



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, February 12, 2024

This meeting is open to the public.

Scheduled Business

<i>Time</i>	<i>Agenda Item</i>
6:45 PM	Call to Order Select Board Meeting
7:00 PM	Joint Meeting with Finance Committee & Capital Planning Committee: Review of FY2025 Budget Requests: Education

Old Business

<i>Agenda Item</i>	<i>Section</i>
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.....

New Business

<i>Agenda Item</i>	<i>Section</i>
Review of Meeting Minutes: January 11, 2024 & January 22, 2024	1
Approval and Issuance of the Warrant for Presidential Preference Primaries	2
Review & Approval of FY2024 Fire Equipment Safety Grant	3
Review of Letter of Interest- Cable Advisory Committee- Philip Johnson	4
Review of FY2025 Operating and Capital Budget Requests:	5

Education

Elementary Education, Secondary Education, Franklin County Technical School
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Other Business

Signing of the Treasury Warrant

Anticipated Next Meeting Dates

Tuesday, February 20, 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 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.

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Board: Select Board/Water Commissioners, Finance Committee, and Capital Planning Committee
Date: Thursday, January 11, 2024
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Select Board Present: Jacob Smith, James Loynd (Scott Bastarache absent)
Finance Committee Present: Debra Smith, Daniel Hammock, Benjamin Fellows, Thomas Duffy
Capital Planning Committee Present: Benjamin Fellows, Debra Smith, Linda Downs-Bembury, Peter Mallet, Jacob Smith

At 6:50PM **Chairman Smith** called the joint meeting of the Select Board, Finance Committee, and Capital Planning Committee to order.

Review and Issuance of the Special Town Meeting Warrant

The Select Board, Finance Committee and Capital Planning Committee members reviewed the revised Special Town Meeting warrant draft. **Chairman Smith** reviewed the proposed changes that were made to the draft, that included a new Article #2 to authorize the friendly taking for the Maple Avenue public layout amendment in Article #3. **Chairman Smith** asked about the preference for a Town Meeting location. The Select Board, Finance Committee and Capital Planning Committee members expressed agreement to schedule the Town Meeting to occur at the Elementary School.

Review of Article 1: Acceptance of the Relocation of Bridge Street: The Select Board, Finance Committee, and Capital Planning 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: Authorization of Property Taking for Highway Purpose: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the proposed Article language to authorize the use of eminent domain to take 4,749 square feet of land from Renata Pienkawa to allow for the extension of Maple Avenue, through a friendly taking, to provide frontage to two (2) private parcels that do not have frontage. No concerns were expressed at this time.

Review of Article 3: Acceptance of the Relocation of Maple Avenue: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the amended proposed Article language for the adoption of the public road layout for Maple Avenue, to include the land that is authorized in Article #2. No further concerns were expressed at this time.

Review of Article 4: Amended the FY2024 Elected Official Compensation: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the amended proposed Article language that would amend elected official compensation for the Town Clerk, Tax Collector and Treasurer positions. The amendments removed asterisks from the amended wage column and clarification in the article information section. No further concerns were expressed at this time.

Review of Article 5: Appropriation to the Opioid Settlement Stabilization Fund: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the proposed Article language to transfer opioid settlement receipts in the amount of \$22,716.85 from Free Cash into the Opioid Settlement Stabilization Fund. No further concerns were expressed at this time.

Review of Article 6: Appropriation for the Capital Stabilization Fund: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the amended proposed Article

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language, to include the balance of \$149,418.00 from the Town Hall feasibility appropriation, and then to transfer the aggregate sum of \$380,176.57 from the other proposed special article appropriations back into the Capital Stabilization Fund. No further concerns were expressed at this time.

Review of Article 7: Appropriation for Modular Office Space for Public Works: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the proposed Article language that would appropriate \$75,000.00 from the Public Works Dry Storage Project special article for the purchase, installation, and related costs of modular office unit on Public Works Boulevard. No further concerns were expressed at this time.

Review of Article 8: Appropriation for Town Properties Board, Secure & Security: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the amended proposed Article language that would transfer the aggregate sum of \$12,712.83 from the proposed special article appropriations into a new special appropriation account for the boarding, securing and security of Town-owned properties. **Selectman Loynd** and **Chairman Smith** requested language changes that would clarify the intended use of the account for other town-owned properties and to further clarify the article information. Bryan Smith, Town Administrator, will make the requested revisions. No further concerns were expressed at this time.

Review of Article 9: Authorization to Sign Five Year Contract for School Transportation Services: The Select Board, Finance Committee, and Capital Planning Committee members reviewed the proposed Article language that would authorize the School Committee to enter a five (5) year contract for transportation services. No concerns were expressed.

Bryan asked if the Finance Committee members wanted to make a recommendation on Article 2. **Finance Committee Vote:** Daniel Hammock made a motion to recommend Article 2. Benjamin Fellows seconded. **Vote:** Unanimously approved.

Select Board Vote: **Chairman Smith** made a motion to approve the Special Town Meeting warrant for January 31, 2024, at 7:00 PM at the Elementary School, as amended. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Review of Senior Work Off Program

The Select Board members reviewed a memorandum from Bryan regarding the Senior Tax Work-off Program. **Chairman Smith** explained that the Select Board office has received some renewed interest in the program since the most recent tax bills were issued. Bryan explained that the program was established by the voters with a maximum benefit of \$750.00 while the statute allows a maximum benefit of \$1,500.00. The Select Board members discussed revisiting the option to amend the maximum benefit as an article on the Annual Town Meeting warrant.

Review of FY2025 Operating and Capital Budget Requests: Public Safety & Public Works

The Select Board, Finance Committee and Capital Planning Committee members reviewed the FY2025 operating and capital budget requests for the Public Safety and Public Works departments, boards, and commissions.

Review of the Cemeteries Budget Request: Holly Fitzpatrick, Cemetery Commission member, joined the joint meeting to explain the FY2025 operating budget request of \$26,000.00, which is level funded from FY2024. Holly explained that the Commissioners expect cost increases for the grounds maintenance with

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the landscaping contract going out for procurement. Holly explained that the Commission is working with the Highway Department to make additional areas in Center Cemetery available for burial. Holly discussed the Commission's need to create a short-term option while pursuing a long-term solution. Holly explained that the Commission is waiting to hear from the feasibility study designer and that the Commission members would like the long-term solution to offer traditional burial, green burial, and a solution for cremations. Holly discussed the changes that the Commission has made to the fee schedule for the cost of burials, as well as the changes to allow for more cremains in a single lot.

Regarding the potential expansion of the Cemetery, **Chairman Smith** asked for clarification about the budget for the special article for the feasibility study and potential new cemetery. Bryan explained that the Town has appropriated \$50,000.00 each year for two (2) years and to-date has spent approximately \$45,000.00. Peter Mallet asked for clarity on the conceptual plans. Holly explained that the Commission would like to explore expansion on the other side of Mountain Road, from Center Cemetery, for traditional burials and to develop adjacent to the Holton Cemetery, for green burials. Holly explained that the feasibility study explored several other sites that didn't seem viable. Holly added that another project for the Commission is to assess software options for the management of deeds and burials.

Returning to the topic of the operating budget, **Chairman Smith** noted that the wages for burial have traditionally been charged to the Highway Department budget and posed the question if that should continue to be the practice or if it should be attributed to the Cemetery budget. Bryan provided some additional explanation of the practice to date. No further concerns were expressed at this time.

