\$ 1,000	\$ 757	\$ 1,000	\$ -	\$ -	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 16,650	\$ 21,674	\$ 15,650	\$ 1,653	\$ 15,650	\$ -
<b>Select Board Subtotal</b>		\$ 29,102	\$ 34,375	\$ 28,102	\$ 5,803	\$ 28,102	\$ -
<b>Administrative Office</b>							
<i>Salary &amp; Wages</i>							
001 123 100 12300 511100	Perm. Salary & Wage	\$ 198,289	\$ 160,477	\$ 149,908	\$ 48,824	\$ 143,827	\$ (6,081)
001 123 100 12300 514000	Longevity	\$ 1,750	\$ 1,500	\$ 1,750	\$ 1,000	\$ 1,750	\$ -
001 123 100 12300 513000	Overtime				\$ -	\$ -	\$ -
001 123 100 12300 513100	Compensatory Time				\$ -	\$ -	\$ -
001 123 100 12300 514400	Holiday Pay				\$ 8,175	\$ 8,175	\$ 8,175
001 123 100 12300 515000	Vacation Leave				\$ 11,409	\$ 11,409	\$ 11,409
001 123 100 12300 515100	Sick Leave				\$ 8,175	\$ 8,175	\$ 8,175
001 123 100 12300 515300	Bereavement Leave				\$ -	\$ -	\$ -
001 123 100 12300 515500	Jury Duty Leave				\$ -	\$ -	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 200,039	\$ 161,977	\$ 151,658	\$ 49,824	\$ 173,336	\$ 21,678
<i>Ordinary Expenses Subtotal</i>							
001 123 200 12200 531100	Advertising Services	\$ 1,500	\$ 674	\$ 1,500	\$ 1,012	\$ 1,500	\$ -
001 123 200 12300 531200	Print Services	\$ 2,000	\$ 1,031	\$ 2,000	\$ -	\$ 2,000	\$ -
001 123 200 12300 558200	Software Subscriptions	\$ 2,000	\$ 743	\$ 5,000	\$ -	\$ 5,000	\$ -
001 123 200 12300 542000	Office Supplies	\$ 3,000	\$ 2,606	\$ 3,000	\$ 575	\$ 3,000	\$ -
001 123 200 12300 530100	Seminars & Meetings	\$ 500	\$ 280	\$ 500	\$ -	\$ 500	\$ -
001 123 200 12300 571000	In-State Travel	\$ 500	\$ 190	\$ 500	\$ 48	\$ 500	\$ -
001 123 200 12300 573000	Dues & Memberships	\$ 150	\$ 130	\$ 150	\$ 130	\$ 150	\$ -
001 123 200 12300 534020	Telecommunication Services- Wireless				\$ -	\$ 900	\$ 900
	Expenses Undefined*	\$ 900	\$ 954	\$ 900	\$ 306	\$ -	\$ (900)
<b>Ordinary Expenses Subtotal</b>		\$ 10,550	\$ 6,607	\$ 13,550	\$ 2,072	\$ 13,550	\$ -
<b>Administrative Office Subtotal</b>		\$ 210,589	\$ 168,584	\$ 165,208	\$ 51,895	\$ 186,886	\$ 21,678
<b>Legal Services</b>							
<i>Ordinary Expenses Subtotal</i>							
001 151 200 15100 53050	Legal Services-General	\$ 50,000	\$ 111,618	\$ 60,000	\$ 34,056	\$ 20,000	\$ (40,000)
001 151 200 15100 53051	Legal Services-Labor Relations				\$ -	\$ 40,000	\$ 40,000
<b>Ordinary Expenses Subtotal</b>		\$ 50,000	\$ 111,618	\$ 60,000	\$ 34,056	\$ 60,000	\$ -
<b>Personnel Services</b>							
<i>Ordinary Expenses Subtotal</i>							
001 152 200 15200 530100	Employee Training Seminars	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
001 152 200 15200 530400	Medical Assessment Services	\$ 6,500	\$ 1,610	\$ 6,500	\$ 836	\$ 6,500	\$ -
001 152 200 15200 530410	Counseling & Support Services	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
001 152 200 15200 531100	Advertising Services	\$ 2,000	\$ 1,863	\$ 4,000	\$ 2,917	\$ 4,000	\$ -
001 152 200 15200 573000	Dues & Memberships	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 18,000	\$ 3,473	\$ 17,500	\$ 3,753	\$ 17,500	\$ -
<i>Special Articles &amp; Continuing Appropriations</i>							
001 152 900 15210 530000	Personnel Policy & Wage Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Misc</b>							
<i>Ordinary Expenses Subtotal</i>							
001 195 200 19500 531200	Town Report Print Services	\$ 1,500	\$ 627	\$ 1,000	\$ -	\$ 1,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 1,500	\$ 627	\$ 1,000	\$ -	\$ 1,000	\$ -
<i>Special Articles &amp; Continuing Appropriations</i>							
001 199 900 19910 531100	Around Town Advertising Services	\$ 7,500	\$ 7,500	\$ 8,000	\$ 1,875	\$ 8,000	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ 7,500	\$ 7,500	\$ 8,000	\$ 1,875	\$ 8,000	\$ -
<b>Department Total</b>		\$ 316,691	\$ 326,178	\$ 279,810	\$ 97,382	\$ 301,488	\$ 21,678

Finance Committee

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses</b>							
001 131 200 13100 573000	Dues & Memberships	\$ 2,500	\$ 138	\$ 500	\$ 142	\$ 500	\$ -
001 132 200 13200 578000	Reserve Fund- Expenses Undefined	\$ 50,000	\$ -	\$ 50,000	\$ 14,575	\$ 50,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 52,500	\$ 138	\$ 50,500	\$ 14,717	\$ 50,500	\$ -
<b>Special Articles &amp; Continuing Appropriations</b>							
001 132 900 13210 578000	Reserve Fund- Wage & Comp Adjustment	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ (120,000)
001 132 900 13211 578000	Reserve Fund- Grant Opportunities						\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ (120,000)
<b>Department Total</b>		\$ 52,500	\$ 138	\$ 170,500	\$ 14,717	\$ 50,500	\$ (120,000)

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Accounting

**Submitted by:** Deborah M Mero

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

software conversion

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

to make sure everything is back to running smoothly after software conversion, consolidating information for year-end reporting due to mid-year software conversion

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

None

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

increased cost for support services for new software vendor and need for overlapping software support services.

Accounting Services

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 135 100 13500 511100	Perm. Salary & Wage	\$ 29,971	\$ 29,971	\$ 30,571	\$ 10,894	\$ 36,465	\$ 5,894
<b>Salary &amp; Wages Subtotal</b>		\$ 29,971	\$ 29,971	\$ 30,571	\$ 10,894	\$ 36,465	\$ 5,894
<b>Ordinary Expenses Subtotal</b>							
001 135 200 13500 542000	Office Supplies	\$ 1,500	\$ 69	\$ 1,500	\$ 83	\$ 1,500	\$ -
001 135 200 13500 558200	Software Subscriptions	\$ 14,250	\$ 14,232	\$ 39,575	\$ 14,801	\$ 76,775	\$ 37,200
001 135 200 13500 530600	Accounting & Auditing Services	\$ 21,000	\$ 22,350	\$ 27,000	\$ -	\$ 27,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 36,750	\$ 36,651	\$ 68,075	\$ 14,884	\$ 105,275	\$ 37,200
<b>Special Articles &amp; Continuing Appropriations</b>							
001 135 900 13510 558200	Financial Software	\$ 75,000	\$ -	\$ 75,000	\$ 55,974		\$ (75,000)
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ 75,000	\$ -	\$ 75,000	\$ 55,974	\$ -	\$ (75,000)
<b>Department Total</b>		<b>\$ 141,721</b>	<b>\$ 66,622</b>	<b>\$ 173,646</b>	<b>\$ 81,752</b>	<b>\$ 141,740</b>	<b>\$ (31,906)</b>

note: combined audit & opeb study under #530600, level funded

zobrio yr 2 = \$61,974, softright level funded at \$14,801

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Assessing Office & Board of Assessors

**Submitted by:** Jacquelyn Boyden, Principal Assessor

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

Our challenge this year was the ATB case with Northfield Mountain Hydro LLC for FY2019, 2020, 2021 & 2022 that was heard late September, with an expected decision in May/June of 2024. Additionally, related to Northfield Mountain Hydro LLC was the FY2024 Appraisal that resulted in a loss of 145 million overall in value of the facility and direct reduction in value of 115 million for the Town of Erving. Our highlights include the successful collaborative work with the Tax Collector regarding the issuance of preliminary tax bills for FY2024 as well the work done for the Proposition 2 1/2 Override Informational and Town Meetings. Additionally, we are scheduled to move our CAMA software to the cloud in early February of next year.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

We have discussed and voted on the creation of an Assessors Clerk position. This position would be for up to 10 hours a week to allow for coverage of the office when the Principal Assessor is out of the office. The Assessors Office is the only office with a single position. Our concern is that should the position of Principal Assessor be vacated suddenly that Assessors would not be able to continue the work in the Assessors office without someone with some knowledge of assessing, The Board of Assessors are an elected Board and could not fill in on a regular basis to complete the work. Additionally, this position is the first step towards succession planning as the Principal Assessor is 24-36 months away from retirement.

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

We currently do not collect fees.

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

The budget increase is for the software fees for hosting the CAMA system in the cloud (\$3,680) and the Assessors Clerk position (Grade B, Step 1) for 10 hours a week (\$10,754). Otherwise the budget is level funded other than the step change for the Principal Assessor position. We have a request for an additional 10,000 for the Legal Special Warrant Article. The current balance of \$49,000 isn't enough to cover the anticipated cost of the attorney for a week of court plus three weeks of preparation and the closing brief to the ATB.

Assessing Services

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 141 100 14100 511000	Elected Official Stipend	\$ 11,721	\$ 10,963	\$ 11,721	\$ 3,881	\$ 11,721	\$ -
001 141 100 14100 511100	Perm. Salary & Wage***	\$ 60,172	\$ 41,232	\$ 43,980	\$ 16,092	\$ 48,881	\$ 4,901
001 141 100 14100 514000	Longevity	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -
001 141 100 14100 519200	Stipends & Certifications	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
001 141 100 14100 514400	Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ 3,408	\$ 3,408
001 141 100 14100 515000	Vacation Leave*	\$ -	\$ -	\$ -	\$ -	\$ 4,438	\$ 4,438
001 141 100 14100 515100	Sick Leave**	\$ -	\$ -	\$ -	\$ -	\$ 2,130	\$ 2,130
001 141 100 14100 515300	Bereavement Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001 141 100 14100 515500	Jury Duty Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 73,643	\$ 53,945	\$ 57,451	\$ 21,723	\$ 72,328	\$ 14,877
<b>Ordinary Expenses Subtotal</b>							
001 141 200 14100 534020	Telecommunication Services- Wireless	\$ -	\$ 447	\$ 700	\$ 166	\$ 700	\$ -
001 141 200 14100 530100	Seminars & Meetings	\$ 2,500	\$ 1,025	\$ 2,500	\$ 775	\$ 2,500	\$ -
001 141 200 14100 542000	Office Supplies	\$ 3,710	\$ 4,569	\$ 3,500	\$ 41	\$ 3,500	\$ -
001 141 200 14100 571000	In-State Travel	\$ 1,000	\$ 79	\$ 1,000	\$ 343	\$ 1,000	\$ -
001 141 200 14100 573000	Dues & Memberships	\$ 290	\$ 300	\$ 350	\$ 190	\$ 350	\$ -
001 141 200 14100 558200	Software Subscriptions****	\$ 8,500	\$ 6,190	\$ 8,500	\$ 6,960	\$ 12,180	\$ 3,680
<b>Ordinary Expenses Subtotal</b>		\$ 16,000	\$ 12,611	\$ 16,550	\$ 8,474	\$ 20,230	\$ 3,680
<b>Special Articles &amp; Continuing Appropriations</b>							
001 141 900 14110 530500	Legal Services-General	\$ 25,000	\$ 67,979	\$ 25,000	\$ 2,833	\$ 35,000	\$ 10,000
001 141 900 14111 558200	Software Subscriptions	\$ -	\$ 10,249	\$ -	\$ -	\$ -	\$ -
001 142 900 14210 530610	Appraisal Services	\$ 35,000	\$ 90,750	\$ 35,000	\$ 7,500	\$ 35,000	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ 60,000	\$ 168,978	\$ 60,000	\$ 10,333	\$ 70,000	\$ 10,000
<b>Department Total</b>		\$ 149,643	\$ 235,533	\$ 134,001	\$ 40,530	\$ 162,558	\$ 28,557

\*Not Included is Unused Vacation Time as of 10/17/2023

\$ 5,045.26

\*\*Not included is Used Sick Time as of 10/17/2023

\$ 9,969.46

\*\*\* Includes 10/wk Assessors Clerk (B Step 1 20.60/hr)

\$ 10,754.00

\*\*\*\*Software increase is due to Assessors Software being cloud based



## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Treasurer

**Submitted by:** Jennifer Eichorn

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

Our office has been working with the Accountant and Town Administrator to implement the new financial software system. The go live is on 1/1/2024. All modules will be implemented throughout the remainder of FY24.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

We continue to work on the new financial software system. Training for Town departments will begin in the summer months of FY25. Once we are up and running, we should start to see efficiencies in the next fiscal year.

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

Fees are not collected in the Treasurer's Office.

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

The only significant budget changes incorporated in the upcoming fiscal year are the new wages.

Treasury Services

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 145 100 14500 511000	Elected Official Salary	\$ 60,827	\$ 60,827	\$ 60,827	\$ 18,716	\$ 72,265	\$ 11,438
001 145 100 14500 511100	Perm. Salary & Wage	\$ 30,846	\$ 30,213	\$ 31,463	\$ 11,912	\$ 31,681	\$ 218
001 145 100 14500 514000	Longevity	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -
001 145 100 14500 519200	Stipends & Certifications	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
001 145 100 14500 514400	Holiday Pay				\$	\$ 2,945	\$ 2,945
001 145 100 14500 515000	Vacation Leave				\$	\$ 2,454	\$ 2,454
001 145 100 14500 515100	Sick Leave				\$	\$ 2,945	\$ 2,945
001 145 100 14500 515300	Bereavement Leave				\$	\$ -	\$ -
001 145 100 14500 515500	Jury Duty Leave				\$	\$ -	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 92,673	\$ 91,040	\$ 93,790	\$ 31,628	\$ 113,790	\$ 20,000
<b>Ordinary Expenses Subtotal</b>							
	Expenses Undefined*	\$ 5,500	\$ 6,820	\$ 5,500	\$ 670	\$	\$ (5,500)
001 145 200 14500 530000	Professional Contracting Services				\$	\$ 1,300	\$ 1,300
001 145 200 14500 530100	Seminars & Meetings				\$	\$ 1,000	\$ 1,000
001 145 200 14500 534020	Telecommunication Services- Wireless				\$	\$ 600	\$ 600
001 145 200 14500 542000	Office Supplies				\$	\$ 1,000	\$ 1,000
001 145 200 14500 571000	In-State Travel				\$	\$ 1,500	\$ 1,500
001 145 200 14500 573000	Dues & Memberships				\$	\$ 100	\$ 100
<b>Ordinary Expenses Subtotal</b>		\$ 5,500	\$ 6,820	\$ 5,500	\$ 670	\$ 5,500	\$ -
<b>Tax Title</b>							
<b>Ordinary Expenses Subtotal</b>							
001 158 200 15800 530500	Legal Services-General	\$ 4,000	\$ 440	\$ 2,000	\$ -	\$ 2,000	\$ -
001 158 200 15800 531100	Advertising Services				\$	\$	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 4,000	\$ 440	\$ 2,000	\$ -	\$ 2,000	\$ -
<b>Department Total</b>		\$ 102,173	\$ 98,299	\$ 101,290	\$ 32,298	\$ 121,290	\$ 20,000

\* line item to be phased out to allow for line items with better expense definition

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Tax Collector

**Submitted by:** Michele Turner

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

We continue to strive to work efficiently with accuracy in this office having a focus on quality considerate customer service. Maintaining certification by the State Collector/Treasurer Association also ranks high on our list as we are constantly being apprised of what is happening within State Government that may affect our local office and best practices for our departments with input from across the state. We have switched to Preliminary billing without issue and are seeing a great improvement in cash receipts for the first half of the Fiscal Year.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

We are maintaining a level budget at this time as our it will serve the needs of the office and community. We will continue to tackle projects in the office that will make Succession/Turnover in the office easier, efficient and as seamless as possible when that time comes. LONG TERM There should be a discussion as to whether the Town of Erving would like to continue with Elected Tax Collector or move to an appointed position. Both the Tax Collector and Assistant Tax Collector are non-benefitted positions. Would there be a benefit to considering a Benefitted Tax Collector without an Assistant and reaching out to surrounding towns for backup coverage when and if necessary?

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

The Collector's office does assess a demand fee of \$5 for late payment of Excise, Real Estate and Personal Property. Other towns have increased their Demand fees for late payment, usually to \$15. The fees in Erving go to the General Fund and therefore could increase revenue if needed.

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

None

**Tax Collection Services**

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b><i>Salary &amp; Wages</i></b>							
001 146 100 14600 511000	Elected Official Salary	\$ 16,964	\$ 16,964	\$ 17,304	\$ 5,324	\$ 21,486	\$ 4,182
001 146 100 14600 511100	Perm. Salary & Wage	\$ 10,292	\$ 10,265	\$ 10,498	\$ 3,405	\$ 13,123	\$ 2,625
001 146 100 14600 519200	Stipends & Certifications	\$ 1,500	\$ 1,375	\$ 1,500	\$ 1,000	\$ 1,500	\$ -
<b><i>Salary &amp; Wages Subtotal</i></b>		<b>\$ 28,756</b>	<b>\$ 28,604</b>	<b>\$ 29,302</b>	<b>\$ 9,730</b>	<b>\$ 36,109</b>	<b>\$ 6,807</b>
<b><i>Ordinary Expenses Subtotal</i></b>							
001 146 200 14600 558200	Software Subscriptions	\$ 5,400	\$ 5,326	\$ 6,000	\$ 5,470	\$ 5,650	\$ (350)
001 146 200 14600 530100	Seminars & Meetings					\$ 1,000	\$ 1,000
001 146 200 14600 542000	Office Supplies					\$ 1,000	\$ 1,000
001 146 200 14600 571000	In-State Travel					\$ 150	\$ 150
001 146 200 14600 573000	Dues & Memberships					\$ 200	\$ 200
	Expenses Undefined*	\$ 2,000	\$ 1,981	\$ 2,000	\$ 446		\$ (2,000)
<b><i>Ordinary Expenses Subtotal</i></b>		<b>\$ 7,400</b>	<b>\$ 7,306</b>	<b>\$ 8,000</b>	<b>\$ 5,916</b>	<b>\$ 8,000</b>	<b>\$ -</b>
<b>Department Total</b>		<b>\$ 36,156</b>	<b>\$ 35,910</b>	<b>\$ 37,302</b>	<b>\$ 15,645</b>	<b>\$ 44,109</b>	<b>\$ 6,807</b>

\* line item to be phased out to allow for line items with better expense definition

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Information Systems Management

**Submitted by:** Jacquelyn Boyden, IT Coordinator

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

We continue to work on finishing the MFA (Multifactor Authentication) and EDR (Endpoint Detection Response) throughout all departments. We are 90% completed with this project. We are continuing our work with the Police on the CJIS (Criminal Justice Informational) System and completing the Town Wide network. We are transitioning the Fire Department Station #2, Police Department and Public Works buildings from broadband to fiber. We renewed our agreements for Fiber with the Town Hall, Library and Senior Center buildings. This has resulted in a cost savings.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

We are striving for completion of MFA and EDR as well as integration of CJIS at the Police Station. We are working and hoping to complete the Access Control System for the Police Station and update the security cameras with town bldgs.

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

None

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

Our largest increase for our budget is the software costs. Has we move forward to being completely on a cloud based platform, our software licenses numbers and costs have increased. Also included are licenses for our Aruba Network, Adobe and Last Pass which are up for another 3-5 year renewal period.

**Information Systems Services**

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b><i>Salary &amp; Wages</i></b>							
001 155 100 15500 511100	Perm. Salary & Wage	\$ 25,562	\$ 31,040	\$ 31,082	\$ 11,419	\$ 35,000	\$ 3,918
<b><i>Salary &amp; Wages Subtotal</i></b>		\$ 25,562	\$ 31,040	\$ 31,082	\$ 11,419	\$ 35,000	\$ 3,918
<b><i>Ordinary Expenses Subtotal</i></b>							
001 155 200 15500 585100	Computer & Network Equipment	\$ 10,000	\$ 15,904	\$ 10,000	\$ -	\$ 10,000	\$ -
001 155 200 15500 558200	Software Subscription	\$ 30,700	\$ 38,593	\$ 58,156	\$ 12,675	\$ 62,000	\$ 3,844
001 155 200 15500 558210	Website Subscription & Maintenance	\$ 3,000	\$ 2,459	\$ 7,000	\$ 2,494	\$ 7,000	\$ -
001 155 200 15500 524300	Office Equipment Maintenance Services	\$ 7,000	\$ 2,855	\$ 7,250	\$ 4,067	\$ 7,250	\$ -
001 155 200 15500 542010	Copier Supplies	\$ 1,500	\$ 1,683	\$ 1,500	\$ 600	\$ 2,000	\$ 500
<b><i>Ordinary Expenses Subtotal</i></b>		\$ 52,200	\$ 61,494	\$ 83,906	\$ 19,836	\$ 88,250	\$ 4,344
<b><i>Special Articles &amp; Continuing Appropriations</i></b>							
001 155 900 15510 585100	Computer & Network Equipment	\$ -	\$ 19,221	\$ -	\$ -	\$ 35,000	\$ 35,000
001 155 900 15511 531300	Permant Record Preservation Services	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b><i>Special Articles &amp; Continuing Appropriations Subtotal</i></b>		\$ 20,000	\$ 19,221	\$ -	\$ -	\$ 35,000	\$ 35,000
<b>Department Total</b>		<b>\$ 97,762</b>	<b>\$ 111,754</b>	<b>\$ 114,988</b>	<b>\$ 31,255</b>	<b>\$ 158,250</b>	<b>\$ 43,262</b>

**Public Access TV Services**

<b>Account #</b>	<b>Account Description</b>	<b>FY2023 Budget</b>	<b>FY2023 Expended</b>	<b>FY2024 Budget</b>	<b>FY2024 Expended YTD (11/07/2023)</b>	<b>FY2025 Budget Request</b>	<b>+/- diff from FY2024 Budget</b>
<b><i>Ordinary Expenses</i></b>							
240 159 200 15905 530000	Professional Contracting Services	\$16,000	\$14,000	\$16,000	\$4,750	\$20,000	\$4,000
240 159 200 15905 574000	Insurance Premiums	\$1,000	\$1,530	\$1,200	\$0	\$2,000	\$800
<b><i>Ordinary Expenses Subtotal</i></b>		<b>\$17,000</b>	<b>\$15,530</b>	<b>\$17,200</b>	<b>\$4,750</b>	<b>\$22,000</b>	<b>\$4,800</b>
<b><i>Special Articles &amp; Continuing Appropriations</i></b>							
240 159 900 15910 578000	Equipment to Televis Meeting	\$3,000	\$4,416	\$3,000	\$5,799	\$3,000	\$0
<b><i>Special Articles &amp; Continuing Appropriations Subtotal</i></b>		<b>\$3,000</b>	<b>\$4,416</b>	<b>\$3,000</b>	<b>\$5,799</b>	<b>\$3,000</b>	<b>\$0</b>
<b>Department Total</b>		<b>\$20,000</b>	<b>\$19,946</b>	<b>\$20,200</b>	<b>\$10,549</b>	<b>\$25,000</b>	<b>\$4,800</b>

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Town Clerk & Elections

**Submitted by:** Richard Newton

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

This year we have made great progress towards completing the bylaw codification project. The Planning Board completed updating the zoning bylaws, which included arranging sections and paragraphs into the format required for codification, and after the town accepted those changes at a town meeting, they have been sent off to the Attorney General's Office for certification. Once that is completed by them, General Code will be able to complete their codification process and hopefully we'll have everything ready to present at a town meeting before the end of this fiscal year, though it might not be ready until after June 30. Another item that took a fair amount of administrative time (both in this office and all other offices) was preparing to hold a special town meeting and also election for a proposed proposition 2 ½ that ultimately was not passed by the voters. In light of that, all town offices have been asked to review their budgets and see where cuts could be made and also to consider an increase in fees. Again, all of this is more time consuming than you might imagine.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

There will be no new initiatives proposed out of the Town Clerk's Office this year. However, with that being said, there are going to be three major initiatives that are being started in January 2024 that are external of the Town Clerk's Office but that have a very direct impact on the Office. The first is that the Town is implementing a new accounting software package that everyone must learn in order to budget and pay bills. The second item is that the State Vital Records Department is implementing a brand new totally rewritten software upgrade for processing births, marriages and deaths. In fact preliminary setup and learning items have already begun on that front. Finally, the third item, is that the State Elections Division is doing the same thing, that is, implementing a brand new voter registration and election system in January. I am quite nervous about this one as there is a Presidential Primary on March 5! Obviously, the goal in all three of these initiatives is to make certain that we are able to continue to give the same great level of service to all of the residents of Erving!

