

TOWN OF ERVING
Meeting of the
SELECT BOARD / WATER COMISSIONERS
Followed by a Joint Meeting of the
SELECT BOARD, FINANCE COMMITTEE
& CAPITAL PLANNING COMMITTEE
 To be held at the Senior & Community Center
 1 CARE DRIVE, ERVING, MASSACHUSETTS 01344

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

Bryan Smith
Town Administrator

Meeting Agenda
Monday, April 01, 2024
 This meeting is open to the public.

Scheduled Business

<i>Time</i>	<i>Agenda Item</i>
6:30 PM	Call to Order
7:00 PM	Joint Meeting with the Finance Committee & Capital Planning Committee- Review and Discussion Regarding FY2025 Operating & Capital Budget Requests and Recommendations and the Annual Town Meeting Warrant Draft

Old Business

<i>Agenda Item</i>	<i>Section</i>
Review Surplus Equipment Request- Public Library- 5 th Read	1
Review of Annual Town Meeting Warrant Draft	2
Review & Discussion Regarding FY2025 Operating & Capital Budget Requests and Recommendations	3

New Business

<i>Agenda Item</i>	<i>Section</i>
Review of Meeting Minutes: June 21, 2022, August 29, 2022, March 11, 2024	4
Review & Approve Proposed FY2024 Budget Amendments	5
Review & Issuance of the 11 th Water Commitment for FY2024	6
Update on Water Service Inventory Project- Notice to Customers	7
Review of Wastewater Department Asset Management Project Report	8
Review of Proposed Amendment to Engineering Agreement for Church Street Bridge	9

Other Business

Signing of the Treasury Warrant

Anticipated Next Meeting Dates

Monday, April 22, 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.

Surplus Property Disposition Request

Department/Board/Committee <u>Public Library</u>	Request Date: <u>March 2024</u>
Item(s) to be disposed of: <u>Out of date technology including 4 hotspots, 7 tablets, 2 HP computers, 1 Dell, 1 iMac and 1 large format printer. 2x flat dolly, Egyptian framed print. Broken paper cutter.</u>	
Estimated Value of Item: <u>\$862.19 max (most of which is the iMac)</u>	
Description of Item: See attached fixed asset sheet with item descriptions; including make, model, and serial #	
Reason for Request: <u>Items are no longer usable by the library. Devices are out of date and no longer supported.</u>	
Recommended Disposition: <u>Recycling or trash. If there is use for the iMac it should be wiped first.</u>	
<i>Abigail Baines</i>	3/29/2024

Department Head Signature

Date

Select Board Review

Board Decision:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Board Comments:	
Select Board Signatory	Date

Chief Procurement Officer

Method of Disposition:	Under \$10,000	\$10,000 or More
	<input type="checkbox"/> Advertise Newspaper	<input type="checkbox"/> Sealed Bids
	<input type="checkbox"/> Advertise on Website	<input type="checkbox"/> Public Auction
	<input type="checkbox"/> Seek Bids	<input type="checkbox"/> Advertise on Website
	<input type="checkbox"/> Scrap Value	<input type="checkbox"/> Governmental/ Charitable Entity
Date(s) advertised: _____	Other info: _____	
Sold to: _____	\$ Sold for: _____	
Date disposed of: _____	Receipt attached: _____	
Chief Procurement Officer Signature		Date

Item	Year	Model	Serial	Purchase/Donation	Est. Value	Source
iMac all-in-one	2019	A2116	C02YR5LGJWDW	Purchase	\$700	iMac "Core i5" 3.0 21.5" (4K, 2019) Specs (Retina 4K, 21.5-Inch, 2019, MRT42LL/A*, iMac19,2, A2116, 3195): EveryMac.com
Canon PIXMA printer		K10335	Qc2-9410-DB01-03	Donation	\$0	New PIXMA is ~\$200 on AMazon
Kindle Fire Tablet	2011	D01200		Purchase	\$20	Assorted sellers on E-Bay
Kindle Fire Tablet	2015	SV98LN		Purchase	\$17.95	Amazon Fire (5th Generation) 8GB, Wi-Fi, Tablet - Black for sale online eBay
Kindle Fire Tablet	2015	SV98LN		Purchase	same as above	
Kindle Fire Tablet	2015	SV98LN		Purchase	same as above	
Kindle Fire Tablet	2015	SV98LN		Purchase	same as above	
Kindle Fire Tablet	2015	SV98LN		Purchase	same as above	
Kindle Fire Tablet	2015	SV98LN		Purchase	same as above	
T-Mobile Hotspot	2020 approx.	unknown	unknown	MBLC purchase	\$0	Were not disconnected from t-mobile before contract ended so can't be re-used
T-Mobile Hotspot	2020 approx.	unknown	unknown	MBLC purchase	\$0	Were not disconnected from t-mobile before contract ended so can't be re-used
T-Mobile Hotspot	2020 approx.	unknown	unknown	MBLC purchase	\$0	Were not disconnected from t-mobile before contract ended so can't be re-used
T-Mobile Hotspot	2020 approx.	unknown	unknown	MBLC purchase	\$0	Were not disconnected from t-mobile before contract ended so can't be re-used
Dell all-in-one	Windows 8		7GOY-74431-321-3093-A00	Purchase	\$0	No information available
HP	2018 approx	EliteOne 800	MXL9244QZG	Purchase	\$0	No information available
HP	2018 approx	EliteOne 800	MXL9244QZH	Purchase	\$0	No information available
Egyptian Framed Print				Donation	unknown	
4 Wheel Flat Dolly x2				Unknown	\$39.39	Amazon.com: 2 Pack 4 Wheels Small Flat Dolly, 450 lbs Furniture Dolly 4 Rollers Wheel Moving Cart with Rope for Moving Heavy Furniture - Black : Industrial & Scientific
Paper cutter (broken handle)				Unknown	\$0	

Library Surplus / Recycling

February 2024

The library has the following items to get rid of.

Surplus items that may be of interest:

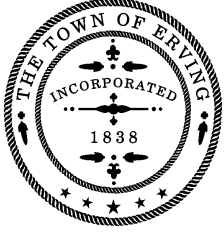
- Acoustic guitar
- Egyptian framed art
- Desktop hanging file folder rack
- Furniture moving pads with wheels (2) (seen in picture under printer)

To be recycled/discarded:

- Large format printer
- Paper cutter with broken handle
- iMac
- Dell desktop all in one (3)
- Kindle (6)

Pictured but not available: coats, blue plastic storage bin, rolled calendar





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

March 30, 2024

To: Select Board
Finance Committee
Capital Planning Committee

From: Bryan Smith, Town Administrator

RE: Annual Town Meeting Warrant

Attached, please find a revised Annual Town Meeting warrant draft with the following revisions:

- Town Election ballot question changed from capital expenditure exclusion to debt exclusion;
- Article 1 for the approval of the Annual Town Report was amended to clarify that it is a calendar year and not the fiscal year;
- Article 10 for the Water Department has been amended to correctly reflect the estimated revenue totals for the Department;
- The proposed \$50,000 appropriation for the extrication equipment in the Fire Department was removed from the FY2025 capital projects article and added to the FY2024 capital projects article, and the necessary adjustments were made to the appropriated totals and the article descriptions;
- The article for the Wastewater capital projects was amended to accurately reflect the project appropriation of \$63,600;
- The appropriation into the Capital Stabilization Fund article has been amended to reflect \$747,110 from Free Cash and \$80,857 from the remaining balance of the exhaust capture system project, for a sum of \$827,967;
- The proposed capital outlay expenditure warrant article has been changed to reflect a borrowing authorization for the demolition of the former IP Mill site.

One topic that the Town has not finalized is the authorization to spend from the Opioid Stabilization Fund. I would like to propose the following article:

ARTICLE __ : TO APPROPRIATE FOR OPIOID SETTLEMENT FUND USE

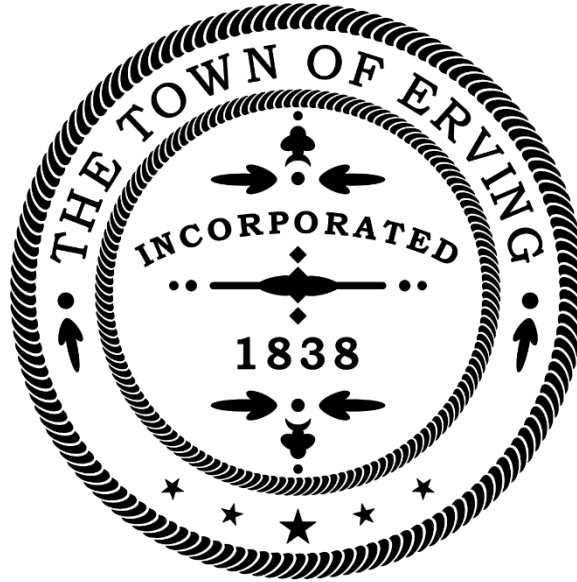
To see if the Town will vote to appropriate the sum Thirty Thousand Dollars and No Cents (\$30,000.00) from the Opioid Settlement Stabilization Fund for the purpose of municipal action that assists with opioid use disorder treatment, supporting people in treatment and recovery,

connecting people to care, reducing the harm caused by opioid use, addressing the needs of criminal-justice-involved-persons, supporting pregnant or parent women and their families, including babies with neonatal abstinence syndrome, and preventing the misuse of opioids/implementing prevention education, or some combination of these aims, beginning July 1, 2024, or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would appropriate \$30,000 from the Stabilization Fund that receives the National Opioid Settlement funds to be used towards preventative and mitigating efforts of the effects of opioids. The Select Board will work with the Board of Health and other municipal stakeholders regarding the implementation of the program. Approval of this article requires a 2/3 vote.



Annual Town Meeting Warrant

Wednesday, May 08, 2024

Time: 7:00 PM | Location: Erving Elementary School

*Please bring this copy with you to the
Annual Town Meeting.*

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Erving, should contact the office of the Select Board as soon as possible but no later than 48 hours before the scheduled event.

The office of the Select Board is located at 12 East Main Street, Erving, MA 01344.

Email: administrator@erving-ma.gov | Phone: (413) 422-2800

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Erving’s FY 2025 Proposed Operating & Capital Budget

Is available for review at

www.erving-ma.gov/budgets

COMMONWEALTH OF MASSACHUSETTS

Franklin, ss.

Town of Erving Constables, Town Clerk, and Administrative Assistant: In the name of the Commonwealth, you are directed to notify and warn the said inhabitants qualified to vote in Town affairs to meet in the **Erving Elementary School** located at **28 Northfield Road, Erving, MA** on

Wednesday, May 08, 2024, at 7:00 PM,

then and there to vote on the following articles in the Warrant:

ANNUAL TOWN ELECTIONS

Monday, May 06, 2024

To either of the Constables of the Town of Erving:

Greetings: In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Erving, qualified to vote in town affairs to meet in the meeting room at the **Town Hall**, 12 East Main Street in Erving Center on **Monday, May 06, 2024, at 10:00 AM** then and there to bring their votes for the following town offices and ballot questions:

- One (1) Select Board Member for three (3) years
- One (1) Assessor for three (3) years
- One (1) Town Clerk for three (3) years
- One (1) Library Trustee for three (3) years
- One (1) Moderator for one (1) year
- Two (2) School Committee members for three (3) years
- One (1) School Committee member for one (1) year
- One (1) Tree Warden for one (1) year
- One (1) Constable for three (3) years
- One (1) Planning Board member for three (3) years
- One (1) Recreation Commission member for three (3) years
- One (1) Board of Health member for three (3) years

Question 1: Debt Exclusion

Shall the Town of Erving be allowed to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay for the bond issued in order to demolishing the structures and related site preparation services at the former IP Mill site?

The polls will close at 8:00 PM.

GENERAL ARTICLES

ARTICLE 1: ACCEPTANCE OF THE CALENDAR YEAR 2023 TOWN REPORT

To see if the Town will vote to accept the reports of the Town Officers for the calendar year 2023 or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article will accept the calendar year 2023 Town Report as presented. Approval of this article requires a majority vote.

ARTICLE 2: AUTHORIZATION TO APPLY FOR FEDERAL OR STATE GRANTS

To see if the Town will vote to authorize the Select Board to apply for Federal or State grants and to expend any monies received and in anticipation of being received, as set forth by the appropriate grant application, and to follow the appropriate procedures, or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article will allow the Select Board to apply for, receive, and take actions to comply with the requirements of grants throughout the year. Approval of this article requires a majority vote.

ARTICLE 3: AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY

To see if the Town will vote to authorize the Town to dispose of any Town property that is declared surplus by the Select Board or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article will allow the Select Board to dispose of Town owned property that is determined to be surplus in accordance with the Town's surplus property policy. Approval of this article requires a majority vote.

ARTICLE 4: AUTHORIZATION TO ENTER INTO COMPENSATING BALANCE AGREEMENTS

To see if the Town will vote to authorize the Treasurer and Collector to enter into compensating balance agreements for Fiscal Year 2025 as permitted by Massachusetts General Law Chapter 44 Section 53F, or take any other action relative thereto.

SUBMITTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article will allow the Treasurer and Collector to enter into compensating balance agreements with Massachusetts banking institutions. Approval of this article requires a majority vote.

FISCAL YEAR 2025 OPERATING BUDGET

ARTICLE 5: FY2025 GENERAL OPERATING BUDGET

To see if the Town will vote to raise and appropriate the sum of Six Million Four Hundred Seventy-three Thousand, Six Hundred Eighty-three Dollars and No Cents (\$6,473,683.00) in the following itemized amounts, all for municipal purposes, or take any other action relative thereto:

Line	Divisions	Amount
1	General Government	\$ 1,486,731.00
2	Public Safety	\$ 1,204,849.00
3	Public Works	\$ 774,472.00
4	Health & Human Services	\$ 314,292.00
5	Culture & Recreation	\$ 434,423.00
6	Assessments	\$ 62,100.00
7	Benefits	\$ 2,196,816.00
	Grand Total	\$ 6,473,683.00

SUBMITTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS:

Article Information: Detailed budget information for each department, that comprises each line-item above, is available in the Fiscal Year 2025 Town of Erving Proposed Operating and Capital Improvement Budget. A copy of the document is available on the municipal website (www.erving-ma.gov) and can be picked up at Town Hall. Approval of this article will establish the FY2025 operating budget in the categories identified above. Approval of this article requires a majority vote.

ARTICLE 6: FY2025 ELECTED OFFICIAL COMPENSATION

To see if the Town will vote to fix the sum of One Hundred Eighty-one Thousand Four Hundred Thirty-six Dollars and Fifty Cents (\$181,436.50) for Elected Officials’ salaries for Fiscal Year 2025, and vote that the following salary and compensation be paid from this sum to the following Elected Officials of the Town, as provided by Section 108, Chapter 41 of the General Laws, as amended by Chapter 540 of the Acts of 1947, or take any other action relative thereto:

	Detail	Wage Total	Wage per Member	Chair Stipend
Assessor (3)		\$ 11,718.00*	\$ 3,881.00ea	\$75.00
Board of Health (3)		\$ 3,075.00*	\$ 1,000.00ea	\$75.00
Library Trustees (3)		\$ 3,075.00*	\$ 1,000.00ea	\$75.00
Moderator (1)		\$ 350.00*		
Planning Board (5)		\$ 5,075.00*	\$ 1,000.00ea	\$75.00
Recreation Commission (5)		\$ 5,075.00*	\$ 1,000.00ea	\$75.00
School Committee (5)		\$ 7,090.00***	\$ 1,403.00ea	\$75.00
Select Board/Water Commissioners (3)	\$ 12,451.00*			\$250.00
	from Water Department	\$ 879.00**		
	Total Salary	\$ 13,330.00	\$ 4,360.00ea	
Tax Collector (1)	\$ 21,486.00*			
	Certification Award	\$ 1,000.00*		
	From Water Department	\$ 2,026.00**		
	Total Salary	\$24,512.00		
Town Clerk (1)	\$29,460.00*			
	From Census Work	\$ 1,000.00*		
	Total Salary	\$30,460.00		
Treasurer (1)	\$ 72,265.00*			
	Certification Award	\$ 1,000.00*		
	From Water Department	\$ 1,875.00**		
	Total Salary	\$ 75,140.00		
Tree Warden (1)		\$ 2,536.50		
Total Elected Official Salary		\$181,436.50		

SUBMITTED BY: Select Board
 FINANCE COMMITTEE RECOMMENDS:

Article Information: This article outlines the compensation amounts for elected officials. Approval of this article requires a majority vote.

**funding for this compensation is raised & appropriated in the omnibus budget in article 5.
 **funding for this compensation is raised & appropriated in the Water Enterprise Fund, article 10.*

**** funding for this compensation is raised & appropriated in Article 7.*

ARTICLE 7: FY2025 ERVING ELEMENTARY ELEMENTARY SCHOOL FUNDING

To see if the Town will vote to raise and appropriate the sum of Three Million Nine Hundred Fifty-four Thousand Five Hundred Seventy-eight Dollars and No Cents (\$3,954,578.00) for the expense and operation of the Erving Elementary School for Fiscal Year 2025 or take any other action relative thereto.

Line	Description	Amount
1	School Committee Stipend	\$7,090.00
2	Elementary Education Expenses	
3	Expenses	
Grand Total		\$3,954,578.00

SUBMITTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS:

Article Information: This article provides funding for the Erving Elementary School. Approval of this article requires a majority vote.

ARTICLE 8: FY2025 SECONDARY EDUCATION FUNDING

To see if the Town will vote to raise and appropriate the sum of One Million, Four Hundred Nine Thousand Forty-seven Dollars and No Cents (\$1,409,047.00) for secondary education and expenses for Fiscal Year 2025 or take any other action relative thereto.

SUBMITTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS:

Article Information: This article provides funding for Erving's secondary education costs of sending students in grades 7 through 12 to other districts, excluding the Technical School. The development of this budget is a best estimation of the number of Erving students who may attend the Gill-Montague District for the coming school year. Actual decisions about a student's education aren't known until the start of the school year and as a result this budget may require a supplemental funding request in the future. Approval of this article requires a majority vote.

ARTICLE 9: FY2025 FRANKLIN COUNTY TECHNICAL SCHOOL FUNDING

To see if the Town will vote to raise and appropriate the sum of Five Hundred Thirteen Thousand Seventy-two Dollars and No Cents (\$513,072.00) for secondary education and expenses at the Franklin County Technical School for Fiscal Year 2025 as itemized below or take any other action relative thereto.

Line	Account #	Description	Amount
1	001-320-100-32000-519200	School Committee Stipend	\$1,403.00
2	001-320-200-32000-532000	Tuition Services	\$497,816.00
3	001-320-200-32000-578000	Capital Expenses	\$13,853.00
Grand Total			\$513,072.00

SUBMITTED BY: Select Board
 FINANCE COMMITTEE RECOMMENDS:

Article Information: This article provides funding for Erving’s assessment to the Technical School and establishes the salary for Erving’s representative to the Technical School Committee. Approval of this article requires a majority vote.

ARTICLE 10: FY2025 WATER DEPARTMENT ENTERPRISE FUND

To see if the Town will vote to appropriate the sum of One Hundred ~~Eight Ten~~ Thousand, ~~Nine One~~ Hundred ~~Ten Sixty-five~~ Dollars and No Cents (~~\$108,110~~110,965.00) to the Water Enterprise Fund for Fiscal Year 2025 Water Department operations. Said money to be raised from receipts, revenues, and funds from any source derived from the activities of the Erving Water Department or take any other action relative thereto.