Review of the Highway Department, Snow Removal, Streetlights, Town-wide Fuel Budget Requests:

Glenn McCrory, Highway Superintendent, joined the joint meeting to explain the FY2025 Highway Department operating budget request of \$359,372, which is an increase of \$25,685.00 over FY2024, as well as a recurring special article request of \$55,000.00 for bridge maintenance and highway maintenance, which is level funded from the FY2024. **Chairman Smith** noted that the budget format has changed with the revision of the chart of accounts with the financial management project, which will be true for all budget requests. Glenn explained that the Highway Department expenses have been level funded and the budget increases are associated with the changes to the wage adjustments. Glenn explained that the wireless phone costs have been split between the Highway Department and the Buildings & Grounds budgets for the respective staff members. Glenn explained that contracted services will be level funded but noted that costs have increased and as a result it may result in a reduction in hours on catch basin cleaning and similar services. **Chairman Smith** reminded the Select Board and Finance Committee members that the FY2024 budget amendments for wage changes has not been completed yet and the available funds remain in the special article. Bryan will work with **Chairman Smith** to prepare for the budget adjustment presentation. No concerns were expressed at this time.

Regarding the **FY2025 Snow Removal** operating budget request, Glenn explained that the request is 68,600.00, which is level funded to the FY2024 budget. No concerns were expressed at this time.

Regarding revenue options, Glenn explained that the Town has not charged for the disposal of residential E-waste but noted that the cost to the Town to dispose of the equipment has continued to increase. Glenn suggested that the Select Board may want to consider amending the solid waste fee schedule to include E-waste. Glenn also noted that the processing of brush material is costing the Town more than before and it might be an option to charge for brush disposal. **Selectman Loynd** asked for more information on the disposal of E-waste. Glenn explained that the Town receives the largest amount after the Almost Everything Goes collection. **Selectman Loynd** discussed the potential for

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establishing a revolving fund for the handling the fees and costs of processing the material. Debra expressed agreement and discussed wanting to review fee schedules from other towns.

Chairman Smith asked for an explanation of the costs associated with the annual residential leaf collection program. Glenn outlined the maintenance costs for the equipment that is done at least every other year, explaining that the collection takes a little over a week. Glenn estimated that the leaf collection machine consumes approximately eight (8) gallons of fuel per day. Glenn explained that the current equipment was purchased in approximately 2014. Glenn explained that in previous years farms would take the leaves at no cost to the Town, avoiding a disposal cost, and now the leaves are costing the Town to dispose of as a service. Overall, Glenn estimated that the program costs the Town \$10,000.00 a year. Debra explained that she would like to understand the cost for leaf collection services and formats in comparable communities. Glenn will collect that information for review.

Regarding the **FY2025 Street Lighting Services** operating budget request, Glenn explained that it has been level funded at \$30,000.00. No concerns were expressed at this time.

Regarding the **FY2025 Public Works & Town-wide Fuel** operating budget request, Glenn explained that it has been level funded at \$60,000.00. **Chairman Smith** clarified that the Town-wide fuel service is a support service for all departments with vehicles. Bryan called attention to the special article request for \$55,000.00, which is also level funded, for the third year of the DPW Wheel Loader debt service. Bryan added that the FY2026 budget year will be the final year for the debt service with the option for the Town to purchase the loader for \$1.00. No concerns were expressed at this time.

Review of the Tree Warden Budget Request:

Glenn McCrory, Tree Warden, explained the FY2025 operating budget request of \$35,537.00, which is level funded from FY2024. **Chairman Smith** discussed the request to consider a proposal to the voters to make the position appointed versus elected annually. Glenn explained the suggestion and discussed his review of similar job descriptions that could help define the position. Glenn explained how closely the position needs to work with the Highway Department. **Chairman Smith** asked for an explanation of the significant decrease in the expense related to planting supplies. Glenn explained that there was a pause in planting over the past year with the vacancy in the position and the goal of catching up on plantings that had been requested in the upcoming spring. Glenn noted that the last Tree Warden had purchased a transportable watering system that has improved the ability to care for new plantings. No further concerns were expressed at this time.

Review of the Highway Department Capital Budget Requests:

Regarding capital improvement project requests, Glenn discussed the request for temporary office space, noting the effort to date on the feasibility study for a public works office and storage facility and the reality that a full capital project cannot be funded in the near future. Glenn discussed the need for more appropriate office space and the proposal to obtain ground-level office containers as a short-term solution. Glenn explained that the proposal is to buy a unit, versus renting, noting the return on investment based on the number of years the Town anticipates needing the units. The requested amount of \$75,000.00 could be sourced from the feasibility study appropriation for the public works office and dry storage special article.

Glenn also reviewed the capital equipment request to replace the 2016 Ford plow truck in the amount of \$100,000.00, noting that the current vehicle has significant rust/rot developing in the frame and bedsides and the repair work that has been done to meet inspection requirements.

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Lastly, Glenn reviewed the capital equipment request to replace the 2015 Ford dump truck in the amount of \$125,000.00. Glenn discussed the proposal to replace the F550 with an F350 model, explaining that he believes that the other F550s within the Department's fleet are sufficient. Glenn will follow up with the Capital Planning Committee members' requests for additional information. No further concerns were expressed at this time.

Review of the Animal Control Department Budget Request:

Robert Holst, Chief of Police, joined the joint meeting to explain the FY2025 operating budget request of \$12,620.00, which is level funded to the FY2024 budget. Chief Holst discussed the effort to hire a new Animal Control Officer and to explore a regional service approach. **Selectman Loynd** asked about the costs incurred when using the Athol Animal Control Service. Chief Holst explained that the Town has only used the service a few times, and though there is a fee agreement, he has not been presented with an invoice to date. Regarding the capital improvement expenditure request, Chief Holst reviewed the request to replace the current Animal Control vehicle with a van for a quoted cost of \$84,615.00. Chief Holst discussed rationale for the capital request, noting that the level of deterioration that the current vehicle has is concerning. Chief Holst explained that it is possible to retrofit the proposed replaced Police Department cruiser and rebrand the vehicle to work for the Animal Control service. Chief Holst reviewed the calls for service in 2022 and 2023. Linda asked for comparative costs between vehicle options for the requests Animal Control service van. Chief Holst explained that a new, gas-fueled, cargo van was quoted for \$84,615.00 and that an electric vehicle option was \$92,438. Chief Holst will gather cost estimates to retrofit a used cruiser for an Animal Control vehicle. No further concerns were expressed at this time.

Review of the Police Department Budget Request:

Chief Holst explained the FY2025 operating budget request of \$643,550.00, which is an increase of \$78,000.00 over FY2024. Chief Holst reviewed budget changes in the Department's request. Chief Holst discussed the work that has been done to get through staffing challenges and the recent filling of the vacant co-responder position that is grant funded. Chief Holst discussed the work that has been done to navigate the evolving Peace Officers Standards and Training (POST) Commission requirements, as well as the expectation to begin the accreditation process. Chief Holst discussed the work that is being done to better track Department policies and changes. Chief Holst highlighted some of the additional administrative challenges and changes, including the completion of a renewed union agreement, the grant funding of a LiveScan fingerprinting machine, and facility improvements with replaced sidewalks and the installation of an electric vehicle charging station that was also grant funded. Chief Holst noted the collaborative work on the facility improvements with the Town Planner and the Highway Superintendent. Chief Holst discussed the Department's commitment to community engagement work and discussed the expanded involvement with the Anti-crime Taskforce.

Regarding future goals for the Department, Chief Holst discussed efforts to continue to provide a high level of service, wanting to work towards having two (2) officers scheduled per shift and wanting to pursue the proposed Cadet program. Chief Holst discussed the benefits of being fully staffed with six (6) full-time staff members and the correlated impacts on the overtime budget and the reduced need to backfill shifts and to allow for staff training. Chief Holst discussed the continued focus on mental health support for officers. Regarding Departmental revenues, Chief Holst explained that the Department collects fees for issuing licenses to carry firearms and for solicitation. Chief Holst explained that with the LiveScan equipment, the Department could offer fingerprinting services and charge a reasonable fee for the service. Regarding significant budget changes, Chief Holst explained that the wages grouping is presented differently as it provides detail for benefit time. **Chairman Smith** explained that he would like

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to review the line-item requests for vehicle maintenance and software support, noting that the LiveScan system should have an annual support cost that should be budgeted. Chief Holst will review both line items and provide updated information if necessary.