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

The Town Clerk's Office generates a very modest income for the town from the various fees that are charged for birth, marriage, and death certificates, dog licenses, various filings, etc. Every department has been asked to review their fee structure and recommend changes. Therefore I will be doing this with the very likely outcome of fee increases. Unfortunately I do not have a comprehensive list in time for this submission, but it will be ready by the time we meet in January. Once I've completed the process I will email the spreadsheet to the Select Board, Finance Committee and Capital Planning Committee.



**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

Except for wages and election wages and election expenses, all other accounts have been level funded. Wages have been adjusted according to the standard wage chart. Election wages and expenses have both increased (\$3,060.60 and \$2,350.00 respectively) due to the fact that there are three elections in FY25 instead of the two in FY24 I budgeted for. I have attached a detailed election budget calculation sheet with this narrative form. Regular wages have increased by \$4,491.69 per the new wage table.

**Town Clerk Services**

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b><i>Salary &amp; Wages</i></b>							
001 161 100 16100 511000	Elected Official Salary	\$25,445	\$25,445	\$25,956	\$7,986	\$29,460	\$3,504
001 161 100 16100 511100	Perm. Salary & Wage	\$5,358	\$4,005	\$5,466	\$1,484	\$6,454	\$988
<b><i>Salary &amp; Wages Subtotal</i></b>		<b>\$30,803</b>	<b>\$29,450</b>	<b>\$31,422</b>	<b>\$9,470</b>	<b>\$35,914</b>	<b>\$4,492</b>
<b><i>Ordinary Expenses Subtotal</i></b>							
001 161 200 16100 530100	Seminars & Meetings	\$2,100	\$1,325	\$2,100	\$170	\$750	-\$1,350
001 161 200 16100 558200	Software Subscription	\$5,200	\$1,590	\$7,500	\$0	\$7,500	\$0
001 161 200 16100 571000	In-State Travel					\$1,270	\$1,270
001 161 200 16100 573000	Dues & Memberships					\$80	\$80
001 161 200 16100 530000	Professional Contracting Services					\$0	\$0
001 161 200 16100 578000	Expenses Unclassified	\$4,400	\$5,156	\$4,400	\$992	\$4,400	\$0
<b><i>Ordinary Expenses Subtotal</i></b>		<b>\$11,700</b>	<b>\$8,072</b>	<b>\$14,000</b>	<b>\$1,162</b>	<b>\$14,000</b>	<b>\$0</b>
<b>Department Total</b>		<b>\$42,503</b>	<b>\$37,521</b>	<b>\$45,422</b>	<b>\$10,632</b>	<b>\$49,914</b>	<b>\$4,492</b>

Elections Services

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<i>Salary &amp; Wages</i>							
001 162 100 16200 512000	Temp. Salary & Wage	\$4,800	\$4,305	\$2,426	\$0	\$5,517	\$3,091
<b>Salary &amp; Wages Subtotal</b>		\$4,800	\$4,305	\$2,426	\$0	\$5,517	\$3,091
<i>Ordinary Expenses Subtotal</i>							
001 162 200 16200 578000	Expenses Unclassified- Elections	\$7,200	\$4,981	\$5,600	\$957	\$7,950	\$2,350
001 163 200 16300 578000	Expenses Unclassified- Board of Registrars	\$1,400	\$1,400	\$1,400	\$0	\$1,400	\$0
<b>Ordinary Expenses Subtotal</b>		\$8,600	\$6,381	\$7,000	\$957	\$9,350	\$2,350
<b>Department Total</b>		<b>\$13,400</b>	<b>\$10,686</b>	<b>\$9,426</b>	<b>\$957</b>	<b>\$14,867</b>	<b>\$5,441</b>

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Conservation Commission

**Submitted by:** Carie Berg

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

Poplar Mountain Conservation Area: Property survey completed and the two plots merged. As a result, trails were rerouted, boundaries were more clearly marked and trail clean-ups were done. The Commission also hosted guest-led hikes within the conservation area.

In the upcoming year we hope to get a higher number of volunteers from the community to keep the conservation area clean and safe for visitors.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

We would like to offer more educational programs for the community, nature activities for the children, cooperative environmental projects within the community and with other commissions.

The commissioners would also benefit from educational classes and reference materials for the to maintain up-to-date working knowledge of policies and procedures involving the permitting process and the Wetland Protection Act.

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

Our revenue is generated through fees collected for the permitting process and donations. We also have an existing trust fund.

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

In an effort to keep our budget at a level that benefits both the towns budget and the goals of the commission, we evaluated our current budget and historical expenditures to propose a restructured budget request for this upcoming fiscal year.

Conservation Commission

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses Subtotal</b>							
001 171 200 17100 530000	Consulting Services	\$ -	\$ -	\$ 5,000	\$ -	\$ 2,500	\$ (2,500)
001 171 200 17100 530200	Community Education	\$ -	\$ 175	\$ 2,000	\$ -	\$ 2,000	\$ -
001 171 200 17100 531100	Advertising Services	\$ -	\$ 445	\$ 1,500	\$ 74	\$ 1,000	\$ (500)
001 171 200 17100 575000	Memberships/Training	\$ -	\$ 95	\$ 1,100	\$ 157	\$ 1,100	\$ -
001 171 200 17100 578000	Conservation Comm Exp	\$ 4,000	\$ 1,303	\$ 304	\$ 121	\$ 500	\$ 197
001 171 200 17100 578300	Trail Development & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
<b>Ordinary Expenses Subtotal</b>		\$ 4,000	\$ 2,018	\$ 9,904	\$ 352	\$ 10,100	\$ 197
<b>Special Articles &amp; Continuing Appropriations</b>							
001 171 900 17110 530250	Poplar Mountain Surveying Services	\$ 10,000	\$ -	\$ -	\$ 6,800	\$ -	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ 10,000	\$ -	\$ -	\$ 6,800	\$ -	\$ -
<b>Department Total</b>		\$ 14,000	\$ 2,018	\$ 9,904	\$ 7,152	\$ 10,100	\$ 197

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Community Planning

**Submitted by:** Mariah Kurtz

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

- **Highlight:** An incredible amount of work has been completed in Town over the past year – Wheelock Street culverts, speedbump pilot installation, planning for Bridge St & Maple Ave projects, work on redevelopment of the IP Mill, progress on Church Street Bridge, Swamp Road Bridge, Farley MassDOT Reconstruction, Senior Housing and so much more.
- **Highlight:** I felt like my FY24 budget was fairly accurate to my department's needs. Having a department with a dedicated budget has allowed me to be more autonomous in how I operate. In January I will be taking a week-long grant writing intensive workshop which I am very excited for.
- **Challenge:** This was my first year managing an operating budget and my own department, which came with a learning curve. Bryan, Scott as my liaison, and my fellow department heads have been instrumental in me learning the ropes.
- **Challenge:** The proposed changes for the override vote, to increase in my surveying line item and create a grant matching fund, did not pass. The limited funds included in the surveying line item will restrict the ability to explore new project opportunities and fix existing parcel/road layout issues. While the grant match has not come up as an issue yet in FY24, I expect it will be needed in FY25.
- **Challenge:** Some purchases or expenses such as trainings fluctuate greatly year-to-year so they are challenging to plan for and in future years it may appear that this department is not fully expending their funds, such as in the Seminars and Meetings account, but some tra

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

- Continue completing the tasks I work on which do not require funding beyond the Town Planner salary
- Continue matching projects across departments to potential grant funding and assisting department heads in their grant application processes

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

This department brings in significant grant funds. This year grant funding received included:

Rural & Small Town Program: Wheelock Street Culvert Replacements: \$330,000

Making It Public: Public Art: \$15,000

MassDOT Small Bridge Program: Swamp Road Bridge replacement technical assistance for feasibility and design.

My department has also been instrumental in retaining \$1.6 million of MassDOT Transportation Improvement Plan funding for the Church Street Bridge replacement.

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

- 001-174-100-17400-534020 Telecommunication Services – Wireless: I now have a Town cell phone
- 001-174-100-17400-511100 Permanent Salary & Wage: This account increased in accordance with the Town-wide wage table adjustments and grade/step adjustment that I receive.
- 001-174-100-17400-530010 Consulting Services: Formerly known as Public Engagement Services
- 001-174-100-17400-530100 Seminars & Meetings: Less money is needed for Print Services so that money was moved to Seminars and Meetings to allow for more professional development opportunities.
- If there is an opportunity to ask for funds beyond level-funding my asks would be:
  - o Surveying – an additional \$10,000 for a total of \$20,000
  - o Grant Match Fund - \$25,000 - \$50,000

Community Planning

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							\$ -
001 174 100 17400 511100	Perm. Salary & Wage	\$ -	\$ 42,790	\$ 63,710	\$ 19,510	\$ 65,388	\$ 1,678
001 174 100 17400 513000	Overtime	\$ -	\$ 379	\$ 2,000	\$ -	\$ 746	\$ (1,255)
001 174 100 17400 513100	Compensatory Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001 174 100 17400 514000	Longevity	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
001 174 100 17400 514400	Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ 2,982	\$ 2,982
001 174 100 17400 515000	Vacation Leave	\$ -	\$ -	\$ -	\$ -	\$ 3,728	\$ 3,728
001 174 100 17400 515100	Sick Leave	\$ -	\$ -	\$ -	\$ -	\$ 1,243	\$ 1,243
001 174 100 17400 515300	Bereavement Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001 174 100 17400 515500	Jury Duty Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ -	\$ 43,169	\$ 65,710	\$ 19,510	\$ 74,586	\$ 8,876
<b>Ordinary Expenses Subtotal</b>							
001 174 200 17400 534020	Telecommunication Services- Wireless	\$ -	\$ -	\$ -	\$ 128	\$ 500	\$ 500
001 174 200 17400 530250	Surveying Services	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
001 174 200 17400 530010	Consulting Services	\$ -	\$ -	\$ 3,500	\$ 510	\$ 3,500	\$ -
001 174 200 17400 530100	Seminars & Meetings	\$ -	\$ -	\$ 700	\$ -	\$ 1,500	\$ 800
001 174 200 17400 531100	Advertising Services	\$ -	\$ -	\$ 500	\$ 40	\$ 500	\$ -
001 174 200 17400 531200	Print Services	\$ -	\$ -	\$ 1,500	\$ 256	\$ 700	\$ (800)
001 174 200 17400 542000	Office Supplies	\$ -	\$ -	\$ 400	\$ 15	\$ 400	\$ -
001 174 200 17400 549100	Public Engagement- Food & Supplies	\$ -	\$ -	\$ 800	\$ 25	\$ 800	\$ -
001 174 200 17400 571000	In-State Travel	\$ -	\$ -	\$ 600	\$ -	\$ 600	\$ -
001 174 200 17400 573000	Dues & Memberships	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ -	\$ -	\$ 18,500	\$ 974	\$ 19,000	\$ 500
<b>Department Total</b>		\$ -	\$ 43,169	\$ 84,210	\$ 20,485	\$ 93,586	\$ 9,376



## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Planning Board

**Submitted by:** Jacquelyn Boyden, Planning Board Chair

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

We completed our revamp of Erving's Zoning Bylaws and are currently waiting on approval by the Attorney General's office. We continue to search for an interested party to fill the vacant Planning Board seat and to find an alternate.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

We are focusing on reviewing our Subdivision Control Bylaws, which were last update in 2001. To that extend, we are working with Atty. Mark Bobrowski, with whom we worked with on the Zoning Bylaw revamp. We have funding for this project as a special article. We are exploring the some potential new revisions to our solar battery and signs bylaws.

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

We recently updated our fees for special permits to \$500 for all applicants. This is to cover the cost of legal advertising and legal notification to abutters of the Special Permit property. If the fee does not cover all the costs, we will address the issue at a future meeting.

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

none

Planning Board

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 175 100 17500 511000	Elected Official Stipend	\$ 5,075	\$ 4,575	\$ 5,075	\$ 1,000	\$ 5,075	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 5,075	\$ 4,575	\$ 5,075	\$ 1,000	\$ 5,075	\$ -
<b>Ordinary Expenses Subtotal</b>							
001 175 200 17500 530010	Consulting Services	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
001 175 200 17500 530100	Seminars & Meetings	\$ 500	\$ 275	\$ 750	\$ -	\$ 750	\$ -
001 175 200 17500 571000	In-State Travel	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -
001 175 200 17500 542000	Office Supplies	\$ 150	\$ 1,916	\$ 1,000	\$ -	\$ 1,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 4,150	\$ 2,191	\$ 5,250	\$ -	\$ 5,250	\$ -
<b>Special Articles &amp; Continuing Appropriations</b>							
001 175 900 17510 53000	Subdivision Regulations Professional Services			\$ 16,000	\$ -	\$ -	\$ (16,000)
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ (16,000)
<b>Department Total</b>		\$ 9,225	\$ 6,766	\$ 26,325	\$ 1,000	\$ 10,325	\$ (16,000)

Zoning Board of Appeals

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses Subtotal</b>							
001 176 200 17600 531100	Advertising Services	\$ 550	\$ 75	\$ 550	\$ -	\$ 550	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 550	\$ 75	\$ 550	\$ -	\$ 550	\$ -
<b>Department Total</b>		\$ 550	\$ 75	\$ 550	\$ -	\$ 550	\$ -

## FY2025 Operating Budget Request Narrative

**Department/Board/Commission:** Buildings & Grounds

**Submitted by:** Glenn McCrory

**FY2024 Highlights & Challenges:** Describe the accomplishments and challenges your department/agency is working on in the current fiscal year.

Our custodial and building grounds staff does a great job working within the budget at the same time delivering very high standards. Some cleaning products have still been challenging to get.

**FY2025 Goals & Initiatives:** Describe the goals that your department/ agency is planning to work towards in the upcoming fiscal year. How will your operating budget request allow you to achieve those goals?

Keeping Town buildings clean and sanitized is a high priority. Building and grounds maintenance will keep moving forward with small projects.

**Revenue:** Describe the current and/or proposed fees collected by your department, board or commission and what costs for services they cover or could cover. If none, please provide that response.

Building and grounds does not currently have any current or proposed fees.

**Significant Budget Changes:** Explain any significant changes in your operating budget request from the current year. If you have reduced line items, added new line items, or increased a budget line item, provide an explanation for the change.

Only budget increase is yearly step adjustment.

**Buildings and Grounds**

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 192 100 19200 511100	Perm. Salary & Wage	\$ 125,154	\$ 125,582	\$ 129,460	\$ 47,526	\$ 128,313	\$ (1,147)
001 192 100 19200 512000	Temp. Salary & Wage					\$ 17,000	\$ 17,000
001 192 100 19200 513000	Overtime	\$ 3,060	\$ 654	\$ 3,060	\$ 300	\$ 3,060	\$ -
001 192 100 19200 51900	Clothing Allowance	\$ 750	\$ 500	\$ 1,500	\$ 1,000	\$ 1,500	\$ -
001 192 100 19200 514000	Longevity			\$ 500		\$ 500	\$ -
001 192 100 19200 513100	Compensatory Time						\$ -
001 192 100 19200 514400	Holiday Pay					\$ 6,724	\$ 6,724
001 192 100 19200 515000	Vacation Leave					\$ 5,603	\$ 5,603
001 192 100 19200 515100	Sick Leave					\$ 5,603	\$ 5,603
001 192 100 19200 515300	Bereavement Leave						\$ -
001 192 100 19200 515500	Jury Duty Leave						\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 128,964	\$ 126,735	\$ 134,520	\$ 48,826	\$ 168,304	\$ 33,784
<b>Ordinary Expenses Subtotal</b>							
001 192 200 19200 521100	Electricity	\$ 8,500	\$ 14,408	\$ 13,000	\$ 3,315	\$ 13,000	\$ -
001 192 200 19200 534010	Telecommunication Services- Wired	\$ 10,500	\$ 14,722	\$ 12,000	\$ 4,717	\$ 12,000	\$ -
001 192 200 19200 534020	Telecommunication Services- Wireless					\$ 1,800	\$ 1,800
001 192 200 19200 524110	Fire Alarm/Suppression Maintenance Services	\$ 1,500	\$ 833	\$ 1,500	\$ 970	\$ 1,500	\$ -
001 192 200 19200 524130	Elevator Maintenance & Test Services	\$ 2,000	\$ 2,319	\$ 2,500	\$ 225	\$ 2,500	\$ -
001 192 200 19200 524140	Generator Preventative Maintenance Services	\$ 12,000	\$ 782	\$ 15,000	\$ -	\$ 15,000	\$ -
001 192 200 19200 530000	Professional Contracting Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001 192 200 19200 534100	Postage & Mailing Services	\$ 13,000	\$ 12,506	\$ 14,000	\$ 3,015	\$ 14,000	\$ -
001 192 200 19200 538100	Pest Management Services	\$ -	\$ 1,930	\$ 5,000	\$ 1,510	\$ 5,000	\$ -
001 192 200 19200 521200	Heating Oil Fuel	\$ 7,000	\$ 8,187	\$ 9,000	\$ 366	\$ 9,000	\$ -
001 192 200 19200 545000	Custodian Supplies	\$ 8,000	\$ 6,878	\$ 8,000	\$ 2,396	\$ 8,000	\$ -
001 192 200 19200 543000	Building Maintenance Supplies	\$ 10,000	\$ 14,753	\$ 10,000	\$ 5,919	\$ 5,000	\$ (5,000)
001 192 200 19200 523000	Water					\$ 1,000	\$ 1,000
001 192 200 19200 524100	Building Maintenance Services					\$ 4,000	\$ 4,000
001 192 200 19200 524105	Grounds Maintenance Services	\$ 40,000	\$ 13,881	\$ 30,000	\$ 7,795	\$ 13,000	\$ (17,000)
001 192 200 19200 546000	Groundskeeping Supplies	\$ 5,000	\$ 4,221	\$ 5,000	\$ 3,824	\$ 5,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 117,500	\$ 95,420	\$ 125,000	\$ 34,053	\$ 109,800	\$ (15,200)
<b>Special Articles &amp; Continuing Appropriations</b>							
001 192 900 19210 524100	Building Maintenance Services	\$ 30,000	\$ 29,829	\$ 30,000	\$ 9,988	\$ 30,000	\$ -
001 192 900 19212 582010	Improvement of Buildings- Fire Ventilation System			\$ 150,000	\$ -	\$ -	\$ (150,000)
001 192 900 19213 582010	Improvement of Buildings- Door Access & Security System			\$ 100,000	\$ -	\$ -	\$ (100,000)
001 192 900 19217 578000	IP Mill Security/Safety/Maint	\$ -	\$ 850	\$ -	\$ 903	\$ -	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ 30,000	\$ 30,679	\$ 280,000	\$ 10,891	\$ 30,000	\$ (250,000)
<b>Department Total</b>		\$ 276,464	\$ 252,834	\$ 539,520	\$ 93,770	\$ 308,104	\$ (231,416)

**Town-wide Insurance Services**

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses Subtotal</b>							
001 193 200 19300 574100	Insurance- Bonds	\$ 1,500	\$ 973	\$ 1,500	\$ 881	\$ 2,000	\$ 500
001 193 200 19300 574200	Insurance- Workers Compensation	\$ 32,000	\$ 25,856	\$ 32,000	\$ 32,000	\$ 34,000	\$ 2,000
001 193 200 19300 574210	Insurance- Police/Fire Injury on Duty	\$ 14,000	\$ 13,733	\$ 15,000	\$ 14,904	\$ 16,000	\$ 1,000
001 193 200 19300 574010	Insurance- Property & Liability	\$ 82,400	\$ 88,544	\$ 94,000	\$ 101,374	\$ 105,000	\$ 11,000
001 193 200 19300 574020	Insurance- Deductibles	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
<b>Ordinary Expenses Subtotal</b>		<b>\$ 129,900</b>	<b>\$ 129,106</b>	<b>\$ 147,500</b>	<b>\$ 149,159</b>	<b>\$ 162,000</b>	<b>\$ 14,500</b>
<b>Department Total</b>		<b>\$ 129,900</b>	<b>\$ 129,106</b>	<b>\$ 147,500</b>	<b>\$ 149,159</b>	<b>\$ 162,000</b>	<b>\$ 14,500</b>

Property & Liability Insurance has increased and will again due to the Towns experience history and the challenges with securing coverage for the IP Mill. The FY2024 cost to date will be adjusted to reallocate some expenses to the Water and Wastewater enterprise funds.