Estimated Revenue	
User Charges	\$76,500.00
Administrative Fees	\$21,680.00
Fees for Testing, Hydrants, Final Reads, and Backflow Testing	\$10,785.00
Investment Income	\$2,000.00
Total Estimated Revenues	110,965.00
Proposed Expenditures	
Salary & Wages	\$43,710.00
Ordinary Expenses	\$64,400.00
Total Expenditures	\$108,110.00
Proposed-Estimated Retained Earnings	\$2,865<u>855</u>.00

SUBMITTED BY: Water Commissioners
 FINANCE COMMITTEE RECOMMENDS:

Article Information: This article approves the operating budget for the water department and will allow the department to raise the necessary funds through water receipts and other activities. As an enterprise fund, unspent revenue at the close of the fiscal year will remain with the fund. Approval of this article requires a majority vote.

ARTICLE 11: FY2025 WASTEWATER DEPARTMENT ENTERPRISE FUND

To see if the Town will vote to raise and appropriate the sum of One Million, Ninety-nine Thousand, Three Hundred Seventy-three Dollars and No Cents (\$1,099,373.00) to the Wastewater Enterprise Fund for Fiscal Year 2025 Wastewater operations or take any other action relative thereto.

Estimated Revenue	
Town of Montague and other receipts	\$242,138.00
Town of Erving (raise & appropriate)	\$857,235.00
Total Estimated Revenue	\$ 1,099,373.00

Proposed Expenditures	
Salary & Wages	\$297,226.00
Ordinary Expenses	\$411,902.00
Debt Service	\$390,245.00
Total Expenditures	\$1,099,373.00

SUBMITTED BY: Select Board
 FINANCE COMMITTEE RECOMMENDS:

Article Information: This article approves the operating budget for the wastewater department and will allow the Town to raise the necessary funds through the means stated. As an enterprise fund, unspent revenue at the close of the fiscal year will remain with the fund. Approval of this article requires a majority vote.

FISCAL YEAR 2025 CONTINUING ANNUAL APPROPRIATIONS & SPECIAL ARTICLES

ARTICLE 12: RAISE & APPROPRIATE FOR CONTINUING ANNUAL APPROPRIATIONS

To see if the Town will vote to raise and appropriate the sum of Three Hundred Eighteen Thousand Dollars and No Cents (\$318,000.00) for the continuing annual appropriations and special articles itemized below for the purposes stated or take any other action relative thereto.

Line	Dept.	Account #	Description	Amount
1	Assessors	001-141-900-14110-530500	Legal Services	\$35,000.00
2	Assessors	001-142-900-14210-530610	Appraisal Services	\$35,000.00
3	Town Buildings	001-192-900-19210-524100	Building Maintenance	\$30,000.00
4	Miscellaneous	001-199-900-19910-531100	Advertising in Around Town	\$8,000.00
5	Highway	001-422-900-42210-524060	Bridge Maintenance Services	\$5,000.00
6	Highway	001-422-900-42211-524050	Highway Maintenance Services	\$50,000.00
7	Highway	001-429-900-42915-585050	DPW Wheel Loader Lease	\$55,000.00
8	Benefits	001-919-900-91910-517990	Transfer to OPEB Trust Fund	\$100,000.00
Grand Total				\$318,000.00

SUBMITTED BY: Select Board
 FINANCE COMMITTEE RECOMMENDS:

Article Information: The FY2025 continuing appropriation & special article plan outlined above is a continuation of the sound financial planning that the Town has engaged in over the past few years. The amounts requested are consistent with previous appropriations and allow the Town to meet the service obligations for the stated purposes. Approval of this article requires a majority vote.

CAPITAL IMPROVEMENTS

ARTICLE ___: APPROPRIATE FOR FY2024 CAPITAL IMPROVEMENTS

To see if the Town will vote to appropriate the sum of ~~One-Two~~ Hundred ~~Sixty-five~~Fifteen Thousand Dollars and No Cents (\$~~165215~~,000.00) for the FY2024 capital improvement project(s) itemized below and related expenses, by transferring ~~One-Two~~ Hundred ~~Sixty-five~~Fifteen Thousand Dollars and No Cents (\$~~165215~~,000.00) from the Capital Stabilization Fund, with the condition that all unspent funds are returned to the Capital Stabilization Fund upon completion of the project, subject to Select Board approval, or take any other action relative thereto.

Line	Dept.	Account #	Description	Amount
1	Town Buildings	001-192-900-19213-582010	Door Access & Security System	\$165,000.00
<u>2</u>	<u>Fire</u>	<u>New Account</u>	<u>Extrication Equipment</u>	<u>\$50,000.00</u>
Grand Total				\$<u>165215</u>,000.00

SUBMITTED BY: Select Board
 CAPITAL PLANNING COMMITTEE RECOMMENDS:
 FINANCE COMMITTEE RECOMMENDS:

Article Information: The proposed request is an amendment to the approved FY2024 capital improvement plan. The additional requested funding will allow the project for the proposed security upgrades at the Police Station to be completed as well as Elementary School. Additionally, the appropriation will allow the Fire Department to upgrade their extrication equipment for responding to car accidents. Approval of this article requires a 2/3 vote.

ARTICLE ___: APPROPRIATE FOR FY2025 CAPITAL IMPROVEMENTS

To see if the Town will vote to appropriate the sum of Two Hundred ~~Eighty-Thirty~~ Thousand Dollars and No Cents (\$~~280230~~,000.00) for the FY2025 capital improvement projects itemized below and related expenses, by transferring Two Hundred ~~Eighty-Thirty~~ Thousand Dollars and No Cents (\$~~280230~~,000.00) from the Capital Stabilization Fund, with the condition that all unspent funds are returned to the Capital Stabilization Fund upon completion of the project, subject to Select Board approval, or take any other action relative thereto.

Line	Dept.	Account #	Description	Amount
1	Planning	<i>New account</i>	Open Space & Recreation Plan	\$25,000.00
2	Planning	<i>New account</i>	Hazard Mitigation Plan	\$25,000.00
<u>3</u>	<u>Fire</u>	<u>New account</u>	<u>Extraction Equipment</u>	<u>\$50,000.00</u>
<u>43</u>	Highway	001-429-900-42910-585000	Plow Truck	\$100,000.00
<u>54</u>	Info. Systems	001-155-900-15510-585100	Computer Replacement	\$35,000.00
<u>65</u>	Recreation	<i>New account</i>	Veterans Field Feasibility Study	\$45,000.00
Grand Total				\$<u>230</u>,000.00

SUBMITTED BY: Select Board
 CAPITAL PLANNING COMMITTEE RECOMMENDS:
 FINANCE COMMITTEE RECOMMENDS:

Article Information: The FY2025 capital improvement plan presented above is the result of the work of the Capital Planning Committee after reviewing requests made by departments. Some requests are “recurring requests” that appear annually to maintain a consistent investment while other capital requests are one-time requests. Details about all proposed capital improvement projects, funding sources, and explanations are available for review in the FY2025 proposed Operating & Capital Improvement Budget book. Approval of this article requires a 2/3 vote.

ARTICLE _ : APPROPRIATE FOR FY2025 WASTEWATER CAPITAL PROJECTS

To see if the Town will vote to appropriate from the Wastewater Enterprise Fund Retained Earnings the sum of Sixty-three Thousand Six Hundred Dollars and No Cents (\$63,600.00) for the capital improvement project(s) itemized below, and related expenses, subject to Select Board approval, or take any other action relative thereto.

Line	Account #	Description	Amount
1	New account	Security Fencing	\$63,600.00
Grand Total			\$63,600.00

SUBMITTED BY: Select Board

CAPITAL PLANNING COMMITTEE RECOMMENDS:

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would appropriate \$63,600 for the Wastewater Department to fund the installation of security fencing at the Erving-side Wastewater Treatment Plant (POTW1). Approval of this article requires a majority vote.

DEPARTMENTAL REVOLVING FUND ANNUAL SPENDING LIMITS

ARTICLE _ : REVOLVING ACCOUNT SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during Fiscal Year 2025, beginning on July 1, 2024, for the revolving funds established in Town bylaws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E1/2, as follows:

Revolving Fund	Department/Board/Committee/ Agency or Officer	FY2025 Spending Limit
Food Service	Council on Aging	\$10,000.00
Facility Use	Council on Aging	\$10,000.00
Library Use and Fees	Board of Library Trustees	\$10,000.00
Electric Vehicle Charging Stations	Select Board	\$15,000.00

or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would establish the FY2025 spending limits in the above referenced revolving funds in accordance with Town bylaw and with MGL Chapter 44, Section 53E 1/2. Approval of this article requires a majority vote.

STABILIZATION FUND ARTICLES

ARTICLE __: APPROPRIATION FOR THE CAPITAL STABILIZATION ACCOUNT

To see if the Town will vote to appropriate the sum of ~~Seven-Eight~~ Hundred ~~Fifty-Twenty-seven~~ Thousand ~~Nine Hundred Sixty-seven~~ Dollars and No Cents (~~\$750,000~~827,967.00) into the Capital Stabilization Fund, sourced by transferring Seven Hundred Forty-seven Thousand ~~One Hundred Ten~~ Dollars and No Cents (~~\$747,000~~110) from Free Cash, and by transferring the remaining balance of Eighty Thousand Eight Hundred Fifty-seven Dollars and No Cents (\$80,857.00) in the exhaust capture system project account (001-192-900-19212-582010)~~raising Three Thousand Dollars and No Cents (\$3,000.00)~~, or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would ~~raise and appropriate~~transfer the sum of \$827,967 from the sources listed and deposit the sum into the Capital Stabilization Fund for use on future capital projects that will require Town Meeting approval. The exhaust capture system at Fire Stations 1 and 2 has been installed, the remaining funds are the result of a competitive bid process. Approval of this article requires a majority vote.

ARTICLE __: APPROPRIATION FOR THE GENERAL STABILIZATION ACCOUNT

To see if the Town will vote to raise & appropriate the sum of One Hundred Thirty Thousand, Sixty-seven Dollars and No Cents (\$130,067.00) into the General Stabilization Fund or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would appropriate the sum of \$130,067 into the General Stabilization Fund. This article is meant to replenish funds used from the General Stabilization Fund for the construction of the Erving Public Library. This is the final of five (5) planned deposits into General Stabilization related to the project. Approval of this article requires a majority vote.

COMMUNITY ACCESS TELEVISION

ARTICLE __: TO APPROPRIATE FOR COMMUNITY ACCESS TELEVISION

To see if the Town will vote to appropriate the Twenty-five Thousand Dollars and No Cents (\$25,000.00) from the PEG Access Cable Revenue account for the purpose of operating the

Town’s local cable access channel as itemized below, beginning July 1, 2024, or take any other action relative thereto.

Line	Account #	Description	Amount
1	240-159-200-15905-530000	Professional Contracting Services	\$20,000.00
2	240-159-200-15905-574000	Insurance Premiums	\$2,000.00
3	240-159-900-15910-578000	Equipment to Televisе Meetings	\$3,000.00
Grand Total			\$25,000.00

SUBMITTED BY: Select Board
 FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would appropriate \$25,000 from the PEG Access Cable Revenue account for the Select Board to use to operate the Town’s community access television channel. Revenue in this account is received quarterly from Comcast from user fees in accordance with the Cable franchise agreement. Approval of this article requires a majority vote.

MULTI-YEAR CONTRACT AUTHORIZATIONS

ARTICLE __: AUTHORIZATION TO SIGN A 10 YEAR AGREEMENT WITH THE TOWN OF MONTAGUE

To see if the Town will vote to authorize the Select Board to enter into a ten (10) year contract, commencing in Fiscal Year 2025 with the Town of Montague for the treatment of wastewater, subject to the Select Board’s determination that the contract is in the best interests of the Town, or take any other action relative thereto.

SUBMITTED BY: Select Board
 FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would authorize the Select Board to sign a ten (10) year agreement with the Town of Montague for the treatment of wastewater. The towns have long shared an arrangement that allows the wastewater from the village of Millers Falls in Montague to be conveyed to the Erving Wastewater Treatment Plant #1 for treatment, in exchange for a contractually agreed upon fee. Approval of this article requires a majority vote.

ARTICLE __: AUTHORIZATION TO SIGN A 10 YEAR AGREEMENT WITH THE FCRHRA

To see if the Town will vote to authorize the Select Board to enter into a ten (10) year contract, commencing on July 1, 2024, with the Franklin County Regional Housing & Redevelopment Authority, for the provision of administrative services for the Town’s Community Development Block Grant activities and the Housing Rehabilitation Revolving Loan Program, subject to the Select Board’s determination that the contract is in the best interests of the Town, or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would authorize the Select Board to sign a ten (10) agreement with the Franklin County Regional Housing & Redevelopment Authority for the administration of the Town's Community Development Block Grant activities and the Housing Rehabilitation Revolving Loan Fund program. The Town and the Authority have long had a professional services arrangement for these activities and the current agreement expires this year. Approval of this article requires a majority vote.

ARTICLE __: AUTHORIZATION TO SIGN A 99 YEAR LAND LEASE WITH RURAL DEVELOPMENT INC.

To see if the Town will vote to authorize the Select Board to enter into a ninety-nine (99) year contract, commencing in Fiscal Year 2025, with Rural Development Incorporated, for the lease of real property on Care Drive to allow the construction of affordable housing, subject to the Select Board's determination that the contract is in the best interests of the Town, or take any other action relative thereto.

SUBMITTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would authorize the Select Board to sign a ninety-nine (99) year land lease for the purpose of developing affordable housing, with parcel A providing age-restricted housing for individuals aged 62 or older, and upon such terms and conditions as the Select Board deems to be in the best interest of the Town. The Town identified the need and the goal of developing Senior Housing in the Town's 2002 Master Plan and the Town has continued to work towards that goal on Care Drive. The Town has conducted multiple procurements and has secured an advantageous proposal that has been reviewed publicly by the Select Board and Senior Housing Committee. Approval of this article requires a majority vote.

REAL PROPERTY TRANSACTIONS

ARTICLE __: TO AUTHORIZE DISPOSITION OF LAND ON CARE DRIVE

To see if the Town will vote to transfer from the board or officer currently having control for current purpose for which the property is held to the Select Board, for the purpose of disposition by lease, sale, or otherwise, the care, custody, management and control of the property located on Care Drive and shown as parcels A and B on _____; and to authorize the Select Board to rent, convey, or otherwise dispose of all or a portion of said property pursuant to the provisions of Massachusetts General Law Chapter 30B, Section 16 for the purposes of affordable housing, with parcel A restricted for housing for individuals aged 62 or older, and to authorize the Select Board to take such actions and execute such documents and agreements as are necessary to effectuate the purpose of this article; or take any other action relative thereto.

SUBMITTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS:

CAPTITAL PLANNING COMMITTEE RECOMMENDS:

Article Information: Approval of this article would authorize the Select Board to lease, convey, or otherwise dispose of all or a portion of said property pursuant to the provisions of Massachusetts General Laws for the purpose of affordable housing, with parcel A restricted for individuals aged 62 or older, and upon such terms and conditions as the Select Board deems to be in the best interest of the Town. The Town identified the need and the goal of developing Senior Housing in the Town's 2002 Master Plan and the Town has continued to work towards that goal on Care Drive. The Town has conducted multiple procurements and has secured an advantageous proposal that has been reviewed publicly by the Select Board and Senior Housing Committee. Approval of this article requires a majority vote.

ARTICLE __: TO AUTHORIZE ACQUISITION OF PARCEL A

To see if the Town will vote to authorize the Select Board to acquire by eminent domain, or otherwise, on such terms and conditions as the Select Board shall determine, the following described parcel:

Beginning at an unmarked point in the easterly sideline of The French King Highway at Station 21+70.34, 40' Right, said point marking the northwesterly corner of land now or formerly of the Town of Erving; thence, along said French King Highway N 07°40'58" E to a MA Highway Bound; thence, S 80°42'08" E 40.01' +/- to a point at the center of a headwall; thence 174' +/- along the centerline of a dry brook and land now or formerly of The Commonwealth of Massachusetts to a 1.5" iron pipe at the centerline of said dry brook (Tie Course N 87°56'45" E 202.92'); thence, 410' +/- along centerline of said dry brook and land now or formerly of The Commonwealth of Massachusetts to a point in the centerline of said dry brook and land now or formerly of Frank Prondecki (Tie Course S 70°45'22" E 357.05') ; thence, 310' +/- along the centerline of said dry brook and land now or formerly of Frank Prondecki to a point in the westerly sideline of land now or formerly of The Vermont Central Railroad (Tie Course S 50°08'54" E 180.92'); thence, S 81°41'33" W 69.70' along the westerly sideline of said land now or formerly of The Vermont Central Railroad to a 5/8" rebar at the top of a ravine, said point being the northeast corner of land now or formerly of the Town of Erving; thence, 755' +/- (Tie Course N 79°35'05" W 636.87') along the top of said ravine and said land now or formerly of the Town of Erving to the point of beginning. Containing 1.217 acres of land +/- and being Parcel "A" as shown on plan titled "PLAN OF LAND TO BE TAKEN BY THE TOWN OF ERVING" by Daniel Salls Land Surveying dated March 05, 2024;

and further to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein; or take any action relative thereto.

SUBMITTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would authorize the Select Board to acquire a parcel of land related to the parcel taken by the Town, in 1996, that is now used as the Police Station.

During a recent survey of the Police Station parcel, a discrepancy in the deed language was discovered that dates to all deed transactions related to the property, after 1926. The area in question that is being referred to as "Parcel A" on the proposed plan for taking is largely the ravine on the property, between the Police Station and the MassDOT Highway Facility. The plan for the proposed taking is on file in the Town Clerk's office. Approval of this article requires a 2/3 vote.

CAPITAL OUTLAY DEBT EXCLUSION EXPENDITURE EXCLUSION

ARTICLE ___ : RAISE & APPROPRIATE BORROWING AUTHORIZATION FOR THE DEMOLITION OF THE FORMER IP MILL SITE

To see if the Town will vote to ~~raise and~~ appropriate the ~~additional~~ sum of Three Million Four Hundred Thousand Dollars and No Cents (\$3,400,000.00), for the purpose of demolishing the structures and related site preparation services at the former IP Mill site, and to meet this appropriation, the Treasurer, with the approval of the Select Board, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (3) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore. conditioned on the approval of a ~~capital outlay expenditure~~debt exclusion ballot question, or take any other action relative thereto.

SUBMITTED BY: Select Board

CAPITAL PLANNING COMMITTEE RECOMMENDS:

FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article would ~~raise and~~ appropriate the sum of \$3,400,000 to allow the Town to demolish the structures and complete site preparation activities at the former IP Mill site. Approval of this article would ~~only increase the amount authorized to raise and appropriate for FY2025 and will not carry into future fiscal years~~authorize the Treasurer to borrow the funding necessary for the project, conditioned on the approval of the debt exclusion question on the election ballot. If the debt exclusion question is passed, it will authorize the Town to raise & appropriate, beyond the limits of Proposition 2 ½ for the life of the debt service. The Select Board, Finance Committee and Capital Planning Committee have met for over a year and have held discussions with citizens to arrive at the recommendation to demolish the structures. The total cost to demolish the site is estimated to be \$4 Million and the Town has successfully received a \$600,000 grant for the project. The Town has attempted to sell the property through a request for proposals process three times. If approval of this article at the Town Meeting or the ballot question at the Town Election fails, then the Select Board, Finance Committee, and Capital Planning Committee will request the Treasurer to auction the property to the highest bidder. Approval of this article requires a majority vote.

In addition, you are hereby directed to serve the above warrant and to post attested copies as directed by vote of the Town at least seven (7) days before said meeting. Fail not and make do return of this warrant with your doings thereon to the Town Clerk for the day of said meeting.

Given under our hands this __ day of April 2024.