Regarding capital equipment requests, Chief Holst discussed the request to replace the 2017 Ford cruiser with a new Ford Police Interceptor cruiser in the amount of \$71,894.00. Chief Holst reviewed the current maintenance issues that have been experienced with the current cruiser, noting that the vehicle currently has 115,000 driving miles, which is not the same as running miles. Chief Holst will provide the Capital Planning Committee members with maintenance records for the current cruiser. **Chairman Smith** asked for an estimate of how much time the current cruiser is unavailable to the Department when it has to go for repair work. Chief Holst estimated that each service visit has taken the cruiser out of rotation for a period of three (3) days to a week. **Selectman Loynd** discussed the potential to repurpose the current cruiser as an Animal Control vehicle, in consideration of the ongoing maintenance costs. No further concerns were expressed at this time.

Review of the Emergency Management Department Budget Request:

Philip Wonkka, Fire Chief & Emergency Management Director, joined the joint meeting to explain the FY2025 operating budget request of \$10,102.00, which is a decrease of \$3,064.00 from FY2024. Chief Wonkka explained that the reduction of the wages is related to a transition of the Emergency Management Director's wages being moved to the Fire Department operating budget to align with his employment agreement. Chief Wonkka explained that the rest of the budget request is level funded. No concerns were expressed at this time.

Review of the Fire Department & Emergency Medical Services Budget Requests:

Chief Wonkka explained the FY2025 Fire Department operating budget request of \$382,940.00, which is an increase of \$6,020.00 over FY2024, and the FY2025 Emergency Medical Services operating budget request of \$105,500.00, which is an increase of \$21,000.00 over FY2024. Chief Wonkka explained that he reviewed seven (7) years of budget and expense history for the Fire Department since the change to full-time staffing of the Department. Chief Wonkka explained that he restructured line items and revised budget requests, resulting in a decrease of Fire Department ordinary expenditures of \$16,500.00.

Regarding Emergency Medical Services, Chief Wonkka explained that he has recently received updated guidance on the assessment from the Town of Orange for FY2025 that may require an additional increase of \$7,000.00 for services. Chief Wonkka explained that he remains in conversation with the Town of Northfield regarding the FY2025 assessment. Chief Wonkka explained that Erving continues to receive great Emergency Medical Services from both the towns of Orange and Northfield.

Regarding capital improvement requests, Chief Wonkka explained that he did not submit capital requests for FY2025 and noted that he has worked to review and revise the twenty-five (25) year capital plan for the Department. Chief Wonkka noted that there have been multiple years of delaying a truck replacement that was anticipated on the plan. Chief Wonkka discussed the need to plan to place a truck order multiple years in advance as the Town should anticipate a two (2) year build process. Chief Wonkka discussed the order process in the industry and the need to balance the replacement of a truck with the ongoing maintenance costs and down time. Chief Wonkka explained that he is planning to propose the replacement of two (2) trucks with a single truck, noting that he anticipates that it would reduce future replacement costs for the Town. **Selectman Loynd** asked about the potential to shorten the life cycle of a future truck if it gets increased use. Chief Wonkka acknowledged the concern and discussed the experienced use of Department vehicles. Chief Wonkka also discussed the Department's

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vehicle maintenance program and his preference for a multipurpose vehicle that can lessen the Department's overall fleet and change maintenance costs in the future. No further concerns were expressed at this time.

Review of the Wastewater Department Budget Request:

Peter Sanders, Wastewater Superintendent, joined the joint meeting to explain the FY2025 operating budget request of \$1,097,237.00, which is an increase of \$43,771.00 over FY2024. Peter Sanders provided an overview of the completed projects and tasks during FY2024. Peter Sanders discussed the upgrade of monitoring equipment at pump stations and the project to upgrade the asset management program. Peter Sanders explained that the Department continues to work with the Town of Montague to address the inflow and infiltration of rain and ground water into the sewer collection system, noting the impacts that the additional flow of clear water has on the plant and the discharge limits. Peter Sanders discussed the changes in expectations under the newly issued discharge permits from the Massachusetts Department of Environmental Protection and from the U.S. Environmental Protection Agency. Peter Sanders discussed the work that has been done to update the operations and maintenance manual for the treatment plants and for the pre-treatment program at the Erving Wastewater Treatment Plant #2 (POTW#2). Peter Sanders explained that the Department has been working to increase the percent solids in loads that are taken for disposal as a strategy to help mitigate the significant cost increases for disposal and hauling. Regarding FY2025 capital improvement requests, Peter Sanders explained that the only request that he has submitted is for the installation of a security fence at the Erving Wastewater Treatment Plant #1 (POTW#1) in the amount of \$63,600.00. Peter Sanders noted that with Public Works Boulevard being a formal public way and more activity happening down near the plant, a security fence should be installed to maintain the safety of the area at all hours.

Regarding Department revenue, Peter Sanders discussed the annual assessment for the Town of Montague, as well as the overage fees when applicable. Peter also discussed working to draft an assessment model that could be considered if sewer use rates are implemented. **Chairman Smith** noted that the multi-year agreement with the Town of Montague for the treatment of sewage from Millers Falls is up for renewal. **Chairman Smith** asked the Finance Committee and Select Board members if they want to see what a model for sewer use rates could look like. The Finance Committee and Select Board members generally agreed that they would want to review a draft model. Peter Sanders explained that he has been reviewing the models used in the towns of Northfield and Montague and that he has been working with the Assessing Office on the model. Jacquelyn Boyden, Principal Assessor, discussed the model that is being developed that is based on structure type. **Selectman Loynd** suggested running a sewer use rate scenario that is budgeting to return funds to the Enterprise Fund for future capital improvements. Both Debra and Thomas expressed agreement. Speaking towards members of the public, Daniel explained that Town departments have been asked to explain all costs that are needed to operate and to consider potential revenue options. Daniel explained that everyone is working to balance the budget and the services that are provided, noting that based on voter preferences for services, service fees may need to be considered if they do not want cost increases to be funded using the tax rate. Regarding the draft assessment model and scenario, **Selectman Loynd** suggested using 10% of the fees generated to return to the Enterprise Fund. Debra expressed agreement. No further concerns were expressed at this time.

Review of the Water Department Budget Request:

The Select Board, Finance Committee, and Capital Planning Committee members reviewed the FY2025 budget request for solid waste management services, in the amount of \$108,110.00, which is an increase of \$3,690.00 over FY2024. Peter Sanders, Water Superintendent, explained that the water tank

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mixer project is underway, noting that the preconstruction meeting with the engineer and vendor was held today and that the installation of the equipment should begin soon. Peter Sanders explained that the project should be relatively quick to complete. Peter Sanders discussed the challenges that the Department experienced with bacterial hits during the hotter weather season. Peter discussed the new per-and polyfluoroalkyl substances (PFAS) testing requirements and discussed preventative maintenance efforts that include the replacement of damaged equipment and the start of a gate-valve testing program. **Chairman Smith** asked for an explanation of the permanent wage line-item, noting that even though it is level funded it appears that historically it has been funded higher than expended. Bryan explained that the wage line items for the appointed staff in the Water Department were broken out into several lines and with the new chart of accounts have been aggregated into a single line-item. Chairman Smith explained that he would like to revisit the permanent wage line item and to consider revenue projections in consideration of expenses. No further concerns were expressed at this time.