Franklin Regional Council of Government Assessment

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b><i>Ordinary Expenses Subtotal</i></b>							
001 840 200 84000 565000	Franklin Regional Council of Gov Assessment*	\$ 53,150	\$ 47,080	\$ 53,150	\$ 23,570	\$ 44,000	\$ (9,150)
<b><i>Ordinary Expenses Subtotal</i></b>							
<b>Department Total</b>		<b>\$ 53,150</b>	<b>\$ 47,080</b>	<b>\$ 53,150</b>	<b>\$ 23,570</b>	<b>\$ 44,000</b>	<b>\$ (9,150)</b>

\* level funded request at this time that is subject to change after FRCOG assessments are set in January 2024



# **FY2025 Capital Improvement Plan Requests**

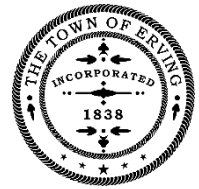
**Presented to the Capital Planning Committee for Review and Consideration**

**December 27, 2023**



<b>Request</b>	<b>Department</b>	<b>Request</b>
1	Administration	Streetlights
2	Animal Control	Ford Transit Van
3	Cemetery Commission	New Cemetery or Expansion
4	Community Planning	IP Mill Demolition
5	Community Planning	Open Space & Recreation Plan
6	Community Planning	Shared Use Path Grant Match
7	Highway Department	Ford F350 Truck
8	Highway Department	Replace F550 Dump Truck
9	Historical Commission	Pearl B. Care Building Maintenance
10	Information Systems	Computer Replacement
11	Police Department	Ford Interceptor Utility Hybrid Cruiser Replacement
12	Recreation Commission	Veterans Field- Feasibility Study
13	Wastewater	Fence Enclosure for POTW1

# FY 2025 | Capital Expenditure Request Form



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Administration	Date	
Contact Name	Bryan Smith	E-Mail	<a href="mailto:Bryan.smith@erving-ma.gov">Bryan.smith@erving-ma.gov</a>
Telephone			

## Project Request Information

Project Name	Streetlight Equipment Installation		
Estimated Total Cost	\$15,000.00	Source of Estimate	Past procurement from vendor on State Contract
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	This request is safety related as we are working on safety projects throughout the town in the 3 village areas. Funding exists in a special article.		
This Request is Necessary to Address: (check all that apply)	Public/ Staff Safety		
Brief Purchase / Project Description & Department Capacity to Complete Project	Purchase of LED streetlights, arms and installation along Route 2 at intersection points with Town streets/property for safety, areas in Farley and at Mountain Road identified in Road Safety Audit conducted by Green International for MassDOT, and also, some requests for additional lighting on other streets. List includes: 3 on West Main Street near Mountain Road 4 on State Road 1 on Holmes Street at intersection with State Road 3 on French King Highway (at intersection with Prospect Street, at Semb Drive, at Police Station) 1 on Prospect Street at intersection with French King Highway 1 on River Road 2 on Old State Road near Ridge Road Intersection		
Please Identify Potential Funding Sources if Known	Remaining funds in a previous special article for streetlight installation		
Explain Anticipated Impact on Future Operating Budgets	Increased costs for electricity and maintenance for the additional units	Useful Life	10 year

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

# Signatory

**Signature**

*Signature of the Person Submitting this Form*

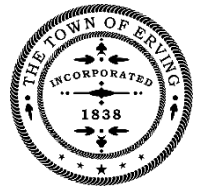
**Name**

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

# FY 2025 | Capital Expenditure Equipment Request Form



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Animal Control	Date	
Contact Name	Robert L. Holst	E-Mail	robert.holst@erving-ma.gov
Telephone			

## Project Request Information

Project Name	ACO Vehicle Ford Transit Cargo T350		
Estimated Total Cost	84,615.00	Source of Estimate	MHQ 60 Day Quote
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	The current ACO vehicle is in poor condition, rust / rot, needs extensive body work to be safe and pass inspection. See attached pictures.		
This Request is Necessary to Address: (check all that apply)	To Maintain Existing Services;		
Brief Purchase / Project Description & Department Capacity to Complete Project	Once funding is available, order will be placed with MHQ. Department has capacity to complete the project once funding is available.		
Please Identify Potential Funding Sources if Known			
Explain Anticipated Impact on Future Operating Budgets	Cost Unchanged;	Useful Life	8-10 years

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

Signature

*Signature of the Person Submitting this Form*

Name

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$



# Purchase & Sales Agreement

## CUSTOMER

Contact Name: William Kimball  
 Company/Dept: Erving PD  
 Street Address: 71 King French hwy  
 City, State, Zip: Erving MA 01334  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Job Description: ACO van

Date: November 2, 2023  
 Valid for: 60 Days\*  
 Customer #: \_\_\_\_\_  
 Contract: Plymouth County  
 Sales Rep: \_\_\_\_\_

**Vehicle:** Contract Number: **BID-FORD #2023-2026**

CONTRACT LINE REFERENCE	VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
W2Y	Ford Transit Cargo T350 low roof AWD	\$48,764.00	1	\$48,764.00
	AWD- 148" wheelbase			
	Choose Color			\$0.00
	Dark palazo gray vinyl bucket seats			\$0.00
99G	3.5L Ecoboost V6	\$2,445.00	1	
43B	Back up alarm	\$147.00	1	\$147.00
43R	Reverse sensing system	\$289.00	1	\$289.00
44U	10 speed automatic transmission	\$0.00	1	\$0.00
57G	Driver Controlled front/rear aux AC and heat	\$843.00	1	\$843.00
641	16" silver steel wheels w silver hubcaps	\$0.00	1	\$0.00
86F	2 additional keys- 4 total	\$73.00	1	\$73.00
X7L	3.73 limited slip axle ratio	\$0.00	1	\$0.00
				\$0.00
<b>Vehicle Total:</b>				<b>\$50,116.00</b>

**Equipmet:** Contract Number: **BID-FORD #2023-2026**

CONTRACT LINE REFERENCE	CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
Services	Graphics package C	\$750.00	1	\$750.00
Services	Reflective door kit	\$195.00	1	\$195.00
Services	Vent shades	\$160.00	1	\$160.00
Services	Tigertough front seat covers driver and passenger	\$650.00	1	
Services	Weathertech floor mats	\$225.00	1	\$225.00
PES49	Whelen vertex in headlights (2)	\$265.00	1	\$265.00
CY892	Whelen ion duo behind grille	\$211.00	4	\$844.00
PES50	Whelen vertex in tail light (2 per)	\$515.00	1	\$515.00
CY471	Whelen headlight flasher	\$100.00	1	\$100.00
CY1148	Whelen M4 duo mounted on side and rear	\$271.00	6	\$1,626.00
CY1951	Whelen handheld siren	\$794.00	1	\$794.00
CY1972	Whelen siren speaker	\$350.00	1	\$350.00
CY1974	Whelen universal siren speaker bracket	\$97.00	1	\$97.00
AL1593	Havis rear sound deadening insulation kit	\$1,581.00	1	\$1,581.00
AL1583	Havis PT-A-503 rear ac kit	\$754.00	1	\$754.00
PES70	Havis consolidator console	\$525.00	1	\$525.00
AL625	Havis dual self adjusting cup holder	\$75.00	1	\$75.00
AL40	Havis side mounted armrest	\$80.00	2	\$160.00
AL504	Havis charging filler plate	\$135.00	1	\$135.00

PES91	Magnetic mic clip	\$49.00	1	\$49.00
CY508	Whelen red white dome light	\$144.00	1	\$144.00
PES109	Install customer supplied 2 way radio	\$275.00	1	\$275.00
<b>Contract Equipment Total:</b>				<b>\$9,619.00</b>

**Non-Contract Equipment:**

CONTRACT LINE REFERENCE	NON-CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
	Havis PT-F05-80-1	\$19,880.00	1	\$19,880.00
	Estimated model year increase	\$5,000.00	1	\$5,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Non-Contract Equipment Total:</b>				<b>\$24,880.00</b>
<b>Vehicle and Equipment Total:</b>				<b>\$84,615.00</b>
			<b>Qty:</b>	<b>1</b>
			<b>Total:</b>	<b>\$84,615.00</b>

**Trade Vehicle/s:**

CONTRACT LINE REFERENCE	TRADE VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
<b>Trade Vehicle/s Total:</b>				<b>\$0.00</b>
<b>Quote Grand Total:</b>				<b>\$84,615.00</b>

**TERMS AND CONDITIONS**

Deferrals and Cancellations of Sales Orders In all cases where vehicles, products, and labor are purchased against government and public contracts, the terms and conditions of that contract shall prevail and bind MHQ. In cases where contract terms on deferral and/or cancellation are not defined, and for non- contract sales, the following MHQ policy shall prevail.

**Deferrals**

For this discussion, "deferral" refers to a customer-initiated action to delay the delivery of purchased items\* beyond the delivery date confirmed to the customer in writing (Purchase Order confirmation). All deferral requests must be communicated to MHQ in writing.

MHQ, at their sole discretion, reserves the right to accept or reject deferral requests. Once the subject item has started the production / fabrication process, delivery deferrals are not allowed - the item will be built, shipped, and billed upon completion. For deferral requests on items not yet in production, MHQ shall negotiate deferral terms with the customer's purchasing or sourcing authority (not the requisitioner). Consequences of order deferrals may include, but not be limited to, loss of scheduled production timeslot and reallocation of vehicles and/or materials to other active jobs or other customers.

**Special Order and Non-Cancellable/Non-Returnable Items (NCNR)**

Certain items and material are categorized as "Special Order" or "NCNR." Attempts to cancel shall be handled on an individual basis. Depending on the stage of production of a special-order item, and the suppliers involved, special order items may incur cancellation charges based on supplier purchase liabilities. MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Special Order items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer. NCNR items are not cancellable with our suppliers. MHQ will make a reasonable attempt to minimize the financial impact of cancelling NCNR items, but no assurance is offered that the customer's purchase liability for these item types can be reduced in any way. NCNR items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

**Cancellations**

For this discussion, "cancellation" refers to a customer-initiated action to cancel a customer committed order\*\* or any part thereof. All cancellation requests must be communicated to MHQ in writing. Cancellations will be accepted, without penalty, until the point in time where material has been ordered to support production of the ordered item(s). Once components or material is ordered against a committed customer order, cancellation charges may apply based on supplier purchase liabilities. MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Depending on the type of material/components and the suppliers involved, the range of customer purchase liability can range from complete release of purchase liability, up to and including full liability of the original material cost.

**Supplier Failure to Perform**

MHQ shall be held harmless in cases where their suppliers fail to source, build, or deliver quoted or ordered products required to satisfy customer committed orders. MHQ shall also be held harmless in cases where a supplier discontinues availability of a product, places a product on allocation, or delivery times extend beyond their normal quoted delivery times such that the subject product becomes unavailable, or experiences extended delivery times. In these cases, MHQ shall offer alternatives, where commercially available, to the customer for consideration as acceptable substitutes.

**\*Purchased Items**

"Purchased Items" is defined as any item, component, or material required to fulfill a committed customer order.

**\*\*Customer Committed Order**

"Customer Committed Order" is defined as any acceptable form of communication that directs MHQ to produce and sell an item to their customer. Acceptable forms of communication are customer Purchase Orders, quotes that are signed and dated by a customer purchasing authority, Letters of Intent or Letters of Commitment that are signed and dated by a customer purchasing authority, or similar instruments that communicate an intent to purchase.

**ORDER ACKNOWLEDGEMENT**

**By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.**

x

\_\_\_\_\_  
**PRINT NAME**

x

\_\_\_\_\_  
**TITLE**

x

\_\_\_\_\_  
**SIGNATURE**



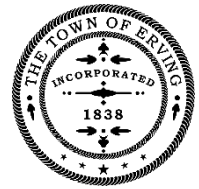


SD  
ELZ  
1X4 SWB





# FY 2025 | Capital Expenditure Request Form- Construction & Multi Year Projects



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

<b>Department/Board Name</b>	Cemetery Commission & Cemetery	<b>Date</b>	
<b>Contact Name</b>	Holly Fitzpatrick	<b>E-Mail</b>	holly.fitzpatrick@erving-ma.gov
<b>Telephone</b>			

## Project Request Information

<b>Project Name</b>	Creation of new town cemetery and/or expansion of existing - PLACEHOLDER		
<b>Estimated Total Cost</b>	Costs are unknown at this time as we are still working with our consultants to determine how and where to go forward.	<b>Source of Estimate</b>	Working with Merrill (Engineers and land surveyors) and Ryan Associates (landscaping, architecture, and planning)
<b>Prioritization in Relation to all Dept. Requests</b>	1st	<b>New or Replacement Request?</b>	New Request
<b>Explain Why this must be a FY2025 Procurement</b>	At this time the Town of Erving has almost completely exhausted its ability to offer burial lots. Currently there are approximately 10 unsold lots available. Based on trends of the last few years, these will be sold within one year. The Cemetery Commission is working with the Highway Department to try and determine how to do a stop gap expansion to allow us to meet needs for a short time. Unfortunately, this will add to the time and cost of burials until such time that a longer-term solution is found. The Cemetery Commission has passed a new regulation to take effect on 1/1/2024 to limit the sale of lots to only Erving residents to ensure that the short-term needs of residents is met.		
<b>This Request is Necessary to Address: (check all that apply)</b>	To Maintain Existing Services;Emergency Need;		
<b>Brief Purchase / Project Description &amp; Department Capacity to Complete Project</b>	<p>The town contracted with Merrill/Ryan Associates to do a feasibility study for a new town cemetery or the expansion of one or both the of the current cemeteries. In addition to looking at existing, Merrill/Ryan looked at other potential sites including other properties owned by the town as well as privately held property. The choices have been narrowed down and the Cemetery Commission has asked for more details on several of the proposed sites. Going forward the town will be able to offer not only traditional burials but also green burials and alternatives for cremains. This is in keeping with current trends and needs.</p> <p>It is anticipated that this will be a multi-year project that with the majority of the work done by contractors. There is a strong possibility that while we want to be able to meet the needs of the town for as much as 100 years into the future depending on project scope and location, that the work does not all have to be done immediately. With careful planning the base infrastructure can be done (e.g. access roads, parking) plus the creation of part of the traditional burial lots and columbarium (for cremains) built with future expansion of traditional burial lots planned but not done immediately.</p>		

Expansion or creation will of course create the need for additional maintenance of new areas but as part of the planning process we will ensure that the areas are created in a way to make upkeep as easy as possible while still being attractive. During the project implementation there will be a need for oversight by town officials and staff to make sure that the project is adhering to timelines and requirements. Beyond that it is unknown what the full impact will be but it should be similar to other capital building projects.

**Please Identify Potential Funding Sources if Known**      Unknown at this time

**Explain Anticipated Impact on Future Operating Budgets**      Increase Costs;      **Useful Life**  
Up to 100 years.

## Proposed Phasing & Funding

Total amount anticipated for funding for each stage/phase over time.

Phases or Stages	FY2025	FY2026	FY2027	FY2028
<b>Phase 1</b>	PLACEHOLDER - unknown at this time. The special allocation of \$100,000 is paying for the feasibility study.			
<b>Phase 2</b>	PLACEHOLDER - unknown at this time			
<b>Contingency &amp; Escalation</b>	PLACEHOLDER - unknown at this time			
<b>Total</b>				

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

**Signature**

*Signature of the Person Submitting this Form*

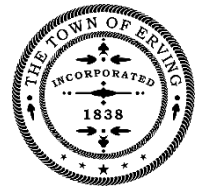
**Name**

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

# FY 2025 | Capital Expenditure Request Form- Construction & Multi Year Projects



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Community Planning	Date	
Contact Name	Mariah Kurtz	E-Mail	mariah.kurtz@erving-ma.gov
Telephone			

## Project Request Information

Project Name	Former IP Mill Demolition		
Estimated Total Cost	Total ask: \$3.4 million (\$4 million total cost - \$600,000 grant)	Source of Estimate	Tighe & Bond Demolition Study
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	This Request Replaces a Previous Request
Explain Why this must be a FY2025 Procurement	This complex needs to be demolished asap - the roof has started caving in and a side of one building is collapsing. We are in an ongoing process trying to renew insurance and keep the building secure.		
This Request is Necessary to Address: (check all that apply)	Public/ Staff Safety;Project Deferred from a Previous Year;Matching Funds are Available;		
Brief Purchase / Project Description & Department Capacity to Complete Project	This proposal would demolish all buildings except for Building 8 and would reclaim as much material as possible for Beneficial Use Determination which is basically repurposing material and selling it. This price includes creation of bid documents through construction close out. The \$600,000 grant from MassDevelopment is still in hand to put towards this project. The RFP the Select Board released this fall received one response but they did not meet the minimum requirements.		
Please Identify Potential Funding Sources if Known	MassDevelopment - \$600,000		
Explain Anticipated Impact on Future Operating Budgets	Reduce Costs;	Useful Life	N/A

## Proposed Phasing & Funding

Total amount anticipated for funding for each stage/phase over time.

Phases or Stages	FY2025	FY2026	FY2027	FY2028
Phase 1	\$200,500			
Phase 2	\$3.2 million			
Contingency & Escalation	Included in price			
Total				

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

---

**Signature**

*Signature of the Person Submitting this Form*

**Name**

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

## IP Mill Demolition Study Prices

The prices for each concept are based on the April 2023 Demolition Feasibility Study completed by Tighe & Bond and the engineering costs are from a 2023 updated OPC.

		Total Estimated Cost	Cost including \$600,000 MassDevelopment Grant
Concept 1	Demolish 4E, 5A, 5B, 5C, 7A, 7B	\$1,281,300	\$681,300
Concept 2	Demolish all other buildings except for 2 and 8 AFTER separately demolishing the buildings from Concept #1	\$2,278,000	\$1,678,000
Concept 3	Demolish all but Buildings 2 and 8, including Building 2 repairs	\$3,223,300	\$2,623,300
Concept 4	Demolish all structures	\$4,345,000	\$3,745,000
Concept 5 (extrapolated based on feasibility study)	Demolish all structures except Building 8 (\$45,000). for engineering based on fall 2023 OPC (\$200,500)	\$4,300,000	\$3,700,000
Concept 5A (updated engineering cost)	Demolish all structures except Building 8 (\$45,000). Replaced 20% engineering estimate (\$561,000) for specific updated engineering OPC based on fall 2023 OPC (\$200,500)	\$3,939,500	\$3,339,500
<b>Say:</b>		<b>\$4 million</b>	<b>\$3.4 million</b>

Date Updated: November 9, 2023



1450040.036  
October 17, 2022

Mr. Bryan Smith  
Town Administrator  
Town of Erving  
12 East Main Street  
Erving, MA 01344

**Re: IP Mill, Erving, MA – Revised Building Demolition Sequencing and Cost  
Opinion Proposal**

Dear Mr. Smith:

It is our understanding that the Town is interested in re-examining potential re-development opportunities for the referenced multi-building site including evaluation of new demolition sequencing considerations. Each of these site improvement scenarios include the need for varying levels of asbestos and hazardous materials abatement, careful demolition at building separation points, and structural improvements at separation points for those buildings to remain.

The Town is requesting an evaluation and preparation of cost opinions for several site improvement opportunities, each involving extensive building demolition. Refer to the Roadway & Mill Demolition Concept Plan attached herein for an understanding regarding some of the buildings being selected for demolition and their locations on the site. We will utilize this Plan as part of our evaluation. Following are each of the opportunities being evaluated:

1. Update the existing Tighe & Bond Opinion of Probable Cost (OPC) to separate and demolish the five building sections (4E, 5A, 5B, 5C, and 7A/7B) identified in the Concept Plan.
2. OPC to demolish all structures with exception to buildings 2 and 8, after already demolishing the 5 buildings above.
3. OPC to demolish everything but buildings 2 and 8.
4. OPC to demolish everything all at once.

**Task 1 – On-Site Evaluation, Preparation of Technical Memorandum  
and Opinion of Probable Cost**

A team of two Tighe & Bond personnel representing our structural and demolition disciplines, who are also familiar with the site and existing conditions, will conduct a one-day visit to evaluate each of the four scenarios above. Our evaluation will include an understanding of cost for necessary building separation, structural infill and stabilization needs for those scenarios in which buildings are to be separated, stabilized and remain for possible future use. We will also re-evaluate asbestos and hazardous materials abatement needs for regulated materials that continue to exist after the 2020 site wide asbestos and hazardous materials remediation project.

The results of our on-site evaluation and tabulation of cost to support each scenario will be summarized and presented in a technical memorandum.



**Excluded Activities**

The following services are not included in this proposal, but can be provided by Tighe & Bond under supplemental agreement if necessary:

- Additional site visits beyond what is described herein
- Asbestos or hazardous materials sampling, analyses or further evaluation other than for preparing cost opinions for each scenario.
- Structural efforts are limited to visual assessment only to identify opinion of cost at building separation points.

**Project Fee**

Tighe & Bond will perform these services for a lump sum fee of \$9,200, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement. The included schedule and fees are based on the above scope of work and assumptions. The schedule includes a one-month delivery from time of field work completion with reasonable allowances for review and approval times by applicable parties. This schedule may need to be adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by you, or for delays or other causes beyond our reasonable control.

Very truly yours,

**TIGHE & BOND, INC.**



Tracy J. Adamski, AICP  
Vice President  
t: 413.572.3256  
e: [tjadamski@tighebond.com](mailto:tjadamski@tighebond.com)



Brian F. Day  
Principal Environmental Scientist  
t: 508.471.9603  
e: [bfd@tighebond.com](mailto:bfd@tighebond.com)

**Acceptance:**

On behalf of the **Town of Erving**, the scope, fee, and terms of this proposal are hereby accepted.

\_\_\_\_\_  
Authorized Representative

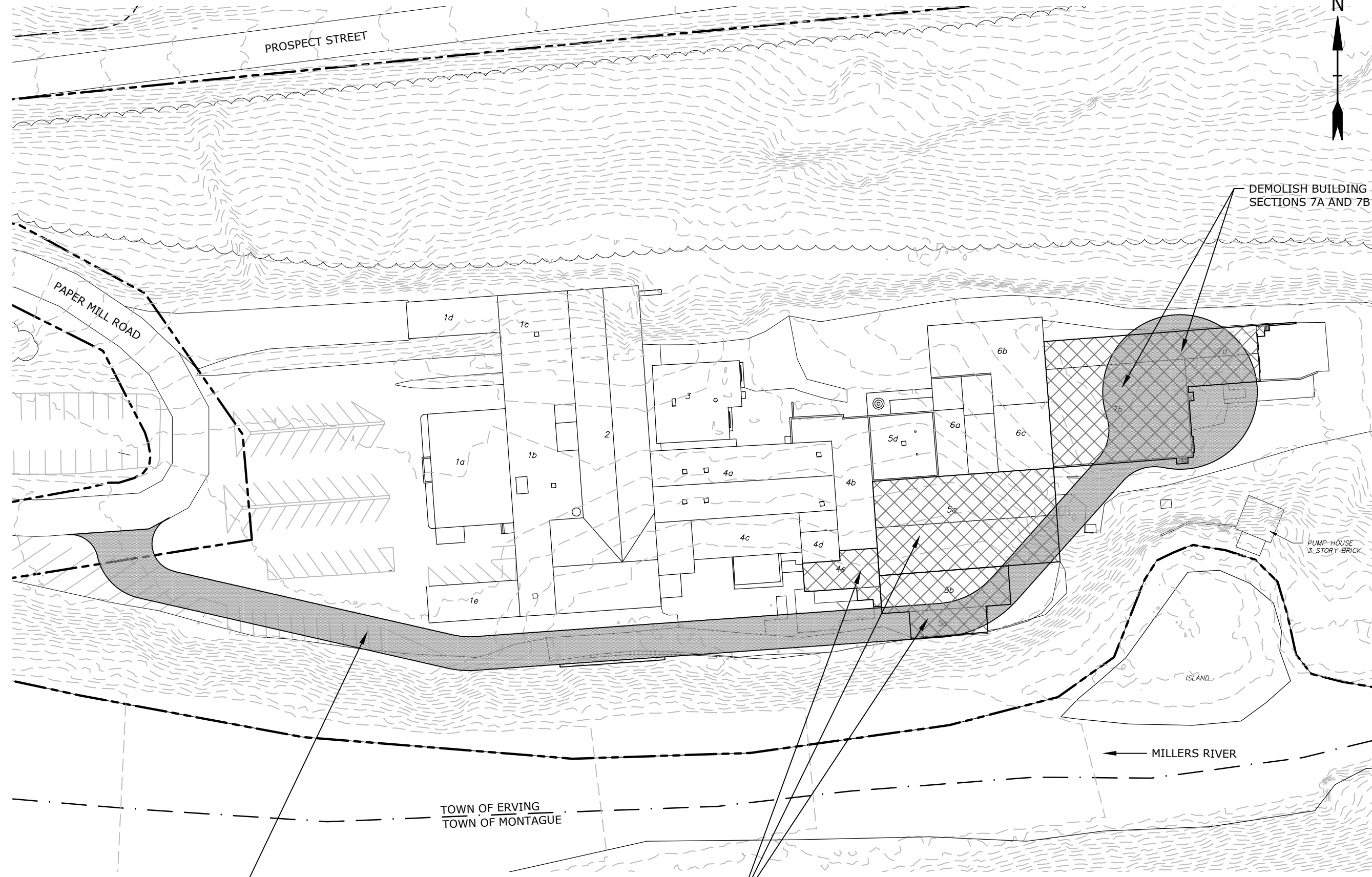
\_\_\_\_\_  
Date

Enclosure: Terms and Conditions



**Tighe&Bond**

**APPENDIX A**



**CONCEPT PLAN  
NOT FOR  
CONSTRUCTION**

**Erving  
International  
Paper Mill  
Redevelopment**  
MassDevelopment

Erving, MA


MARK	DATE	DESCRIPTION
PROJECT NO:	E5004-018	
DATE:	08/10/2020	
FILE:	E5004-018-C-Roadway Plan.dwg	
DRAWN BY:	TJG	
CHECKED:	TJA	
APPROVED:	TJA	

CONCEPT PLAN - ROADWAY & MILL DEMOLITION

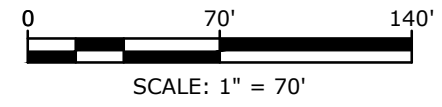
SCALE: 1" = 70'

**C-1.0**  
SHEET 1 OF 1

Aug 10, 2020 3:59pm Plotted By: TJGrace  
Tighe & Bond, Inc. J:\E5004 Erving\018 - Erving IP Mill Massworks\MassWorks Grant\Drawings\Autocad\Sheets\E5004-018-C-Roadway Plan.dwg

APPROXIMATE LOCATION OF PROPOSED  
24-FOOT WIDE SUBDIVISION ROAD

DEMOLISH BUILDING  
SECTIONS 4E, 5A, 5B, AND 5C



**“CLIENT” is defined in the acceptance line of the accompanying proposal letter or the name the proposal is issued to; Tighe & Bond, Inc. is hereby referenced as “CONSULTANT”;**  
**“PROJECT” is defined in the accompanying proposal letter**

#### **1. SCHEDULE OF PAYMENTS**

**1.1** Invoices will generally be submitted once a month for services performed during the previous month. Payment will be due within 30 days of invoice date. Monthly payments to CONSULTANT shall be made on the basis of invoices submitted by CONSULTANT and approved by CLIENT. If requested by CLIENT, monthly invoices may be supplemented with such supporting data as reasonably requested to substantiate them.