Jacob A. Smith, Chairman

Scott Bastarache

James Loynd

Erving Select Board

POSTING REQUIREMENT CERTIFICATION

FRANKLIN SS TOWN OF ERVING

I have served the above warrant by posting attested copies, as directed by vote of the Town, at least seven (7) days before the time of holding said meeting.

Date

Authorized Signature

Town of Erving
12 East Main Street
Erving, Massachusetts 01344

PRSR STD
U.S. Postage Paid
ECRWSS
EDDM Flat

Town of Erving

*****ECRWSS***

LOCAL
POSTAL CUSTOMER
ERVING MA 01344

Annual Town Meeting Warrant

Wednesday, May 08, 2024

Time: 7:00 PM | Location: Erving Elementary School

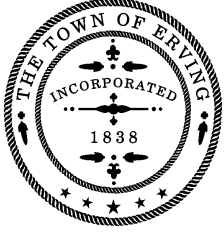
*Please bring this copy with you to the
Annual Town Meeting.*

In past years, prior to the COVID-19 pandemic, we were able to partner with other groups at the school to allow for childcare assistance. At this time, we are unable to provide a childcare option at the Annual Town Meeting.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Erving, should contact the office of the Board of Selectmen as soon as possible but no later than 48 hours before the scheduled event.

The office of the Board of Selectmen is located at 12 East Main Street, Erving, MA 01344.

Email: administrator@erving-ma.gov | Phone: (413) 422-2800



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

March 29, 2024

To: Select Board
Finance Committee

From: Bryan Smith, Town Administrator

RE: FY2025 Budget Planning

Revenue

- The Principal Assessor has reviewed the documentation that the Assessing Office has, to date, regarding anticipated new growth. As such, the Principal Assessor advises that \$12,000.00 is a new growth number that could be budgeted.
- As requested, the Treasurer is working with our financial institution to secure a long-term agreement regarding interest rates on savings.

Debt Exclusion

- Though not requested for this meeting, the Principal Assessor was able to generate preliminary estimates of what a debt exclusion could look like for the \$3.4 Million request to demolish the former IP Mill site. I have included that spreadsheet for your review.

FY2025 Tax Rate Scenario to the Levy Limit

	VALUE	PERCENT BY CLASS	SINGLE TAX RATE	TAX RATES	TAX LEVY =	MRF SHIFT	TAX RATES
			100%		\$12,742,907.00	65%	
RESIDENTIAL	164,067,195	18.75%	18.75%	\$14.57	\$2,389,835.09	12.19%	\$9.47
OPEN SPACE	310,600	0.04%	0.04%	\$14.57	\$4,524.26	0.02%	\$9.47
COMMERCIAL	9,455,132	1.08%	1.08%	\$14.57	\$137,725.32	1.17%	\$15.75
INDUSTRIAL	390,043,740	44.59%	44.59%	\$14.57	\$5,681,453.98	48.20%	\$15.75
PERS PROP	310,950,644	35.54%	35.54%	\$14.57	\$4,529,368.35	38.42%	\$15.75
TOTALS	874,827,311	100.00%	100.00%		\$12,742,907.00	100.00%	
CIP EQUALS		81.21%				81.21%	
			100.00% % SHIFT			108.10% % SHIFT	
			81.21% CIP			87.79% CIP	
			18.79% RO EQUALS			12.21% RO EQUALS	

These Figures are based on FY2024 Values and subject to change

FY2025 OVERRIDE TAX RATE IMPACT DEBT EXCLUSION 3 YEAR 3.4 MM EQUAL PAYBACK

	VALUE	PERCENT BY CLASS	SINGLE TAX RATE	TAX RATES	TAX LEVY =	MRF SHIFT	TAX RATES
			100%		\$1,133,333.34	65%	
RESIDENTIAL	164,067,195	18.75%	18.75%	\$1.30	\$212,548.03	12.19%	\$0.84
OPEN SPACE	310,600	0.04%	0.04%	\$1.30	\$402.38	0.02%	\$0.84
COMMERCIAL	9,455,132	1.08%	1.08%	\$1.30	\$12,249.06	1.17%	\$1.40
INDUSTRIAL	390,043,740	44.59%	44.59%	\$1.30	\$505,299.24	48.20%	\$1.40
PERS PROP	310,950,644	35.54%	35.54%	\$1.30	\$402,834.63	38.42%	\$1.40
TOTALS	874,827,311	100.00%	100.00%		\$1,133,333.34	100.00%	
CIP EQUALS		81.21%				81.21%	
			100.00% % SHIFT			108.10% % SHIFT	
			81.21% CIP			87.79% CIP	
			18.79% RO EQUALS			12.21% RO EQUALS	

This is based on the current FY2024 values and subject to change.

These figures are an additional tax to be added to the tax rate. Base numbers is as follows: Potential tax rate based on levy limit and FY2024 values.

FY2025 Example: Residential and Open Space potential Tax Rate would be \$10.31 (\$9.47 + \$.84) and Commercial, Industrial and Personal Property would be \$17.15 (\$15.75+1.40)

FY2026 & FY2027 Tax Rates can not be calculated at this time due to the uncertainty of values and amounts to be raised and appropriated in the future.

FY2025 OVERRIDE TAX RATE IMPACT DEBT EXCLUSION 5 YEAR 3.4 MM EQUAL PAYBACK

	VALUE	PERCENT BY CLASS	SINGLE TAX RATE	TAX RATES	TAX LEVY =	MRF SHIFT	TAX RATES
			100%		\$680,000.00	65%	
RESIDENTIAL	164,067,195	18.75%	18.75%	\$0.78	\$127,528.82	12.19%	\$0.51
OPEN SPACE	310,600	0.04%	0.04%	\$0.78	\$241.43	0.02%	\$0.51
COMMERCIAL	9,455,132	1.08%	1.08%	\$0.78	\$7,349.44	1.17%	\$0.84
INDUSTRIAL	390,043,740	44.59%	44.59%	\$0.78	\$303,179.54	48.20%	\$0.84
PERS PROP	310,950,644	35.54%	35.54%	\$0.78	\$241,700.77	38.42%	\$0.84
TOTALS	874,827,311	100.00%	100.00%		\$680,000.00	100.00%	
CIP EQUALS		81.21%				81.21%	
			100.00% % SHIFT			108.10% % SHIFT	
			81.21% CIP			87.79% CIP	
			18.79% RO EQUALS			12.21% RO EQUALS	

This is based on the current FY2024 values and subject to change.

These figures are an additional tax to be added to the tax rate. Base numbers is as follows: Potential tax rate based on levy limit and FY2024 values.

FY2025 Example: Residential and Open Space potential Tax Rate would be \$9.98 (\$9.47 + \$.51) and Commercial, Industrial and Personal Property would be \$16.59 (\$15.75+.84)

FY2026, 2027, 2028 & 2029 Tax Rates can not be calculated at this time due to the uncertainty of values and amounts to be raised and appropriated in the future.

FY2025 OVERRIDE TAX RATE IMPACT CAPITAL EXCLUSION SCENARIO 3.4 MM

	VALUE	PERCENT BY CLASS	SINGLE TAX RATE	TAX RATES	TAX LEVY =	MRF SHIFT	TAX RATES
			100%		\$3,400,000.00	65%	
RESIDENTIAL	164,067,195	18.75%	18.75%	\$3.89	\$637,644.09	12.19%	\$2.53
OPEN SPACE	310,600	0.04%	0.04%	\$3.89	\$1,207.14	0.02%	\$2.53
COMMERCIAL	9,455,132	1.08%	1.08%	\$3.89	\$36,747.19	1.17%	\$4.20
INDUSTRIAL	390,043,740	44.59%	44.59%	\$3.89	\$1,515,897.71	48.20%	\$4.20
PERS PROP	310,950,644	35.54%	35.54%	\$3.89	\$1,208,503.87	38.42%	\$4.20
TOTALS	874,827,311	100.00%	100.00%		\$3,400,000.00	100.00%	
CIP EQUALS		81.21%				81.21%	
			100.00% % SHIFT			108.10% % SHIFT	
			81.21% CIP			87.79% CIP	
			18.79% RO EQUALS			12.21% RO EQUALS	

These Figures are based on FY2024 Values and subject to change

These figures are an additional tax to be added to the tax rate. Base numbers is as follows: Potential FY2025 \$9.47 and \$15.73

FY2025 Example: Residential and Open Space potential Tax Rate would be \$12.00 (\$9.47+2.53) and Commercial, Industrial and Personal Property would be \$19.93 (\$15.73+4.20)

FY2025 OVERRIDE IMPACT OVERVIEW

3.4 MM	R/O IMPACT PER \$1,000	R/O PER \$100,000	IMPACT AVERAGE HOUSE VALUE \$288,492	CIP IMPACT PER \$1,000	CIP IMPACT PER \$100,000	IMPACT AVERAGE COMMERCIAL VALUE \$400,000
CAPITAL EXCLUSION 3.4 MM	\$2.53	\$253.00	\$729.89	\$4.20	\$420.00	\$1,680.00
3 YR DE EQUAL PAYBACK	\$.84	\$84.00	\$242.33	\$1.40	\$146.00	\$560.00
TOTAL PER YEAR \$1,133,333.34						
TOTAL (NO INTEREST CALCULATED)			\$727.00			\$1,680.00
5 YR DE EQUAL PAYBACK	\$.51	\$51.00	\$147.13	\$.84	\$84.00	\$336.00
TOTAL PER YEAR \$680,000						
TOTAL (NO INTEREST CALCULATED)			\$735.65			\$1,680.00

ERVING ELEMENTARY SCHOOL

FISCAL YEAR 2025 BUDGET

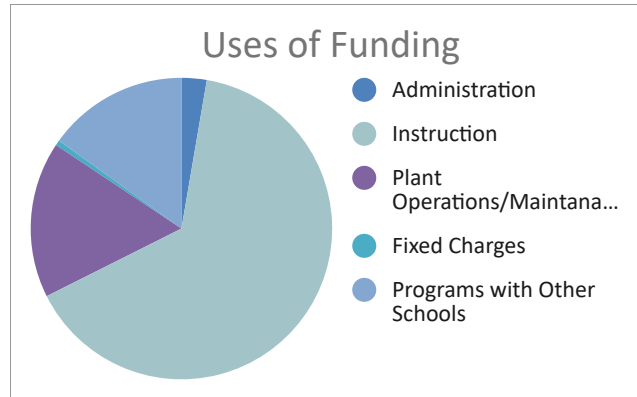
Option 3 Draft: Reduction in Classroom and Increased Revenues

March 27, 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	\$132,797	\$2,040	1.56%
Instruction	\$2,712,204	\$2,883,137	\$2,932,207	\$49,070	1.70%
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	\$4,055,112	-\$3,627	-0.09%

<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	\$3,789,432	-\$76,648.99	-2.0%
Other Revenues (Grants)	\$107,337	\$192,658	\$265,680	\$73,022.00	37.9%
Total Sources of Funding	\$3,438,933	\$4,058,739	\$4,055,112	-\$3,626.99	-0.1%



LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF
		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%
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	36,271	(1,182)	-3.2%
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%
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%
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	132,797	2,040	1.6%
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	946,330	(46,383)	-4.7%
36	SPECIALIST TEACHERS' SALARIES REG ED	219,440	212,769	314,440	169,217	317,900	317,201	(699)	-0.2%

LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
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%
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	299,940	(3,720)	-1.2%
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%
45	PROF DEV SUBSTITUTES' SALARIES REG ED	4,000	120	4,000	120	4,000	2,000	(2,000)	-50.0%
46	PROF DEV SUBSTITUTES' SALARIES SPED	1,000	200	1,000	0	1,000	500	(500)	-50.0%
47	PROF DEV CONTRACTED SERVICE	20,000	6,887	20,000	7,823	20,000	15,000	(5,000)	-25.0%
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%
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%
53	INSTRUCTIONAL SUPPLIES	17,000	21,548	17,000	4,756	20,000	20,000	0	0.0%
54	FIELD TRIPS & PROGRAMS	10,000	3,563	10,000	4,847	10,000	8,000	(2,000)	-20.0%
55	INSTRUCTIONAL TECHNOLOGY MATERIALS	12,000	5,140	12,000	9,921	12,000	12,000	0	0.0%
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%
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%
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	2,932,207	49,070	1.7%

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%
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%
73	SPED TRANSPORTATION	5,000	0	5,000	70,326	181,400	103,240	(78,160)	-43.1%

LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
102	SPED TUITION OTHER SCHOOLS	0	0	0	148,669	243,226	254,633	11,407	4.7%
	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	4,055,112	(4,002)	-0.1%
103	GRANTS (EES salaries)			192,658		192,658	265,680	73,022	37.9%
107	NET TOTAL ELEMENTARY			3,246,275	3,367,903	3,866,456	3,789,432	(77,024)	-2.0%

GRANTS/REVENUES		FY24 BUDGET	FY25 ANTICIPATED BUDGET	Difference	Percent Difference
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	122,500	57,500	FY23=0
130	Rural Aid	10,000	35,900	25,900	FY23=0
131	REAP	15,000	19,280	4,280	28.5%
	TOTAL GRANTS/REVENUES	192,658	265,680	73,022	37.9%

FY25 BUDGET DRIVERS

LINE	ACCOUNT TITLE	2024	2025	\$ DIFF	% DIFF	
		BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF	
ADMINISTRATION						
1	SC CONTRACTED SERVICES	4,000	5,000	1,000	25.0%	*Increase in Medicaid C/S fees
2	SCHOOL COMMITTEE ADVERTISING	2,000	2,000	0	0.0%	
3	OTHER EXPENSE-SCHOOL COMMITTEE	2,000	2,000	0	0.0%	
4	LEGAL COUNSEL-LOCAL BUDGET	7,000	7,000	0	0.0%	
5	U28 OTHER SCHOOL COMMITTEE EXPENSE	375	375	0	0.0%	
6	U28 SUPERINTENDENT'S SALARY	37,453	36,271	(1,182)	-3.2%	*New Superintendent with a lower salary
7	U28 SECRETARY'S SALARY	15,727	16,381	654	4.2%	
8	U28 PROFESSIONAL LIBRARY	125	125	0	0.0%	
9	U28 SUPERINTENDENT MISC EXPENSE	1,125	750	(375)	-33.3%	
10	U28 EDUC LEADERSHIP IMPRVMT DUES	1,125	750	(375)	-33.3%	
11	U28 SUPT'S CONFERENCE	750	750	0	0.0%	
12	U28 SUPERINTENDENT'S TRAVEL	0	0	0	FY24=0	
13	U28 DIRECTOR OF FINANCE/OPERATIONS	25,749	26,538	789	3.1%	
14	U28 FINANCE SUPPORT SALARIES	24,964	26,079	1,115	4.5%	
15	U28 SUB CALLER SALARY	1,764	1,801	37	2.1%	
16	U28 OFFICE SUPPLIES	1,500	1,751	251	16.7%	*Increase in cost of supplies
17	U28 POSTAGE	500	500	0	0.0%	
18	U28 MACHINE RENTAL CONTRACT	1,625	1,626	1	0.1%	
19	U28 MACHINE MAINTENANCE	375	0	(375)	-100.0%	
20	U28 CLASSIFIED ADS	125	125	0	0.0%	
21	U28 OTHER CONFERENCES	750	750	0	0.0%	
22	U28 DIRECTOR OF FINANCE TRAVEL	375	750	375	100.0%	
23	U28 LEGAL COUNSEL-UNION	600	600	0	0.0%	
24	U28 COMPUTER CONTRACTED SERVICES	0	0	0	FY24=0	
25	U28 ADMINISTRATIVE TECHNOLOGY SUPPLIES	0	125	125	FY24=0	
26	U28 MISC EXP	500	500	0	0.0%	
27	U28 TRAVEL	250	250	0	0.0%	
TOTAL ADMINISTRATION		130,757	132,797	2,040	1.6%	
INSTRUCTION						
28	PRINCIPAL'S SALARY	98,015	101,000	2,985	3.0%	
29	CLERICAL SALARY	63,461	70,539	7,078	11.2%	*Contractual increase
30	COPIER MAINTENANCE	9,000	9,000	0	0.0%	
31	OFFICE SUPPLIES	3,400	3,400	0	0.0%	
32	PRINCIPAL PROFESSIONAL EXPENSE	2,000	2,000	0	0.0%	
33	PRINCIPAL TECHNOLOGY	1,000	1,000	0	0.0%	

FY25 BUDGET DRIVERS

LINE	ACCOUNT TITLE	2024	2025	\$ DIFF	% DIFF	
		BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF	
34	SUMMER / TUTOR PROGRAMS	30,000	30,000	0	0.0%	
35	CLASSROOM TEACHERS' SALARIES REG ED	992,713	946,330	(46,383)	-4.7%	*Removal of Early Childhood classroom
36	SPECIALIST TEACHERS' SALARIES REG ED	317,900	317,201	(699)	-0.2%	
37	SPECIALIST TEACHERS' SALARIES SPED	247,625	258,314	10,689	4.3%	
38	THERAPEUTIC SERVICE (SPEECH, PT, OT)	269,554	381,473	111,919	41.5%	*Adj. Coun. moved to GL, additional BCBA
39	SPED CONTRACTED SERVICES	30,000	30,000	0	0.0%	
40	SUBSTITUTES' SALARIES-REG ED	40,000	35,000	(5,000)	-12.5%	
41	SUBSTITUTES' SALARIES-SPED	8,000	8,000	0	0.0%	
42	TEACHER PARA'S SALARIES REG ED	303,660	299,940	(3,720)	-1.2%	*Estimates for Unit B salaries
43	TEACHERS PARA'S SALARIES SPECIAL EDUCATION	157,422	153,224	(4,198)	-2.7%	*Reduction of part time paraeducator
44	LIBRARY TEACHER	85,097	67,427	(17,670)	-20.8%	
45	PROF DEV SUBSTITUTES' SALARIES REG ED	4,000	2,000	(2,000)	-50.0%	
46	PROF DEV SUBSTITUTES' SALARIES SPED	1,000	500	(500)	-50.0%	
47	PROF DEV CONTRACTED SERVICE	20,000	15,000	(5,000)	-25.0%	
48	PROF DEV STAFF LIBRARY MATERIALS	500	250	(250)	-50.0%	
49	TEXTBOOKS & INSTRUCTIONAL MATERIALS	13,500	10,000	(3,500)	-25.9%	
50	LIBRARY MATERIALS	4,200	4,200	0	0.0%	
51	SPED INSTRUCTIONAL SUPPLIES	3,000	3,000	0	0.0%	
52	COPIER LEASE	6,000	7,700	1,700	28.3%	*New Copier Lease
53	INSTRUCTIONAL SUPPLIES	20,000	20,000	0	0.0%	
54	FIELD TRIPS & PROGRAMS	10,000	8,000	(2,000)	-20.0%	
55	INSTRUCTIONAL TECHNOLOGY MATERIALS	12,000	12,000	0	0.0%	
56	TESTING & ASSESSMENT MATERIALS	1,600	900	(700)	-43.8%	
57	PSYCHOLOGIST'S SALARY	62,671	65,361	2,690	4.3%	
58	U28 DIRECTOR OF STUDENT SUPPORT	25,749	26,806	1,057	4.1%	
59	U28 STUDENT SUPPORT COORDINATOR	14,943	16,381	1,438	9.6%	
60	U28 CURRICULUM & INSTRUCTION COORDINATOR	19,052	19,514	462	2.4%	
61	U28 EC COORDINATOR	2,556	2,953	397	15.5%	*All COLA comes from non-grant funded portion
62	U28 EC PROGRAM ASSISTANT	1,144	1,418	274	24.0%	*All COLA comes from non-grant funded portion
63	U28 STIPENDS	125	125	0	0.0%	
64	U28 DIRECTOR OF STUDENT SUPPORT TRAVEL	750	750	0	0.0%	
65	U28 PROFESSIONAL DEVELOPMENT	1,500	1,501	1	0.1%	
	TOTAL INSTRUCTION	2,883,137	2,932,207	49,070	1.7%	
	OTHER SCHOOL SERVICES					
66	HOME INSTRUCTION-PARENT LIAISON OTH EXP	0	0	0	FY24=0	
67	NURSE'S SALARY-REG ED	74,398	75,573	1,175	1.6%	