Review of the Solid Waste Budget Request:

The Select Board, Finance Committee, and Capital Planning Committee members reviewed the FY2025 budget request for solid waste management services, in the amount of \$230,500.00, which is an increase of \$15,500.00 over FY2024. Bryan explained that the costs for solid waste removal services have increased in accordance with the multi-year contract as has the monitoring requirements for the closed landfill. Debra discussed wanting to understand what a model for paying for participation in the Almost Anything Goes program could look like. Thomas discussed wanting to understand what a model for pay-as-you-throw residential trash collection could look like. **Chairman Smith** expressed general agreement, explaining that he wants to understand potential revenues in relation to the costs. Daniel explained that he would like to understand the full costs of the programs. Bryan will gather information for future review.

Review of the Property Inspections Budget Request:

The Select Board, Finance Committee, and Capital Planning Committee members reviewed the FY2025 budget request for property inspection services, which Bryan explained remains level funded in the amount of \$7,600.00. No concerns were expressed at this time.

Next Steps:

Benjamin expressed appreciation for the budget presentation format for this evening. **Selectman Loynd** expressed agreement and appreciation for department heads being prepared to answer questions. **Chairman Smith** also expressed agreement and discussed appreciation for the consideration that has been given to review revenue sources and options to consider. Daniel also expressed agreement and thought that the presentation was well organized. Bryan will follow up with departments on outstanding questions and collect responses for the Select Board, Finance Committee, and Capital Planning Committee members, with a goal of January 24, 2024.

Adjournment

At 9:25 PM **Debra Smith** made a motion to adjourn the joint meeting. **Peter Mallet** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith,
Town Administrator

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Board: Select Board / Water Commissioner's Meeting
Date: Monday, January 22, 2024
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Select Board Present: Jacob Smith, James Loynd, Scott Bastarache

At 6:07 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. (NEPBA 121, Police Unit)

Chairman Smith stated that the Select Board will return to Regular Session. **Selectman Loynd** seconded.
Roll Call Vote:

Selectman Bastarache	Aye
Selectman Loynd	Aye
Chairman Smith	Aye

Regular Session

At 6:43 PM **Chairman Smith** called the Select Board meeting back to order in Regular Session.

Approval of Federal FY2023 Emergency Management Performance Subgrant Award

The Select Board members reviewed the federal FY2023 Emergency Management Performance subgrant award to the Emergency Management Department in the amount of \$2,700.00. After a brief discussion between Philip Wonkka, Fire Chief and Emergency Management Director, and the Select Board members, the Select Board members expressed no concerns. Bryan Smith, Town Administrator, indicated there was a need for signatures. **Selectman Bastarache** pointed out one correction, asking for a change from "Ervin" to "Erving". **Selectman Bastarache** made a motion to approve the Federal FY2023 Emergency Management Performance Subgrant in the amount of \$2,700.00 and authorize Chief Wonkka as signatory for the grant, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review of Flags, Banners, & Signs on Governmental Flagpoles, Buildings & Properties Policy Draft- 3rd Reading

The Select Board members conducted a third reading of the Flags, Banners, Signs on Governmental Flagpoles, Buildings & Properties policy draft. Grammatical changes were made in sections .07 and .08 as requested from a prior meeting. **Selectman Bastarache** made a motion to adopt the Flags, Banners, and Signs on Governmental Flagpoles, Buildings and Property Policy as written effective January 22, 2024, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review of Meeting Minutes of March 27, 2023

The Select Board members reviewed the meeting minutes for March 27, 2023. **Selectman Bastarache** made a motion to approve the minutes of March 27, 2023, as written, seconded by **Selectman Loynd**. **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 December 18, 2023

The Select Board members passed over this agenda item.

Review and Potential Appointment of Conservation Commission Vacancy Letter of Interest- Maureen Black

The Select Board members reviewed a memorandum from Bryan recommending the appointment of Maureen Black to the Conservation Commission. The Select Board members expressed support for proceeding with the appointment. **Selectman Bastarache** made a motion to appoint Maureen Black as a member of the Conservation Commission, effective January 22, 2024, with a term ending June 30, 2025. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Discussion Regarding Renewal of Wastewater Agreement with Montague

Water & Wastewater Superintendent Peter Sanders joined the Select Board for discussion. **Selectman Loynd** pointed out that in terms of the current contract the verbiage should be changed from 'Board of Selectmen' to 'Select Board' and to change the tonnage as they've changed. **Selectman Loynd** expressed his willingness to work with Peter on the agreement. **Chairman Smith** made a motion that **Selectman Loynd** represent the Town of Erving in negotiations and discussions with Montague moving forward, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

Police Department Letter of Recognition – Officer Bryant

The Select Board agreed to pass over this agenda item until a future meeting.

Discussion Regarding Former IP Mill Redevelopment RFP

The Select Board reviewed the memorandum from Bryan regarding multiple interested parties in redevelopment of the former IP Mill and the suggestion of releasing a Request for Proposals (RFP). The memorandum also gave a suggested timeline for site visits. **Selectman Bastarache** expressed no major changes other than dates, before releasing. Bryan informed the Select Board members that pre-registration is required for site visits. **Selectman Bastarache** made a motion to authorize release of the Former IP Mill Redevelopment RFP with amended dates. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Review of Non-Union Police Department Personnel Compensation Schedule

The Select Board members conducted an initial review of proposed changes to the compensation schedule for non-unit Police Department Personnel. **Chairman Smith** recommended carrying the discussion to a future meeting.

Public Hearing: Review of Public Layout for Bridge Street and Maple Avenue & Order of Layout

At 7:01 PM **Chairman Smith** called the public hearing to order. The Select Board members expressed no concerns regarding the layouts. Several residents from Maple Avenue attended the public hearing to get clarification of the layout. The Select Board explained the proposed layout and what would happen once the resurfacing takes place. Town Administrator, Bryan Smith, gave clarification by explaining (using a visual map) to each resident separately, and how it will affect their property. One resident expressed concern that the fire pond will be problematic, and Bryan offered a site visit with them to address their concerns. **Chairman Smith** explained the timeline and said that the bulk of the work will take place during the summer. **Chairman Smith** explained that the Town is waiting on procurement and bids to move forward.

Meeting Minutes

With no more questions or concerns being raised, **Chairman Smith** made a motion to close the public hearing at 7:16 PM, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Chairman Smith made a motion to order the layouts as proposed, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved. Bryan announced that the next step is the vote at the January 31, 2024, Special Town Meeting.

Review of Town Planner Position Description

The Select Board members discussed many views on what the position of the Town Planner should look like moving forward. The Board agreed that the position should be filled sooner rather than later. **Selectman Bastarache** mentioned that the position should include economic development. Concerns were expressed that the responsibilities of the position should not fall on staff members of the Town. Senior Housing Committee member Jacquelyn Boyden expressed concern that the Senior Housing Committee needs the Town Planner for requesting grant funding opportunities for the senior housing project, and as the Planning Board Chair, they need a Planner for the Zoning Bylaw changes and mentioned that Recreation will need to pursue a grant-writer for the Veteran's Park field. Jacquie feels it is imperative that the Select Board not wait to start the hiring process. **Selectman Bastarache** recommended advertising the position as it is currently and stated that realistically we may need to limit the number of projects until the Town has the bandwidth moving forward. Town Administrator, Bryan Smith, mentioned that the Town can investigate the model of using the Franklin Regional Council of Governments (FRCOG) grant writing services. Current Town Planner, Mariah Kurtz, expressed that the position should include economic development. She explained that most Town Planners work with the Planning Board and that this position was currently supporting additional boards. Mariah also recommended that applicants should be made aware of all the meetings they may be expected to attend, and that public speaking is expected at meetings as well. Mariah suggested that it is clarified that the position must have access to reliable transportation. **Chairman Smith** stated that they may have to redefine the position. Bryan said that he can have draft advertisements ready for the next meeting. **Chairman Smith** spoke of the Select Board members reviewing the description again and hopes that they can amend and approve by next week.