**1.2** In the event of a disagreement as to billing, the CLIENT shall pay the agreed portion.

**1.3** Interest will be added to accounts in arrears at the rate of one and one-half (1.5) percent per month (18 percent per annum) or the maximum rate allowed by law, whichever is less, of the outstanding balance. In the event counsel is retained to obtain payment of an outstanding balance, CLIENT will reimburse CONSULTANT for all reasonable attorney’s fees and court costs.

**1.4** If CLIENT fails to make payment in full within 30 days of the date due for any undisputed billing, CONSULTANT may, after giving seven days’ written notice to CLIENT, suspend services and retain work product until paid in full, including interest. In the event of suspension of services, CONSULTANT will have no liability to CLIENT for delays or damages caused by such suspension.

#### **2. SUCCESSORS AND ASSIGNS**

**2.1** CLIENT and CONSULTANT each binds itself, its partners, successors, assigns and legal representatives to the other parties to this Agreement and to the partners, successors, assigns and legal representatives of such other parties with respect to all covenants of this Agreement. CONSULTANT shall not assign, sublet or transfer its interest in this Agreement without the written consent of CLIENT, which consent shall not be unreasonably withheld.

**2.2** This Agreement represents the entire and integrated Agreement between CLIENT and CONSULTANT and supersedes all prior negotiations, representations or Agreements, whether written or oral. This Agreement may be amended only by written instrument signed by both CLIENT and CONSULTANT. References to this agreement include these Terms & Conditions, any accompanying proposal or description of services, as well as any other documents referenced or incorporated therein. In the event one or more provisions of any of the foregoing documents conflict with the provisions of these Terms & Conditions, the provisions of these Terms & Conditions shall control.

**2.3** Nothing contained in this Agreement shall create a contractual relationship or cause of action in favor of a third party against CLIENT or against CONSULTANT.

#### **3. STANDARD OF CARE**

**3.1** In providing services, CONSULTANT will use that degree of care and skill ordinarily exercised under similar circumstances by individuals providing such services in the same or similar locality for similar projects.

#### **4. TERMINATION**

**4.1** This Agreement may be terminated by either party upon seven days’ written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In addition, CLIENT may terminate this Agreement for its convenience at any time by giving written notice to CONSULTANT. In the event of any termination, CLIENT will pay CONSULTANT for all services rendered and reimbursable expenses incurred under the Agreement to the date of termination and all services and expenses related to the orderly termination of this Agreement.

#### **5. RECORD RETENTION**

**5.1** CONSULTANT will retain pertinent records relating to the services performed for the time required by law, during which period the records will be made available upon reasonable request and upon reimbursement for any applicable retrieval/copying charges.

**5.2** Samples - All soil, rock and water samples will be discarded 30 days after submission of CONSULTANT’s report, unless mutually agreed otherwise or unless CONSULTANT’s customary practice is to retain for a longer period of time for the specific type of services which CONSULTANT has agreed to perform. Upon request and mutual agreement regarding applicable charges, CONSULTANT will ship, deliver and/or store samples for CLIENT.

#### **6. OWNERSHIP OF DOCUMENTS**

**6.1** All reports, drawings, specifications, computer files, field data, notes, and other documents, whether in paper or electronic format or otherwise (“documents”), are instruments of service and shall remain the property of CONSULTANT, which shall retain all common law, statutory and other reserved rights including, without limitation, the copyright thereto. CLIENT’s payment to CONSULTANT of the compensation set forth in the Agreement shall be a condition precedent to the CLIENT’s right to use documents prepared by CONSULTANT.

**6.2** Documents provided by CONSULTANT are not intended or represented to be suitable for reuse by CLIENT or others on any extension or modification of this PROJECT or for any other projects or sites. Documents provided by CONSULTANT on this PROJECT shall not, in whole or in part, be disseminated or conveyed to any other party, nor used by any other party, other than regulatory agencies, without the prior written consent of CONSULTANT. Reuse of documents by CLIENT or others on extensions or modifications of this project or on other sites or use by others on this PROJECT, without CONSULTANT’s written permission and mutual agreement as to scope of use and as to compensation, if applicable, shall be at the user’s sole risk, without liability on CONSULTANT’s part, and CLIENT agrees to indemnify and hold CONSULTANT harmless from all claims, damages, and expenses, including attorney’s fees, arising out of such unauthorized use or reuse.

**6.3** Electronic Documents - CONSULTANT cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic writeable format. If CONSULTANT provides documents in writeable electronic format for CLIENT’s convenience, CLIENT agrees to waive any and all claims against CONSULTANT resulting in any way from the unauthorized use, alteration, misuse or reuse of the electronic documents, and to defend, indemnify, and hold CONSULTANT harmless from any claims, losses, damages, or costs, including attorney’s fees, arising out of the unauthorized use, alteration, misuse or reuse of any electronic documents provided to CLIENT.

**6.4** Electronic Data Bases – In the event that CONSULTANT prepares electronic data bases, geographical information system (GIS) deliverables, or similar electronic documents, it is acknowledged by CLIENT and CONSULTANT that such PROJECT deliverables will be used and perhaps modified by CLIENT and that CONSULTANT's obligations are limited to the deliverables and not to any subsequent modifications thereof. Once CLIENT accepts the delivery of maps, databases, or similar documents developed by CONSULTANT, ownership is passed to CLIENT. CONSULTANT will retain the right to use the developed data and will archive the data for a period of three years from the date of PROJECT completion.

## **7. INSURANCE**

**7.1** CONSULTANT will retain Workmen's Compensation Insurance, Professional Liability Insurance with respect to liabilities arising from negligent errors and omissions, Commercial General Liability Insurance, Excess Liability, Unmanned Aircraft, Cyber Liability, and Automobile Liability during this PROJECT. CONSULTANT will furnish certificates at CLIENT's request.

**7.2** Risk Allocation - To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the CONSULTANT to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damage, of any nature whatsoever, the liability of CONSULTANT to all claimants with respect to this PROJECT will be limited to an aggregate sum not to exceed \$100,000 or CONSULTANT's compensation for consulting services, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**7.3** Damages – Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the PROJECT or to this Agreement. This mutual waiver of certain damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that may be incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both CLIENT and CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this PROJECT.

**7.4** CLIENT agrees that any and all limitations of CONSULTANT's liability or waivers of damages by CLIENT to CONSULTANT shall include and extend to those individuals and entities CONSULTANT retains for performance of the services under this Agreement, including but not limited to CONSULTANT's officers, partners, and employees and their heirs and assigns, as well as CONSULTANT's subconsultants and their officers, employees, and heirs and assigns.

## **8. DISPUTE RESOLUTION**

**8.1** In the event of a disagreement arising out of or relating to this Agreement or the services provided hereunder, CLIENT and CONSULTANT agree to attempt to resolve any such disagreement through direct negotiations between senior, authorized representatives of each party. If any disagreement is not resolved by such direct negotiations, CLIENT and CONSULTANT further agree to consider using mutually acceptable non-binding mediation service in order to resolve any disagreement prior to proceeding to litigation.

## **9. SITE ACCESS**

**9.1** Right of Entry - Unless otherwise agreed, CLIENT will furnish right-of-entry on the land for CONSULTANT to make any surveys, borings, explorations, tests or similar field investigations. CONSULTANT will take reasonable precautions to limit damage to the land from use of equipment, but the cost for restoration of any damage that may result from such field investigations is not included in the agreed compensation for CONSULTANT. If restoration of the land is required greater than those included in the scope of work, upon mutual agreement this may be accomplished as a reimbursable additional service at cost plus ten percent.

**9.2** Damage to Underground Structures - Reasonable care will be exercised in locating underground structures in the vicinity of proposed subsurface explorations. This may include contact with the local agency coordinating subsurface utility information and/or a review of plans provided by CLIENT or CLIENT representatives for the site to be investigated. CONSULTANT shall be entitled to rely upon any information or plans prepared or made available by others. In the absence of physically confirmed underground structure locations, CLIENT agrees to accept the risk of damage and costs associated with repair and restoration of damage resulting from the exploration work.

## **10. OIL AND HAZARDOUS MATERIALS**

**10.1** If, at any time, evidence of the existence or possible existence of asbestos, oil, or other hazardous materials or substances is discovered, outside of any agreed scope of work or greater than those anticipated in any agreed scope of work, CONSULTANT reserves the right to renegotiate the fees for CONSULTANT's services and CONSULTANT's continued involvement in the PROJECT. CONSULTANT will notify CLIENT as soon as practical if evidence of the existence or possible existence of such hazardous materials or substances is discovered.

**10.2** The discovery of the existence or possible existence of hazardous materials or substances, outside or greater than any proposed in the agreed scope of work, may make it necessary for CONSULTANT to take accelerated action to protect human health and safety, and/or the environment. CLIENT agrees to compensate CONSULTANT for the cost of any and all measures that in its professional opinion are appropriate to preserve and/or protect the health and safety of the public, the environment, and/or CONSULTANT's personnel. To the full extent permitted by law, CLIENT waives any claims against CONSULTANT and agrees to indemnify, defend and hold harmless CONSULTANT from any and all claims, losses, damages, liability, and costs, including but not limited to cost of defense, arising out of or in any way connected with the existence or possible existence of such hazardous materials substances at the site.

## **11. SITE INVESTIGATIONS**

**11.1** In soils, groundwater, soil gas, indoor air, or other investigations, conditions may vary between successive test points and sample intervals and for locations at or between where observations, exploration, and investigations have been made. Because of the variability of conditions and the inherent uncertainties in such evaluations, explorations, or investigations, changed or unanticipated conditions may occur that may affect overall PROJECT costs and/or execution. These variable conditions and related impacts on cost and PROJECT execution are not the responsibility of CONSULTANT.

**11.2** CLIENT recognizes that special risks occur whenever engineering or related disciplines are applied to provide

information regarding subsurface conditions. Even an agreed sampling and testing program, implemented with appropriate equipment and personnel with the assistance of a trained professional performing in accordance with the applicable professional standard of care, may provide data or information which differs significantly from that discovered or encountered subsequently. Environmental, geological, and geotechnical conditions, that CONSULTANT may infer to exist between sampling points may differ significantly from those discovered or encountered subsequently. The passage of time also should be considered, and CLIENT recognizes that due to natural occurrences or direct, or indirect human intervention at or near the site, actual conditions may quickly change. CONSULTANT shall not be responsible for the identification of emerging contaminants for which no current regulatory provisions exist nor shall CONSULTANT be held liable for not identifying or discussing these compounds even if those compounds are detected at a later date. CLIENT realizes that these risks cannot be eliminated. The services included in this agreement are those agreed to, or selected, consistent with CLIENT's risk preferences and other considerations including cost and schedule.

**11.3** By authorizing CONSULTANT to proceed with the site investigation services, CLIENT confirms that CONSULTANT has not created nor contributed to the presence of any existing hazardous substances or conditions at or near the site. CLIENT recognizes that there is an inherent risk in drilling, borings, punching or driving probes, excavating trenches or implementing other methods of subsurface exploration at or near a site contaminated by hazardous materials. Further, CLIENT recognizes that these are inherent even through the exercise of the Standard of Care. CLIENT accepts the risk and agrees to defend, indemnify, and hold CONSULTANT and each of CONSULTANT's subcontractors, consultants, officers, directors, and employees harmless against and all claims for damages, costs, or expenses direct or consequential, in connection with a release of hazardous substances, except to the extent that such claims, damages, or losses are adjudicated to have resulted from CONSULTANT's gross negligence or willful misconduct in the performance of the services.

## **12. FEDERAL AND STATE REGULATORY AGENCY AUDITS**

**12.1** For certain services rendered by CONSULTANT, documents filed with federal and state regulatory agencies may be audited after the date of filing. In the event that CLIENT's PROJECT is selected for an audit, CLIENT agrees to compensate CONSULTANT for time spent preparing for and complying with an agency request for information or interviews in conjunction with such audit. CLIENT will be notified at the time of any such request by an agency, and CONSULTANT will invoice CLIENT based on its standard billing rates in effect at the time of the audit.

## **13. CLIENT'S RESPONSIBILITIES**

**13.1** Unless otherwise stated in the Agreement, CLIENT will obtain, arrange, and pay for all notices, permits, and licenses required by local, state, or federal authorities; and CLIENT will make available the land, easements, rights-of-way, and access necessary for CONSULTANT's services or PROJECT implementation.

**13.2** CLIENT will examine CONSULTANT's studies, reports, sketches, drawings, specifications, proposals, and other documents and communicate promptly to CONSULTANT in the event of disagreement regarding the contents of any of the foregoing. CLIENT, at its own cost, will obtain advice of an attorney, insurance counselor, accountant, auditor, bond and financial advisors, and other consultants as CLIENT

deems appropriate; and render in writing decisions required by CLIENT in a timely manner.

## **14. OPINIONS OF COST, FINANCIAL ANALYSES, ECONOMIC FEASIBILITY PROJECTIONS, AND SCHEDULES**

**14.1** CONSULTANT has no control over cost or price of labor and materials required to implement CLIENT's PROJECT, unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that may materially affect the ultimate PROJECT cost or schedule. Therefore, CONSULTANT makes no warranty, expressed or implied, that CLIENT's actual PROJECT costs, financial aspects, economic feasibility, or schedules will not vary from any opinions, analyses, projections, or estimates which may be provided by CONSULTANT. If CLIENT wishes additional information as to any element of PROJECT cost, feasibility, or schedule, CLIENT at its own cost will employ an independent cost estimator, contractor, or other appropriate advisor.

## **15. CONSTRUCTION PHASE PROVISIONS**

The following provisions shall be applicable should the CONSULTANT be retained to provide Construction Phase Services in connection with the PROJECT:

**15.1** CLIENT and Contractor - The presence of CONSULTANT's personnel at a construction site, whether as onsite representatives or otherwise, does not make CONSULTANT or CONSULTANT's personnel in any way responsible for the obligations, duties, and responsibilities of the CLIENT and/or the construction contractors or other entities, and does not relieve the construction contractors or any other entity of their respective obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction contract documents and for providing and/or enforcing all health and safety precautions required for such construction work.

**15.2** Contractor Control - CONSULTANT and CONSULTANT's personnel have no authority or obligation to monitor, to inspect, to supervise, or to exercise any control over any construction contractor or other entity or their employees in connection with their work or the health and safety precautions for the construction work and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except CONSULTANT's own personnel.

**15.3** On-site Responsibility - The presence of CONSULTANT's personnel at a construction site is for the purpose of providing to CLIENT an increased degree of confidence that the completed construction work will conform generally to the construction documents and that the design concept as reflected in the construction documents generally has been implemented and preserved by the construction contractor(s). CONSULTANT neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

**15.4** Payment Recommendations - Recommendations by CONSULTANT to CLIENT for periodic construction progress payments to the construction contractor(s) are based on CONSULTANT's knowledge, information, and belief from selective observation that the work has progressed to the point indicated. Such recommendations do not represent that

continuous or detailed examinations have been made by CONSULTANT to ascertain that the construction contractor(s) have completed the work in exact accordance with the construction documents; that the final work will be acceptable in all respects; that CONSULTANT has made an examination to ascertain how or for what purpose the construction contractor(s) have used the moneys paid; that title to any of the work, materials, or equipment has passed to CLIENT free and clear of liens, claims, security interests, or encumbrances; or that there are no other matters at issue between CLIENT and the construction contractors that affect the amount that should be paid.

**15.5 Record Drawings** - Record drawings, if required as part of CONSULTANT's agreed scope of work, will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the PROJECT was finally constructed. CONSULTANT is not responsible for any errors or omissions in the information from others that are incorporated into the record drawings.

## **16. DESIGN WITHOUT CONSTRUCTION PHASE SERVICES**

The following provisions shall be applicable should the CONSULTANT be retained to provide design services but not be retained to provide Construction Phase Services in connection with the PROJECT:

**16.1** It is understood and agreed that the CONSULTANT's Scope of Services under this proposal does not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided by the CLIENT or others. The CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against the CONSULTANT that may be in any way connected thereto.

**16.2** In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, directors, employees and subconsultants (collectively, CONSULTANT) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the CONSULTANT.

## **17. SCHEDULE**

**17.1** The CLIENT agrees that the CONSULTANT is not responsible for damages arising directly or indirectly from any delays for causes beyond the CONSULTANT's reasonable control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters, pandemics, or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in timely manner; failure of performance by the CLIENT or the CLIENT's contractors or consultants.

**17.2** The CONSULTANT's schedule includes reasonable allowances for review and approval times required by the CLIENT, performance of services by the CLIENT's consultants, and review and approval times required by public authorities having jurisdiction over the PROJECT. This schedule shall be equitably adjusted as the PROJECT progresses, allowing for changes in scope, character or size

of the PROJECT requested by the Client, or for delays or other causes beyond the Consultant's reasonable control.

## **18. MISCELLANEOUS TERMS**

**18.1 GOVERNING LAW** - The CLIENT and the CONSULTANT agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the jurisdiction where the PROJECT is located, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions.

**18.2 LENDERS' REQUIREMENTS**- The CONSULTANT shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the CONSULTANT, increase the CONSULTANT's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

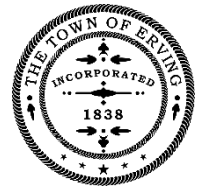
**18.3 CORPORATE PROTECTION** - Notwithstanding anything to the contrary contained herein, the CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the CONSULTANT, a Massachusetts corporation, and not against any of the CONSULTANT's individual employees, officers or directors.

**18.4 TITLES** - The section headings used in this Agreement are intended principally for convenience and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

**18.5** Upon execution, these terms as incorporated into the accompanying proposal represent the final intent of the parties. Any modification, rescission, or waivers of these terms shall only be effective and binding if agreed to in writing by the parties.



# FY 2025 | Capital Expenditure Request Form- Construction & Multi Year Projects



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Community Planning	Date	
Contact Name	Mariah Kurtz	E-Mail	mariah.kurtz@erving-ma.gov
Telephone			

## Project Request Information

Project Name	Update the Open Space and Recreation Plan		
Estimated Total Cost	\$25,000	Source of Estimate	Conversation with FRCOG
Prioritization in Relation to all Dept. Requests	2nd	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	These plans need to be updated every 7 years in order to remain eligible for most state grant funding opportunities. Ours expires September 2025 and it will take 8-12 months to update. Depending on the Select Board's priorities for our District Local Technical Assistance (DLTA) funds which FRCOG has to assist towns with projects each year, we may be able to allot some to this project if we work with them on it. The price also may be able to be lowered depending on the scope of work.		
This Request is Necessary to Address: (check all that apply)	To Maintain Existing Services; Matching Funds are Available;		
Brief Purchase / Project Description & Department Capacity to Complete Project	This project has very specific requirements to be accepted by the state so I suggest that we hire FRCOG as consultants for this project. There is considerable public participation which goes into this. We will need to reassemble our Open Space and Recreation Committee and I will be their staff point person who will usher them through this process.		
Please Identify Potential Funding Sources if Known	District Local Technical Assistance funding (likely \$5k-\$8k)		
Explain Anticipated Impact on Future Operating Budgets	Cost Unchanged;	Useful Life	7 years

## Proposed Phasing & Funding

Total amount anticipated for funding for each stage/phase over time.

Phases or Stages	FY2025	FY2026	FY2027	FY2028
Phase 1				
Phase 2				
Contingency & Escalation	N/A			
Total				

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

---

**Signature**

*Signature of the Person Submitting this Form*

**Name**

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

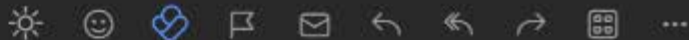
<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$



Allison Gage <AGage@frcog.org>

To: Mariah Kurtz

Cc: Kimberly Noake MacPhee <KMacPhee@frcog.org>



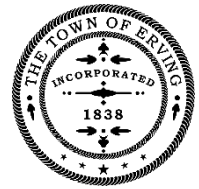
Wed 8/2/2023 11:04 AM

**CAUTION:** This email originated from outside of the Town of Erving. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the Erving IT Department

Hi Mariah, That makes sense, no problem! I can give you a ballpark for that purpose. Our recent OSRPs have run \$20,000 - \$25,000. Most of our towns use DLTA funding to offset the cost - we can typically set aside \$8k-\$10k in the first year of the update. Let me know if you need anything else.



# FY 2025 | Capital Expenditure Request Form- Construction & Multi Year Projects



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

<b>Department/Board Name</b>	Community Planning	<b>Date</b>	
<b>Contact Name</b>	Mariah Kurtz	<b>E-Mail</b>	mariah.kurtz@erving-ma.gov
<b>Telephone</b>			

## Project Request Information

<b>Project Name</b>	Shared Use Path Feasibility Study Grant Match		
<b>Estimated Total Cost</b>	34,000 (this is a request for \$6,800 in match funds)	<b>Source of Estimate</b>	Proposal from Green International
<b>Prioritization in Relation to all Dept. Requests</b>	4th	<b>New or Replacement Request?</b>	This Request Replaces a Previous Request
<b>Explain Why this must be a FY2025 Procurement</b>	I applied for the MassTrails grant last year but did not get it. I have since expanded the scope of the project to better align with MassTrail's funding priorities and I am proposing that we work with Green International, as they are currently working on the Route 2 Farley & Erving Center projects for MassDOT and have been excellent to work with.		
<b>This Request is Necessary to Address: (check all that apply)</b>	Matching Funds are Available;		
<b>Brief Purchase / Project Description &amp; Department Capacity to Complete Project</b>	This application is for \$6,800 which is our 20% match for the MassTrails grant, for a total cost of \$34,000. This will pay for a full feasibility study of routes for the shared use path. The attached proposal includes a breakdown of the costs. Erving will take the lead on the project and Wendell is supportive of moving forward with it. Orange and Athol are also submitting MassTrails grant applications this round for similar projects. All of these could potentially connect to each other in the future and we will reference each others' projects in our applications. If this feasibility study is completed then we could apply for construction funding in the future as well.		
<b>Please Identify Potential Funding Sources if Known</b>	MassTrails Grant Program		
<b>Explain Anticipated Impact on Future Operating Budgets</b>	Cost Unchanged;	<b>Useful Life</b>	3-5 years before costs would need to be recalculated but the concepts will remain

useful until  
the project  
is funded.