FY25 BUDGET DRIVERS

LINE	ACCOUNT TITLE	2024	2025	\$ DIFF	% DIFF
		BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
68	DOCTOR'S CONTRACTED SERVICE-REG ED	500	500	0	0.0%
69	HEALTH SUPPLIES	2,500	2,000	(500)	-20.0%
70	AFTER SCHOOL ACADEMY	5,000	5,000	0	0.0%
71	EXPERIENTIAL LEARNING	10,000	7,500	(2,500)	-25.0%
72	TRANSPORTATION	117,700	131,022	13,322	11.3%
73	SPED TRANSPORTATION	181,400	103,240	(78,160)	-43.1%
74	FOOD SERVICE	26,000	26,000	0	0.0%
	TOTAL OTHER SCHOOL SERVICES	417,498	350,835	(66,663)	-16.0%

*New transportation contract
 *Reflective of 20 hr/week driver position

PLANT OPERATIONS/MAINTENANCE					
75	SUBSTITUTE CUSTODIANS' SALARIES	2,000	6,000	4,000	200.0%
76	CUSTODIAL SALARIES	99,634	103,747	4,113	4.1%
77	CUSTODIAL SUPPLIES	14,000	14,000	0	0.0%
78	FUEL	50,000	50,000	0	0.0%
79	SCHOOL TELEPHONE	7,500	8,000	500	6.7%
80	WATER	3,000	2,500	(500)	-16.7%
81	SCHOOL POWER	85,000	90,000	5,000	5.9%
82	SCHOOL GROUNDS MAINTENANCE	4,000	4,500	500	12.5%
83	SCHOOL BUILDING MAINT MTLs	28,000	28,000	0	0.0%
84	EQUIPMENT MAINTENANCE	20,000	20,000	0	0.0%
85	NETWORKING & TELECOM C/S	10,000	11,000	1,000	10.0%
86	NETWORKING & TELECOM MTLs	19,450	17,500	(1,950)	-10.0%
87	TECHNOLOGY MAINTENANCE & SUPPLIES	5,000	5,000	0	0.0%
88	U28 CENTRAL OFFICE TELEPHONE	825	825	0	0.0%
89	U28 SUB CALLER TELEPHONE	150	150	0	0.0%
90	U28 NETWORKING/TELECOMMUNICATIONS	250	250	0	0.0%
91	U28 TECHNOLOGY MAINTENANCE	1,000	1,001	1	0.1%
	TOTAL PLANT OPERATIONS/MAINTENANCE	349,809	362,473	12,664	3.6%

*Matches contractual time off
 *Increase cost of materials
 *Decrease after 1 year expense

FIXED CHARGES					
92	STUDENT INSURANCE COVERAGE	1,100	1,150	50	4.5%
93	U28 DISABILITY INSURANCE	200	200	0	0.0%
94	U28 BENEFIT CONTINGENCY	1,125	1,126	1	0.1%
95	U28 PROP, LIAB, & WRKS COMP INS	3,250	3,252	2	0.1%
96	U28 SCHOOL BOARD LIABILITY INSURANCE	437	437	0	0.0%
97	U28 CENTRAL OFFICE RENT	375	375	0	0.0%
	TOTAL FIXED CHARGES	6,487	6,540	53	0.8%

FY25 BUDGET DRIVERS

LINE	ACCOUNT TITLE	2024	2025	\$ DIFF	% DIFF
		BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
	ACQ/IMPROVEMENT - FIXED ASSETS				
98	ACQUISITION OF NEW EQUIPMENT	5,000	5,500	500	10.0%
99	REPLACEMENT OF EQUIPMENT	7,000	6,000	(1,000)	-14.3%
100	EQUIPMENT LEASE	14,500	2,500	(12,000)	-82.8%
101	U28 NEW EQUIPMENT	1,700	1,626	(74)	-4.4%
	TOTAL ACQUISITION OF FIXED ASSETS	28,200	15,626	(12,574)	-44.6%

PROGRAMS WITH OTHER SCHOOLS					
102	SPED TUITION OTHER SCHOOLS	243,226	254,633	11,407	4.7%
	TOTAL PROGRAMS WITH OTHER SCHOOLS	243,226	254,633	11,407	4.7%

			2025 REQUESTED BUDGET	\$ DIFF	% DIFF
	GROSS TOTAL ELEMENTARY	4,059,114	4,055,112	(4,002)	-0.1%
103	GRANTS (EES salaries)	192,658	265,680	73,022	37.9%
107	NET TOTAL ELEMENTARY	3,866,456	3,789,432	(77,024)	-2.0%

		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 Te	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	122,500	57,500	FY23=0	*Increase in Circuit Breaker estimate
130	Rural Aid	10,000	35,900	25,900	FY23=0	*Increase to match FY24 amount
131	REAP	15,000	19,280	4,280	28.5%	*Increase to match FY24 amount
	TOTAL GRANTS/REVENUES	192,658	265,680	73,022	37.9%	

Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Tuesday, June 21, 2022
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Select Board Present: Jacob Smith, William Bembury, Scott Bastarache
Also, Present: Bryan Smith, Robert Holst, Mariah Kurtz, Glenn McCrory, Edward Hines
Press: Otis Wheeler, BNCTV; Julian Mendoza, Greenfield Recorder

At 6:32 PM **Chairman Smith** called the meeting to order.

Discussion Regarding Town Response to COVID-19

Chairman Smith reviewed the recent case counts for COVID-19, noting that in Erving, for the period of May 30th – June 5th, there were zero (0) new cases, for the period of June 6th – June 12th there were two (2) new cases, and for the period of June 13th – June 19th there were two (2) new cases. Bryan Smith, Town Administrator, explained the COVID-19 testing information from that is being distributed throughout the county by the Cooperative Public Health Service at the Franklin Regional Council of Governments.

Discussion Regarding Trash Disposal Agreement

The Select Board members reviewed the proposed agreement with Republic Services for disposal of residential trash at the McNamara Transfer Station in Springfield, MA. Bryan explained that he has followed up with the Town's solid waste hauling company and there are no concerns with hauling to the proposed transfer station. Bryan also explained that they have discussed striking the insurance requirements in section 8 of the proposed agreement with the vendor and Republic Services is agreeable. The Select Board members expressed no concerns about proceeding with the agreement. **Selectman Bastarache** made a motion to enter into one year contract between the Town of Erving and Republic Services for the disposal agreement, with a contract effective date of July 1, 2022, through June 30, 2023, for disposal of regular waste. **Chairman Smith** made a motion to amend the original motion to strike section 8 from the agreement as presented. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of Renewal Agreement for Co-Responder Clinician Services with Clinical Support Options & Intermunicipal Agreement

Robert Holst, Chief of Police, joined the meeting to discuss the proposed renewal of the professional clinician services agreement with Clinical & Support Options for the Co-Responder Program. **Chairman Smith** asked if there had been a language concern with the initial agreement. Bryan explained that the Massachusetts Department of Mental Health had originally only provided the Town with a 30-day contract and that the Town has now received the contract for the Fiscal Year 2023. Bryan explained that the language concern is likely related to the intermunicipal agreement between the towns and Clinical & Support Options which will be renewed next. The Select Board members expressed agreement and no concerns with proceeding with accepting the grant. **Selectman Bastarache** made a motion to enter into an agreement between the Department of Mental Health, related to the jail/arrest diversion program, effective July 1, 2022, through June 30, 2023, in the total not to exceed \$198,000.00. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding Hiring of Patrol Officers

The Select Board members considered the hiring of full-time and part-time Patrol Officers. Regarding the full-time Patrol Officer position, the Select Board members reviewed a memorandum from Bryan regarding the recommendation to appoint Laura Gordon. **Chairman Smith** provided an overview of the past conversation regarding the intention to appoint Officer Gordon, pending the successful completion

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of the required background checks. Additionally, **Chairman Smith** explained that there has been follow up with the Police Union and that there is an understanding that based on experience a higher starting rate may be appropriate. **Chairman Smith** explained that the Police Union expressed support for hiring on Grade P2 with the Step that is determined by the Select Board members. **Chairman Smith** noted that all preemployment screening for Officer Gordon has been completed and is satisfactory. **Chairman Smith** asked the other Select Board members if they wanted to proceed with an offer of employment. Chief Holst reviewed Officer Gordon's educational background and law enforcement experience, highlighting the strong background with community policing. The Select Board members reviewed the Police Personnel compensation schedule and discussed thoughts on a starting rate offer. **Chairman Smith** noted that it may be necessary to revisit the FY2023 Police Department budget as hiring at a higher rate was not anticipated. **Selectman Bembury** recommended that the Select Board make an appointment with a starting rate of Grade P2, Step 14. Chief Holst expressed appreciation for the recommendation. **Selectman Bastarache** and **Chairman Smith** both discussed their support and recognized the experience that Officer Gordon provides. **Chairman Smith** acknowledged the need to balance an appointment with the budget and in consideration of the taxpayers. **Selectman Bastarache** made a motion to appoint Laura Gordon as a full-time, benefited Patrol Officer in accordance with MGL Chapter 41, Section 133 for a term of one (1) year, pending successful completion of a pre-employment CORI, driving history check, health exam and drug screen, and psychological examination, with a rate of Grade P2, Step 14, and a start date of July 1, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Regarding a part-time Patrol Officer position, Chief Holst discussed his review of an application that was received from William Kimball. Chief Holst explained that part-time Patrol Officers are used to help provide shift coverage for the Department. Chief Holst discussed his experience with Officer Kimball responding to calls as well as the experience with Officer Kimball providing the Department with assistance with the technical aspects of equipment. Chief Holst explained that Officer Kimball has completed the part-time Massachusetts Police Training Academy and that he intends on completing the Bridge Academy. Chief Holst explained that he could begin the background check process on July 1, 2022, and that could allow for a start date at the beginning of August 2022, or sooner. **Selectman Bembury** made a motion to appoint William Kimball as a part-time Patrol Officer, working up to 19.5 hours per week, in accordance with MGL Chapter 41, Section 133 for a term of one (1) year, pending successful completion of a pre-employment CORI, driving history check, health exam and drug screen, and psychological examination at a rate of Grade P2, Step 1, and to start August 1st or sooner. **Selectman Bastarache** seconded. **Selectman Bembury** made a motion to amend the original motion to require the completion of the Bridge Academy for continued employment. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Police Cruiser Procurement

The Select Board members reviewed a memorandum from Bryan regarding the procurement of a Ford Utility Police Interceptor cruiser using the Plymouth County Commissioners contract. **Chairman Smith** discussed the recommendation to continue with the hybrid Ford Utility Interceptor model cruisers for the Police Department. The Select Board members reviewed a quote from MHQ, Inc. in the amount of \$57,401.07. **Chairman Smith** asked Chief Holst if he had an anticipated delivery date if the Town was to place an order soon. Chief Holst noted that due to supply chain delays, the proposed vehicle may not arrive until the beginning of 2023. **Selectman Bembury** asked if the Department would be transferring existing equipment into the proposed vehicle. Chief Holst answered "no," and explained that the proposed vehicle would be outfitted with new equipment. **Chairman Smith** asked Chief Holst if additional Watchguard equipment would be necessary. Chief Holst discussed the proposal to move existing Watchguard equipment from the unmarked cruiser, noting that the cost of Watchguard equipment will

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be worked into the future Watchguard upgrade project. The Select Board members expressed support for proceeding. **Selectman Bembury** made a motion to award the procurement for the Ford Utility Police Interceptor to MHQ, Inc. of Marlborough, MA 01752 in the amount of \$57,401.07 and to authorize Bryan Smith, Town Administrator, to execute all necessary agreements. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Amend Order of Public Layout Description of Poplar Mountain Road dated March 28, 2022

The Select Board members reviewed a memorandum from Bryan regarding the proposed layout of Poplar Mountain Road for the Town Meeting as well as a copy of the written description. **Chairman Smith** provided an overview regarding the proposed layout, noting that the original surveyor has confirmed that a length was missing from the previous written description, and that the correction has been made to reflect the plan of the public layout. **Chairman Smith** discussed the guidance that was provide by Town Counsel. The Select Board members expressed support for proceeding with the revised description.

Review of Meeting Minutes for June 14, 2021

The Select Board passed over this agenda item.

Review of Meeting Minutes for June 06, 2022

The Select Board members reviewed meeting minutes for Monday, June 06, 2022. **Selectman Bembury** made a motion to approve the meeting minutes for June 06, 2022, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Unanticipated Topics

Former IP Mill Site Property

Edward Hines, resident of Wendell, joined the Select Board to discuss his research of the former International Papermill (IP Mill) site parcels. Edward acknowledged the concern about needing to redevelop former mill sites, noting the recent events that have occurred in the Town of Orange. With that context, Edward discussed his efforts to research the property across from the former IP Mill site, that is referred to as lot 35, noting that it contains about an acre of land. Edward discussed some of his research and explained that some records suggest that the Cook family had built a house on lot 35 in the 1850's and that he believes that Dr. Cook was buried on the site. Edward explained that in 1867 there were provisions in a sale, including that the Benjamins had rights to a spring off Prospect Street and that there is to be a 20' x 20' plot for the site of the burial for Mr. Cook. Edward noted that he has looked for additional records to confirm if there is indeed a burial on the site.

Edward discussed his concerns about the status of the former IP Mill structure and his support for demolishing the property. Edward suggested that the Select Board procure a vendor for harvesting materials from the property for resale. Edward further discussed suggestions for revitalizing the property for rural renewal, highlighting the outdoor opportunities for recreation. The Select Board members expressed appreciation to Edward for his time and thoughts on the matter.

Review of Ford F550 Truck Procurement

Glenn McCrory, Highway Superintendent, joined the Select Board members to review the procurement for a Ford F550 truck. Glenn discussed the appropriation of \$125,000.00 from the Annual Town Meeting for the procurement and the use of State contract VEH110 to seek quotes. Glenn explained that there is one (1) vendor that provides the Ford F550 model on the contract. Glenn explained that due to supply chain and production issues, new vehicle orders may not be accepted until 2023 with delivery not anticipated until fall 2023. Glenn explained that the vendor has presented an option for the Town to

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purchase a new Ford F550 with a 2020 model year that is left over on the lot. Glenn explained that he has viewed the truck and has no concerns with the proposal. Glenn further explained that he recommends action before the vehicle is sold to another town, for a total price of \$94,661.10. Glenn added that the vendor would provide the dump truck upfit and explained that the factory warranty will begin on the date of sale. **Selectman Bembury** asked if there is a clean title to the truck. Glenn answered “yes,” clarifying that the truck has not been previously sold, it is just a left-over model that is still on the sales lot. Glenn added that the total purchase price is well under the appropriate budget. Glenn also explained that the truck is fueled by gasoline as the Department is no longer purchasing diesel trucks and does not use a central hydraulic because of the Department’s experience with maintenance related issues and costs. The Select Board members expressed support for proceeding with the procurement. **Selectman Bembury** made a motion to award the procurement for the Ford F550 plow truck to Colonial Ford of Marlboro, MA 01752 in the amount of \$94,661.10 and to authorize Bryan Smith, Town Administrator, to execute all necessary agreements. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Tractor Procurement

The Select Board members reviewed a memorandum from Bryan regarding the procurement of a John Deere Tractor D25R. Glenn explained that the Town used Sate contract FAC116 for the procurement and sent the quote request to seven (7) vendors on the contract. Glenn explained that the market is changing, and smaller dealers have been acquired by United Ag & Turf. The Select Board reviewed the two (2) responses that were received:

Name	Location	Price
James R. Rosencrantz & Sons, Inc.	Kensington, NH 03833	\$33,887.31
United Ag & Turf	Lancaster, MA 01523	\$28,045.67

Glenn explained that he has reviewed the quotes and that the only notable difference is that one is for a 21/22 model year versus a 22/23 model year, as the rest of the features are the same. Based on the quotes, Glenn recommended proceeding with the lowest cost bid from United Ag & Turf in the amount of \$28,045.67. **Chairman Smith** asked if the existing attachments that the Town owns will work with the new tractor. Glenn confirmed that the existing attachments will work with the new equipment. **Selectman Bembury** asked about the plans for the existing tractor. Glenn discussed the option to keep for a backup or it can be deemed as surplus equipment and sold. **Selectman Bembury** asked Glenn if he had an estimated value. Glenn offered to research the value. **Chairman Smith** asked about the potential for a trade-in value. Glenn explained that he does not believe there is trade-in value with the current market. **Selectman Bembury** asked if the equipment could be kept indoors if retained. Glenn answered “yes.” The Select Board members expressed support for proceeding. **Selectman Bembury** made a motion to procure the John Deere D25R from United Ag & Turf of Lancaster, MA 01523 in the amount of \$28,045.67 and to authorize Bryan Smith, Town Administrator, to execute all necessary agreements. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Poplar Mountain Conservation Area Parking Lot Procurement

The Select Board members reviewed the draft solicitation for quotes document. **Selectman Bembury** noted an error in Section 13 “Attachments” that Bryan will correct. Bryan provided an overview of the project and the draft procurement document. **Selectman Bastarache** asked for an explanation of the use of a solicitation for quotes (SFQ) versus an invitation for bids (IFB). Bryan explained the approach based on the project budget and cost estimates and will make sure that the document is revised to reflect an SFQ. **Selectman Bastarache** asked about the need for a curb cut to access the proposed parking area. Glenn explained that Mariah has already applied to the Massachusetts Department of Transportation (MassDOT) for a highway permit on Old State Road and that the Town will follow the requirements that

Meeting Minutes

MassDOT places on the project. The Select Board members expressed support for issuing the procurement with the discussed amendments. **Selectman Bastarache** made a motion to authorize the release of the solicitation for quotes for the Poplar Mountain Conservation Area parking lot construction project, as amended this evening. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of Community Access Television Procurement

The Select Board members reviewed the draft invitation for bids (IFB) for the Community PEG Access professional services procurement. Bryan explained the approach that was used to draft the IFB, assuming the Select Board would like to seek a three (3) year agreement with a vendor. The Select Board members expressed support for proceeding with an IFB for a three (3) year agreement. **Chairman Smith** asked if it would be possible to incorporate direct payment of the quarterly franchise agreement funding to the selected vendor. Bryan explained that it is not possible with the current franchise agreement, but that it could be incorporated into the next franchise agreement and noted that the Select Board should seek authorization from the voters for the next service agreement to have a term of 10-years. The Select Board members reviewed and expressed no concerns with proceeding. **Selectman Bastarache** discussed his interest in expanding the opportunities to broadcast other Erving board and commission meetings in the future. The Select Board members expressed agreement. **Selectman Bastarache** made a motion to release the invitation for bids for Erving Community PEG Access professional services to be issued June 29, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

FY2023 Re-appointment of Board & Commission Members

The Select Board members reviewed a memorandum from Bryan recommending the reappointment of board and commission members for 2022. **Selectman Bastarache** made a motion to reappoint all committees and boards, effective July 1, 2022, as presented in the document dated June 17, 2022, and having the document committed to the record. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

The document for proposed reappointments to boards and commission is as follows:

Name	Term Start	Term Expiration
Ambulance Advisory Committee		
Philip Wonkka	7/1/2022	6/30/2023
Animal Control		
Arthur Johnson	7/1/2022	6/30/2023
Archaeological Preservation Officer		
David Brule	7/1/2022	6/30/2023
Capital Planning Committee		
Jacob Smith	7/1/2022	6/30/2025
Linda Downs-Bembury	7/1/2022	6/30/2025
Comprehensive Economic Development Strategy Committee Representative		
Bryan Smith	7/1/2022	6/30/2023
Conservation Commission		
Morning Star Chenven	7/1/2022	6/30/2025
Cultural Council		
Sarah Vega-Liros	7/1/2022	6/30/2025
E-911 Planning Committee		

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Richard Newton	7/1/2022	6/30/2023
Philip Wonkka	7/1/2022	6/30/2023

Election Inspection & Tellers

Pamela Bouthillier	7/1/2022	6/30/2023
Rebecca Miller	7/1/2022	6/30/2023

Election Workers

Leslie Brown	7/1/2022	6/30/2023
Nancy Kruzlic	7/1/2022	6/30/2023

Franklin Regional Planning Board Representative

Mariah Kurtz	7/1/2022	6/30/2023
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Franklin County Cooperative Inspection Program Representative

Jacquelyn Boyden	7/1/2022	6/30/2023
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Franklin County Solid Waste Management District Representative

Bryan Smith	7/1/2022	6/30/2023
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Franklin Regional Council of Governments Representative

William Bembury	7/1/2022	6/30/2023
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Franklin Regional Council of Governments Alternate Representative

Bryan Smith	7/1/2022	6/30/2023
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Golden Cane Committee

David Brule	7/1/2022	6/30/2023
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Historical Commission

Sara Campbell	7/1/2022	6/30/2025
Philip Johnson	7/1/2022	6/30/2024
John Rice	7/1/2022	6/30/2025

Open Space Committee

Jacquelyn Boyden	7/1/2022	6/30/2023
Joseph Bucci	7/1/2022	6/30/2023

Public Works Feasibility Committee

Mariah Kurtz	7/1/2022	6/30/2023
Peter Mallet	7/1/2022	6/30/2023
Glenn McCrory	7/1/2022	6/30/2023
Peter Sanders	7/1/2022	6/30/2023

Senior Housing Committee

William Bembury	7/1/2022	6/30/2023
Gary Betters	7/1/2022	6/30/2023
Paula Betters	7/1/2022	6/30/2023
Jacquelyn Boyden	7/1/2022	6/30/2023

Veterans Committee

Gary Betters	7/1/2022	6/30/2023
Armand Bouthillier	7/1/2022	6/30/2023
Daniel Hammock	7/1/2022	6/30/2023

Veteran's Services Representative

Gary Betters	7/1/2022	6/30/2023
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Water Department

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Michael Brown	7/1/2022	6/30/2023
	Zoning Board of Appeals	
Arthur Johnson	7/1/2022	6/30/2023
	Mutual Aid Police Officers	
Sergeant Jason Bassett	7/1/2022	6/30/2023
Sergeant Alexander Pirozhkov	7/1/2022	6/30/2023

Bryan provided a reminder about the swearing in ceremony that is scheduled for June 30, 2022.

Review of Former Graded School & Library RFP Submissions

The Select Board members reviewed a memorandum from Bryan, summarizing the procurement process for the acquisition of the former Graded School and former Library properties. **Chairman Smith** provided an overview of the procurement, noting that the request for proposals (RFP) was re-issued after realizing an advertising issue, and that one (1) response was received by the deadline. The Select Board members noted that the proposal that was received is similar to a proposal that was previously submitted and reviewed publicly. **Chairman Smith** discussed interest in moving forward with the procurement. **Selectman Bastarache** expressed agreement and noted that the proposal was rated to be highly advantageous during the last review. **Selectman Bembury** expressed agreement. **Selectman Bastarache** offered to represent the Select Board and to work with Town Staff and Counsel to complete the sale. The Select Board members expressed agreement. **Chairman Smith** made a motion to move forward with the proposal from Obear Construction Company for acquisition and redevelopment of the former Erving Graded School and Library, rated as highly advantageous, and proceed with the necessary disclosures and negotiations around finalizing the agreement to proceed. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of Project Master List- Project Statuses & Closeouts

The Select Board members reviewed the master project schedule, last updated June 15, 2022, to discuss the statuses of projects. Mariah Kurtz, Assistant Planner, joined the Select Board to discuss the project schedule. Bryan discussed some of the upcoming construction projects as well as the focus on regulatory or bylaw related initiatives. **Chairman Smith** requested that the Church Street Bridge project is updated to reflect its funding status. Mariah discussed aiming for a balance of large and medium projects. **Chairman Smith** discussed assigning the Watchguard body camera system replacement project to FY2023 as funded. The Select Board members discussed the need to follow up with the Recreation Commission to address playground repairs to Zilinski Field in the coming summer. Mariah asked the Select Board members how they would like to address the next steps of the former IP Mill site, discussing the difference in staff time to focus on a demolition initiative versus issuing a new request for proposals (RFP). Mariah also discussed the goal of working with the Senior Housing Committee to reissue an RFP for Senior Housing on Care Drive. **Chairman Smith** explained that he would want to better understand what would be changed about the previous RFP before re-releasing it, noting that the Town has gained experience with the RFP process. Mariah added that the Town has several current planning documents with action items that are outstanding that could be worked into the master project schedule. **Chairman Smith** and **Selectman Bastarache** both discussed support for the idea. Bryan recommended the use of an RFP for the financial software and licensing software projects. The Select Board members reviewed several upcoming construction project topics, including the Swamp Road Bridge. Mariah discussed trying to balance the projects that occur in each quarter to ensure that there is sufficient capacity to support the projects until completion and to allow for unanticipated changes or delays. **Chairman Smith** suggested approaching the schedule with a maximum of two (2) large projects and some smaller projects in a year. **Selectman**

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Bastarache expressed agreement and discussed the importance of understanding the nuances of the various projects. **Chairman Smith** suggested asking each department head for feedback on prioritizing a fair assessment of department specific projects. Mariah offered to follow up with the department heads. **Selectman Bastarache** discussed support for simplifying the rating of town-wide projects to prioritize. The Select Board members will revisit at a future meeting.

Reserve Fund Transfer Requests

The Select Board members reviewed a memorandum from Bryan suggesting that two (2) previously approved Reserve Fund transfers are rescinded and returned to the Fund. Bryan explained that the request for \$23,400.00 related to an upgrade of the accounting system cannot proceed with the current vendor and needs to be revisited as a capital project, and the \$42,000.00 for the Police Department control access system project will not be able to proceed in FY2022 and a new specification is being prepared. **Chairman Smith** provided an overview of the complexities of the projects and the changes since the requests were approved. **Chairman Smith** explained that the Police Department's current control access system is functioning. **Chairman Smith** explained that the Town has been monitoring the progress of a similar project in a neighboring community to review equipment and ensure that the specification is correct for the Police Department's needs. **Chairman Smith** made a motion that we rescind our Reserve Fund transfer requests dated March 14, 2022, in the amount of \$23,400.00, and dated June 11, 2021, in the amount of \$42,000.00. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Sexual Harassment Prevention Policy- 1st Reading

The Select Board members conducted a first reading of the draft Sexual Harassment Prevention Policy. The Select Board members discussed having no concerns with the draft policy as presented. The Select Board will conduct a second reading at the next meeting.

Review of Protected Class Harassment Prevention Policy- 1st Reading

The Select Board members conducted a first reading of the draft Protected Class Harassment Prevention Policy. The Select Board members discussed having no concerns with the draft policy as presented. The Select Board will conduct a second reading at the next meeting.

Next Meeting

Chairman Smith explained that the Select Board will next meet tomorrow, June 22, 2022, at 6:30 PM for discussions regarding Police Department staffing.

Adjournment

At 8:49 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith
Town Administrator

Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Monday, August 29, 2022
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Select Board Present: Jacob Smith, William Bembury, Scott Bastarache
Finance Committee: Debra Smith, Benjamin Fellows, Charles Zilinski, Daniel Hammock (Remote)
Capital Planning Committee: Benjamin Fellows, Debra Smith, Linda Downs-Bembury, Peter Mallet, Jacob Smith
Also, Present: Bryan Smith, Mariah Kurtz, Mark Blatchley
Press: Otis Wheeler, BNCTV

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

Discussion Regarding Town Response to COVID-19

The Select Board members reviewed the update from the Cooperative Public Health Service. **Chairman Smith** explained that a successful COVID-19 vaccination clinic was recently held at the Erving Senior & Community Center. **Chairman Smith** noted that Erving reported four (4) positive COVID-19 cases in the last week and two (2) positive cases the week before. **Selectman Bastarache** noted that the Cooperative Public Health Serviced included information regarding drought conditions in the county report and discussed wanting the Water Commissioners to monitor the situation. **Chairman Smith** added that the Town has shared the recent drought information on the Town website to inform to residents. Bryan Smith, Town Administrator, added that Peter Sanders, Water Superintendent, is monitoring Erving's wells.

Review of Town Bylaw Codification Project & Editorial Analysis

The Select Board members received the draft of the proposed Town Code and reviewed the editorial and legal analysis questions from the vendor. **Chairman Smith** provided an overview the project to codify the Town's existing bylaws and regulations. The Select Board members then reviewed the editorial and legal analysis questions to provide responses.

- **Question 305-001:** The Select Board members reviewed the question of whether the Board of Health floodplain regulations were necessary if the Zoning Bylaw addresses floodplain. **Chairman Smith** discussed deferring this topic to the Board of Health. **Selectman Bembury** discussed not wanting to address the floodplain regulations without an expert to advise. Bryan explained the Federal and State requirement to update the Town's floodplain bylaw and to identify a Floodplain Administrator identification, noting that the Building Inspector has declined to provide that service. The Select Board members agreed to have the Board of Health and the Planning Board respond.
- **Question 305-002:** The Select Board members reviewed the question of when the Board of Health Food Carts and Food Vendors regulation was adopted. Bryan will follow up with the Board of Health to respond.
- **Question 305-003:** The Select Board members reviewed the question of setting fees in the Board of Health regulation for Food Carts and Food Vendors. **Chairman Smith** expressed support for removing specific fees from the regulations and including language that explained that the current fees are on file with the Town Clerk and with the Board of Health. The Select Board members expressed agreement that all fee schedules should be on file at the Town Clerk's office.
- **Question 305-004:** The Select Board members reviewed the question of when the Board of Health Outdoor Wood-Burning Boilers regulation was adopted. Bryan will follow up with the Board of Health to respond.

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- **Question 305-005:** The Select Board members reviewed the question that asks if the Outdoor Wood-Burning Boiler regulation should be revised, noting that the Massachusetts Department of Environmental Protection (MassDEP) regulations were revised in 2008. **Chairman Smith** suggested deferring any revisions at this time and referring this question to the Board of Health for further review and action. The Select Board members expressed agreement.
- **Question 305-006:** The Select Board members reviewed the question that asks to have the State regulatory citation in the Board of Health Private Wells regulation verified. **Chairman Smith** suggested that the question should be forwarded to the Board of Health for further review and action. The Select Board members expressed agreement.
- **Question 305-007:** The Select Board members reviewed the question of setting fees in the Board of Health regulation for Private Wells. **Chairman Smith** again expressed support for removing specific fees from the regulations and including language that explained that the current fees are on file with the Town Clerk and with the Board of Health. The Select Board members expressed agreement.
- **Question 305-008:** The Select Board members reviewed the question of the MassDEP guidance reference and whether it is a current reference. **Chairman Smith** suggested that the question should be forwarded to the Board of Health for further review and action. The Select Board members expressed agreement.
- **Question 305-009:** The Select Board members reviewed the question of when the Board of Health Outdoor Public Swimming Pool regulation was adopted. Bryan will follow up with the Board of Health to respond.
- **Question 305-010:** The Select Board members reviewed the question of setting fees in the Board of Health regulation for Public Swimming Pools. The Select Board members expressed agreement for removing specific fees from the regulations and including language that explained that the current fees are on file with the Town Clerk and with the Board of Health.
- **Question 305-011:** The Select Board members reviewed the question regarding the Board of Health regulation for Shared Wells, noting that the regulation seems sufficient. The Select Board members agreed that no revision was necessary.
- **Question 305-012:** The Select Board members reviewed the question of setting fees in the Board of Health regulation for Tanning Facilities and for identifying the adoption date. The Select Board members expressed agreement for removing specific fees from the regulations and including language that explained that the current fees are on file with the Town Clerk and with the Board of Health. Bryan will follow up with the Board of Health to respond about the adoption date.
- **Question 310-001:** The Select Board members reviewed the question regarding the Select Board regulation for mutual aid in the Police Department, noting that the regulation seems sufficient. The Select Board members agreed that no revision was necessary.
- **Question 315-001:** The Select Board members reviewed the question regarding the Cemetery Rules and Regulations, asking if the reference to "Town Board" should be amended to read "Board of Selectmen" or "Cemetery Commissioners." The Select Board members agreed that it should be revised to read "Cemetery Commissioners."
- **Question 315-002:** The Select Board members reviewed the question regarding the Cemetery Rules and Regulations, asking if there should be a reference to MGL C.272 § 73B that addresses the sale or attempted sale of stolen commemorative grave markers. The Select Board members expressed support for adding the reference to MGL C. 272 § 73B, as recommend.
- **Question 315-003:** The Select Board members reviewed the question regarding the Cemetery Rules and Regulations, asking if there should be an amendment to the regulation, correcting a

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statutory reference to read “MGL C. 114 § 23. The Select Board members agreed to update the statutory reference as recommended.

- **Question 315-004:** The Select Board members reviewed the question of setting fees in the Cemetery Rules and Regulations. The Select Board members expressed agreement for removing specific fees from the regulations and including language that explained that the current fees are on file with the Town Clerk.
- **Question 315-005:** The Select Board members reviewed the question regarding the Cemetery Rules and Regulations as it relates to interment vaults and redundant references. **Selectman Bembury** expressed support for amending the references as recommended in Option #1. **Chairman Smith** and **Selectman Bembury** both expressed agreements.
- **Question 315-006:** The Select Board members reviewed the question regarding the Cemetery Rules and Regulations as it relates to interment permits. **Chairman Smith** explained that he would like to discuss this topic with the Cemetery Sexton. Bryan will follow up with the Town Clerk and the Cemetery Sexton.
- **Question 315-007:** The Select Board members reviewed the question of setting fees in the Cemetery Rules and Regulations, specifically in the fees and charges subsection. The Select Board members again expressed agreement for removing specific fees from the regulations and including language that explains that fees are set by the Cemetery Commission and are on file with the Town Clerk.

The Select Board members paused their review of the editorial and legal analysis questions with the intention of returning to the topic later in the meeting.

Recess

At 7:03PM **Chairman Smith** made a motion for the Select Board to take a short recess. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

At 7:10PM **Chairman Smith** called the Select Board meeting back to order.

Joint Meeting with Finance Committee & Capital Planning Committee- Review of STM Warrant Draft

At 7:10PM **Chairman Smith** called the joint meeting of the Select Board, Finance Committee and Capital Planning Committee to order.

Review of Special Town Meeting Warrant Draft

The Select Board, Finance Committee, and Capital Planning Committee members reviewed the draft Special Town Meeting warrant, containing five (5) articles.

Article 1: Appropriation for FY2022 Expenses: **Chairman Smith** reviewed Article 1 to raise and appropriate a total of \$7,173.39 to pay bills from FY2022, highlighting the departments attributed to the invoices. The Select Board, Finance Committee, and Capital Planning Committee members expressed no concerns with the Article.

Article 2: To appropriate for Public Works Wheel Loader: **Chairman Smith** reviewed Article 2, that would appropriate \$60,000.00 for the purchase or lease of a wheel loader, by transferring \$20,000.00 from an existing Special Article and by transferring \$40,000.00 from the Capital Stabilization Fund. **Selectman Bastarache** suggested adding the buyout cost in the article information. Bryan will revise the article information. The Select Board, Finance Committee, and Capital Planning Committee members expressed no further concerns with the Article.

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Article 3: To Appropriate for Elementary School Walk-in Freezer/Refrigerator: Chairman Smith reviewed Article 3 that would appropriate an additional \$22,000.00 to the Elementary School walk-in freezer/refrigerator Special Article, by transferring the same amount from the Capital Stabilization Fund, for a total appropriation of \$67,000.00. Bryan explained the change in project cost and the request for additional funding. Debra asked about the procurement and Bryan explained. Debra asked if excess funding could come from the Elementary School. Peter asked if the additional funding could be sourced from Free Cash. Bryan explained that Free Cash has not been certified yet and is not available. **Selectman Bembury** asked about the need for the replacement of the walk-in freezer/refrigerator. Bryan explained the rationale for the Elementary School's request. The Select Board members expressed support for the Article. The Select Board, Finance Committee, and Capital Planning Committee members expressed no further concerns with the Article.

Article 4: Amend the FY2023 Franklin County Technical School Funding: Chairman Smith reviewed Article 4, explaining that it would amend the funding article from the Annual Town Meeting to set the correct beginning date of July 1, 2022. The Select Board, Finance Committee, and Capital Planning Committee members expressed no concerns with the Article.

Article 5: Authorization to Sign Four Year Contract for Wheel Loader: Chairman Smith reviewed Article 5 that would authorize the Select Board to enter a four (4) year agreement for the lease of the wheel loader that was funded in Article 2. The Select Board, Finance Committee, and Capital Planning Committee members expressed no concerns with the Article.

The Select Board, Finance Committee, and Capital Planning Committee members discussed how to handle the unavailability of the Town Moderator for a Special Town Meeting on September 14, 2022. **Chairman Smith** explained the situation and that Bryan has asked Town Counsel for guidance. **Selectman Bembury** asked if the Town should explore electing a backup Town Moderator. Bryan will follow up with Town Counsel to understand if that is an option in the future. **Chairman Smith** asked how the Select Board, Finance Committee and Capital Planning Committee members would like to proceed. **Selectman Bastarache** discussed his support for proceeding with the plan to schedule the Special Town Meeting on September 14, 2022. Linda expressed agreement and noted that she would be willing to be nominated to serve as acting Town Moderator.

Finance Committee Recommendation: Benajmin made a motion to accept the Special Town Meeting agenda with changes. Daniel seconded. **Vote:** Unanimously approved.

Capital Committee Recommendation: Debra made a motion to recommend Article 2, Article 3, and Article 5 for the September 14, 2022, Special Town Meeting with amendments. Peter seconded. **Vote:** Unanimously approved.

Select Board Vote: **Selectman Bastarache** made a motion to approve the Special Town Meeting warrant, as amended, for September 14, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Debra asked the status of the analysis that was requested from the engineers about the performance of the solar array at the Public Library. Bryan explained that the Town has requested the information a second time.

At 7:37PM **Chairman Smith** made a motion to adjourn the joint meeting and continue with the Select Board meeting. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Daniel made a comment regarding the topic of the FirstLight FERC extension request, expressing his support for the Town to issue a letter of support for the filing extension sought by FirstLight with FERC. **Chairman Smith** acknowledged Daniel's statement and noted that the Select Board members will consider that when they address the topic later in meeting.

Review of Town Bylaw Codification Project & Editorial Analysis (continued)

The Select Board members resumed their review of the editorial and legal analysis of the draft Town Code of existing bylaws and regulations.