Review of Proposed Personnel Policies & Procedures Manual Draft

After brief discussion the Select Board Members agreed to pass over this agenda item until a future meeting.

Next Meeting

Budget meeting next Monday, January 29, 2024, at 7:00 PM.

Adjournment

At 8:15 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Elizabeth Sicard
Administrative Assistant

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

WARRANT FOR PRESIDENTIAL PREFERENCE PRIMARIES

SS.

To either of the Constables of the Town of Erving

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at

Precinct 1

Town Hall, 12 East Main Street

on **TUESDAY, THE FIFTH DAY OF MARCH, 2024**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE	FOR THIS COMMONWEALTH
STATE COMMITTEE MAN	HAMPSHIRE, FRANKLIN & WORCESTER
	SENATORIAL DISTRICT
STATE COMMITTEE WOMAN	HAMPSHIRE, FRANKLIN & WORCESTER
	SENATORIAL DISTRICT
TOWN COMMITTEE	ERVING

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of February, 2024.

Selectmen of: Town of Erving

Warrant posted by hand

February ____, 2024.

Erving Constable

Warrant must be posted by **February 27, 2024**, (at least *seven days* prior to the **March 5, 2024**,
Presidential Preference Primary).

ERVING, MASSACHUSETTS

Fire-Rescue

10 East Main Street, Erving, Ma 01344
Office (413) 422-2800 Ext 1221
Fax (413) 423-3859



Chief Philip Wonkka

To: Select Board Members and Bryan Smith Town Administrative Coordinator

From: Philip Wonkka Chief of Fire Department

Date: February 7, 2024

Subject: Award of Department Fire Service Equipment Grant.

I am pleased to announce to the board that the fire department was notified that we received the 2024 Department of Fire Service Equipment Grant totaling \$6,745.35.

The department plans to utilize the grant funds to purchase needed personal protective gear (PPE) and battery-operated lighting.

This PPE purchase will give the department ability to respond to Active Shooter/Hostile Threat events while meeting the guidelines set forth in NFPA30000 standard recently adopted by The Executive Office of Public Safety and Security. This standard sets forth how Police, Fire, and EMS are expected to operate during such events. This purchase will allow our responders to these events while providing the needed protection.

Respectfully

Philip Wonkka



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

February 6, 2024

Chief Philip Wonkka
Town of Erving
12 East Main Street
Erving, MA 01344

Dear Chief Wonkka,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Town of Erving Fire Department \$6,745.35 in State Fiscal Year 2024 funding for the Firefighter Safety Equipment Grant Program.

With each new challenge, the fire service in Massachusetts demonstrates its ability to adapt, overcome, and continue providing the excellent level of services that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov.

Sincerely,

A handwritten signature in blue ink that reads "M. T. Healey".

GOVERNOR MAURA T. HEALEY

A handwritten signature in blue ink that reads "Kim Driscoll".

LT. GOVERNOR KIMBERLEY DRISCOLL

Department of Fire Services and the Town of Erving FY24 Firefighter Equipment Grant Agreement Scope of Work and Budget

Authorization: This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY24 Firefighter Safety Equipment Grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

Grant Project Description: Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

Grant Manager: The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the interface between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA Department of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Chief Philip Wonkka who can be reached at: 12 East Main Street Erving, MA 01344, tel 413-422-1302, email: philip.wonkka@erving-ma.gov. The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used to purchase the following approved firefighter safety equipment.

Grant Award:

Department	Description of allowable Equipment
Town of Erving	Ballistic Vest Ballistic Helmet 113
Total Award	\$6,745.35

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

Period of Performance: Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract **will not** be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2024. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program unless approval for an extension has been already been granted in writing by the DFS grant manager.

Reimbursement requests must be submitted no later than July 26, 2024. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2024.

Grant Extensions: Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered on or before June 30, 2024. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2024. Approval of extension requests is at the sole discretion of DFS.

Grant Monitoring: The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with

any portion of the terms of the FY24 Firefighter Safety Equipment Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

Changes in Scope of Work or Budget: The grant project description and budget are fixed and any change would be a “material” change in the contract. “Material” changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute a *Standard Contract Amendment Form*. Contract amendments may not be done retroactively and must be done prior to the grant end date.

Records Management: The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to “... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract...”

Approved by:

Approved by:

Town of Erving

Department of Fire Services

Print Name and Title

David Clemons, Director of Operations
Print Name and Title

Date

Date

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Erving (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Fire Services MMARS Department Code: DFS	
Legal Address: (W-9, W-4): 12 E Main St, Erving, MA, 01344		Business Mailing Address: P.O. Box 1025, Stow MA 01775	
Contract Manager: Chief Philip D. Wonkka	Phone: 413-824-4078	Billing Address (if different):	
E-Mail: Philip.wonkka@erving-ma.gov	Fax: 413-423-3859	Contract Manager: David Clemons	Phone: 978-567-3179
Contractor Vendor Code: VC6000191786		E-Mail: David.Clemons@mass.gov	Fax: 978-567-3121
Vendor Code Address ID (AD001) (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT-DFS-1000-2024FFEGRANT0000000	
		RFR/Procurement or Other ID Number: BD-94942	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <i>Prior</i> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended) \$6,745.35			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FY24 Firefighter Safety Equipment Grant Program. This contract is for funds awarded under the Department of Fire Services' FY24 Firefighter Equipment Grant, in accordance with the FY24 Grant Application, and attached Grant Agreement Scope of Work and Budget. Funds for this program will be disbursed on a reimbursement basis only.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of June 30, 2024 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: _____ Print Title: _____		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: Jon M. Davine Print Title: State Fire Marshal	



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code <small>(if available, not the Taxpayer Identification Number or Social Security Number)</small>
-----------------------	--

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address

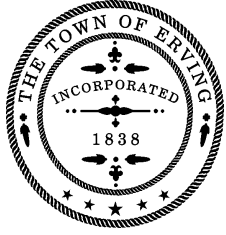
Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



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

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

Bryan Smith
Town Administrator

February 9, 2024

To: Select Board

From: Bryan Smith, Town Administrator

CC: Elizabeth Sicard, Administrative Assistant

RE: Cable Advisory Committee Appointment and Letter of Interest

The Cable Advisory Committee is a three (3) member board with staggered three (3) year terms. The Cable Advisory Committee currently has three (3) vacancies. The notice that the Town was seeking volunteers to serve on the Cable Advisory Committee was shared in the Around Town Newsletter September, October, and November 2023 editions as well as the January 31, 2024, Special Town Meeting warrant. As of February 9, 2024, I have received one (1) letter of interest from resident Philip Johnson. The letter is enclosed for your review.

The recommended vote language below provides for staggered three-year terms that align with our annual appointment schedule.

Recommended vote language:

A motion to appoint Philip Johnson as a member of the Cable Advisory Committee, effective February 12, 2024, with a term ending June 30, 2026.

From: [Philip Johnson](#)
To: [Volunteer in Erving!](#)
Subject: Cable board
Date: Friday, February 2, 2024 4:57:12 PM

Please put my name in consideration for the opening on the Cable board.
I chaired the board during the last contract and would like to get back on the board before the next contract cycle.
Philip Johnson
VC, Historic Commission

Get [Outlook for Android](#)

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.