### Proposed Phasing & Funding

Total amount anticipated for funding for each stage/phase over time.

Phases or Stages	FY2025	FY2026	FY2027	FY2028
Phase 1	\$34,000 / \$6,800			
Phase 2				
Contingency & Escalation	N/A			
Total				

### Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

### Signatory

**Signature**

*Signature of the Person Submitting this Form*

**Name**

*Name of the Person Submitting this Form (print)*

### To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$



## GREEN INTERNATIONAL AFFILIATES, INC.

100 AMES POND DRIVE, SUITE 200 TEWKSBURY, MA 01876

T: (978) 923-0400 | WWW.GREENINTL.COM

December 5, 2023

Ms. Mariah Kurtz, Town Planner  
Town of Erving  
12 East Main Street  
Erving, MA 01344

**Subject: MassTrails Feasibility Study –  
Application Assistance, Investigation,  
Community Engagement and Report  
Preparation – Scope and Fee Proposal  
Erving, MA**

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Dear Ms. Kurtz:

As requested by the Town of Erving, Green International Affiliates, Inc. (Green) is pleased to submit the enclosed scope and fee proposal to provide Application Assistance, Investigation, Community Engagement and Report Preparation services for the subject project.

Please feel free to contact Nick Millhollin, PE or Dennis Vertiyev, PE at our office if you have any questions regarding this matter.

Sincerely,

**Green International Affiliates, Inc.**

Ko Ishikura, PE  
President

Y:\Shared\Proposals\Proposal\Municipalities\Erving\Green Letter To Town.Docx

## TOWN OF ERVING

### MassTrails Feasibility Study

#### Application Assistance, Investigation, Community Engagement and Report Preparation Services For Potential Shared Use Path Connectivity between Farley, Erving Center and Wendell Depot

December 5, 2023

## INTRODUCTION

The Town of Erving has asked Green International Affiliates, Inc. (Green) to assist in a feasibility study to determine whether a shared use path can be built between Farley Flats, Erving Center, and Wendell Depot. Currently the Town has little to no accommodations for vulnerable users, and the only available pathways are located along major roadways / state routes. This study will identify the alternative safe routes for all vulnerable roadway users.

The desired shared use path has been identified in the Erving Recreation Strategic Plan in 2021 as a possible connection for pedestrian and cycling accommodations for east Erving. The Town has since begun coordination with residents, neighboring communities (Wendell) and various state agencies such as the Department of Conservation and Recreation (DCR) and Fish and Wildlife.

We will aid the Town by providing the services required to develop the feasibility study, with the goal of getting the project approved and funded through MassDOT.

We expect that the shared use path will be split into three phases that could be completed independently from one another. We expect these phases to be:

- **Phase 1 – Erving Center to Posk Place Road via Old Farley, Blue Heron and Stone Cutoff Road**
  - This section will largely utilize unpaved roadways and hiking trails for the preferred location of the shared use path. Accessed from Erving Center, this section will begin on Old Farley Road, which is an unpaved road currently serving one resident. The trail will then continue to the unpaved roadways to the west, starting with Blue Heron Road and then Stone Cutoff Road. Both Blue Heron and Stone Cutoff Road are identified as hiking / skiing / snowmobiling trails on the Wendell State Forest trail map. The shared use path will then connect with Posk Place Road, utilizing what MassGIS classifies as a five to ten-foot unpaved trail.
  - There are also two bridges within this Phase: the “Riverfront Park” and “Old Farley” bridges. It is anticipated that the Riverfront Park Bridge is in good condition, while the Old Farley Bridge is expected to require repairs. Both Bridges will be evaluated for anticipated maintenance to make viable for the shared use path.
- **Phase 2 – Posk Place Road, Bridge Street, Route 2, and Maple Ave**
  - This section will connect with Phase 1 at the end of Posk Place Road. It will require street level accommodation for Posk Place Road, Bridge Street, Route 2, and Maple Ave. The design will be required to adhere to MassDOT’s controlling criteria for Complete Streets for all roadways listed. This accommodation will provide the necessary connection over the Millers River.

- **Phase 3 – Maple Avenue to Old State Road**
  - This section will require largely new construction across undeveloped land. This will connect the southern end of Maple Avenue across the Town and state-owned property to Route 2, where a crossing of Route 2 will be evaluated to connect with Old State Road. Accommodation on Old State Road will be required to adhere to MassDOT’s controlling criteria for Complete Streets.

## SCOPE OF SERVICES

The following scope has been developed as three separate tasks:

- **Task 1 – MassTrails Application Assistance:** We will assist the Town of Erving with necessary graphics to strengthen their application for MassTrails funding
- **Task 2 – Field Investigation and Community Engagement:** We will perform site visits, meet with abutters, and attend a large community engagement session to gather public input and support for the project
- **Task 3: Feasibility Study Report:** We will prepare a report that identifies potential path locations and discussion for necessary steps to move to the design stage.

## Assumptions

- The Town of Erving has received approval of the shared use path from DCR on their Major Project Proposal, and that further collaboration with DCR is expected to achieve an approved MassTrails application.
- Assistance with the MassTrails application will be limited to preparation of accompanying graphics to strengthen the application. The actual application will be prepared by the Town.
- A topographic survey will not be required. Identification of property lines, owners and Right-of-Way will be obtained through Massachusetts Geography Information System “MassMapper”. Research of town / state records will be used to supplement available GIS data, as needed.

Based on our understanding of the project, we have developed the following Scope of Services:

### **Task 1 – MassTrails Application Assistance**

#### ***1.1 Preparation of Graphics***

We will assist the Town with preparation of the MassTrails application by providing accompanying graphics to support the application.

We anticipate producing up to two (2) large scale colorized maps using Geographic Information Software (GIS). Maps will depict:

- A local map clearly depicting up to three (3) potential trail locations through the Town of Erving. Map features will include:
  - Ortho imagery
  - Roadways, existing pedestrian paths, existing bicycle paths
  - Property lines and major abutters
  - Proposed path locations
- A large-scale map regional map depicting potential connectivity of shared use paths with neighboring communities for regional context. Map features will include:



- Ortho imagery
- Major roadways
- Neighboring communities
- Existing and anticipated shared use path connections.

## **1.2 Town Coordination and Revisions**

We will coordinate with the Town of Erving and make revisions and tailor the graphics based on the comments received from the Town. We expect that two (2) iterations of the graphics will be needed.

## **Task 2 – Field Investigation and Community Engagement**

### **2.1 Field Investigation, Engagement of Critical Abutters**

We will perform up to four (4) site visits to evaluate existing conditions and gather site photographs of critical locations. We will use information gathered from these site visits to identify the potential path locations. We will also use the gathered information to develop potential design solutions to challenges at critical locations. We anticipate critical locations to include (but not be limited to):

- Crossing of Route 2 at Old State Road
- Connection at Bridge Street and Posk Place Road
- Connection of Posk Place Road to Stone Cutoff Road
- Old Farley Bridge
- River Front Bridge
- Any potential use of railroad property

We will assist the Town of Erving in discussions with critical abutters to gather support for the project. We anticipate up to four (4) on-site meetings with abutters to discuss potential impacts on their property.

### **2.2 Community Engagement Session**

We will attend one (1) large public engagement session to receive feedback and determine larger scale public support for the project. We will assist the town with preparing a presentation that displays potential shared use path locations and benefits.

We will record and compile public comments to be included in the feasibility report. We will use the comments to assist in the alternative evaluation.

## **Task 3 – Feasibility Study Report**

### **3.1 Project Background, Study Purpose, Summarization of Tasks**

We will provide a project background detailing the reasoning for the feasibility study. We will highlight potential regional connectivity, community involvement and support from state agencies. We will also discuss the local draw of implementing a shared use path, which would include (but is not limited to) safer routes for vulnerable roadway users and improved access to the Millers River.

It is expected that this feasibility study will be used to justify whether the shared use path should be carried into the design stage.

We will also provide a summary of the study tasks considered as part of the report, which will include:

- Analysis of existing conditions
- Field investigation and mapping of potential path locations

- Focused field assessments of critical locations
- Identification of potential impacts of all alternatives considered.

### **3.2 Project Location and Limits**

We will provide up to three (3) alternative shared use path routes and will provide a narrative description of each route. Each narrative will describe potential benefits and challenges for each route. We will also identify available Right-of-Way that will be utilized to implement each route alternative.

We will provide a large-scale map with all potential path locations identified to supplement the discussion. This map will also identify major roads and landmarks for reference.

### **3.3 Alternative Discussion and Right-of-Way Challenges**

We will provide in-depth discussion of each potential shared use path in key segments, up to eight (8) per alternative. These segments will identify critical locations of each path, and will include discussion of:

- Key landowners / Right-of-Way for required takings.
- Shared roadways / major roadway crossings
- Rail crossings
- Bridge crossings

Each alternative discussion will include potential design solutions for all identified challenges. To supplement the discussion, we will provide large scale key maps for all three alternatives. These maps will identify the key segments for discussion.

We will also develop smaller scale maps for each segment (twenty-four in total), for each alternative. These segment maps will provide a visual location of each identified challenge described in the narrative.

### **3.4 Alternative Matrix Evaluation / Cost Comparison**

We will develop an evaluation matrix for each of the three alternatives to better compare the benefits and challenges. This matrix will identify (but is not limited to) potential ROW actions, railroad impacts / crossings, roadway crossings, utility impacts, constructability concerns, and environmental impacts.

We will also develop a high-level cost estimate per alternative that will be included in the evaluation matrix for comparison purposes.

### **3.5 Conclusion and Next Steps**

We will provide a discussion, based on the alternative evaluation, of a recommended alternative. We will also summarize any support received from public officials, impacted landowners, and local residents to strengthen our recommendation.

We will also provide the next steps necessary to move forward with the design phase.

### **3.6 Comments and Responses**

We will submit a draft feasibility report to the Town for review and comment. We will provide comment responses and attend up to one (1) Comment Resolution meeting.

We anticipate up to one (1) revision of the draft feasibility study before finalizing for submission.

Y:\Shared\Proposals\Proposal\Municipalities\Erving\Masstrails Feasibility Study\Masstrails Feasibility Study Assumptions And Scope\_FINAL.Docx

**TOWN OF ERVING - MassTrails Feasibility Study**  
**Application Assistance, Investigation, Community Engagement and Report Preparation Services For**  
**Potential Shared Use Path Connectivity between Farley, Erving Center and Wendell Depot**  
**Prepared By: Green International Affiliates, Inc.**  
**12/5/2023**

**Task 1 - MassTrails Application Assistance**

Task No.	Task Description	Project Manager	Sr. Civil/Traffic/Engineer	Staff Engineer	Technician	Total Labor
1.1	Preparation of Graphics	2	4	6	8	20
1.2	Town Coordination and Revisions	2	4	6	8	20
Task 1 Subtotal		4	8	12	16	40

**Task 2 - Field Investigation and Community Engagement**

Task No.	Task Description	Project Manager	Sr. Civil/Traffic/Environmental	Staff Engineer	Technician	Total Labor
2.1	Field Investigation, Engagement of Critical Abutters	2	2	16	32	52
2.2	Community Engagement Session	8	8	8	8	32
Task 2 Subtotal		10	10	24	40	84

**Task 3 - Feasibility Study Report**

Task No.	Task Description	Project Manager	Sr. Civil/Traffic/Environmental Engineer	Staff Engineer	Technician	Total Labor
3.1	Project Background, Study Purpose, Summarization of Tasks	1	4	4		9
3.2	Project Location and Limits	1	4	12	16	33
3.3	Alternative Discussion and Right-of-Way Challenges	1	8	12	24	45
3.4	Alternative Matrix Evaluation / Cost Comparison	1	8	12	24	45
3.5	Conclusion and Next Steps	1	4	4		9
3.6	Comments and Responses	4	8			12
Task 3 Subtotal		9	36	44	64	153

**Total for Tasks 1 Thru 3**

Total Hours	23	54	80	120	277
Labor Rates	\$ 73.00	\$ 52.00	\$ 40.00	\$ 35.00	N/A
Labor Costs	\$ 1,679.00	\$ 2,808.00	\$ 3,200.00	\$ 4,200.00	\$ 11,887.00
Overhead @ 145.06%	\$ 2,435.56	\$ 4,073.28	\$ 4,641.92	\$ 6,092.52	\$ 17,243.28
Subtotal	\$ 4,114.56	\$ 6,881.28	\$ 7,841.92	\$ 10,292.52	\$ 29,130.28
Profit @ 10.00%	\$ 411.46	\$ 688.13	\$ 784.19	\$ 1,029.25	\$ 2,913.03
Expenses	N/A	N/A	N/A	N/A	\$ 1,740.00

<b>Total Tasks 1 thru 3 [Lump Sum]</b>	<b>\$ 4,526.01</b>	<b>\$ 7,569.41</b>	<b>\$ 8,626.11</b>	<b>\$ 11,321.77</b>	<b>\$ 33,783.31</b>
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# FY 2025 | Capital Expenditure Equipment Request Form



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Highway	Date	
Contact Name	Glenn McCrory	E-Mail	thomas.duffy@erving-ma.gov
Telephone			

## Project Request Information

Project Name	Plow truck replacement		
Estimated Total Cost	\$100,000.00	Source of Estimate	Colonial Municipal Group
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	The 2016 F350 plow truck with 70,000 miles as of 12/1/2023 has significant rust/rot on the bedsides and frame rail supports. The bedsides have a "band-aid" repair so it could pass mass state inspection this year.		
This Request is Necessary to Address: (check all that apply)	To Maintain Existing Services;Public/ Staff Safety;		
Brief Purchase / Project Description & Department Capacity to Complete Project	Replace an 8 year old truck		
Please Identify Potential Funding Sources if Known	01-429-902-57800 Plow Truck and Sander has around \$6000.00 available. 01-429-922-57800 Trench Box has \$5200.00 available that could hopefully be used against the purchase price.		
Explain Anticipated Impact on Future Operating Budgets	Cost Unchanged;	Useful Life	8 years

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

Signature

*Signature of the Person Submitting this Form*

Name

*Name of the Person Submitting this Form (print)*

# To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$



# Estimate

Date: 12/4/2023

Estimate#

Customer ID:

To: Town of Erving  
 Glen McCrory  
 413-423-3500  
[glenn.mccrory@erving-ma.gov](mailto:glenn.mccrory@erving-ma.gov)

Salesperson: **Jay Matisko**  
 774-556-2531  
[jmatisko@buycmg.com](mailto:jmatisko@buycmg.com)

## Budget

Qty	Item #	Description	Unit Price	Line Total
1.00	F3B	Ford F350 SRW truck Reg Cab XLT	\$ 47,395.00	\$ 47,395.00
1.00	W6	Color: Green Gem	\$ 855.00	\$837.90
1.00		Engine: 7.3 Gas engine	included	included
1.00		Dark slate cloth seats and carpet floor	included	included
1.00		Receiver hitch	included	included
1.00		SYNC	included	included
1.00		2024 Estimated model increase	\$ 6,900.00	\$ 6,900.00
1.00	76S	Remote start	\$ 250.00	\$ 245.00
1.00	TDX	All Terrain Tires	\$ 265.00	\$ 259.70
1.00	90L	Power Equipment Group	included	included
1.00	X3J	Limited slip	\$ 430.00	\$ 421.40
1.00	473	Snow Plow Prep Package	\$ 250.00	\$ 245.00
1.00	86M	Dual Battery	included	included
1.00	67B	410 Amp Alternator	\$ 115.00	\$ 112.70
1.00	52B	Trailer Brake Controller	included	included
1.00	18B	Platform Running Boards	\$ 320.00	\$ 313.60
1.00	66S	Upfitter switches	\$ 165.00	\$ 161.70
1.00	592	Roof Clearance lights	\$ 95.00	\$ 93.10
1.00	61N	Wheel well liners front and rear	\$ 325.00	\$ 318.50
1.00	61S / 62S	Splash Guards front and rear	\$ 130.00	\$ 127.40
1.00		Spray In Liner	\$ 645.00	\$ 645.00
1.00		9' Everest Plow and Hitch Electric hydraulics	\$ 15,538.00	\$ 15,538.00
1.00		Upgrade to ABL Lights	\$ 678.00	\$ 678.00
1.00		Upgrade 9'straight blade to steel vortex	\$ 565.00	\$ 565.00
1.00		Fisher Ploy sander 1.8 cy Electric	\$ 9,040.00	\$ 9,040.00
1.00		Amber Flashes (2)	\$ 622.00	\$ 622.00
1.00		Fisher spotlights (2)	\$ 565.00	\$ 565.00
1.00		Fisher Vibrator	\$ 1,017.00	\$ 1,017.00
1.00		Joma / Polasrflex carbide cutting edge	\$ 4,445.00	\$ 4,445.00
1.00		Winter carbide curb runner	\$ 565.00	\$ 565.00
1.00		Upgrade to Premium Plow markers	\$ 85.00	\$ 85.00
1.00		Temperature sensor Precise	\$ 1,582.00	\$ 1,582.00
1.00		Whelen LED IONS (2) front grille Amber	\$ 405.00	\$ 405.00
1.00		Whelen LED Liberty Lightbar w/ TD's and Ally's	\$ 2,795.00	\$ 2,795.00
1.00		Whelen LED Hideaways (2) rear tail Amber	\$ 305.00	\$ 305.00
1.00		LED Worklights on rear hitch on a switch and on in reverse	\$ 594.00	\$ 594.00
1.00		Ventvisors	\$ 125.00	\$ 125.00
1.00		Weathertech mats	\$ 145.00	\$ 145.00
1.00		Shop Supplies	\$ 295.00	\$ 295.00

1.00		Estimated Equipment increase After 12-31-23	\$ 2,500.00	\$ 2,500.00

**Special Instructions:**

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.

Estimate is Based on Current Information From Client About the Project Requirements

Actual Cost May Change Once Project Elements are Finalized

**Subtotal**

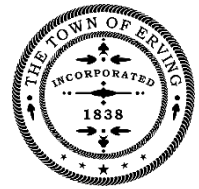
**Sales Tax**

**TOTAL**

\$ 99,942.00
<b>\$ 99,942.00</b>

**Thank You For Choosing The Colonial Way!**

# FY 2025 | Capital Expenditure Request Form- Construction & Multi Year Projects



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Highway	Date	
Contact Name	Glenn Mccrory	E-Mail	glenn.mccrory@erving-ma.gov
Telephone			

## Project Request Information

Project Name	2015 Ford F550 dump truck replacement		
Estimated Total Cost	\$125,000.00	Source of Estimate	Capital
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	This would be a 2025 purchase		
This Request is Necessary to Address: (check all that apply)	Public/ Staff Safety; To Maintain Existing Services;		
Brief Purchase / Project Description & Department Capacity to Complete Project	This purchase would be replacing the 2015 F550 dump/plow truck. The sander was just replaced on this truck so that will not be needed.		
Please Identify Potential Funding Sources if Known			
Explain Anticipated Impact on Future Operating Budgets	Cost Unchanged;	Useful Life	8 years

## Proposed Phasing & Funding

Total amount anticipated for funding for each stage/phase over time.

Phases or Stages	FY2025	FY2026	FY2027	FY2028
Phase 1	\$125,000.00			
Phase 2	\$600,000.00			
Contingency & Escalation				
Total				

## Supporting Rationale



The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

**Signature**

*Signature of the Person Submitting this Form*

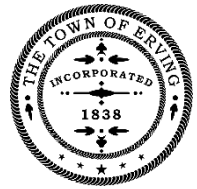
**Name**

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

# FY 2025 | Capital Expenditure Request Form- Construction & Multi Year Projects



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Historical Commission & Museum	Date	
Contact Name	Sara E. Campbell, Chair	E-Mail	theresa.dodge@erving-ma.gov
Telephone			

## Project Request Information

Project Name	Pearl B Care building maintenance\$		
Estimated Total Cost	\$10,000	Source of Estimate	Place holder
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	General maintenance to prevent deterioration of the building.		
This Request is Necessary to Address: (check all that apply)	Asset Preservation;		
Brief Purchase / Project Description & Department Capacity to Complete Project	Repairs, cleaning, painting, plumbing and heating, electrical systems, roof, accessibility/safety.		
Please Identify Potential Funding Sources if Known	Unknown		
Explain Anticipated Impact on Future Operating Budgets	Reduce Costs;	Useful Life	Varies

## Proposed Phasing & Funding

Total amount anticipated for funding for each stage/phase over time.

Phases or Stages	FY2025	FY2026	FY2027	FY2028
Phase 1	\$10,000			
Phase 2				
Contingency & Escalation	\$2000			
Total				

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

**Signature**

*Signature of the Person Submitting this Form*

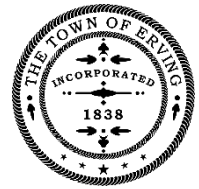
**Name**

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

# FY 2025 | Capital Expenditure Equipment Request Form



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

<b>Department/Board Name</b>	Information Systems Management	<b>Date</b>	
<b>Contact Name</b>	Jacquelyn Boyden	<b>E-Mail</b>	jacquelyn.boyden@erving-ma.gov
<b>Telephone</b>			

## Project Request Information

<b>Project Name</b>	Computer Equipment Replacement		
<b>Estimated Total Cost</b>	35,000	<b>Source of Estimate</b>	Quotes
<b>Prioritization in Relation to all Dept. Requests</b>	1st	<b>New or Replacement Request?</b>	New Request
<b>Explain Why this must be a FY2025 Procurement</b>	13 computers (desktops and laptops) are at the end or beyond the recommended service life and need to be replaced to ensure productivity and continuity. The equipment is between 6 - 10 years old.		
<b>This Request is Necessary to Address: (check all that apply)</b>	To Maintain Existing Services; Asset Preservation;		
<b>Brief Purchase / Project Description &amp; Department Capacity to Complete Project</b>	We switched and/or replaced the majority of our computer equipment in 2019 and 2020 due to COVID and the shutdown. However, the remaining computer equipment had been purchased in 2016 and 2017 and didn't need to be replaced. This equipment is now at the end of the recommended service life.		
<b>Please Identify Potential Funding Sources if Known</b>			
<b>Explain Anticipated Impact on Future Operating Budgets</b>	Cost Unchanged;	<b>Useful Life</b>	5-7 years depending on usage.