- **Question 340-001:** The Select Board members reviewed the question regarding the Recycling regulations, noting that the regulation seems sufficient. The Select Board members agreed that no revision was necessary.
- **Question 345-001:** The Select Board members reviewed the question regarding the Sewer Use Regulations, regarding definitions. **Chairman Smith** explained that he would like the Wastewater Superintendent to review and suggest revisions to the Select Board. The Select Board members expressed agreement.
- **Question 345-002:** The Select Board members reviewed a second question regarding the Sewer Use Regulations, regarding definitions. The Select Board members again agreed that they would like the Wastewater Superintendent to review and suggest revisions to the Select Board.
- **Question 345-003:** The Select Board members reviewed a second question regarding the Sewer Use Regulations, permit application requirements and the reference to the fee schedule. The Select Board members agreed to follow the recommendation to add a footnote to the regulation that refers to a fee schedule that is on file with the Town Clerk, to remain consistent across all regulations.
- **Question 345-004:** The Select Board members reviewed a question regarding the Sewer Use Regulations, regarding reporting requirements. The Select Board members agreed that they would like the Wastewater Superintendent to review the recommended reference amendment to ensure that it is accurate.
- **Question 345-005:** The Select Board members reviewed a question regarding the Sewer Use Regulations, regarding confidential information. The Select Board members agreed that they would like the Wastewater Superintendent to review the recommended reference amendment to ensure that it is accurate.
- **Question 345-006:** The Select Board members reviewed a question regarding the Sewer Use Regulations, regarding enforcement. The Select Board members agreed to accept the recommended amendment.
- **Question 350-001:** The Select Board members reviewed a question regarding the Subdivision Regulations. The Select Board members expressed support for revising as suggested in Option #2 but would like to refer this question to the Planning Board for review. Bryan will follow up with the Planning Board.
- **Question 350-002:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the fee schedule. The Select Board members expressed their preference to have the Planning Board revise the regulation to refer to a fee schedule on file with the Town Clerk. Bryan will follow up with the Planning Board.
- **Question 350-003:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the authority and purpose section. The Select Board members agreed to forward the proposed revision to the Planning Board for review and potential action.

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- **Question 350-004:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the definitions section, recommending the deletion of the term “Metric Equivalent Measure” as the term is not used in the regulation. The Select Board members expressed support for deleting the definition if it is not used. The Select Board members agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-005:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the definitions section, recommending a grammatical change. The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-006:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the definitions section, recommending a reference to the “Massachusetts Department of Public Works” is amended to read “Massachusetts Department of Transportation.” The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-007:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the Plan believed not to require approval section, recommending a grammatical change as it relates to a fee. The Select Board members expressed support for the revision, and again stated their preference that references to fees related to a fees schedule that is on file with the Town Clerk and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-008:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the Plan believed not to require approval section, recommending that the word “upended” is changed to read “appended.” The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-009:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the preliminary plans section. The Select Board members agreed to forward the proposed revision to the Planning Board for review and potential action. The Select Board members also requested that the reference to “Board of Selectmen” is amended to “Select Board.”
- **Question 350-010:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the preliminary plans section, and specifically a redundant reference. The Select Board members agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-011:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the definitive plan section. The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-012:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the definitive plan section, addressing grammatical issues. The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-013:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the definitive plan section, addressing plan requirements in subsection C (7). The Select Board members expressed support for the proposed revision in Option #1 and agreed to forward the proposed revision to the Planning Board for review and potential action.

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- **Question 350-014:** The Select Board members reviewed another question regarding the Subdivision Regulations, regarding the definitive plan section, addressing grammatical issues. The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-015:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the definitive plan section, addressing the wording of a highlighted sentence in subsection 6E. The Select Board members expressed support for the proposed revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-016:** The Select Board members reviewed another question regarding the Subdivision Regulations, regarding the definitive plan section, addressing grammatical issues. The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-017:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the design standards section, addressing grammatical issues. The Select Board members expressed support for the revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-018:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the design standards section, addressing an appendix that is missing. The Select Board members agreed to forward the feedback to the Planning Board for review and potential action.
- **Question 350-019:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the design standards section, recommending the rewording of a sentence in subsection 8E. The Select Board members agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-020:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the required improvements section, recommending a reference to the “Massachusetts Department of Public Works” is amended to read “Massachusetts Department of Transportation.” The Select Board members expressed support for the proposed revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-021:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the required improvements section, recommending grammatical changes to subsection 9C (3). The Select Board members expressed support for the proposed revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-022:** The Select Board members reviewed another question regarding the Subdivision Regulations, regarding the required improvements section, recommending grammatical changes to subsection 9E (5). The Select Board members expressed support for the proposed revision and agreed to forward the proposed revision to the Planning Board for review and potential action.
- **Question 350-023:** The Select Board members reviewed a question regarding the Subdivision Regulations, regarding the administration section, recommending a statutory reference correction. The Select Board members expressed support for the proposed revision and agreed to forward the proposed revision to the Planning Board for review and potential action.

Regarding the proposed Traffic regulations in Chapter 360, Bryan asked the Select Board members if they would be willing to work on a comprehensive review of the regulations to meet the current required standards. The Select Board members expressed support for conducting a comprehensive review with the

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Highway Superintendent. In the meantime, the Select Board members agreed to respond to the questions in the editorial and legal analysis.

- **Question 360-001:** The Select Board members reviewed a question regarding the Traffic Regulations, recommending that all references to the “Massachusetts Department of Public Works” is amended to read “Massachusetts Department of Transportation.” The Select Board members expressed agreement for the proposed revisions.
- **Question 360-002:** The Select Board members reviewed a question regarding the Subdivision Regulations, asking for any identification for the locations of stop signs and parking restrictions. The Select Board members agreed to defer a response on this question until they meet with the Highway Superintendent.
- **Question 360-003:** The Select Board members reviewed a question regarding the Traffic Regulations, regarding the definitions section, recommending that the reference to “officer” is amended to read “police officer.” The Select Board members expressed agreement for the proposed revisions.
- **Question 360-004:** The Select Board members reviewed a question regarding the Traffic Regulations, regarding the operation of vehicles section, recommending revisions to subsection 10A. The Select Board members agreed to revise the subsection as recommended in Option #2.
- **Question 360-005:** The Select Board members reviewed a question regarding the Traffic Regulations, regarding the responsibility, penalties, and repeals section, that asks if the fine is still \$20.00. Bryan will research the current statutory limits. **Selectman Bembury** expressed support for aligning the penalty with the current statutes. The Select Board members agreed to defer a decision on revising this section.
- **Question 380-001:** The Select Board members reviewed a question regarding the Water Department Regulations, recommending a grammatical revision. The Select Board members expressed support for the proposed revision and asked the Water Superintendent to review the recommendation and advise the Water Commissioners.
- **Question 380-002:** The Select Board members reviewed a question regarding the Water Department Regulations, regarding fee references throughout the regulation. The Select Board members agreed that all references should clarify that fees are reviewed and set by the Water Commissioners and are on file with the Town Clerk.
- **Question 380-003:** The Select Board members reviewed a question regarding the Water Department Regulations, asking if the application form for a new water service needs to be included in the Code. The Select Board members agreed that the application form does not need to be in the Code, but it should be clarified that the application is available on the Town website and on file with the Water Superintendent’s office.
- **Question 380-004:** The Select Board members reviewed a question regarding the Water Department Regulations, regarding the testing of water meters and a discrepancy in two (2) different code sections. The Select Board members agreed to refer the question to the Water superintendent for review and to advise the Water Commissioners.
- **Question 395-001:** The Select Board members reviewed the question of when the Zoning Board of Appeals Rules regulation was adopted. Bryan will follow up with the Zoning Board of Appeals to respond.
- **Question 395-002:** The Select Board members reviewed a question regarding the Zoning Board of Appeals Rules regulation, asking if the forms relevant to the actions of the Zoning Board of Appeals need to be included in the Code. The Select Board members agreed that the forms do not need to be in the Code, but deferred to the decision of the Zoning Board of Appeals with the understanding that it should be clarified where the forms are available.

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- **Question 395-003:** The Select Board members reviewed the question regarding the Zoning Board of Appeals Rules regulation, in the function section, and specifically a proposed correction on a statutory reference. The Select Board members agreed to refer the question to the Zoning Board of Appeals to review and advise.
- **Question A400-002:** The Select Board members reviewed the question regarding the appendix of General Law Acceptances, regarding the inclusion of a Town Meeting acceptance from February 8, 1936. The Select Board members agreed to include the Town Meeting acceptance as recommended.

In summary after reviewing the questions regarding regulations, Chairman Smith noted that there will be follow up with the Planning Board, zoning Board of Appeals, Board of Health, Water Superintendent, and the Highway Superintendent. **Chairman Smith** also restated the Select Board's preference that all regulations refer to a fee schedule that will be on file in the Town Clerk's Office.

Proposed Bylaw Revision Regarding the Cemetery Commission

The Select Board members reviewed a memorandum from Bryan that outlines a proposed amendment to the Cemetery Commission Bylaw. **Selectman Bastarache** explained that he is okay with the members of the Select Board fulfilling the role, but he is open to having a new board of Commission members who want to serve. **Chairman Smith** asked if the Cemetery Commission should have the authority to appoint staff for the Cemetery, suggesting that the authority to appoint staff should stay with the Select Board. **Selectman Bembury** expressed concern about the Select Board members not being actively involved in the care of the Cemetery with the proposed change. **Chairman Smith** acknowledged the concern, noting that the existing Bylaw has the Town Moderator as the appointing authority for the Cemetery Commission, and that the proposed Bylaw would make the Select Board the appointing authority that would keep the Board in communication with the Cemetery Commissioners. **Selectman Bastarache** expressed his support for the proposed changes to the Bylaw. **Chairman Smith** expressed agreement and support for maintaining Select Board oversight. **Selectman Bembury** expressed agreement. The Select Board members instructed Bryan to save the draft Bylaw for review when preparing for the Annual Town Meeting warrant.

Regarding the review of the draft Town Code of Bylaws, the Select Board members agreed to review again in approximately four weeks.

Review of Criminal & Sex Offender Record Information Policy- 3rd Reading

The Select Board members conducted a third reading of the draft Criminal & Sex Offender Record Information policy. **Selectman Bastarache** requested that section 11 is amended to change the section reference of "V" to read ".05." The Select Board members expressed agreement and no further concerns. **Selectman Bastarache** made a motion to approve the Criminal & Sex Offender Record Information Policy, file number ADM-020 as amended, with an effective date of August 29, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of Drug & Alcohol-Free Workplace Policy – 3rd Reading

The Select Board members conducted a third reading of the draft Drug & Alcohol-free Workplace policy. **Selectman Bastarache** discussed wanting to address the employee assistance program (EAP) and a suggestion from Bryan to incorporate the information into a comprehensive policy that addresses benefits options. The Select Board members expressed agreement and no other concerns. **Selectman Bastarache** made a motion to approve the Drug & Alcohol-Free Workplace Policy, file ADM-110 as written, effective August 29, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of Retirement Policy- 3rd Reading

The Select Board members conducted a third reading of the draft Retirement Plan Participation & Insurance policy. The Select Board members expressed no concerns. **Selectman Bastarache** made a motion to approve the Retirement Plan Participation & Insurance Policy, file ADM-202 as written, with an effective date of August 29, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of COBRA Policy- 3rd Reading

The Select Board members conducted a third reading of the draft Consolidated Omnibus Budget Reconciliation Act policy. **Selectman Bastarache** wants to add a definitions section for “gross misconduct” and any other terms that need definition. **Selectman Bastarache** also asked to use gender neutral terms such as the use of the term “they.” Bryan will make the requested revisions and the Select Board members will conduct a fourth reading at an upcoming meeting.

Review of HIPAA Policy- 3rd Reading

The Select Board members conducted a third reading of the draft Health Insurance Portability & Accountability Act (HIPAA) policy. The Select Board members expressed no concerns. **Selectman Bastarache** made a motion to approve the Health Insurance Portability & Accountability Act Policy (HIPAA), file number ADM-021 as written, with an effective date of August 29, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Review of ADA Non-Discrimination Policy- 3rd Reading

The Select Board members conducted a third reading of the draft Americans with Disabilities Act Non-Discrimination Notice & Grievance policy. The Select Board members expressed no concerns. **Selectman Bastarache** made a motion to approve the Americans with Disabilities Act Non-Discrimination Notice & Grievance Policy, ADM-001, effective August 29, 2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Discussion Regarding Town Branding & Signage Project

The Select Board members reviewed a memorandum that proposed a scope of work for the development of a Town-wide brand, logo, and signage. **Selectman Bastarache** discussed his review of the proposal and asked if there was a reason to hold off on new signage for Veterans Memorial Field and Zilinski Memorial Field. Bryan explained that both of those parks are scheduled for renovations and that the signage could be added as a part of those projects. **Chairman Smith** provided an overview of the conversation that took place during the last attempt to develop a Town-wide logo and brand. **Chairman Smith** discussed the example signage that had been included in the UMass Amherst project for Erving Center. **Chairman Smith** discussed the approach of developing a style guide as a foundation of a brand and how that can develop a different result for a logo and signage. **Chairman Smith** discussed the goal of identifying a firm to work with Town officials and citizens to gather feedback and develop a unique brand package. **Chairman Smith** questioned the inclusion of design specifications in the scope of work. Mariah Kurtz, Assistant Planner, joined the meeting to discuss the proposed scope of work and explained the deliverables outlined in task 1 for the style guide, and in task 2 for signage specifications., and task 3 for signage fabrication and installation. **Selectman Bembury** expressed concern about forcing a design on a department. Bryan explained that department heads have been wanting to coordinate their department’s representation in a positive way as part of a holistic Town-wide approach. Mariah discussed the goal of a unified approach that can present differences for each department. Bryan and the Select Board members discussed the procurement approach using the State contract. The Select Board members expressed support for proceeding.

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At 8:49PM **Chairman Smith** made a motion for the Select Board to recess. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

At 8:59PM **Chairman Smith** called the Select Board meeting back to order and resumed the meeting.

Review of Meeting Minutes for August 01, 2022

The Select Board reviewed meeting minutes for Monday, August 01, 2022. **Selectman Bembury** made a motion to approve the meeting minutes of August 01, 2022, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes for August 15, 2022

The Select Board passed over this agenda item.

Review of Meeting Minutes for August 22, 2022

The Select Board passed over this agenda item.

Review of FY2022 Special Articles – Decision on Closeout or Carryforward

The Select Board members reviewed a memorandum from Bryan, reviewing the status of Special Article funds. **Chairman Smith** reviewed the recommendations to close:

Account #	Description	Balance
01-141-901-57800	Assessors Printer	\$4,098.12
01-162-901-57800	Ballot Counting Machine	\$200.00
01-541-912-57800	COA Wellness Room Upgrades	\$9,850.00

The Select Board members expressed no concerns about the recommendations and agreed not to close any further Special Articles. **Selectman Bastarache** made a motion to close out and return to the General Fund the following account 01-141-901-57800, Assessors Printer, in the amount of \$4,098.12; account 01-162-901-57800, Ballot Counting Machine, in the amount of \$200.00; and account 01-541-912-57800, the Council on Aging Wellness Room upgrades, in the amount of \$9,850.00. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

The Select Board members agreed to allow all other Special Articles to carry existing balances into Fiscal Year 2023.

Sale of Surplus Property 18 Pleasant Street & 17 Moore Street

The Select Board members reviewed a memorandum from Bryan regarding the sale of surplus property for 18 Pleasant Street and 17 Moore Street. **Chairman Smith** provided an overview of the procurement process and explained that drafts of the purchase and sale agreements for both properties have been prepared. **Selectman Bastarache** offered to serve as the authorized Select Board representative to complete the final sales. The Select Board members expressed agreement.

Selectman Bembury made a motion to deem 18 Pleasant Street (parcel ID: 4-5-73) as surplus real property and to sell the real property to Obear Construction Company, Inc. of 34-A East Main Street, Millers Falls, MA 01349, having submitted a highly advantageous proposal through the request for proposals process, in the amount of \$10,000.00, and to authorize Select Board member Scott Bastarache to execute all necessary agreements on behalf of the Select Board to complete the sale. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Selectman Bembury made a motion to deem 17 Moore Street (parcel ID: 4-5-16) as surplus real property and to sell the real property to Obear Construction Company, Inc. of 34-A East Main Street, Millers Falls, MA 01349, having submitted a highly advantageous proposal through the request for proposals process, in the amount of \$5,000.00, and to authorize Select Board member Scott Bastarache to execute all necessary agreements on behalf of the Select Board to complete the sale. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review & Issuance of the 4th Water Commitments for FY2023

The Water Commissioners reviewed the 4th Water Commitment for FY2023 for final water use charges at 35 River Road, in the amount of \$216.14. **Commissioner Bastarache** made a motion to approve the 4th Water Commitment of FY2023 in the amount of \$216.14, for final charges at 35 River Road. **Commissioner Bembury** seconded. **Vote:** Unanimously approved.

Review & Issuance of the 3rd Water Commitments for FY2023

The Water Commissioners reviewed the 3rd Water Commitment for FY2023 for backflow water charges in the amount of \$680.00. **Commissioner Bastarache** made a motion to approve the 3rd Water Commitment for FY2023, for backflow water charges in the amount of \$680.00. **Commissioner Bembury** seconded. **Vote:** Unanimously approved.

Reminder of Public Art Sculpture Unveiling- Riverfront Park on August 30, 2022

Chairman Smith announced that the Town will be holding an event at Riverfront Park on August 30, 2022, at 5:30PM to celebrate the Heron sculpture, followed by live music at 6:00PM. Mariah Kurtz, Assistant Planner, joined the meeting. Mariah gave an overview of the unveiling process, noting that Carter Wall from FirstLight will be present to speak as will the artist, Jon Bander. Mariah invited the Select Board members to speak at the event as well. Mariah explained that the program will also include an official ribbon cutting, refreshments provided by Erving Center businesses, and a concert in the bandshell will occur at the end. Mariah expressed appreciation to Highway Department staff for the installation of the sculpture and the beautiful landscaping surrounding the area. **Selectman Bembury** and **Chairman Smith** both expressed their appreciation for the sculptor and the Town staff, especially Mariah, that have worked to make this a reality. Mariah thanked the Select Board members for their support in allowing the project to happen.

Resignation from School Committee- Catherine McLaughlin

The Select Board members reviewed a letter of resignation from Catherine McLaughlin from her position on the School Committee. **Chairman Smith** thanked Catherine for her service to the community. **Chairman Smith** explained that the vacancy has been added to the notice of vacant elected positions. Bryan confirmed that the vacancy listing had been updated to include the School Committee and that it has been posted with a deadline for letters of interest of September 21, 2022.

Review of Request to Support FERC Filing Extension Request- FirstLight MA Hydro LLC and Northfield Mountain LLC

Chairman Smith provided an overview of the FirstLight relicensing update filing and the request for an extension for final submission to the Federal Energy Regulatory Commission, of December 31, 2022. Bryan explained the update that was included in the packet and the draft letter of support for the extension request. **Chairman Smith** discussed his review of the proposed letter of support for a timeline extension and his support. The Select Board members expressed agreement. **Chairman Smith** made a motion to

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send the included letter, to the Federal Energy Regulatory Commission Secretary Bose, indicating our support of the extended timeline. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Adjournment

At 9:22PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith
Town Administrator

DRAFT

Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Monday, March 11, 2024
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Select Board Present: James Loynd, Scott Bastarache (Interim Chair), (Jacob Smith absent)
Finance Committee Present: Daniel Hammock, Thomas Duffy, Benjamin Fellows (Debra Smith absent)

At 6:31 PM **Chairman Bastarache** called the meeting to order.