ERVING ELEMENTARY SCHOOL

FISCAL YEAR 2025 BUDGET

DRAFT

January 16, 2024

Erving Elementary School
Fiscal Year 2025
Uses of Funding Budget Summary

<u>Uses of Funding</u>	FY 2023	FY 2024	FY 2025	<u>\$ Difference</u>	<u>% Difference</u>
	<u>Operating Budget</u>	<u>Operating Budget</u>	<u>Requested Budget</u>		
Administration	\$136,291	\$130,757	\$135,127	\$4,370	3.34%
Instruction	\$2,712,204	\$2,883,137	\$3,010,253	\$127,116	4.41%
Other School Services	\$238,931	\$417,498	\$350,835	-\$66,663	-15.97%
Plant Operations/Maintanance	\$317,051	\$349,809	\$362,473	\$12,664	3.62%
Fixed Charges	\$6,274	\$6,112	\$6,540	\$428	7.00%
ACQ/Improvement - Fixed Assets	\$28,182	\$28,200	\$15,626	-\$12,574	-44.59%
Programs with Other Schools	\$0	\$243,226	\$254,633	\$11,407	4.69%
Total Use of Funding	\$3,438,933	\$4,058,739	\$4,135,488	\$76,749	1.89%

<u>Sources of Funding</u>	FY 2023	FY 2024	FY 2025	<u>\$ Difference</u>	<u>% Difference</u>
	<u>Operating Budget</u>	<u>Operating Budget</u>	<u>Anticipated Value</u>		
Amount remaining for Town Appropriations	\$3,331,596	\$3,866,081	\$3,947,488	\$81,407.01	2.1%
Other Revenues (Grants)	\$107,337	\$192,658	\$188,000	-\$4,658.00	-2.4%
Total Sources of Funding	\$3,438,933	\$4,058,739	\$4,135,488	\$76,749.01	1.9%

LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF	Notes
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF	
ADMINISTRATION										
1	SC CONTRACTED SERVICES	4,000	7,124	4,000	5,918	4,000	5,000	1,000	25.0%	*Increase in Medicaid C/S fees
2	SCHOOL COMMITTEE ADVERTISING	4,000	67	4,000	387	2,000	2,000	0	0.0%	
3	OTHER EXPENSE-SCHOOL COMMITTEE	2,000	1,846	2,000	12,812	2,000	2,000	0	0.0%	
4	LEGAL COUNSEL-LOCAL BUDGET	5,000	7,300	5,600	4,800	7,000	7,000	0	0.0%	
5	U28 OTHER SCHOOL COMMITTEE EXPENSE	374	526	388	114	375	375	0	0.0%	
6	U28 SUPERINTENDENT'S SALARY	34,675	35,872	37,998	37,399	37,453	38,601	1,148	3.1%	
7	U28 SECRETARY'S SALARY	15,028	14,938	15,831	15,431	15,727	16,381	654	4.2%	
8	U28 PROFESSIONAL LIBRARY	125	7	129	42	125	125	0	0.0%	
9	U28 SUPERINTENDENT MISC EXPENSE	1,123	1,072	1,164	535	1,125	750	(375)	-33.3%	
10	U28 EDUC LEADERSHIP IMPRVMT DUES	699	578	1,164	0	1,125	750	(375)	-33.3%	
11	U28 SUPT'S CONFERENCE	998	336	776	295	750	750	0	0.0%	
12	U28 SUPERINTENDENT'S TRAVEL	749	620	259	0	0	0	0	FY24=0	
13	U28 DIRECTOR OF FINANCE/OPERATIONS	26,068	25,665	26,564	25,630	25,749	26,538	789	3.1%	
14	U28 FINANCE SUPPORT SALARIES	23,889	25,869	23,887	24,973	24,964	26,079	1,115	4.5%	
15	U28 SUB CALLER SALARY	1,685	1,676	1,770	1,718	1,764	1,801	37	2.1%	
16	U28 OFFICE SUPPLIES	1,372	2,247	1,423	2,369	1,500	1,751	251	16.7%	*Increase in costs for supplies
17	U28 POSTAGE	499	369	517	488	500	500	0	0.0%	
18	U28 MACHINE RENTAL CONTRACT	1,039	1,409	1,475	1,526	1,625	1,626	1	0.1%	
19	U28 MACHINE MAINTENANCE	374	0	388	0	375	0	(375)	-100.0%	
20	U28 CLASSIFIED ADS	125	29	129	16	125	125	0	0.0%	
21	U28 OTHER CONFERENCES	749	81	776	355	750	750	0	0.0%	
22	U28 DIRECTOR OF FINANCE TRAVEL	374	186	388	381	375	750	375	100.0%	*Return to in-person meetings
23	U28 LEGAL COUNSEL-UNION	599	549	621	610	600	600	0	0.0%	
24	U28 COMPUTER CONTRACTED SERVICES	4,366	3,765	4,786	0	0	0	0	FY24=0	
25	U28 ADMINISTRATIVE TECHNOLOGY SUPPLIES	125	583	129	0	0	125	125	FY24=0	
26	U28 MISC EXP	125	583	129	472	500	500	0	0.0%	
27	U28 TRAVEL				0	250	250	0	0.0%	
	TOTAL ADMINISTRATION	130,160	133,297	136,291	136,271	130,757	135,127	4,370	3.3%	
INSTRUCTION										
28	PRINCIPAL'S SALARY	91,500	91,740	95,160	134,568	98,015	101,000	2,985	3.0%	
29	CLERICAL SALARY	61,690	60,152	59,381	60,834	63,461	70,539	7,078	11.2%	
30	COPIER MAINTENANCE	6,000	8,997	6,000	7,551	9,000	9,000	0	0.0%	
31	OFFICE SUPPLIES	3,400	2,680	3,400	2,080	3,400	3,400	0	0.0%	
32	PRINCIPAL PROFESSIONAL EXPENSE	2,000	839	2,000	1,114	2,000	2,000	0	0.0%	
33	PRINCIPAL TECHNOLOGY	1,000	0	1,000	0	1,000	1,000	0	0.0%	
34	SUMMER / TUTOR PROGRAMS	26,000	1,125	26,000	28,933	30,000	30,000	0	0.0%	
35	CLASSROOM TEACHERS' SALARIES REG ED	989,349	854,474	944,237	763,485	992,713	1,013,757	21,044	2.1%	
36	SPECIALIST TEACHERS' SALARIES REG ED	219,440	212,769	314,440	169,217	317,900	317,201	(699)	-0.2%	
37	SPECIALIST TEACHERS' SALARIES SPED	287,672	328,218	238,438	294,728	247,625	258,314	10,689	4.3%	
38	THERAPEUTIC SERVICE (SPEECH, PT, OT)	197,285	197,585	202,217	206,721	269,554	381,473	111,919	41.5%	*Adj. Coun/Psych/BCBA moved to local budget
39	SPED CONTRACTED SERVICES	24,000	61,448	30,000	76,595	30,000	30,000	0	0.0%	
40	SUBSTITUTES' SALARIES-REG ED	28,000	41,922	30,000	19,971	40,000	35,000	(5,000)	-12.5%	
41	SUBSTITUTES' SALARIES-SPED	3,500	7,928	4,000	262	8,000	8,000	0	0.0%	
42	TEACHER PARA'S SALARIES REG ED	300,961	301,246	335,072	288,621	303,660	310,559	6,899	2.3%	*Estimates for Unit B salaries
43	TEACHERS PARA'S SALARIES SPECIAL EDUCATION	146,821	187,400	122,030	166,947	157,422	153,224	(4,198)	-2.7%	
44	LIBRARY TEACHER	64,962	76,761	78,680	78,296	85,097	67,427	(17,670)	-20.8%	*Change in personnel
45	PROF DEV SUBSTITUTES' SALARIES REG ED	4,000	120	4,000	120	4,000	2,000	(2,000)	-50.0%	*New change
46	PROF DEV SUBSTITUTES' SALARIES SPED	1,000	200	1,000	0	1,000	500	(500)	-50.0%	*New change
47	PROF DEV CONTRACTED SERVICE	20,000	6,887	20,000	7,823	20,000	15,000	(5,000)	-25.0%	*No ESSER money to cover next year
48	PROF DEV STAFF LIBRARY MATERIALS	500	72	500	0	500	250	(250)	-50.0%	
49	TEXTBOOKS & INSTRUCTIONAL MATERIALS	13,500	8,027	13,500	1,184	13,500	10,000	(3,500)	-25.9%	*No ESSER money to cover next year
50	LIBRARY MATERIALS	4,200	3,449	4,200	3,934	4,200	4,200	0	0.0%	
51	SPED INSTRUCTIONAL SUPPLIES	3,000	3,007	3,000	3,559	3,000	3,000	0	0.0%	
52	COPIER LEASE	6,000	5,748	6,000	5,748	6,000	7,700	1,700	28.3%	*Increase in copier contract
53	INSTRUCTIONAL SUPPLIES	17,000	21,548	17,000	4,756	20,000	20,000	0	0.0%	*No ESSER money to cover next year
54	FIELD TRIPS & PROGRAMS	10,000	3,563	10,000	4,847	10,000	8,000	(2,000)	-20.0%	*Request to reduce and have other departments cover
55	INSTRUCTIONAL TECHNOLOGY MATERIALS	12,000	5,140	12,000	9,921	12,000	12,000	0	0.0%	

LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF	Notes
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF	
56	TESTING & ASSESSMENT MATERIALS	1,600	883	1,600	0	1,600	900	(700)	-43.8%	
57	PSYCHOLOGIST'S SALARY	66,810	0	68,480	48,890	62,671	65,361	2,690	4.3%	
58	U28 DIRECTOR OF STUDENT SUPPORT	25,618	24,800	26,387	19,889	25,749	26,806	1,057	4.1%	
59	U28 STUDENT SUPPORT COORDINATOR	14,276	14,191	15,040	13,160	14,943	16,381	1,438	9.6%	*Increase from 0.95 to 1.0 FTE
60	U28 CURRICULUM & INSTRUCTION COORDINATOR	11,009	0	11,598	12,919	19,052	19,514	462	2.4%	
61	U28 EC COORDINATOR	1,961	1,907	2,203	2,161	2,556	2,953	397	15.5%	*All step/COLA increase non grant funded
62	U28 EC PROGRAM ASSISTANT	1,000	994	1,184	495	1,144	1,418	274	24.0%	
63	U28 STIPENDS	125	0	129		125	125	0	0.0%	
64	U28 DIRECTOR OF STUDENT SUPPORT TRAVEL	749	124	776	761	750	750	0	0.0%	
65	U28 PROFESSIONAL DEVELOPMENT	1,497	958	1,552	860	1,500	1,501	1	0.1%	
	TOTAL INSTRUCTION	2,669,425	2,536,902	2,712,204	2,440,950	2,883,137	3,010,253	127,116	4.4%	
OTHER SCHOOL SERVICES										
66	HOME INSTRUCTION-PARENT LIAISON OTH EXP	500	65	0	0	0	0	0	FY24=0	
67	NURSE'S SALARY-REG ED	70,469	70,469	72,231	71,843	74,398	75,573	1,175	1.6%	
68	DOCTOR'S CONTRACTED SERVICE-REG ED	500	500	500	500	500	500	0	0.0%	
69	HEALTH SUPPLIES	1,500	2,305	2,500	1,600	2,500	2,000	(500)	-20.0%	
70	AFTER SCHOOL ACADEMY	5,000	4,988	5,000	6,754	5,000	5,000	0	0.0%	*Line used for transfer at end of year if necessary
71	EXPERIENTIAL LEARNING	10,000	0	10,000	2,393	10,000	7,500	(2,500)	-25.0%	
72	TRANSPORTATION	114,800	117,268	117,700	114,269	117,700	131,022	13,322	11.3%	*New bus contract
73	SPED TRANSPORTATION	5,000	0	5,000	70,326	181,400	103,240	(78,160)	-43.1%	*Updated to reflect 20 hr/week driver position
74	FOOD SERVICE	24,000	20,688	26,000	17,848	26,000	26,000	0	0.0%	*Line used for transfer at end of year if necessary
	TOTAL OTHER SCHOOL SERVICES	231,769	216,283	238,931	285,533	417,498	350,835	(66,663)	-27.9%	
PLANT OPERATIONS/MAINTENANCE										
75	SUBSTITUTE CUSTODIANS' SALARIES	1,400	14,916	1,400	6,378	2,000	6,000	4,000	200.0%	
76	CUSTODIAL SALARIES	100,031	97,983	102,745	99,124	99,634	103,747	4,113	4.1%	
77	CUSTODIAL SUPPLIES	14,000	12,317	14,000	13,209	14,000	14,000	0	0.0%	
78	FUEL	42,000	59,326	42,000	48,208	50,000	50,000	0	0.0%	
79	SCHOOL TELEPHONE	2,000	5,073	7,500	7,759	7,500	8,000	500	6.7%	
80	WATER	3,000	1,569	3,000	1,897	3,000	2,500	(500)	-16.7%	*All utilities monitored throughout the year
81	SCHOOL POWER	73,000	73,000	73,000	91,021	85,000	90,000	5,000	5.9%	
82	SCHOOL GROUNDS MAINTENANCE	4,000	2,270	4,000	6,551	4,000	4,500	500	12.5%	
83	SCHOOL BUILDING MAINT MTLs	25,000	29,097	25,000	23,943	28,000	28,000	0	0.0%	
84	EQUIPMENT MAINTENANCE	20,000	23,617	20,000	16,799	20,000	20,000	0	0.0%	
85	NETWORKING & TELECOM C/S	7,500	10,040	7,500	12,504	10,000	11,000	1,000	10.0%	
86	NETWORKING & TELECOM MTLs	9,500	8,234	9,500	9,131	19,450	17,500	(1,950)	-10.0%	*Decrease after year 1 expenses
87	TECHNOLOGY MAINTENANCE & SUPPLIES	5,000	3,894	5,000	613	5,000	5,000	0	0.0%	
88	U28 CENTRAL OFFICE TELEPHONE	299	717	698	750	825	825	0	0.0%	
89	U28 SUB CALLER TELEPHONE	150	124	155	127	150	150	0	0.0%	
90	U28 NETWORKING/TELECOMMUNICATIONS	250	296	259	296	250	250	0	0.0%	
91	U28 TECHNOLOGY MAINTENANCE	1,248		1,294	2,008	1,000	1,001	1	0.1%	
	TOTAL PLANT OPERATIONS/MAINTENANCE	308,378	342,473	317,051	340,318	349,809	362,473	12,664	3.6%	
FIXED CHARGES										
92	STUDENT INSURANCE COVERAGE	1,100	1,045	1,100	1,045	1,100	1,150	50	4.5%	
93	U28 DISABILITY INSURANCE	187	174	194	253	200	200	0	0.0%	
94	U28 BENEFIT CONTINGENCY		0	1,164	0	1,125	1,126	1	0.1%	
95	U28 PROP. LIAB. & WRKS COMP INS	3,119	2,042	3,363	2,189	3,250	3,252	2	0.1%	
96	U28 SCHOOL BOARD LIABILITY INSURANCE	437	1,129	453	460	437	437	0	0.0%	
97	U28 CENTRAL OFFICE RENT					375	375	0	0.0%	
	TOTAL FIXED CHARGES	4,843	4,390	6,274	3,947	6,487	6,540	53	0.8%	
ACQ/IMPROVEMENT - FIXED ASSETS										
98	ACQUISITION OF NEW EQUIPMENT	5,000	4,709	5,000	9,333	5,000	5,500	500	10.0%	
99	REPLACEMENT OF EQUIPMENT	7,000	0	7,000	1,506	7,000	6,000	(1,000)	-14.3%	
100	EQUIPMENT LEASE	14,500	0	14,500	0	14,500	2,500	(12,000)	-82.8%	
101	U28 NEW EQUIPMENT	1,123	1,703	1,682	1,376	1,700	1,626	(74)	-4.4%	
	TOTAL ACQUISITION OF FIXED ASSETS	27,623	6,412	28,182	12,215	28,200	15,626	(12,574)	-44.6%	

LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF	Notes
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF	
PROGRAMS WITH OTHER SCHOOLS										
102	SPED TUITION OTHER SCHOOLS	0	0	0	148,669	243,226	254,633	11,407	4.7%	*Increase determined by OSD
	TOTAL PROGRAMS WITH OTHER SCHOOLS	0	0	0	148,669	243,226	254,633	11,407	4.7%	
				2023 Budget			2025 REQUESTED BUDGET	\$ DIFF	% DIFF	
	GROSS TOTAL ELEMENTARY			3,438,933	3,367,903	4,059,114	4,135,488	76,374	1.9%	
103	GRANTS (EES salaries)			192,658		192,658	188,000	(4,658)	-2.4%	
107	NET TOTAL ELEMENTARY			3,246,275	3,367,903	3,866,456	3,947,488	81,032	2.1%	

		FY24 BUDGET	FY25 ANTICIPATED BUDGET	Difference	Percent Difference
GRANTS/REVENUES					
108	305 - Title I: Improving Basic Programs	25,000	25,000	0	0.0%
109	140 - Title II: Building Systems of Support for Excellent Teaching and Leading	3,000	3,000	0	0.0%
110	309 - Title IV: Student Support and Academic Enrichment	10,000	10,000	0	0.0%
111	240 - IDEA Federal Special Education Entitlement Grant	56,091	50,000	(6,091)	-10.9%
112	262 - Early Childhood Special Education Entitlement Grant	1,516	0	(1,516)	-100.0%
127	264 - American Rescue Plan: IDEA- Early Childhood	576	0	(576)	-100.0%
128	252 - American Rescue Plan: IDEA	6,475	0	(6,475)	-100.0%
129	Circuit Breaker	65,000	65,000	0	FY23=0
130	Rural Aid	10,000	20,000	10,000	FY23=0
131	REAP	15,000	15,000	0	0.0%
	TOTAL GRANTS/REVENUES	192,658	188,000	(4,658)	-2.4%

ERVING SECONDARY EDUCATION

FISCAL YEAR 2024 FINAL BUDGET

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January 16, 2024

Line	ACCOUNT NUMBER	ACCOUNT TITLE	2021	2021	2022	2022	2023	2023	2024	2025	Difference	
			BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
		ADMINISTRATION										
1	10011.11.1.110.8.03.13.0.00	SCHOOL COMMITTEE SALARIES	3,150	688	3,150	324	3,150	1,548	3,150	3,150	0	0.0%
2	10011.11.1.110.8.04.42.0.00	CONTRACTED SERVICES	600	0	600	0	600	0	600	600	0	0.0%
3	10011.11.1.110.8.06.60.0.00	MASC DUES	1,200	0	1,200	0	1,200	0	1,200	1,200	0	0.0%
4	10011.11.1.110.8.06.69.0.00	OTHER EXPENSE	100	0	100	0	100	0	100	100	0	0.0%
5	10011.11.1.430.8.04.40.0.00	LEGAL SERVICES SECONDARY	600	0	600	0	600	0	600	600	0	0.0%
		TOTAL ADMINISTRATION	5,650	688	5,650	324	5,650	1,548	5,650	5,650	0	0.0%
		INSTRUCTION										
6	10011.11.2.110.2.06.64.0.00	SPED TRAVEL	250	0	250	0	250	0	250	50	(200)	-80.0%
7	10011.11.2.210.8.02.11.0.00	STUDENT SUPPT SVS COORD SEC	5,825	2,218	5,936	3,012	6,031	2,200	6,031	0	(6,031)	-100.0%
8	10011.11.2.320.2.04.27.0.00	SPED CONTRACTED SERVICES	2,000	2,816	2,000	3,078	2,000	3,460	3,000	3,000	0	0.0%
9	10011.11.2.415.2.05.50.0.00	SPED INSTRUCTIONAL MATERIALS	1,200	0	1,200	0	1,200	0	1,200	1,200	0	0.0%
10	10011.11.2.440.1.04.47.0.00	CONTRACTED SERVICES	1,500	595	1,500	0	1,500	0	1,500	1,500	0	0.0%
		TOTAL INSTRUCTION	10,775	5,629	10,886	6,090	10,981	5,660	11,981	5,750	(6,231)	-52.0%
		OTHER SCHOOL SERVICES										
11	10011.11.3.300.1.04.42.0.00	SECONDARY TRANSPORTATION	108,763	108,235	111,482	149,353	114,269	117,794	117,126	131,022	13,896	11.9%
12	10011.11.3.300.2.04.47.0.00	SPED TRANSPORTATION	37,000	50,893	25,000	46,629	85,180	67,407	89,439	98,383	8,944	10.0%
		TOTAL OTHER SCHOOL SERVICES	145,763	159,128	136,482	195,982	199,449	185,201	206,565	229,405	22,840	11.1%
		PROGRAMS WITH OTHER SCHOOLS										
13	10011.11.9.100.1.00.85.0.00	REGULAR TUITION PUBLIC SCHOOLS	777,806	653,705	690,213	714,354	853,640	827,473	880,767	901,000	20,233	2.3%
14	10011.11.9.100.2.00.85.0.00	SPED TUITION PUBLIC SCHOOLS	356,560	480,679	489,676	344,108	262,123	292,844	207,318	79,000	(128,318)	-61.9%
15	10011.11.9.300.2.00.85.0.00	SPED TUITION NON PUBLIC SCHOOLS	89,574	62,656	144,499	53,364	145,563	66,960	165,125	188,243	23,118	14.0%
16	10011.11.9.400.2.00.85.0.00	SPED TUITION COLLABORATIVE	0	0	0	11,000	0	0	0	0	0	FY24=0
		TOTAL PROGRAMS WITH OTHER SCHOOLS	1,223,940	1,197,040	1,324,388	1,122,826	1,261,326	1,187,277	1,253,210	1,168,243	(84,968)	-6.8%
17		GRAND TOTAL SECONDARY EDUCATION	1,386,128	1,362,485	1,477,406	1,325,222	1,477,406	1,379,686	1,477,406	1,409,047	(68,359)	-4.6%



Erving FY2025 Budget Development Calendar

This document is subject to change as new information becomes available.

Month	Date	Action/Meeting	Location & Time
October 2023	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	
November 2023	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
	Thu. Nov. 23, 2023	Holiday- Thanksgiving Day	
December 2023	Mon. Dec. 11, 2023	Departmental Capital & Operating Budget Requests Due	Town Administrator's Office by 5:00 PM
	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
	Mon. Dec. 25, 2023	Holiday- Christmas Day	
January 2024	Mon. Jan. 01, 2024	Holiday- New Years Day	
	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- Public Works & Public Safety Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
	Mon. Jan 15, 2024	Holiday- Martin Luther King Jr. Day	
	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- General Government Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
February 2024	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- Education Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
	Mon. Feb. 19, 2024	Holiday- Presidents Day	
	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- Culture & Recreation, Health & Human Services, and any remaining Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
March 2024	Fri. Mar. 01, 2024	Responses to all outstanding FY2025 budget questions are due from departments	Town Administrator's Office by 5:00 PM
	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
April 2024		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
	Mon. April 15, 2024	Holiday- Patriots Day	
May 2024	Wed. May 08, 2024	Annual Town Meeting	Elementary School at 7:00 PM