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

**Signature**

*Signature of the Person Submitting this Form*

**Name**

*Name of the Person Submitting this Form (print)*

**To Be Completed by Capital Planning Committee**

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

## Replacement of Computer Equipment

13 Laptops/Desktops and associated hardware

1 Laptop Assistant Tax Collector

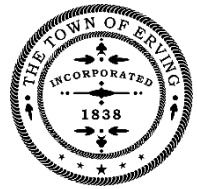
4 Laptops/tablets for Senior Center

3 Laptops/Desktops for Fire Station

3 Desktops for Police Station

2 Laptops for Selectboard

# FY 2025 | Capital Expenditure Equipment Request Form



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Police	Date	
Contact Name	Robert L. Holst	E-Mail	robert.holst@erving-ma.gov
Telephone			

## Project Request Information

Project Name	Ford Police Interceptor Utility Hybrid replacement		
Estimated Total Cost	71,894.40	Source of Estimate	MHQ quote
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	Replacement of the 2017 Ford SUV		
This Request is Necessary to Address: (check all that apply)	To Maintain Existing Services;		
Brief Purchase / Project Description & Department Capacity to Complete Project	Once funding is available, order will be placed with MHQ. The department has the capacity once funding is available.		
Please Identify Potential Funding Sources if Known			
Explain Anticipated Impact on Future Operating Budgets	Cost Unchanged;	Useful Life	8-10 years

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

Signature

*Signature of the Person Submitting this Form*

Name

*Name of the Person Submitting this Form (print)*

# To Be Completed by Capital Planning Committee

Funding Source	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$





# Purchase & Sales Agreement

## CUSTOMER

Contact Name: Officer Bill Kimball  
 Company/Dept: Erving Police Department  
 Street Address: 71 French King Highway  
 City, State, Zip: Erving, MA 01344  
 Phone: 413-522-1839  
 E-Mail: \_\_\_\_\_  
 Job Description: \_\_\_\_\_

Date: October 31, 2023  
 Valid for: 60 Days\*  
 Customer #: \_\_\_\_\_  
 Contract: Budget  
 Sales Rep: Zach Reed

Vehicle: \_\_\_\_\_ Contract Number: **GBPC 2022 Vehicles**

CONTRACT LINE REFERENCE	VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
K8A	Ford Police Interceptor Utility Hybrid	\$44,452.00	1	\$44,452.00
	Exterior Paint : Black	\$0.00	1	\$0.00
18D	Global Lock and Unlock	\$0.00	1	\$0.00
153	License Plate Bracket - Front	\$0.00	1	\$0.00
Included	Pre Drilled Headlamps	\$0.00	1	\$0.00
Included	Power Door Locks	\$0.00	1	\$0.00
43D	Dark Car Feature	\$24.50	1	\$24.50
549	Heated - Side View Mirrors	\$59.00	1	\$59.00
52P	Hidden Door Lock Plungers (Renders Rear Doors INOP)	\$156.80	1	\$156.80
63V	Cargo Vault	\$240.10	1	\$240.10
64E	18" Painted Aluminium Wheels	\$466.00	1	\$466.00
Included	Hands Free and Bluetooth	\$0.00	1	\$0.00
Included	Trailer Hitch - Class III ( Wiring Not Included )	\$0.00	1	\$0.00
				\$0.00
<b>Vehicle Total:</b>				<b>\$45,398.40</b>

Equipmet: \_\_\_\_\_ Contract Number: **GBPC 2022 AFTERMARKET**

CONTRACT LINE REFERENCE	CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
Graphics	Premium Graphics Package B	\$550.00	1	\$550.00
Services	Tint Front Windows only 45% (LEGAL)	\$195.00	1	\$195.00
Services	Vent Shades	\$160.00	1	
Services	Weather Tech Floor Mats (Per Row)	\$175.00	1	
CY806	Arges Pro Focus Remote Spotlight	\$800.00	1	\$800.00
CY2694	Whelen FST 10 Lamp Inner Edge	\$1,397.00	1	\$1,397.00
LABOR	Activate Factory Wig Wags	\$108.00	0.5	\$54.00
PES49	Whelen Vertex Hideaways in Headlights (2-B)	\$265.00	1	\$265.00
CY1403	Mirror Beam Brackets for IONS	\$450.00	1	\$450.00
CY1415	Mirror Beam IonV's Blue	\$183.00	2	\$366.00
CR1	Tremco - Anti Theft Device	\$210.00	1	\$210.00
CY1382	Stud Mount Micron Blue/White	\$186.00	2	\$372.00
CY1617	Whelen Striplite+ Duo B/W - Rear 1/4 Glass	\$186.00	4	\$744.00
CY1628	Whelen Striplite 90 Degree Mounting Kit	\$96.00	4	\$384.00
CY1972	Whelen Siren Speaker w/ Bracket	\$350.00	1	\$350.00
CY1038	Whelen TLIB Linear Ion Under Rear Hatch	\$175.00	2	\$350.00
CY2968	Whelen RST 8 Lamp Rear Inner Edge R/B/A	\$1,129.00	1	\$1,129.00

PES50	Whelen Vertex Hideaways in Taillights (2-R)(2-W)	\$515.00	1	\$515.00
PES10	Whelen 6 Lamp Duo Tracers WCX B/W	\$1,975.00	2	\$3,950.00
CY1862	Whelen Core Control Center	\$1,000.00	1	\$1,000.00
CY1868	Whelen 21 Button Control Head	\$329.00	1	\$329.00
CY1875	Whelen OBD Connection	\$117.00	1	\$117.00
CY1896	Whelen Vehicle to Vehicle Sync	\$275.00	1	\$275.00
CY1892	Whelen 16 Output Expansion Module	\$250.00	2	\$500.00
CY1891	Whelen 8 Output Expansion Module	\$225.00	1	\$225.00
PES85	Whelen Photo Cell (Canliteb)	\$92.50	1	\$92.50
CY1049	Whelen TLI2E B/W Surface Mount Ions	\$195.00	2	\$390.00
AL639	Havis 22" Angled Console	\$525.00	1	\$525.00
AL629	Havis Dual Self Adjusting Cupholders	\$97.00	1	\$97.00
AL41	Havis Flip Up Arm Rest	\$135.00	1	\$135.00
AL504	2 Lighter Plug Outlet w/ 1 switch and 1 USB Cutout	\$135.00	1	\$135.00
AL566	Brother Pocket Jet Printer Mount	\$228.00	1	\$228.00
BR9	Progard single cell w/ retractable osb poly	\$3,600.00	1	\$3,600.00
AL399	Heavy Duty Vehicle Mount for 20+ Interceptor	\$155.00	1	\$155.00
AL429	8.5" Telescopic Pole Mount	\$185.00	1	\$185.00
AL448	Pole Support Arm	\$82.00	1	\$82.00
AL536	Tilt / Swivel Motion Adapter	\$255.00	1	\$255.00
AL561	Over Head Console Mount	\$72.00	1	\$72.00
CY508	Whelen 3" R/W Dome Lights	\$144.00	3	\$432.00
PES91	Mag Mic Clips	\$49.00	2	\$98.00
PES109	Transfer Radio	\$275.00	1	\$275.00
PES141	Transfer MDT	\$406.25	1	\$406.25
PES112	Transfer Repeater	\$293.75	1	\$293.75
PES147	Transfer Video System	\$406.25	1	\$406.25
PES148	Transfer Additional Camera	\$118.75	1	\$118.75
PES150	Transfer Radar	\$187.50	1	\$187.50
	Estimated model year increase	\$3,800.00	1	\$3,800.00
				\$0.00
<b>Contract Equipment Total:</b>				<b>\$26,496.00</b>

**Non-Contract Equipment:**

CONTRACT LINE REFERENCE	NON-CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
				\$0.00
<b>Non-Contract Equipment Total:</b>				<b>\$0.00</b>
<b>Vehicle and Equipment Total:</b>				<b>\$71,894.40</b>
			<b>Qty:</b>	<b>1</b>
			<b>Total:</b>	<b>\$71,894.40</b>

**Trade Vehicle/s:**

CONTRACT LINE REFERENCE	TRADE VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
TRADE	Vehicle: Vin Number:			\$0.00
<b>Trade Vehicle/s Total:</b>				<b>\$0.00</b>
<b>Quote Grand Total:</b>				<b>\$71,894.40</b>

**TERMS AND CONDITIONS**

Deferrals and Cancellations of Sales Orders In all cases where vehicles, products, and labor are purchased against government and public contracts, the terms and conditions of that contract shall prevail and bind MHQ. In cases where contract terms on deferral and/or cancellation are not defined, and for non- contract sales, the following MHQ policy shall prevail.

**Deferrals**

For this discussion, "deferral" refers to a customer-initiated action to delay the delivery of purchased items\* beyond the delivery date confirmed to the customer in writing (Purchase Order confirmation). All deferral requests must be communicated to MHQ in writing.

MHQ, at their sole discretion, reserves the right to accept or reject deferral requests. Once the subject item has started the production / fabrication process, delivery deferrals are not allowed - the item will be built, shipped, and billed upon completion. For deferral requests on items not yet in production, MHQ shall negotiate deferral terms with the customer's purchasing or sourcing authority (not the requisitioner). Consequences of order deferrals may include, but not be limited to, loss of scheduled production timeslot and reallocation of vehicles and/or materials to other active jobs or other customers.

**Special Order and Non-Cancellable/Non-Returnable Items (NCNR)**

Certain items and material are categorized as "Special Order" or "NCNR." Attempts to cancel shall be handled on an individual basis.

Depending on the stage of production of a special-order item, and the suppliers involved, special order items may incur cancellation charges based on supplier purchase liabilities. MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Special Order items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

NCNR items are not cancellable with our suppliers. MHQ will make a reasonable attempt to minimize the financial impact of cancelling NCNR items, but no assurance is offered that the customer's purchase liability for these item types can be reduced in any way. NCNR items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

**Cancellations**

For this discussion, "cancellation" refers to a customer-initiated action to cancel a customer committed order\*\* or any part thereof. All cancellation requests must be communicated to MHQ in writing. Cancellations will be accepted, without penalty, until the point in time where material has been ordered to support production of the ordered item(s). Once components or material is ordered against a committed customer order, cancellation charges may apply based on supplier purchase liabilities. MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Depending on the type of material/components and the suppliers involved, the range of customer purchase liability can range from complete release of purchase liability, up to and including full liability of the original material cost.

**Supplier Failure to Perform**

MHQ shall be held harmless in cases where their suppliers fail to source, build, or deliver quoted or ordered products required to satisfy customer committed orders. MHQ shall also be held harmless in cases where a supplier discontinues availability of a product, places a product on allocation, or delivery times extend beyond their normal quoted delivery times such that the subject product becomes unavailable, or experiences extended delivery times. In these cases, MHQ shall offer alternatives, where commercially available, to the customer for consideration as acceptable substitutes.

**\*Purchased Items**

"Purchased Items" is defined as any item, component, or material required to fulfill a committed customer order.

**\*\*Customer Committed Order**

"Customer Committed Order" is defined as any acceptable form of communication that directs MHQ to produce and sell an item to their customer. Acceptable forms of communication are customer Purchase Orders, quotes that are signed and dated by a customer purchasing authority, Letters of Intent or Letters of Commitment that are signed and dated by a customer purchasing authority, or similar instruments that communicate an intent to purchase.

**ORDER ACKNOWLEDGEMENT**

**By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.**

x

\_\_\_\_\_  
**PRINT NAME**

x

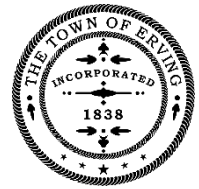
\_\_\_\_\_  
**TITLE**

x

\_\_\_\_\_  
**SIGNATURE**

x

# FY 2025 | Capital Expenditure Request Form- Construction & Multi Year Projects



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

<b>Department/Board Name</b>	Recreation Commission & Parks Maintenance	<b>Date</b>	
<b>Contact Name</b>	Jacquelyn Boyden and Breta Petraccia	<b>E-Mail</b>	jacquelyn.boyden@erving-ma.gov
<b>Telephone</b>			

## Project Request Information

<b>Project Name</b>	Feasibility Study for Veteran's Field		
<b>Estimated Total Cost</b>	45,000	<b>Source of Estimate</b>	RFQ from FY24 Cemetery Feasibility Study and Working with Town Planner, Mariah Kurtz
<b>Prioritization in Relation to all Dept. Requests</b>	1st	<b>New or Replacement Request?</b>	This Request Replaces a Previous Request
<b>Explain Why this must be a FY2025 Procurement</b>	In order to move forward with the PARC Grant application, a feasibility study of Veteran's Field must be completed.		
<b>This Request is Necessary to Address: (check all that apply)</b>	To Maintain Existing Services;Asset Preservation;Project Deferred from a Previous Year;		
<b>Brief Purchase / Project Description &amp; Department Capacity to Complete Project</b>	<p>Veteran's Field needs to be completely redone. In previous years, we have taken down the unsafe playground equipment (Scout building, slide, tots playground, tennis courts are locked and we are working with Chief Wonkka regarding the aging dugout removal). This park is our most central and open park and we want to invest in it's future for the people of Erving and others to enjoy this beautiful 13 acres of land. In 2020, we sent out a survey asking people what they wanted for the parks. In Veteran's Field we are envisioning open space for events like the Fall Festival, basketball court with potential other uses such as outdoor checkers, chess and 4 square, new bathroom facilities that are accessible and a new storage shed for our equipment and supplies, a pavilion, a tots playground, swings, electricity availability on both sides of the field and a parking area for our events and park usage. We are hoping to be awarded a PARC Grant to help with this project but the first step is a feasibility study. We are working with the Town Planner, Mariah Kurtz regarding how to apply for the PARC Grant.</p>		
<b>Please Identify Potential Funding Sources if Known</b>	We would like to use the \$20,000 for a grant writer towards this project.		
<b>Explain Anticipated Impact on Future Operating Budgets</b>	Increase Costs;	<b>Useful Life</b>	20 years

## Proposed Phasing & Funding

Total amount anticipated for funding for each stage/phase over time.

Phases or Stages	FY2025	FY2026	FY2027	FY2028
Phase 1	45,000			
Phase 2	Unknown. Still looking into it.			
Contingency & Escalation				
Total				

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

**Signature**

*Signature of the Person Submitting this Form*

**Name**

*Name of the Person Submitting this Form (print)*

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

## Jacquelyn Boyden

---

**From:** Breta Petraccia  
**Sent:** Sunday, November 26, 2023 3:48 PM  
**To:** Recreation Commission  
**Subject:** Vets Field Redesign Task Overview  
**Attachments:** Vets Field Redesign Task Tracker.pdf

Hi all,

I am sharing this document which outlines the steps needed between now and the application process for the PARC grant for Vets Field. It is relevant to the Capital Funding Requests that you will be discussing on 12/3. This is a timeline Mariah helped me develop, based on what we now know regarding the parcel at Vets and the MA PARC Grant.

She recommended requesting that the current \$20K in Capital funds allocated toward a PARC Grant Writer be requested for reallocation toward a Feasibility Study of Vets Field with the redesign project in mind (this includes a site evaluation, water run off study, etc.).

1<sup>st</sup> Note: A feasibility study is required in order to apply for a MA PARC grant.

2<sup>nd</sup> Note: A reallocation request is likely to be denied, given the current financial concerns, but it can't hurt to ask. We will need funding for the Feasibility Study regardless. For comparison, Merrill Engineering charged #44K for the Town Cemetery study. Ours is comparable because of various factors.

It is not a complicated grant to apply for, and the Town Planner can write it up so long as the Rec Commission has a clear and definitive list of amenities and needs for Vets Field, and the Commission consider a few other questions that relate to the Grant and future plans at Vets Field. (I can explain at our 12/30 Rec meeting).

**Breta Petraccia**  
**Recreation Assistant**

Town of Erving  
12 East Main Street  
Erving MA 01344

Tel: 413-422-1187

### Notice:

When writing or responding, please remember that the Massachusetts Secretary of State has determined that email is a public record and subject to the Public Records Law, M.G.L. c. 66, and further covered by Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521.

This communication may contain privileged or other confidential information. If you are not the intended recipient or believe that you have received the communication in error, you are strictly prohibited from printing, copying, distributing, disseminating, or otherwise using this communication. Please discard this e-mail and any attachments, and notify the sender immediately.



July 19, 2023

## PROPOSAL FOR FEASIBILITY STUDY

Prepared for: Select Board - Town of Erving

New Municipal Cemetery – Erving, Massachusetts

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Town of Erving  
Attn: Select Board  
12 East Main Street  
Erving, Massachusetts, 01344

**Re: Request for Proposal  
New Cemetery Feasibility Study RFQ**

Dear Honorable Members of the Select Board,

Merrill Engineers and Land Surveyors and Ryan Associates Landscape Architecture and Planning are pleased to present this quote for professional design services related to the preparation of a Feasibility Study for the creation of a new municipal cemetery. We understand that the Town of Erving has a limited number of available burial lots remaining in its two existing cemeteries and is in search of space for new lots to be used once the existing inventory has been exhausted.

It is our belief that between Merrill Engineers and Land Surveyors and Ryan Associates Landscape Architecture and Planning, there is extensive cemetery design experience from past projects. This experience stems from both cemetery planning/design projects as well as other similar municipal site design projects, and we believe we can draw upon this knowledge to assist you with this project and help the Town of Erving achieve its goals for the Town's cemetery capacity requirements for the next 100 years.

The RFQ identifies three town owned parcels to be evaluated for suitability as a cemetery use and conceptual opinions on construction costs. Although we have provided a cost for a full evaluation of all three sites, it may be possible to eliminate one or more of the parcels after meeting with the Town Representatives and discussing minimum site requirements and other initial evaluation criteria, without wasting a lot of time and money on a site that clearly does not fit the Town's specified objectives for a municipal cemetery. In this instance, if a site *is* identified that meets the minimum development criteria, it may be possible to re-allocate the unused budget from that unsuitable site, towards a more comprehensive conceptual site plan. This plan can be shared with the Community to help the residents understand what is being proposed and hopefully assist with securing necessary Town funding to move the project forward to the design phase.

If our analysis of the parcels reveals that none of the three identified parcels meet the minimum feasibility requirements for a cemetery, we would be happy to create a description of the minimum requirements for a suitable cemetery parcel as requested. Additionally, if for some reason, one or more of the parcels is eliminated without extensive analysis or testing, we would be open to working with the Select Board to use any unused budget to assist in reviewing other Town owned properties in the hopes of finding a suitable site for a new cemetery. As an interim solution, it may be possible to remove unused roads or other non-plot areas within an existing cemetery to give you more options while a new cemetery is being built. This may provide some additional time for the design and permitting of the new cemetery and allow the process to move along at a reasonable pace to ensure a well-planned out project that's not rushed and potentially doesn't address some of the Town's needs. Lastly, in order to keep costs down, it is assumed that an initial project kickoff meeting, an interim meeting and the final presentation to the Select Board, Capital Planning Committee, Finance Committee, staff and



HANOVER OFFICE:  
427 Columbia Road  
Hanover, MA 02339  
781-826-9200

PLYMOUTH OFFICE:  
40 Court Street, Ste 2A  
Plymouth, MA 02360  
508-746-6060

MARINE DIVISION:  
26 Union Street  
Plymouth, MA 02360  
508-746-6060

FALMOUTH OFFICE:  
448 N. Falmouth Highway Unit A  
North Falmouth, MA 02556  
508-563-2183

[merrillinc.com](http://merrillinc.com)



public will be in person. All other meetings will be done remotely, via video conferencing software (coordinated by our Team); for the purposes of this proposal, we have assumed 6 remote meetings. It is also assumed that on-site soil evaluations will be limited to a maximum of one day per location.

In accordance with the Quote Requirements, the anticipated service terms as defined in the RFQ are acceptable for the Design Team. As shown in the attached Statement of Qualifications, both firms have extensive experience working with municipalities both on cemetery projects as well as other municipal projects coordinated by local Town Representatives. The Merrill Engineers and Land Surveyors project team is comprised of several Massachusetts DEP Registered Soil Evaluators with extensive experience analyzing and performing soil textural analysis throughout the state. An important part of any soil evaluation is the utilization of GIS and other available resources to gain an understanding of the existing landscape on a particular site. This information is crucial and will assist in the assessment of the underlying soil conditions, prior to digging any holes on site.

The Project Team has extensive experience presenting design plans and technical data in public settings, focusing on providing a clear, easy to understand description of the project for everyone to understand. Most of the larger projects that Merrill Engineers and Land Surveyors and Ryan Associates Landscape Architecture and Planning work on require extensive permitting with local Boards and Commissions and require attendance and presentation of the projects at public hearings. The approving authorities are generally volunteers that do not necessarily have any technical or professional experience and the hearings are open to the public; comments and questions from the public are encouraged.

By teaming up with Ryan Associates Landscape Architecture and Planning, we believe that we have assembled a design team that can work with the Town within their design and budgetary constraints and help come up with a solution that addresses the dwindling burial lot capacity in town. We look forward to meeting with you to discuss our proposal and the project as a whole if selected.

Please feel free to contact us with any questions.

Very truly yours,

MERRILL ENGINEERS AND  
LAND SURVEYORS



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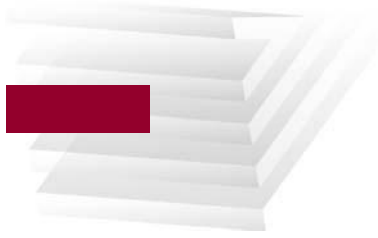
Dana M. Altobello, P.E.  
Senior Project Manager

RYAN ASSOCIATES



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Tom Ryan, FASLA  
Principal



# Qualifications Statement

## Company Profile

Merrill Engineers and Land Surveyors is comprised of a select group of professional engineers, land surveyors and related professionals. Established in 1979, our firm offers a wide range of services within and related to the civil engineering and land surveying disciplines. The size of our firm, coupled with the extensive and varied experience of our staff, affords us the unique opportunity of providing our clients with the latest in design technology, usually found only in larger organizations. Additionally, we can create a more personalized service, in that our registered professionals not only negotiate and direct the projects, but also perform and review all the actual design work. This enables each client to deal directly with one person knowledgeable in all phases of the project. Client satisfaction is of prime importance to all design team members and is emphasized throughout each project.

It is the policy of Merrill to offer a complete and comprehensive design service. Solutions and recommendations are well conceived, based on the client's needs, physical constraints, and nationally recognized and established design standards and procedures.

For over 40 years, Merrill has assisted our municipal and private sector clients in the planning, design, permitting and construction of residential, commercial, industrial, institutional and many other types of similar projects in size and scope. As you review our qualifications, we would like to reinforce several key points. Each of our professional engineering and land surveying staff selected to work directly on your projects has over 15 years of experience in civil design. All planning, land surveying, design and construction services are provided in-house. At Merrill, we believe that providing our clients with the best consulting services goes beyond good design practices. With a clear understanding of our clients' goals and a thorough knowledge of applicable regulations, our experienced design team can tackle any project. Solving our client's problems is what we do.