Review of Health & Safety Plan Policy – Use of Town Provided Vehicles & Equipment – 2nd Reading

The Select Board members conducted a second reading of the draft Town Provided Vehicles & Equipment Policy. **Selectman Loynd** requested an amendment to section .08 in the second sentence to delete “prior to” and replace with “When practical,”. **Chairman Bastarache** suggested in the ‘Inspection Report’ section, to break down into two lists: a heavy machinery list, and vehicle list. Town Administrator, Bryan, Smith, indicated that he would re-work it with the Department Heads. **Chairman Bastarache** expressed that he is okay with the content and it’s okay as is, but if the Department Heads want to change it for more specificity, then that would be preferred. **Chairman Bastarache** reiterated that there would be another read anyway. The Select Board members agreed to have the third reading at the next meeting.

Review of Health & Safety Plan Policy – Excavation & Trenching – 2nd Reading

Selectman Loynd suggested changing section .04, C., last sentence to add “*Designated Competent Person*” to complete the Daily Inspection Worksheet..., and to section .05, B., second sentence to add “*Designated Competent Person*” to record these results on the Daily Inspection Worksheet. Town Administrator, Bryan Smith, will make the amendments. **Chairman Bastarache** suggested that maybe the Daily Inspection Worksheet can be two sheets instead of one. The Select Board members agreed to have a third reading at the next meeting.

Review Surplus Equipment Request – Library – 2nd Reading

The Select Board members agreed to table this agenda item and discuss at the next meeting.

Review of Meeting Minutes for March 13, 2023

The Select Board members agreed to table this agenda item to the next meeting.

Review of Meeting Minutes for February 5, 2024

Chairman Bastarache made a motion to approve the February 5, 2024 meeting minutes, as written, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review Surplus Equipment Request – Recreation – 1st Read

Town Administrator, Bryan Smith, explained the details of the requests. Highway Superintendent, Glenn McCrory, joined the Select Board members. The items requested for surplus are:

- Tennis Courts and Fence at Veterans Field (request asks for disposal)
- Dugouts and Fence, Including Bleachers (request asks for disposal)

Glenn explained that the dugouts and fencing are in disrepair. He said that that none of the fencing at Veterans Field can be re-used, and the dugouts, if not used for fire practice by the Fire Department, will be disposed of. Glenn explained that the asphalt from the tennis courts will be recycled. The Select Board members agreed to carry the request to the next meeting for a second reading.

Discussion Regarding Route 2 Sidewalk – Wastewater Road to Erving Papermill

Town Administrator, Bryan Smith, explained the Town's work with the Massachusetts Department of Transportation (MassDOT) and recently met to discuss the layout and plan for the redesign of Route 2 in Erving Center. He mentioned that the abutters do not see a need for the sidewalk from the Wastewater Treatment Plant driveway to Erving Papermill. **Chairman Bastarache** expressed that he sees no concerns with removing the sidewalk, but that it is the decision of MassDOT. The Select Board members agreed that the sidewalk has not been used in decades. Bryan indicated that he would relay the feedback to the design team.

Review of the Potential Annual Town Meeting Warrant Requests

The Select Board members agree with the proposed potential Annual Town Meeting warrant articles thus far.

Joint Meeting with Finance Committee & Capital Planning Committee: Review and Discussion of FY2025 Operating Budget Requests and Recommendations

Due to the absence of Jacob Smith, Debra Smith, and Peter Mallet, and only the attendance of Linda Downs-Bembury, there was not a quorum for the Capital Planning Committee to meet this evening.

Chairman Bastarache called the joint meeting with the Finance Committee to order at 7:01 PM. Finance Committee members Daniel Hammock, Thomas Duffy, and Benjamin Fellows were in attendance. Benjamin Fellows made a motion to nominate Daniel Hammock to be Chair in the absence of Deb Smith, seconded by Thomas Duffy. **Vote:** Unanimously approved.

Ben Fellows went on to review the list of the recommended and non-recommended FY2025 Capital Planning requests that was provided in advance by the Finance Committee and Capital Planning Committee. **Chairman Bastarache** asked Ben why there were totals with and without the proposed capital projects related to the former IP Mill and Senior Housing. Town Administrator, Bryan Smith, explained that there are potential grant sources to support the Senior Housing project. **Chairman Bastarache** asked the Finance Committee: "If funding sources fall through, does the Finance Committee and Capital Planning Committee not support moving forward?" Ben expressed that without the Capital Planning Committee present he did not feel comfortable answering the question. **Chairman Bastarache** stated that Bryan will go over the list of recommended requests and compare against the funding sources. **Chairman Bastarache** expressed that he would also like **Selectman Smith** to be in attendance to discuss the recommendations further. Reflecting on the FY2025 budget presentations, Finance Committee member Ben Fellows suggested that the time allotted for the department budget request presentations weren't long enough and recommended maybe 30 minutes. **Chairman Bastarache** announced the next joint meeting would be on March 18, 2024. Town Administrator, Bryan Smith, explained the process and strategy for the March 18, 2024, meeting.

At 7:29 PM **Chairman Bastarache** made a motion to adjourn the joint meeting with the Finance Committee and continue with the Select Board meeting, seconded by Finance Committee Chair, Daniel Hammock. **Vote:** unanimously approved.

Review of Draft Town Code Bylaws

Town Administrator, Bryan Smith, discussed the progress with the bylaw codification project, the funding that the voters approved for the project, and the process moving forward. He stated that there was concern about the chapter and section format and that he'd discussed the matter with the vendor. He explained that with the current format there are limitations to expand sections when updating data over

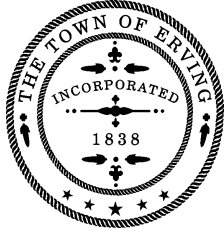
Meeting Minutes

time. Bryan mentioned that he'd spoken to the vendor this morning and the vendor will provide a proposal for reformatting the sections of concern. He also stated that the vendor will review the draft and give feedback if there are inconsistencies with legal statutes and that the verbiage must match throughout. Bryan explained that it will include bylaws, then rules and regulations, in that order. He explained that the appendices would contain adoptions at Town Meetings and are separate from the bylaws and that regulatory Boards approve rules and regulations and not by Town Meeting vote. Bryan also explained that the Zoning Bylaws have already been approved at Town Meeting and will become part of the project but will not be reviewed or edited by the vendor. Bryan asked **Chairman Bastarache** when the Select Board would like to bring it to Town meeting. **Chairman Bastarache** stated that it depends on the timing; that if the project is complete and the Annual Town Meeting warrant is not too full, maybe the Annual Town Meeting, but if revisions take longer, it makes sense to hold off for a June Special Town Meeting. **Chairman Bastarache** did ask Bryan if once the document is adopted are we able to make changes internally. Bryan agreed to get clarification. **Selectman Loynd** made a recommendation to have a public information session to introduce the project to the residents.

Chairman Bastarache made a motion to adjourn the Select Board meeting at 7:51 PM, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Respectfully submitted,

Elizabeth Sicard
Administrative Assistant



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

March 31, 2024

To: Select Board
Finance Committee

From: Bryan Smith, Town Administrator

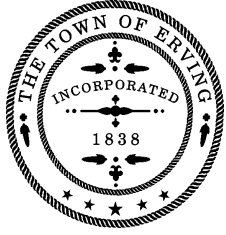
RE: Proposed FY2024 Budget Amendments

The proposed FY2024 are related to the special article for wage adjustments that was funded at \$120,000. The article authorizes the Select Board and the Finance Committee to move the money into the appropriate budgets. Because the budget is usually voted on in an omnibus view, I have prepared my recommendations in the same format.

General Government	\$35,800
Public Safety	\$32,300
Public Works	\$21,900
Wastewater	\$10,100
Health & Human Services	\$0
Culture & Recreation	\$5,500
Total	\$105,600

Proposed vote language

A motion to transfer the sum of \$105,600 from the wage adjustment Special Article and to amend the FY2024 omnibus budget in the by making the following adjustments: add \$35,800 to General Government, add \$32,300 to Public Safety, add \$21,900 to Public Works, add \$10,100 to Wastewater, and add \$5,500 to Culture & Recreation.



TOWN OF ERVING

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

Bryan Smith
Town Administrator

March 29, 2024

To: Select Board

From: Bryan Smith, Town Administrator

CC: Peter Sanders, Water & Wastewater Superintendent

RE: Spring FY2024 Water Billing

The Water Department has conducted the spring meter reading for water customers. Water Commitment #11 has been prepared for the Water Commissioners to review and issue.

Proposed Vote Language:

A motion to approve the 11th Water Commitment for FY2024, for water use charges, in the aggregate amount of \$44,936.16.

Additionally, Chief Wonkka would like to create a notification group with the reverse notification system just for water related communications. To date, when the Water Department needs to communicate information about the distribution system, a notice can only be sent to all Erving residents that have signed up for emergency notices. To invite water customers to sign up for the water customer specific notification group, we are seeking Water Commissioner approval to allow the Water Collector to include a notice and sign-up form with the spring water invoices.

COMMONWEALTH OF MASSACHUSETTS
TOWN OF ERVING

OFFICE OF THE BOARD OF WATER COMMISSIONERS
Water Commissioners Warrant to the Collector
Water Use Charges **11th Commitment**, Fiscal Year 2024

To: Michele Turner, Tax/Water Collector for the Town of Erving in the County of Franklin

Greetings:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the persons named in the water charges list herewith committed to you the amount of the water charges charged to each such person for water usage as therein set forth, with interest, the sum of such list being Forty-four Thousand, Nine Hundred Thirty-six Dollars and Sixteen Cents (**\$44,936.16**) for water use charges.

Said charges are to be paid to Michele Turner, Town of Erving Tax Collector, or to his/her successor in office, at the times and in the manner provided by General Laws, Chapter 60, Section 2. As Collector, you must provide the Treasurer an account of all charges and fees collected by you. In addition, you are to make written return of said water charges and interest with your water charge list and of your doings thereon at such times as the Water Commissioners shall require.

You are to complete and make up an account of the collection of the whole sum hereon, committed to you, with interest, on or before December 31 of the current year.

The owner of the premises shall be responsible for the payment of all charges for water and service furnished to the property. Under the General Laws of Massachusetts Chapter 40 Section 42A as accepted in Article 7 of the Erving Special Town Meeting June 29, 1992, unpaid water bills become a lien on the property immediately following the due date for such rate or charge and collections will be made by the sale of property. Water bills will be mailed semi-annually. Water bill payment will be due thirty (30) days from the postmarked date of the original bill. Overdue notices will go to property owners and "current occupant" forty-five (45) days after the postmarked date of the original bill. Shut off notices will go to property owners and "current occupant" sixty (60) days after the postmarked date of the original bill. The shut off notice will specify that shut off will occur on or after Monday. Shut off will not occur sooner than seventy-five (75) days from the postmarked date of the original billing. The shut off notice will clearly state the earliest date that shut off can occur. There will be no further notice. Service will be restored as soon as possible, upon payment in full of all amounts due.

The levy and collection of the amounts are hereby committed to you. All interest, charges, and fees as provided by law, also apply. You are to have and to exercise all the powers conferred by the laws of this Commonwealth upon collectors of taxes.

Given under our hands this 1st day of April 2024.

WATER COMMISSIONERS OF ERVING

Jacob A. Smith, Chair

Scott Bastarache

James Loynd

Commitment Report

* Denotes Usage Adjustment

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
1 RENOVATORS SUPPLY INC RIVER ST Route 1			Water	\$0.00
			Total:	\$0.00
2 RENOVATORS SUPPLY INC RIVER ST Route 1	3352950267 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 6,668,700 ACT 6,501,250 ACT	167,450 167,450 Water	\$927.48 \$927.48
			Total:	\$927.48
4 KUZMESKUS SCOTT 18 RIVER ST Route 1	9951006098 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 83,388 EST 66,710 ACT	16,678 16,678 Water	\$128.39 \$128.39
			Total:	\$128.39
5 BASSETT JOSHUA 20 RIVER ST Route 1	2181940467 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 2,138,900 ACT 2,125,750 ACT	13,150 13,150 Water	\$109.70 \$109.70
			Total:	\$109.70
6 TESSIER ANDREW T 22 RIVER ST Route 1	2181940771 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 984,500 ACT 974,650 ACT	9,850 9,850 Water	\$92.20 \$92.20
			Total:	\$92.20
7 KUZMESKUS CRAIG A 24 RIVER ST Route 1	2236930490 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 1,521,750 ACT 1,499,750 ACT	22,000 22,000 Water	\$156.60 \$156.60
			Total:	\$156.60
8 BARTOS KAREN L 26 RIVER ST Route 1	1182940111 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 1,801,050 ACT 1,785,450 ACT	15,600 15,600 Water	\$122.68 \$122.68
			Total:	\$122.68
9 NEWTON VIRGINIA 28 RIVER ST Route 1	0042324253 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 1,008,250 ACT 973,650 ACT	34,600 34,600 Water	\$223.38 \$223.38
			Total:	\$223.38
10 MINER ROBERT H 30 RIVER ST Route 1	1181940447 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 1,985,650 EST 1,975,750 ACT	9,900 9,900 Water	\$92.47 \$92.47
			Total:	\$92.47
11 BRULE DAVID P 32 RIVER ST Route 1	1119930167 Water Rate Read Date Current Bill Last Billed	Usage Reading Type 1,209,600 ACT 1,188,550 ACT	21,050 21,050 Water	\$151.56 \$151.56
			Total:	\$151.56
12 TOWN OF ERVING 16 PUBLIC WORKS BLVD	1065990172 Water Rate Read Date	Usage Reading Type	122,950 122,950 Water	\$691.64 \$691.64
			Total:	\$691.64

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
Route 1	Current Bill 3/25/2024 5,009,500 ACT Last Billed 9/20/2023 4,886,550 ACT			
13 STAFFORD CHARLES E 29 RIVER ST Route 1	4124950628 Water Rate Usage 14,500 Read Date Reading Type Current Bill 3/25/2024 2,113,300 ACT Last Billed 9/20/2023 2,098,800 ACT	14,500	Water	\$116.85 Total: \$116.85
14 HEPBURN KATHLEEN 27 RIVER ST Route 1	4352950359 Water Rate Usage 12,538 Read Date Reading Type Current Bill 3/27/2024 512,638 EST Last Billed 9/26/2023 500,100 EST	12,538	Water	\$106.45 Total: \$106.45
15 POLANA JOHN 23 RIVER ST Route 1	1327991500 Water Rate Usage 17,900 Read Date Reading Type Current Bill 3/25/2024 679,800 ACT Last Billed 9/20/2023 661,900 ACT	17,900	Water	\$134.87 Total: \$134.87
16 GRADOWSKI STANLEY J JR 21 RIVER ST Route 1	2181940028 Water Rate Usage 22,200 Read Date Reading Type Current Bill 3/25/2024 3,399,300 ACT Last Billed 9/20/2023 3,377,100 ACT	22,200	Water	\$157.66 Total: \$157.66
17 TOWNE MICHAEL R 4 STRACHAN ST Route 1	2285930408 Water Rate Usage 40,500 Read Date Reading Type Current Bill 3/27/2024 2,550,000 EST Last Billed 9/20/2023 2,509,500 EST	40,500	Water	\$254.65 Total: \$254.65
18 NOVAK JOSEPH 3 WARNER ST Route 1	1181940788 Water Rate Usage 4,300 Read Date Reading Type Current Bill 3/25/2024 345,650 ACT Last Billed 9/20/2023 341,350 ACT	4,300	Water	\$62.79 Total: \$62.79
19 LUCAS ANNA 5 WARNER ST Route 1	2181940457 Water Rate Usage 7,650 Read Date Reading Type Current Bill 3/25/2024 887,950 ACT Last Billed 9/27/2023 880,300 ACT	7,650	Water	\$80.54 Total: \$80.54
20 CAMPBELL ROBERT L ESTATE 7 WARNER ST Route 1	1327991496 Water Rate Usage 12,800 Read Date Reading Type Current Bill 3/25/2024 1,150,400 ACT Last Billed 9/20/2023 1,137,600 ACT	12,800	Water	\$107.84 Total: \$107.84
21 KOSLOSKI THOMAS 9 WARNER ST Route 1	3124950559 Water Rate Usage 21,300 Read Date Reading Type Current Bill 3/25/2024 2,095,900 ACT Last Billed 9/20/2023 2,074,600 ACT	21,300	Water	\$152.89 Total: \$152.89
22 HENDRICKSON LARI JO 11 WARNER ST Route 1	1327991490 Water Rate Usage 28,500 Read Date Reading Type Current Bill 3/25/2024 1,421,300 ACT Last Billed 9/20/2023 1,392,800 ACT	28,500	Water	\$191.05 Total: \$191.05

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
23 CARNER GEORGE HEIRS/DEVI: 12 WARNER ST Route 1	2181940476 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 5,000 Reading Type 1,283,950 ACT 1,278,950 ACT	5,000 Water Total:	\$66.50 \$66.50
24 WILLIAMS SHERRY A 10 WARNER ST Route 1	2181940452 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 12,450 Reading Type 810,950 ACT 798,500 ACT	12,450 Water Total:	\$105.98 \$105.98
25 COLLETTE JUDI 8 WARNER ST Route 1	1144930033 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 7,650 Reading Type 1,014,450 ACT 1,006,800 ACT	7,650 Water Total:	\$80.54 \$80.54
26 WORDEN HILDA 6 WARNER ST Route 1	2182940133 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 8,550 Reading Type 841,950 ACT 833,400 ACT	8,550 Water Total:	\$85.32 \$85.32
27 DUVALLE VALERIE 4 WARNER ST Route 1	1128920326 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 11,750 Reading Type 2,193,700 ACT 2,181,950 ACT	11,750 Water Total:	\$102.28 \$102.28
28 PEARCE KRISTIN 2 WARNER ST Route 1	1128920310 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 15,500 Reading Type 1,307,400 ACT 1,291,900 ACT	15,500 Water Total:	\$122.15 \$122.15
29 GRIFFIN JERYL 12 STRACHAN ST Route 1	1327991520 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 25,750 Reading Type 628,150 ACT 602,400 ACT	25,750 Water Total:	\$176.48 \$176.48
30 FALCON LORIE 20 STRACHAN ST Route 1	1181940425 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 20,300 Reading Type 2,433,650 ACT 2,413,350 ACT	20,300 Water Total:	\$147.59 \$147.59
31 TERAULT LEON 23 STRACHAN ST Route 1	1119930212 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 8,400 Reading Type 866,500 ACT 858,100 ACT	8,400 Water Total:	\$84.52 \$84.52
32 BOUCHER JOHN D 27 STRACHAN ST Route 1			Water Total:	\$0.00 \$0.00
33 NIEDZWIEDZ ROBERT 1 GUNN ST Route 1	2181940796 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 33,500 Reading Type 1,678,900 ACT 1,645,400 ACT	33,500 Water Total:	\$217.55 \$217.55