## Our Services

Merrill has performed studies, preliminary and final designs, contract plans, specifications, and estimates for numerous projects, public and private. The following are some of the past and present services our firm has performed for our clients:

### Land Surveying

- Perimeter surveys
- ALTA title insurance surveys and reports
- Topographic and wetland resource area surveys
- Land court surveys
- Flood elevation certifications
- GPS capability
- GIS mapping support

### Land Use Planning

- Site evaluation and assessments
- Development feasibility/due diligence reports
- Preliminary site planning
- Presentation drawings and reports
- MEPA filings

### Civil Design and Permitting

- Site plan design - commercial and residential
- Subdivisions - preliminary, definitive, ANR residential, commercial and industrial plans
- Stormwater management/drainage design
- Hydraulic and hydrogeologic studies
- Sanitary wastewater collection, treatment and disposal systems
- Water supply and distribution systems
- Soils evaluation and percolation testing
- Drive-thru facilities
- Service station and convenience store layouts
- Fuel systems design for service stations and commercial/industrial facilities
- Fire suppression design and permitting

### Environmental

- Wetlands and riverfront delineations
- Mass. Dept. of Environmental Protection and local wetlands filings: Notices of Intent, Requests for Determination of Applicability, 401 water quality certificates etc.
- Army Corps of Engineers permit - 404 and Section 10 filings
- Mass. Waterways permitting and licenses - Chapter 91 filings
- Earth removal permitting
- Dock permitting
- Underground storage tank licensing and permitting
- Leadership in Energy and Environmental Design (LEED) certifications of sustainable designs and low-impact developments

Stormwater Pollution Prevention Plans  
EPA Construction General Permits & Stormwater Discharges for Industrial Activities

Construction Engineering

Construction bid documents & specifications  
Assistance in bidding and contractor selection  
Field layout work  
Construction supervision, management and coordination  
Foundation/elevation certifications and as-built plans

Municipal Consulting and Services

Subdivision and Site Plan Review Services  
Telecommunications Facilities Review Services  
Litigation Support  
Zoning Map creation and updates  
Land Use, Historic, Wetland, and Public Facilities Mapping  
Site Planning and Permitting for Municipal Buildings and Facilities

**PROFESSIONAL LICENSES & CERTIFICATIONS**

Leadership in Energy and Environmental Design (LEED) Accredited Professionals  
Licensed Soil Evaluators in Massachusetts  
Licensed Septic Inspectors in Massachusetts

**OFFICE LOCATIONS**

**Hanover (headquarters)**

427 Columbia Road  
Hanover, Massachusetts 02339  
781.826.9200

**Plymouth**

40 Court Street  
Plymouth, Massachusetts 02360  
508.746.6060

**Marine Division - Plymouth**

26 Union Street  
Plymouth, Massachusetts 02360  
508.746.6060

**Falmouth**

448 North Falmouth Highway, Unit A  
North Falmouth Massachusetts 02556  
508.563.2183

**WEBSITE**

[www.merrillinc.com](http://www.merrillinc.com)



# Key Project Staff & Management

## Dana M. Altobello, P.E.

### Senior Project Manager

#### PROFESSIONAL REGISTRATION AND CERTIFICATIONS

- Registered Professional Civil Engineer - Massachusetts
- DEP Soil Evaluator - Massachusetts

#### EDUCATION

- Roger Williams University

Dana Altobello has over twenty years of experience in the planning, design and permitting of numerous residential and commercial projects in eastern Massachusetts, including multi-unit and active adult communities. He has worked on a variety of projects including stormwater management, on-site septic design, environmental permitting and Mass. DEP compliance. Additional areas of expertise include coastal dock permitting, zoning studies and land planning. Dana holds a Bachelor of Science degree in Civil Engineering from Roger Williams University and is a Registered Professional Engineer in Massachusetts and a Mass. DEP Soils Evaluator.

## Deborah W. Keller, P.E.

### Director of Engineering

#### PROFESSIONAL REGISTRATION AND CERTIFICATIONS

- Registered Professional Civil Engineer - Massachusetts
- DEP Soil Evaluator - Massachusetts

#### PROFESSIONAL AFFILIATIONS

- Member, American Society of Civil Engineers
- Member, Boston Society of Civil Engineers

#### EDUCATION

- Wentworth Institute of Technology

Deb Keller has managed numerous residential, commercial and industrial projects from inception through permitting and construction since 1993 and joined Merrill in 2016. Her areas of expertise include site design, grading, stormwater management and drainage analysis, State/local permitting and MassDOT highway designs. She has extensive experience in the design, management and implementation of civil engineering projects involving due diligence/feasibility studies, stormwater management/detailed drainage analysis reports, construction plans and presentation of projects to approving authorities for project permits at the local and State level for various residential and commercial projects throughout Massachusetts.

Deb has over sixteen years of experience as a Registered Professional Engineer. She holds a Bachelor of Science degree in Civil Engineering Technology from the Wentworth Institute of Technology.

## **Bradley K. Lemont, P.L.S., E.I.T.**

### **Director of Land Survey-Hanover**

#### **PROFESSIONAL REGISTRATION AND CERTIFICATIONS**

- Registered Professional Land Surveyor - Massachusetts
- Registered Engineer in Training - Massachusetts
- Mass DEP Licensed Soil Evaluator - Massachusetts
- HAZWOPER 40 Hour Certified - OSHA

#### **EDUCATION**

- Northeastern University

Brad Lemont joined Merrill in 2014 with a diverse background in both land surveying and civil engineering design. As an experienced land surveyor, Brad is the leader of the Hanover Survey Team. Brad manages a team of field and office personnel, orchestrating how each client's goal will be achieved efficiently and in a timely manner. Previous experience includes work as a survey crew chief and instrument operator with extensive training in total station equipment in the surveying of property lines, topographic/wetlands surveys, Land Court surveys, ALTA surveys and FEMA Elevation Certifications. Brad's design engineer expertise includes residential and commercial site design, septic design, stormwater analysis and permitting. In addition to holding a Bachelor of Science degree in Civil Engineering from Northeastern University, Brad is a Professional Land Surveyor, certified MA Soils Evaluator, holds a certification from OSHA's 40-hour HAZWOPER Course and is a Registered Engineer in Training.

## **Joshua M. Bows, P.E.**

### **President/Senior Project Manager**

#### **PROFESSIONAL REGISTRATION AND CERTIFICATIONS**

- Registered Professional Civil Engineer - Massachusetts
- DEP Soil Evaluator - Massachusetts
- DEP System Inspector - Massachusetts

#### **PROFESSIONAL AFFILIATIONS**

- Member, American Society of Civil Engineers
- Member, Boston Society of Civil Engineers

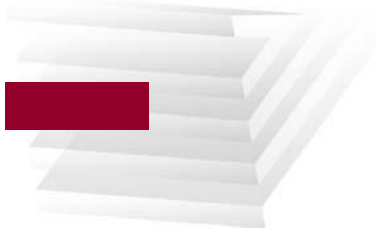
#### **EDUCATION**

- University of Massachusetts, Amherst

Josh Bows has managed numerous residential, commercial, and industrial projects from inception through permitting and construction since joining Merrill in 2002. As President of Merrill since 2013, Josh leads Merrill in its quest to be at the forefront of top civil engineering and land surveying firms in Massachusetts. He not only implements Merrill's mission of adding value to every project but helps create and promote Merrill's culture and philosophy of Merrill "teaming" with our clients.

He has established himself as a leader of a fast-growing company while maintaining a competitive edge in the industry through marketing efforts, financial prosperity, advanced technology and investigating job sectors. But, as a team player and someone who values our ability to provide personalized service due to our unique size, Josh also can be found answering phones, doing soil testing, reviewing plans, and whatever other task needs to be completed at any given moment. He has a Bachelor of Science degree in Civil Engineering from the University of Massachusetts, Amherst, is a current member of the Plymouth Harbor Committee, and has served on the Plymouth Conservation Commission and Plymouth 400<sup>th</sup> Committee.





# Related Experience & References

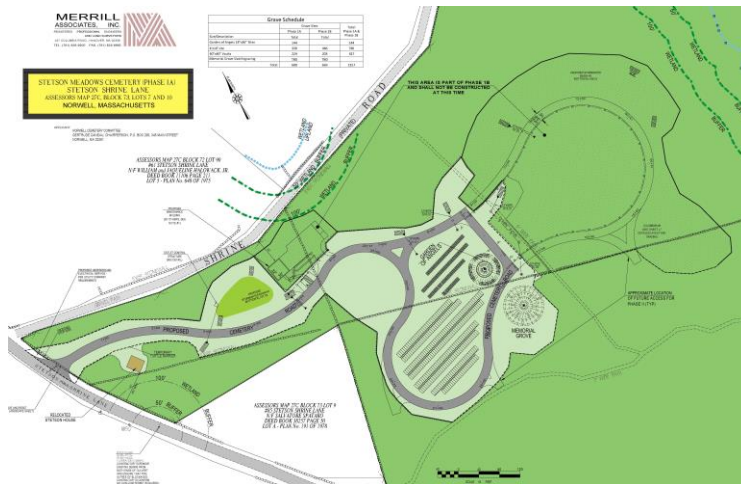
There are many projects in our 40 years of professional land surveying and civil site design that are like this project. The examples selected below are projects that required innovative design, site planning and permitting, as well as our participation in bidding and construction management.

For additional projects please visit our company website at [www.merrillinc.com](http://www.merrillinc.com)

## Project: New Stetson Meadows Cemetery

Location: Stetson Shrine Lane, Norwell

Client: Town of Norwell



In 2006, the Town of Norwell Cemetery Committee retained Merrill to assist in site investigations and selection of a site for a new Town Cemetery. After rejecting several locations due to wetlands, access, and/or groundwater issues, land off Stetson Shrine Lane was selected as the Town's best option.

Following three years of initial planning including the resolution of wetlands and National Heritage permits, Merrill was contracted to prepare a Phased Master Plan of a 20-acre cemetery. In 2013, definitive site design was performed and permitted and construction of Phase I was completed in the summer of 2014.

# Project: Couch Cemetery Expansion

Location: Union Street, Marshfield

Client: Town of Marshfield



In 2017, the Town of Marshfield retained Merrill to assist in site design for the proposed expansion of the existing Town owned cemetery which included new access and internal driveways, new grave site areas, a new entrance, stormwater management facilities and associated site grading and infrastructure. The site is currently under construction.



# Project: Pembroke Community Center Site

Location: 128 Center Street, Pembroke MA  
Client: Bargmann Hendrie + Archetype, Inc.  
9 Channel Center Street, Boston, MA



Merrill was part of the project team that was commissioned by the Town of Pembroke to plan, design and construct a new Community Center, combining Pembroke’s Recreation Department with the Council on Aging’s Senior Center, including classrooms for learning. This facility will replace the current facility which no longer adequately serves Pembroke. The team developed conceptual site plans, floor plans, final site plans, building renderings and bid documents. The site is currently under construction.

## Project: Hanover Senior Center

Location: Center Street, Hanover

Client: Town of Hanover



Beginning in 2002, Merrill worked closely with the Hanover Senior Center Building Committee to select a suitable location and design a new Senior Center for the Town. Planning of the current site off Center Street began in 2004 and was met with many challenges. Wetlands and some moderately sloping topography required some creek design to achieve site access with the placement of the building, parking areas, drainage, and the two athletic fields required to be part of the conceptual design.

Working closely with our client and the Project Architect, a budget of 4.6 million dollars, including 1.2 million for the site work, was developed. At the Fall 2007 Town Meeting, the Town voted to deny this budget and scale down the project. Merrill was able to reduce site costs by designing a smaller parking area and a less expensive septic and drainage system.

Construction of the new Senior Center was completed last year after 4 years of planning and design. Access to the facility was achieved by designing a 750-foot roadway, and a complex stormwater management system to comply with DEP Stormwater guidelines in poorly draining soils and ledges. The Center is supported by a two-tiered parking area built into the side of a hill.

# References

1. Gregg McBride, Various Boards, Town of Norwell, MA 781-727-0570.  
[Gregg.McBride@gza.com](mailto:Gregg.McBride@gza.com)
2. Rod Proccaccino, Town Engineer, Town of Marshfield Department of Public Works, 870 Moraine Street, Marshfield, MA 02050. 781-834-5561  
[rproccaccino@townofmarshfield.org](mailto:rproccaccino@townofmarshfield.org)
3. Sandra D. MacFarlane, Conservation Agent, Town of Hanover Conservation Commission, 550 Hanover Street, Hanover, MA 781-826-6505  
[Sandra.macfarlane@hanover-ma.gov](mailto:Sandra.macfarlane@hanover-ma.gov)
4. Regen M. Milani, Conservation Agent, Town of Canton Conservation Commission, 92 Pleasant Street, Canton, MA 781-821-5035  
[rmilani@town.canton.ma.us.com](mailto:rmilani@town.canton.ma.us.com)
5. Robert McMackin, Conservation Commission Member, Town of Norwell Conservation Commission, 345 Main Street, Norwell, MA 02061.  
781-659-8022
6. Sean McCarthy, DPW Supervisor, Town of Scituate Department of Public Works, 600 Chief Justice Cushing Highway, Scituate, MA 02066. 781-545-8732  
[smccarthy@scituatema.gov](mailto:smccarthy@scituatema.gov)

# RYAN ASSOCIATES

## LANDSCAPE ARCHITECTURE & PLANNING

### FIRM PROFILE

Founded in 1998 and located in Waltham, MA, Ryan Associates provides Landscape Architecture, Planning, and Project Management services for projects of all sizes. We engage in a wide range of work, including residential, institutional, corporate, mixed-use, master planning, and ecological design. Ryan Associates is frequently invited to partner with other firms based on our strong technical expertise and design innovation.

We pride ourselves on our ability to work with clients, consultants, and contractors, promoting clear and open communication between all participants. Working as a team of skilled professionals with technical expertise, we strive to realize our clients' goals and meet the challenges inherent to individual sites. Ryan Associates excels at providing long-term value, designing landscapes that are sustainable, beautiful, and successfully meet the needs of our clients.

Ryan Associates' design philosophy encompasses the entire life of a project, from initial concept to construction and maintenance. We understand that a design is only as good as its ability to meet a client's needs in both the long and short term. Ryan Associates' work is united by this attention to detail and by the ability of each design to transform a site's most difficult conditions into opportunities.





## THOMAS R. RYAN, RLA, FASLA, FOUNDER

Tom Ryan, the founder of Ryan Associates, is a master builder of landscapes. He has extensive knowledge of the theory that underpins built landscapes and the practical skills needed to build and maintain them. His work strives to be memorable, contextual, durable, and flexible.

### SELECTED PROJECTS

Couch Cemetery Expansion, Marshfield, MA - Planner/Landscape Architect  
The Embrace, Martin Luther King Jr. Memorial, Boston, MA - Technical advisor for Memorial  
Mass General Brigham Campus, Somerville, MA - Documentation and construction services for Healthcare facility  
Smith College Library, Northampton, MA - Site design/development and construction  
The National Memorial for Peace and Justice, Montgomery, AL - Technical advisor for Memorial  
Leary Field, Acton, MA - Full services for community gathering space and athletic fields  
The Highline, New York, NY - Technical advisor for Urban park  
Tower Hill Botanical Gardens, Boylston, MA - Several gardens and grounds from design through construction  
Hammett Street Block, Ipswich, MA planning for downtown block development of Town land  
Mount Wachusett College, Gardner MA - Masterplanning for campus expansion  
The Rice Silk Mill, Pittsfield, MA - Mill renovation for public housing including community gardens  
Camp Stoter, Barnstead, NH - Masterplanning for Boy Scout Camp  
The Groton School, Groton, MA - Strategic Plan and implementation for historic campus (with Burck/Ryan)  
Massachusetts Veteran Cemetery, Bourne, MA - Developed first phase plans and details (with Carol Johnson)

### EDUCATION

Harvard University, Graduate School of Design - Master of Landscape Architecture, 1979  
University of Wisconsin, School of Agriculture & Life Science - Bachelor of Science in Landscape Architecture, 1975

### AWARDS, PUBLICATIONS, PRESENTATIONS

2022 Honor Award, American Society of Landscape Architects, Mass General Brigham Campus  
2022 Presenter, THE OTHER TECH, Forward thinking approaches to Construction Documentation and Administration  
2020 William D. Smith Award for Accessible Design, Boston Society of Architects, Tower Hill Botanic Garden  
2018 Merit Award, Boston Society of Landscape Architects, Mass General Brigham Campus  
2018 Presenter, Enduring Landscapes: Stewardship from Design to Maintenance and Management  
2017 BRAGB Awards, Best Rental Community, Best + Community and Judges Choice awards  
2013-14 Presenter, Landscape Forensics: Why Things Fail  
2013 Presenter, Contract Documents in a Digital Age  
2013 Presenter, Webinar on Forging Landscape Details for Ease of Construction  
2011 Published Landscape Architectural Detailing for Wiley Publishing  
2008 Arbor Day Foundation & NAHB: Building w/ Trees Award of Excellence – The Woodlands

### TEACHING

2021-2022 Northeastern University, Documentation - lecturer  
2012 - 2022 Harvard University, Graduate School of Design, Landscape Architecture Program, Instructor in Grading & Drainage, Detailing & Documentation (also in 1981, 1986, 1995)  
2008 - 2012 University of Pennsylvania, Landscape Architecture Program, Instructor  
2004 SUNY ESF Syracuse, Landscape Architecture Program, Instructor

### REGISTRATION

Massachusetts Registered Landscape Architect Registration #590 (1978)  
Also registered in NH, CT, RI, ME MD, VA, IL and CA



## ALAN AUKEMAN, RLA, ASLA, PRINCIPAL

Alan has been with Ryan Associates since 2005. His work has ranged from performing initial planning studies and assembling permitting and construction document packages to providing project oversight and construction administration. In his time at Ryan Associates, Alan has overseen a full range of project types ranging from institutional to mixed-used public and private development.

### SELECTED PROJECTS

Couch Cemetery Expansion, Marshfield, MA - Planner/Landscape Architect

UMass Amherst, Mount Ida Campus, Newton, MA - Strategic planning and redevelopment of numerous campus spaces and

Dean College, Franklin, MA - Planning and landscape improvements for campus residences

Mashpee Commons, Mashpee, MA - Site planning and design

Gate of Heaven Church, Boston, MA - Site planning and campus restoration

The Woodlands at Belmont Hill, Belmont, MA - Age-targeted Townhouse development on the site of historic hospital grounds

Mount Wachusett Community College, Gardner, MA - Comprehensive planning for campus

The Harper, Philadelphia, PA - Design and development for a public plaza, amenity roof, and urban streetscape

Fieldstone Way, Wellesley, MA - Full permitting and design services, project management

Telford 180, Boston, MA - Design and development for a public plaza, amenity roof, and urban streetscape

MIT Brain and Cognitive Science Building, Cambridge, MA - Urban plaza

The Coolidge School, Watertown, MA - Senior housing school conversion

Beaver Brook, Belmont, MA - Redesign and documentation for spray park and playground renovation

The Villages at Seven Springs, Burlington, MA - Townhouse development on a former industrial site

The Residences at Black Rock, Hingham, MA - Full design services for residential golf community

The Villages at Brookside, Falmouth, MA - Full design services for townhouse golf club development

Red Mill Village Housing, Norton, MA - Mixed use development with public open space

Hammatt Street Block, Ipswich, MA - Redesign of downtown block

Regional Headquarters for the FBI, Albany, NY - Design services for secured office complex on a landfill site

Crosstown Center, Boston, MA - Mixed use center with streetscape and greenroof

Duxbury Woods, Duxbury, MA - 40b Townhome Community, full design services

Johnston Square and Sharp Leadenhall Apartments, Baltimore, MD - Renovations to low income and assisted apartment community

Skyview Apartments, Scranton, PA - Renovations to low income housing community

Frost Homes, Waterbury, CT - Renovations and redevelopment of a supported housing community

LePage Pondview Apartments, Gloucester, MA - Full design services for affordable housing infill

### EDUCATION

University of Virginia, School of Architecture - Master of Landscape Architecture, 2005

Michigan State, School of Arts and Sciences - Master of English, 1997

Calvin College - Bachelor of Arts, 1995

### PUBLICATIONS

2016 Presenter, "Bridging the Design-construction Divide" at 2016 ASLA Annual Meeting

2011 Reviewer, *Landscape Architectural Detailing*. Tom Ryan. Wiley Publishing, February 2011

2007 "Site Maintenance: Landscape management is essential for operational efficiencies and positive results,"

*Today's Facility Manager*. June 2007 with Tom Ryan.

### REGISTRATION

Massachusetts Registered Landscape Architect Registration #1577 (2009)



## COUCH CEMETERY EXPANSION

Marshfield, Massachusetts

We worked jointly with Merrill Engineers to develop a plan for the revitalization and expansion of Couch Cemetery. We evaluated the existing cemetery and adjacent land for expanding the number of sites available for interment. We explored various types of interments with burials, columbariums, and future natural burial locations. We also planned for a new entrance, a parking area for nearby access to adjacent Town land and maintenance areas.



## THE NATIONAL MEMORIAL FOR PEACE AND JUSTICE

Montgomery, Alabama

In the period following the Civil War through 1950, there were over 4400+ terror lynchings across the South. The National Memorial for Peace and Justice is the first to remember the victims of lynchings in the US. Extensive grounds house a central structure with eight hundred suspended Corten steel monuments, each representing a US county in which lynchings took place.

Tom Ryan acted as technical advisor to MASS Design Group for the project.



## MASSACHUSETTS NATIONAL CEMETERY

Bourne, Massachusetts

Tom worked on developing the plans and details for the National Veteran's Cemetery on Cape Cod. While with Carol Johnson and Associates The plans included large naturalistic open fields with flush markers and a complex of chapel and columbarium niches for remains.

Tom revised the planting and grading as well as developing the details for the columbariums.



## THE RAMBLE, NEW ENGLAND BOTANIC GARDEN

Boylston, Massachusetts

The Ramble, a collaboration between Ryan Associates and landscape architect W. Gary Smith, is a new 1.5-acre children's garden at the New England Botanic Garden at Tower Hill. The garden, designed with accessibility at the forefront, is composed of a series of destinations set within a lush botanic collection. Garden features include an interactive water sequence and wildlife pond, an "outcrop," which is equal parts amphitheater and boulder scramble, and a "stumpery" that turns felled trees into natural play structures.



## NEILSON LIBRARY, SMITH COLLEGE

Northampton, Massachusetts

The newly reimagined library, thoughtfully designed by Maya Lin Studio and Shepley Bulfinch, provided an opportunity to reconnect lost pedestrian pathways through the center of the Olmsted-designed campus. Ryan Associates worked collaboratively with the project team on the design, documentation, and implementation of a new graceful landscape that accessibly negotiates significant grade changes and creates important new gathering spaces on campus.



**REFERENCES**

*Sierra Bainbridge*

Senior Principal and Managing Director

MASS Design Group

[sierra@mass-design.org](mailto:sierra@mass-design.org)

410-387-3369

*Mark Richardson*

Director of Horticulture

New England Botanic Garden at Tower Hill

[mrichardson@nebg.org](mailto:mrichardson@nebg.org)

508.869.6111 x122

**Attachment A: REQUEST FOR PROPOSAL COVER SHEET**



**Procurement Title:** Request for Quotes (RFQ) - New Cemetery Feasibility Study

**Procurement Number:** 20230614A

**Legal Name of Partnership, Corporation or Individual:**

Merrill Corporation

**Mailing Address:** 427 Columbia Road, Hanover, MA 02339

**Phone:** 781-826-9200                      **Email:** daltobello@merrillinc.com

**Web Address:** merrillinc.com

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment is in all respects fair and without collusion & fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this proposal for the proposer.

**Printed Name & Title:** Dana M. Altobello, P.E. - Senior Project Manager

**Authorized Signature:** 

**Date:** 7/19/2023

**EIN Number:** 46-4044775

**Please Note the Following**

- ✓ This page must be complete and returned with your proposal
- ✓ Proposals must be submitted in a sealed envelope, marked as detailed in the Submission section
- ✓ All submission must be received prior to the opening date and time
- ✓ Submissions received after the opening date and time will not be accepted

**Attachment B: PRICE PROPOSAL FORM**

To: Town of Erving  
Attn: Select Board  
12 East Main Street  
Erving, Massachusetts 01344

The undersigned proposes to furnish professional services to conduct a feasibility study on the creation of a new municipal cemetery in Erving as described in the procurement document. The Town reserves the right to reject any and all quotes.

**Contract Price:**

Lump sum cost for services as specified: \$ 44,600

By signing this proposal, I hereby certify that the services to be provided meets or exceeds the specifications supplied by the Town, and as listed in this packet.



\_\_\_\_\_  
Signature of Individual or Corporate Officer

7/19/2023  
Date

# FY 2025 | Capital Expenditure Equipment Request Form



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

Department/Board Name	Wastewater- Enterprise	Date	
Contact Name	Peter Sanders	E-Mail	peter.sanders@erving-ma.gov
Telephone			

## Project Request Information

Project Name	POTW # 1 Fencing		
Estimated Total Cost	\$53,000.00 + 20% = About \$63,600	Source of Estimate	Hastie Fence and Premier Fence
Prioritization in Relation to all Dept. Requests	1st	New or Replacement Request?	New Request
Explain Why this must be a FY2025 Procurement	For Safety (OSHA), Liability, and Regulatory Requirements.		
This Request is Necessary to Address: (check all that apply)	Public/ Staff Safety; Asset Preservation;		
Brief Purchase / Project Description & Department Capacity to Complete Project	To hire a company to install fencing with gates for security, safety and meet DEP requirements.		
Please Identify Potential Funding Sources if Known			
Explain Anticipated Impact on Future Operating Budgets	Cost Unchanged;	Useful Life	30 plus years

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

Signature

Name

## To Be Completed by Capital Planning Committee

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$



**FENCE CO.**  
Incorporated

44 Ramah Circle South  
P.O. BOX 571  
Agawam, MA 01001  
413-786-1254 phone  
413-732-6800 fax

[www.hastiefence.com](http://www.hastiefence.com)

MA Contractor # 131210  
CT Contractor # 546626

Proposal

To: Peter Sanders	Date: 12/4/23
Company: Town of Erving	Project: Wastewater Plant fence
16 Public Works Blvd	
Erving, MA 01344	
Phone: 413-652-3152	Email: Peter.Sanders@erving-ma.gov

**Scope of work: Furnish and install approximately 534lf of 8ft high all black vinyl chain link fence with 1ft of 3 strand barbed wire attached. Includes 3-walk gates and 1-double swing entry gate. Some of posts will be welded to steel plates and fastened to concrete with wedge anchors and balance will be set in concrete. All ss40 pipe.**

**\*\*\*Prevailing wage rates used\*\*\***

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL
<b>8ft high all black chain link fence with 1ft of barbed wire attached.</b>	534lf	3" terminals, 2 1/2" line posts, 1 5/8" top rail and bracing, 2"x8ga.x96"kk wire, 6ga. bottom tension wire, 4"gate posts for double swing gate	\$98.37 per foot	\$52,529.58
			Sub total	\$52,529.58
			Sales Tax	N/A
			Total	\$52,529.58

Proposal valid for 30 days.

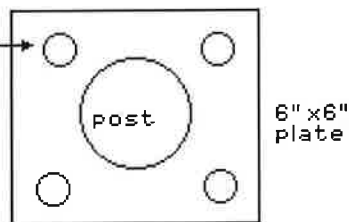
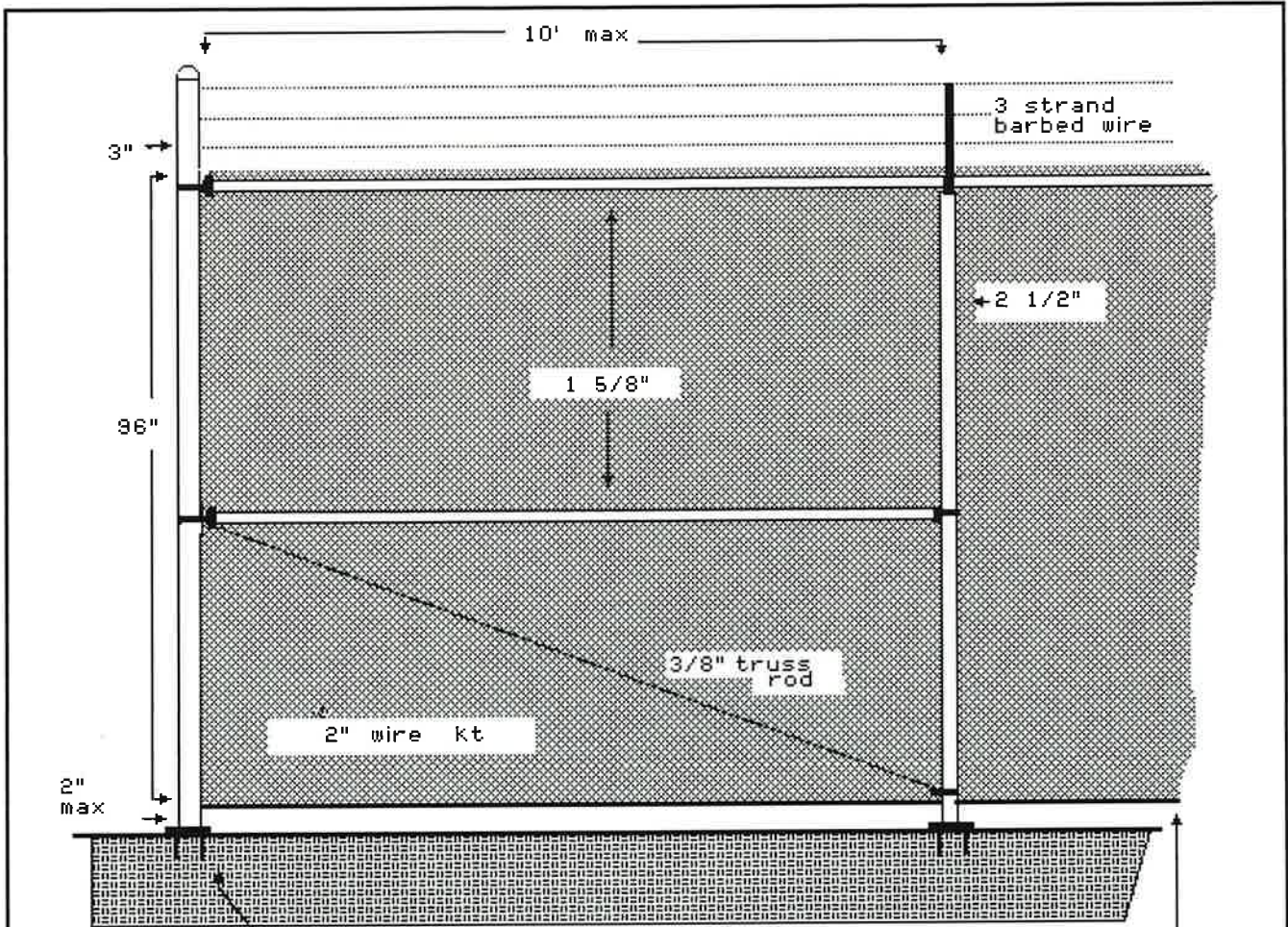
Hastie Fence Co., Inc. will call DIGSAFE/CBYD to mark all public utilities such as electrical, water, and cable locations. Hastie Fence Co., Inc. is not responsible for damage to unmarked private items or PRIVATE utilities. Prior to installation, it is important that you clearly mark the ground for locations of: Underground sprinkler lines, private underground electrical lines (other than utility lines) that supply power to lamp posts, generators, etc.

Barry Syniec C# 413-887-2426

\_\_\_\_\_  
Hastie Fence Company Representative

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



**96" HIGH ALL BLACK CHAIN LINK  
ON 6X6 PLATES SECURED TO  
CONCRETE WITH REDHEADS  
1FT OF BARBED WIRE ATTACHED**



G.B. HASTIE FENCE CO., INC.  
44 RAMAH CIR. SO. / P.O. BOX 571  
AGAWAM, MA 01001-0571  
(413) 786-1254

DRAWN BY: 09/06/22	SCALE: NONE	PAGE:
REVISED: 07/19/23	FILE:	1 of 1





1010 Turnpike St.  
Canton, MA 02021  
Tel: 781-821-5900  
Fax: 781-562-1645

# Proposal

To: **Town of Erving**  
16 Public Works Boulevard  
Erving MA \*01344  
  
Att: Peter Sanders  
[peter.sanders@erving-ma.gov](mailto:peter.sanders@erving-ma.gov)

<b>Q12042023-AS</b>	
<b>Phone</b>	<b>Date</b>
413-652-3152	12/04/23
<b>Job Name / Location</b>	
Wastewater Facility, 16 Public Works Boulevard, Erving, MA 01344	
<b>Job Number</b>	<b>Job Phone</b>
<b>SECURITY FENCING</b>	

We hereby submit specifications and estimates for:

Item No.	Quantity	Description	Bid /Unit	Extended
1.000	545 FT	8' high black chain link fence with gates and barb wire	\$ 96.88	\$ 52,799.60
Deduct No. 1	545 FT	8' high galvanized chain link fence with gates and barb wire	\$ (7.48)	
		<b>** NOTES</b>		
		* 96" 9GA black 2" mesh KK fusion bond chain link fabric		
		* 1-5/8" black PolyKote MG-40 top rail		
		* 2-7/8" black PolyKote MG-40 terminal post in cement footings		
		* 2-3/8" black PolyKote MG-40 line post in cement footings		
		* Post 10' on center in cement footings; 10" wide x 36" deep		
		* 4PT galv class III barb wire; 3 strands		
		* 96" high x 3' wide single swing gate; 3EA		
		* 96" high x 6' wide single swing gate; 1EA		
		* 96" high x 12' wide double swing gate; 1EA		
		* Color plus fusion bond black coil spring tension wire		
		<b>(Deduct #1 matches spec with exception of black vinyl coated)</b>		
		<b>** No plans or specs provided</b>		
		<b>** Excludes sonotubes and rebar cage</b>		
		<b>*** OPEN SHOP / PREVAILING WAGE RATES APPLY ***</b>		

\*Exclusions (even if noted on specs and drawing): permits, all engineering, PE stamps, testing, ledge excavation, railroad insurance, winter conditions, Guardrail Hand Digging, clearing & grubbing, flaggers, night lighting, damage to utilities not identified by Dig Safe, contractor, owner or owner's representative. GC responsible for estimated quantities

*\*Price is subject to change prior to award due to the volatility in the steel market. Customer is responsible for carrying provision for steel escalation.*

**We Propose** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

\$ **52,799.60**

Payment to be made as follows:

**Progress Payments - Net 10 days from release of payment by owner.**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon

Authorized  
Signature: \_\_\_\_\_

**Anthony Santagati**

Note: This proposal may be withdrawn  
by us if not accepted within

**7** days.

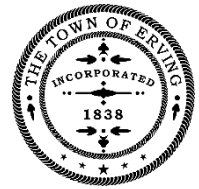
Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Acceptance of Proposal** -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance: \_\_\_\_\_

# FY 2025 | Capital Expenditure Equipment Request Form



## Instructions

Please use this form to submit each capital budget request for consideration in the budget planning process. Refer to the guidance memorandum for definitions, deadlines, and other details.

## Department / Board Information

<b>Department/Board Name</b>	Community Planning	<b>Date</b>	
<b>Contact Name</b>	Mariah Kurtz	<b>E-Mail</b>	mariah.kurtz@erving-ma.gov
<b>Telephone</b>			

## Project Request Information

<b>Project Name</b>	Hazard Mitigation Plan Update		
<b>Estimated Total Cost</b>	\$25,000	<b>Source of Estimate</b>	Estimate from Shelley O'Toole, MEMA
<b>Prioritization in Relation to all Dept. Requests</b>	4th	<b>New or Replacement Request?</b>	New Request
<b>Explain Why this must be a FY2025 Procurement</b>	Our current plan expires June 2025. If we have an expired plan we are not eligible for MEMA or FEMA grants such as ones we may use for Keyup Brook improvements, future stormwater infrastructure improvements, or other mitigation measures. There is a bit of a grace period where if we are actively working on a new plan and we need funding in the mean time we can ask for a waiver, but we must be pursuing an update. An update consists of fully re-doing the process completed 5 years ago.		
<b>This Request is Necessary to Address: (check all that apply)</b>	To Maintain Existing Services;		
<b>Brief Purchase / Project Description &amp; Department Capacity to Complete Project</b>	This project will consist of hiring a consultant to update our hazard mitigation plan		
<b>Please Identify Potential Funding Sources if Known</b>	None		
<b>Explain Anticipated Impact on Future Operating Budgets</b>	Cost Unchanged;	<b>Useful Life</b>	5 years

## Supporting Rationale

The requesting department or agency should attach any other data, photographs, reports, proposals, quotes, or information that is warranted to justify the prioritization of the request and the cost estimations presented.

## Signatory

**Signature**

*Signature of the Person Submitting this Form*

**Name**

*Name of the Person Submitting this Form (print)*

**To Be Completed by Capital Planning Committee**

<b>Funding Source</b>	General Fund	\$	Free Cash/ Retained Earnings	\$	Stabilization	\$
	Borrowing	\$	State/ Federal	\$	Grants	\$

**RE: [EXTERNAL]RE: Erving's HMP**

OToole, Michelle (CDA) &lt;Michelle.OToole@mass.gov&gt;

Fri 1/19/2024 11:53 AM

To: Mariah Kurtz &lt;mariah.kurtz@erving-ma.gov&gt;

Cc: Philip Wonkka &lt;philip.wonkka@erving-ma.gov&gt;; Zukowski, Jeffrey (CDA) &lt;jeffrey.zukowski@mass.gov&gt;

You don't often get email from michelle.otoole@mass.gov. [Learn why this is important](#)

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Good Morning Mariah,

So sorry for my delayed response. While it is possible for communities to update the plan on their own, it is very uncommon. In the last eight years I have been with MEMA, I have only seen this done once.

**Shelly O'Toole**

Hazard Mitigation Supervisor

Massachusetts Emergency Management Agency

400 Worcester Road

Framingham MA 01702

Desk - 508-820-1443

Cell – 774-270-5585

Email reply to: [michelle.otoole@mass.gov](mailto:michelle.otoole@mass.gov)

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Reasonable accommodations for people with disabilities are also available upon request, including accommodations for special dietary needs when food is provided. To request an accommodation, please include a description of the accommodation you will need, including as much detail as you can provide. Please also include a way we can contact you if we need more information. Please provide at least two weeks (14 days) advanced notice for language assistance and/or a reasonable accommodation. Last minute requests will be accepted but may be impossible to fill. Send an e-mail to Sara Parmenter, ADA Coordinator at [Sara.L.Parmenter@mass.gov](mailto:Sara.L.Parmenter@mass.gov) or call 508-820-2060.

---

**From:** Mariah Kurtz <mariah.kurtz@erving-ma.gov>**Sent:** Thursday, January 18, 2024 2:40 PM**To:** OToole, Michelle (CDA) <Michelle.OToole@mass.gov>**Cc:** Philip Wonkka <philip.wonkka@erving-ma.gov>; Zukowski, Jeffrey (CDA) <jeffrey.zukowski@mass.gov>**Subject:** Re: [EXTERNAL]RE: Erving's HMP

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Shelly,

Ok that's good to know. Is it common for towns to do the updates themselves without a consultant?

Mariah Kurtz (she/her)

Town Planner

## **Town of Erving**

12 East Main Street

Erving, Massachusetts 01344

Phone: (413) 422-2800 ext. 1108 | Online: [www.Erving-Ma.gov](http://www.Erving-Ma.gov) | Facebook: [Town of Erving](#)

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**From:** OToole, Michelle (CDA) <[Michelle.OTOole@mass.gov](mailto:Michelle.OTOole@mass.gov)>

**Sent:** Thursday, January 18, 2024 10:32 AM

**To:** Mariah Kurtz <[mariah.kurtz@erving-ma.gov](mailto:mariah.kurtz@erving-ma.gov)>

**Cc:** Philip Wonkka <[philip.wonkka@erving-ma.gov](mailto:philip.wonkka@erving-ma.gov)>; Zukowski, Jeffrey (CDA) <[jeffrey.zukowski@mass.gov](mailto:jeffrey.zukowski@mass.gov)>

**Subject:** RE: [EXTERNAL]RE: Erving's HMP

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Hi Mariah,

If the plan lapses, the community will not be eligible to apply for FEMA Hazard Mitigation Assistance funding (BRIC, FMA, HMGP). However, there are certain circumstances where we can ask for "extraordinary circumstances" to submit an application if the planning process is underway.

### **Shelly O'Toole**

Hazard Mitigation Supervisor

Massachusetts Emergency Management Agency

400 Worcester Road

Framingham MA 01702

Desk - 508-820-1443

Cell – 774-270-5585

Email reply to: [michelle.otoole@mass.gov](mailto:michelle.otoole@mass.gov)

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**From:** Mariah Kurtz <[mariah.kurtz@erving-ma.gov](mailto:mariah.kurtz@erving-ma.gov)>  
**Sent:** Thursday, January 18, 2024 10:28 AM  
**To:** OToole, Michelle (CDA) <[Michelle.OToole@mass.gov](mailto:Michelle.OToole@mass.gov)>  
**Cc:** Philip Wonkka <[philip.wonkka@erving-ma.gov](mailto:philip.wonkka@erving-ma.gov)>; Zukowski, Jeffrey (CDA) <[jeffrey.zukowski@mass.gov](mailto:jeffrey.zukowski@mass.gov)>  
**Subject:** Re: [EXTERNAL]RE: Erving's HMP

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Michelle,

Ok, thanks for a ballpark estimate, it's in line with what we're seeing for other plan updates. Since I wasn't here for when we originally created our plan, could you explain what the repercussions are if we let the plan lapse?

Mariah Kurtz (she/her)

Town Planner

## **Town of Erving**

12 East Main Street

Erving, Massachusetts 01344

Phone: (413) 422-2800 ext. 1108 | Online: [www.Erving-Ma.gov](http://www.Erving-Ma.gov) | Facebook: [Town of Erving](https://www.facebook.com/TownofErving)

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**From:** OToole, Michelle (CDA) <[Michelle.OToole@mass.gov](mailto:Michelle.OToole@mass.gov)>  
**Sent:** Wednesday, January 17, 2024 4:26 PM  
**To:** Mariah Kurtz <[mariah.kurtz@erving-ma.gov](mailto:mariah.kurtz@erving-ma.gov)>

**Cc:** Philip Wonkka <[philip.wonkka@erving-ma.gov](mailto:philip.wonkka@erving-ma.gov)>; Zukowski, Jeffrey (CDA) <[jeffrey.zukowski@mass.gov](mailto:jeffrey.zukowski@mass.gov)>  
**Subject:** [EXTERNAL]RE: Erving's HMP

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Good Afternoon Mariah,  
Happy new year! Thanks for reaching out. We don't currently have any grant cycles open but if you are looking to self-fund your HMP update, we are seeing costs in the \$25-\$30K range. You could also reach out to your RPA to ask for a budget figure. Please let me know if you have any questions or would like me to set up a call to discuss.

**Shelly O'Toole**

Hazard Mitigation Supervisor  
Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham MA 01702  
Desk - 508-820-1443  
Cell – 774-270-5585

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---

**From:** Mariah Kurtz <[mariah.kurtz@erving-ma.gov](mailto:mariah.kurtz@erving-ma.gov)>  
**Sent:** Wednesday, January 17, 2024 2:55 PM  
**To:** OToole, Michelle (CDA) <[Michelle.OToole@mass.gov](mailto:Michelle.OToole@mass.gov)>  
**Cc:** Philip Wonkka <[philip.wonkka@erving-ma.gov](mailto:philip.wonkka@erving-ma.gov)>  
**Subject:** Erving's HMP

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Hi Shelly,

I hope that you're doing well!

I believe that Erving's HMP expires June 2025. Since we're in the middle of our FY25 budgeting process I realized I need to get an idea of what updating this would entail in time and cost. Is this something you have information on or could you direct me to the correct person who would?

Mariah Kurtz (she/her)

Town Planner

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# Erving FY2025 Budget Development Calendar

This document is subject to change as new information becomes available.

Month	Date	Action/Meeting	Location & Time
<b>October 2023</b>	Mon. Oct 30, 2023	Joint Select Board, Finance Committee & Capital Planning Committee Meeting: Discuss budget goals and guidance	Senior & Community Center at 7:00 PM
	Tue. Oct 31, 2023	FY2025 Budget goals & guidance sent to Departments along with Capital Improvement Request forms, Operating Budget Request & Instructions	
<b>November 2023</b>	Tue. Nov. 07, 2023	Department, Board & Commission Workshop for budget planning	Public Library at 10:00 AM
	Thu. Nov. 09, 2023	Department, Board & Commission Workshop for budget planning	Town Hall at 2:00 PM
	<b>Thu. Nov. 23, 2023</b>	<b>Holiday- Thanksgiving Day</b>	
<b>December 2023</b>	Mon. Dec. 11, 2023	<b>Departmental Capital &amp; Operating Budget Requests Due</b>	<b>Town Administrator's Office by 5:00 PM</b>
	Thu. Dec. 14, 2023	Capital Planning Committee Meeting to review open capital special articles- Department Heads to attend and provide project status updates.	Public Library at 7:00 PM
	<b>Mon. Dec. 25, 2023</b>	<b>Holiday- Christmas Day</b>	
<b>January 2024</b>	<b>Mon. Jan. 01, 2024</b>	<b>Holiday- New Years Day</b>	
	Thu. Jan. 04, 2024	Capital Planning Committee meeting to review new FY2025 capital requests	Town Hall at 7:00 PM
	Mon. Jan 08, 2024	Select Board Meeting- Regular business	Senior & Community Center at 6:30 PM
	Mon. Jan 08, 2024	Finance Committee Meeting- Review FY2025 Budget Requests	Town Hall at 6:30 PM
	Thu. Jan 11, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- <b>Public Works &amp; Public Safety Capital &amp; Operating budget presentations</b>	Senior & Community Center at 7:00 PM
	<b>Mon. Jan 15, 2024</b>	<b>Holiday- Martin Luther King Jr. Day</b>	
	Mon. Jan 22, 2024	Select Board Meeting- Regular business	Senior & Community Center at 6:30 PM
	Mon. Jan 29, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- <b>General Government Capital &amp; Operating budget presentations</b>	Senior & Community Center at 7:00 PM
<b>February 2024</b>	Mon. Feb. 05, 2024	Select Board Meeting- Regular Business	Senior & Community Center at 6:30 PM
	Mon. Feb 05, 2024	Finance Committee Meeting- Review FY2025 Budget Requests	Town Hall at 6:30 PM
	Mon. Feb. 12, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- <b>Education Capital &amp; Operating budget presentations</b>	Senior & Community Center at 7:00 PM
	<b>Mon. Feb. 19, 2024</b>	<b>Holiday- Presidents Day</b>	
	Thu. Feb. 22, 2024	Select Board- Regular Business	Senior & Community Center at 6:30 PM
	Mon. Feb. 26, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- <b>Culture &amp; Recreation, Health &amp; Human Services, and any remaining Capital &amp; Operating budget presentations</b>	Senior & Community Center at 7:00 PM
<b>March 2024</b>	<b>Fri. Mar. 01, 2024</b>	<b>Responses to all outstanding FY2025 budget questions are due from departments</b>	<b>Town Administrator's Office by 5:00 PM</b>
	Mon. Mar. 04, 2024	Select Board meeting- Regular business	Senior & Community Center at 6:30 PM
	Mon. Mar 04, 2024	Finance Committee Meeting- Review FY2025 Budget Requests	Town Hall at 6:30 PM
	Thu. Mar 07, 2024	Capital Planning Committee Meeting- Finalize FY2025 recommendations	Town Hall at 7:00 PM
	Mon. Mar. 11, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- FY2025 proposed Capital & Operating budget Review & Recommendation	Senior & Community Center at 7:00 PM
	Mon. Mar 18, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- FY2025 proposed Capital & Operating budget Review & Recommendation	Senior & Community Center at 7:00 PM
	Mon. Mar 25, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting-	Senior & Community Center at 7:00 PM



# Erving FY2025 Budget Development Calendar

This document is subject to change as new information becomes available.

Month	Date	Action/Meeting	Location & Time
<b>April 2024</b>		FY2025 proposed Capital & Operating budget Review & Recommendation	
	Mon. Apr. 01, 2024	Select Board Meeting- Approval of Annual Town Meeting Warrant	Senior & Community Center at 6:30 PM
	<b>Mon. April 15, 2024</b>	<b>Holiday- Patriots Day</b>	
<b>May 2024</b>	Wed. May 08, 2024	Annual Town Meeting	Elementary School at 7:00 PM