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
34 MILLER CHRISTOPHER 3 GUNN ST Route 1	2181940458 Water Rate Usage Read Date Reading Type Current Bill Last Billed	4,200 4,200	Water Total:	\$62.26 \$62.26
35 FELLOWS FRANK C. 5 GUNN ST Route 1	1323994056 Water Rate Usage Read Date Reading Type Current Bill Last Billed	22,150 22,150	Water Total:	\$157.40 \$157.40
36 REED OVILINA 7 GUNN ST Route 1	2181940445 Water Rate Usage Read Date Reading Type Current Bill Last Billed	25,250 25,250	Water Total:	\$173.82 \$173.82
37 BERARD ASHLEY 9 GUNN ST Route 1	003673258 Water Rate Usage Read Date Reading Type Current Bill Last Billed	16,400 16,400	Water Total:	\$126.92 \$126.92
38 CHAGNON DAVID 11 GUNN ST Route 1	1323993984 Water Rate Usage Read Date Reading Type Current Bill Last Billed	35,100 35,100	Water Total:	\$226.03 \$226.03
39 RODRIGUEZ KAYANI 13 GUNN ST Route 1	4352950544 Water Rate Usage Read Date Reading Type Current Bill Last Billed	13,950 13,950	Water Total:	\$113.94 \$113.94
40 BUTLER BRUCE D 18 GUNN ST Route 1	1327991489 Water Rate Usage Read Date Reading Type Current Bill Last Billed	22,150 22,150	Water Total:	\$157.40 \$157.40
41 RODRIGUEZ PEDRO 16 GUNN STREET Route 1	93945891 Water Rate Usage Read Date Reading Type Current Bill Last Billed	16,550 16,550	Water Total:	\$127.72 \$127.72
42 MARTINEAU SCOTT 14 GUNN STREET Route 1	2182940132 Water Rate Usage Read Date Reading Type Current Bill Last Billed	64,200 64,200	Water Total:	\$380.26 \$380.26
43 HOLBROOK SALLY A 10 GUNN ST Route 1	1323993977 Water Rate Usage Read Date Reading Type Current Bill Last Billed	17,250 17,250	Water Total:	\$131.42 \$131.42
44 RAYMOND DOUGLAS 8 GUNN ST Route 1	1327991516 Water Rate Usage Read Date Reading Type Current Bill Last Billed	14,800 14,800	Water Total:	\$118.44 \$118.44

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
45 YVARS-PETRACCIA BRETA 6 GUNN ST Route 1	2182940044 Water Rate Usage 13,938 Read Date Reading Type Current Bill 3/25/2024 1,765,250 ACT Last Billed 9/26/2023 1,751,312 EST	13,938	Water Total:	\$113.87 \$113.87
46 BUSHEE JOSEPH J 2 GUNN ST Route 1	0087474123 Water Rate Usage 16,100 Read Date Reading Type Current Bill 3/25/2024 651,200 ACT Last Billed 9/20/2023 635,100 ACT	16,100	Water Total:	\$125.33 \$125.33
48 CUMMINGS KEVIN 9 LESTER ST Route 1	1181940731 Water Rate Usage 45,100 Read Date Reading Type Current Bill 3/25/2024 2,011,800 ACT Last Billed 9/20/2023 1,966,700 ACT	45,100	Water Total:	\$279.03 \$279.03
49 CALCARI MATTHEW 11 LESTER ST Route 1	3317950061 Water Rate Usage 56,450 Read Date Reading Type Current Bill 3/25/2024 4,484,250 ACT Last Billed 9/20/2023 4,427,800 ACT	56,450	Water Total:	\$339.18 \$339.18
50 SEYMOUR CATHERINE 21 LESTER ST Route 1	0083094329 Water Rate Usage 4,020 Read Date Reading Type Current Bill 3/25/2024 292,640 ACT Last Billed 9/22/2023 288,620 ACT	4,020	Water Total:	\$61.31 \$61.31
51 SMITH WILLIAM A 2 PRATT ST Route 1	4352950354 Water Rate Usage 12,750 Read Date Reading Type Current Bill 3/27/2024 995,900 ACT Last Billed 9/20/2023 983,150 ACT	12,750	Water Total:	\$107.58 \$107.58
52 PIERCE MICHAEL 4 PRATT ST Route 1	1327991525 Water Rate Usage 16,150 Read Date Reading Type Current Bill 3/25/2024 898,200 ACT Last Billed 9/20/2023 882,050 ACT	16,150	Water Total:	\$125.60 \$125.60
53 PORLIER GARY K 6 PRATT ST Route 1	2181940484 Water Rate Usage 14,500 Read Date Reading Type Current Bill 3/25/2024 1,451,850 ACT Last Billed 9/20/2023 1,437,350 ACT	14,500	Water Total:	\$116.85 \$116.85
54 PEARSON KURT M 8 PRATT ST Route 1	0078034382 Water Rate Usage 6,200 Read Date Reading Type Current Bill 3/25/2024 182,800 ACT Last Billed 9/20/2023 176,600 ACT	6,200	Water Total:	\$72.86 \$72.86
55 ANDERSON CARL 10 PRATT ST Route 1	2181940106 Water Rate Usage 12,100 Read Date Reading Type Current Bill 3/25/2024 571,050 ACT Last Billed 9/20/2023 558,950 ACT	12,100	Water Total:	\$104.13 \$104.13
56 BASTARACHE SCOTT M 14 PRATT ST	7103122034 Water Rate Usage 43,750 Read Date Reading Type Current Bill 3/25/2024 603,500 ACT	43,750	Water Total:	\$271.88 \$271.88

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
Route 1	Last Billed 9/20/2023	559,750 ACT		
57 MAILLOUX DONALD J 16 PRATT ST Route 1	3352950265 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 29,800 Reading Type ACT 2,500,000 ACT 2,470,200 ACT	29,800 Water Total:	\$197.94 \$197.94
58 BENEGAN 2 LLC 18 PRATT ST Route 1	2181940793 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 57,130 Reading Type ACT 5,544,660 ACT 5,487,530 ACT	57,130 Water Total:	\$342.79 \$342.79
59 BENEGAN 2 LLC 20 PRATT ST Route 1	36713259 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 78,850 Reading Type ACT 263,100 ACT 184,250 ACT	78,850 Water Total:	\$457.90 \$457.90
60 LIVELY JERE M 22 PRATT ST Route 1	4352950333 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 11,900 Reading Type ACT 845,750 ACT 833,850 ACT	11,900 Water Total:	\$103.07 \$103.07
61 ROBINSON ANITA 21 PRATT ST Route 1	67057364 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 11,900 Reading Type ACT 107,000 ACT 95,100 ACT	11,900 Water Total:	\$103.07 \$103.07
62 HARRINGTON ANNE LIFE ESTA 19 PRATT ST Route 1	2181940792 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 15,750 Reading Type ACT 1,157,450 ACT 1,141,700 ACT	15,750 Water Total:	\$123.48 \$123.48
63 TAFT THERESA 15 PRATT ST Route 1	2181940494 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 11,800 Reading Type ACT 995,550 ACT 983,750 ACT	11,800 Water Total:	\$102.54 \$102.54
64 RYAN PAULA 11 PRATT ST Route 1	2181940469 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 17,200 Reading Type ACT 490,900 ACT 473,700 ACT	17,200 Water Total:	\$131.16 \$131.16
65 SILVA RAYMOND A 7 PRATT ST Route 1	3352950276 Water Rate Read Date 3/25/2024 Current Bill Last Billed 9/20/2023	Usage 85,300 Reading Type ACT 3,938,200 ACT 3,852,900 ACT	85,300 Water Total:	\$492.09 \$492.09
66 MCKAY KIMBERLY 5 PRATT ST Route 1	2182940176 Water Rate Read Date 3/27/2024 Current Bill Last Billed 9/29/2023	Usage 11,700 Reading Type EST 1,117,000 EST 1,105,300 ACT	11,700 Water Total:	\$102.01 \$102.01

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
67 LITTLE ZACHARY 3 PRATT ST Route 1	3352950252 Water Rate Usage 36,300 Read Date Reading Type Current Bill 3/25/2024 1,937,300 ACT Last Billed 9/20/2023 1,901,000 ACT	36,300	Water Total:	\$232.39 \$232.39
68 KORDANA ALYSSA 3 RIVER RD Route 1	1128920330 Water Rate Usage 24,800 Read Date Reading Type Current Bill 3/25/2024 3,776,600 ACT Last Billed 9/20/2023 3,751,800 FIN	24,800	Water Total:	\$171.44 \$171.44
69 DEVINO JANE 8 RIVER RD Route 1	1327991501 Water Rate Usage 9,950 Read Date Reading Type Current Bill 3/25/2024 493,950 ACT Last Billed 9/20/2023 484,000 ACT	9,950	Water Total:	\$92.74 \$92.74
70 PRONDECKI FRANK 16 RIVER RD Route 1	3061960024 Water Rate Usage 39,500 Read Date Reading Type Current Bill 3/27/2024 2,209,750 EST Last Billed 9/20/2023 2,170,250 ACT	39,500	Water Total:	\$249.35 \$249.35
71 MCNAMARA PAMELA 22 RIVER RD Route 1	2181940426 Water Rate Usage 18,450 Read Date Reading Type Current Bill 3/25/2024 1,228,750 ACT Last Billed 9/20/2023 1,210,300 ACT	18,450	Water Total:	\$137.78 \$137.78
72 BRUNELLE DENNIS 24 RIVER RD Route 1	1181940470 Water Rate Usage 13,000 Read Date Reading Type Current Bill 3/25/2024 1,283,100 ACT Last Billed 9/20/2023 1,270,100 ACT	13,000	Water Total:	\$108.90 \$108.90
73 DEMERS JENNIFER 28 RIVER RD Route 1	9941011098 Water Rate Usage 23,380 Read Date Reading Type Current Bill 3/26/2024 145,680 ACT Last Billed 9/25/2023 122,300 ACT	23,380	Water Total:	\$163.91 \$163.91
74 HILL ANN 30 RIVER RD Route 1	2070930334 Water Rate Usage 27,200 Read Date Reading Type Current Bill 3/25/2024 1,062,300 ACT Last Billed 9/20/2023 1,035,100 ACT	27,200	Water Total:	\$184.16 \$184.16
75 SHINER THOMAS 34 RIVER RD Route 1	1327991521 Water Rate Usage 19,050 Read Date Reading Type Current Bill 3/25/2024 1,224,600 ACT Last Billed 9/20/2023 1,205,550 ACT	19,050	Water Total:	\$140.96 \$140.96
76 OVERGAARD J. ERIC 36 RIVER RD Route 1	2181940394 Water Rate Usage 5,200 Read Date Reading Type Current Bill 3/25/2024 968,700 ACT Last Billed 10/6/2023 963,500 ACT	5,200	Water Total:	\$67.56 \$67.56
77 FRITZ DEREK L 42 RIVER RD Route 1	0087474130 Water Rate Usage 15,000 Read Date Reading Type Current Bill 3/25/2024 499,100 ACT Last Billed 10/6/2023 484,100 ACT	15,000	Water Total:	\$119.50 \$119.50

Account Information	Meter Reads And Usage	Usage	Receivable	Amount		
78 NEWTON RICHARD W 46 RIVER RD Route 1	4061960034	Water Rate	Usage 13,700	13,700	Water	\$112.61
		Read Date	Reading Type		Total:	\$112.61
	Current Bill	3/25/2024	1,397,250	ACT		
	Last Billed	10/6/2023	1,383,550	ACT		
79 MAJEWSKI DANIEL 48 RIVER RD Route 1	2014567921	Water Rate	Usage 200	200	Water	\$41.06
		Read Date	Reading Type		Total:	\$41.06
	Current Bill	3/25/2024	493,400	ACT		
	Last Billed	2/14/2024	493,200	FIN		
80 YOUNG TYLER 54 RIVER RD Route 1	3352950260	Water Rate	Usage 18,200	18,200	Water	\$136.46
		Read Date	Reading Type		Total:	\$136.46
	Current Bill	3/25/2024	549,250	ACT		
	Last Billed	10/6/2023	531,050	ACT		
81 TAYLOR JESSE 58 RIVER RD Route 1	2236930500	Water Rate	Usage 24,650	24,650	Water	\$170.64
		Read Date	Reading Type		Total:	\$170.64
	Current Bill	3/25/2024	507,850	ACT		
	Last Billed	10/6/2023	483,200	ACT		
82 PRONDECKI BRIAN 57 RIVER RD Route 1	670757365	Water Rate	Usage 10,450	10,450	Water	\$95.38
		Read Date	Reading Type		Total:	\$95.38
	Current Bill	3/25/2024	158,200	ACT		
	Last Billed	10/6/2023	147,750	ACT		
83 BROWN LESLIE M 53 RIVER RD Route 1	1316992700	Water Rate	Usage 18,650	18,650	Water	\$138.84
		Read Date	Reading Type		Total:	\$138.84
	Current Bill	3/25/2024	955,850	ACT		
	Last Billed	9/20/2023	937,200	ACT		
84 SMITH JOSEPH R 55 RIVER RD Route 1	1323993979	Water Rate	Usage 23,950	23,950	Water	\$166.94
		Read Date	Reading Type		Total:	\$166.94
	Current Bill	3/25/2024	1,151,650	ACT		
	Last Billed	9/20/2023	1,127,700	ACT		
85 SINI SUSAN A 49 RIVER RD Route 1	4125950272	Water Rate	Usage 7,750	7,750	Water	\$81.08
		Read Date	Reading Type		Total:	\$81.08
	Current Bill	3/25/2024	924,300	ACT		
	Last Billed	9/20/2023	916,550	ACT		
86 NEWTON BILL 47 RIVER RD Route 1	4061960023	Water Rate	Usage 10,950	10,950	Water	\$98.04
		Read Date	Reading Type		Total:	\$98.04
	Current Bill	3/25/2024	522,450	ACT		
	Last Billed	9/20/2023	511,500	ACT		
87 HARRIS JAMES 45 RIVER RD Route 1	1119930179	Water Rate	Usage 29,558	29,558	Water	\$196.66
		Read Date	Reading Type		Total:	\$196.66
	Current Bill	3/27/2024	1,472,602	EST		
	Last Billed	9/28/2023	1,443,044	EST		
88 ADAMSKI THOMAS G 41 RIVER RD Route 1	67057361	Water Rate	Usage 6,600	6,600	Water	\$74.98
		Read Date	Reading Type		Total:	\$74.98
	Current Bill	3/25/2024	144,700	ACT		

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
	Last Billed 9/20/2023 138,100 ACT			
89 DESAUTELS CHRISTOPHER 39 RIVER RD Route 1	5172960180 Water Rate Read Date Reading Type Current Bill 3/25/2024 564,000 ACT Last Billed 9/20/2023 553,850 ACT	Usage 10,150	10,150 Water	\$93.80 Total: \$93.80
90 MURPHY KRISTIAN 35 RIVER RD Route 1	0093945885 Water Rate Read Date Reading Type Current Bill 3/25/2024 100,900 ACT Last Billed 9/20/2023 71,900 ACT	Usage 29,000	29,000 Water	\$193.70 Total: \$193.70
91 KUKLEWICZ CARL F 33 RIVER RD Route 1	3124950539 Water Rate Read Date Reading Type Current Bill 3/25/2024 808,850 ACT Last Billed 9/20/2023 804,200 ACT	Usage 4,650	4,650 Water	\$64.64 Total: \$64.64
92 MAILLOUX DONALD J 29 RIVER RD Route 1	1181940730 Water Rate Read Date Reading Type Current Bill 3/25/2024 2,215,300 ACT Last Billed 9/20/2023 2,201,150 ACT	Usage 14,150	14,150 Water	\$115.00 Total: \$115.00
93 MOLNAR STEPHANIE 27 RIVER RD Route 1	4061960184 Water Rate Read Date Reading Type Current Bill 3/25/2024 1,558,400 ACT Last Billed 9/20/2023 1,542,600 ACT	Usage 15,800	15,800 Water	\$123.74 Total: \$123.74
94 FENNER THOMAS 25 RIVER RD Route 1	1327991300 Water Rate Read Date Reading Type Current Bill 3/27/2024 996,600 ACT Last Billed 9/20/2023 981,800 ACT	Usage 14,800	14,800 Water	\$118.44 Total: \$118.44
95 GORDON MICHAEL 21 RIVER RD Route 1	1323993983 Water Rate Read Date Reading Type Current Bill 3/26/2024 796,980 ACT Last Billed 9/22/2023 781,510 ACT	Usage 15,470	15,470 Water	\$121.99 Total: \$121.99
96 TOWN OF ERVING POTW 1 16 PUBLIC WORKS BLVD Route 1	004405 Water Rate Read Date Reading Type Current Bill 3/26/2024 4,776,535 EST Last Billed 10/2/2023 4,768,960 EST	Usage 7,575	7,575 Water	\$80.15 Total: \$80.15
97 TOWN OF ERVING POTW 1 16 PUBLIC WORKS BLVD Route 1	004406 Water Rate Read Date Reading Type Current Bill 3/26/2024 47,852,600 ACT Last Billed 10/2/2023 47,827,100 ACT	Usage 25,500	25,500 Water	\$175.15 Total: \$175.15
98 PRONDECKI MICHAEL 1 WEST HIGH ST Route 1	2181940477 Water Rate Read Date Reading Type Current Bill 3/25/2024 1,986,350 ACT Last Billed 10/2/2023 1,969,000 ACT	Usage 17,350	17,350 Water	\$131.96 Total: \$131.96

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
99 GALWAY WILLIAM 3 WEST HIGH ST Route 1	2181940777 Water Rate <u>Usage</u> 24,250 Read Date Reading Type Current Bill 3/25/2024 1,097,000 ACT Last Billed 9/20/2023 1,072,750 ACT	24,250	Water Total:	\$168.52 \$168.52
100 WILLOR DANIEL 5 WEST HIGH ST Route 1	2181940797 Water Rate <u>Usage</u> 13,200 Read Date Reading Type Current Bill 3/27/2024 3,431,050 ES1 Last Billed 9/20/2023 3,417,850 ACT	13,200	Water Total:	\$109.96 \$109.96
101 JACKSON CHAD 7 WEST HIGH ST Route 1	1181940471 Water Rate <u>Usage</u> 14,800 Read Date Reading Type Current Bill 3/25/2024 1,260,800 ACT Last Billed 9/20/2023 1,246,000 ACT	14,800	Water Total:	\$118.44 \$118.44
102 THURSTON EDWIN 9 WEST HIGH ST Route 1	1236930541 Water Rate <u>Usage</u> 30,950 Read Date Reading Type Current Bill 3/25/2024 1,592,850 ACT Last Billed 9/20/2023 1,561,900 ACT	30,950	Water Total:	\$204.04 \$204.04
103 COLLIS FRANK W HEIRS/DEVIS 11 WEST HIGH ST Route 1	1181940422 Water Rate <u>Usage</u> 400 Read Date Reading Type Current Bill 3/25/2024 523,300 ACT Last Billed 9/20/2023 522,900 ACT	400	Water Total:	\$42.12 \$42.12
104 BRUNETTE CLAYTON J 13 WEST HIGH ST Route 1	2181940765 Water Rate <u>Usage</u> 24,850 Read Date Reading Type Current Bill 3/25/2024 1,792,600 ACT Last Billed 9/20/2023 1,767,750 ACT	24,850	Water Total:	\$171.70 \$171.70
105 MALONE PHILLIP JR 15 WEST HIGH ST Route 1	1181940415 Water Rate <u>Usage</u> 15,250 Read Date Reading Type Current Bill 3/25/2024 1,582,150 ACT Last Billed 9/20/2023 1,566,900 ACT	15,250	Water Total:	\$120.82 \$120.82
106 CYHOWSKI JOANNE 17 WEST HIGH ST Route 1	1181940754 Water Rate <u>Usage</u> 5,300 Read Date Reading Type Current Bill 3/25/2024 762,300 ACT Last Billed 9/20/2023 757,000 ACT	5,300	Water Total:	\$68.09 \$68.09
107 SANDLIN MICHELLE 20 WEST HIGH ST Route 1	1255519800 Water Rate <u>Usage</u> 7,690 Read Date Reading Type Current Bill 3/26/2024 7,690 ACT Current Bill 10/25/2023 0 SE1 1124950612 Water Rate <u>Usage</u> 0 Read Date Reading Type Current Bill 10/25/2023 2,169,780 TRN Last Billed 10/25/2023 2,169,780 ACT	7,690	Water Total:	\$80.76 \$80.76
108 TANYUK DANIEL E 18 WEST HIGH ST Route 1	1181940742 Water Rate <u>Usage</u> 23,100 Read Date Reading Type Current Bill 3/25/2024 1,571,600 ACT Last Billed 9/20/2023 1,548,500 ACT	23,100	Water Total:	\$162.43 \$162.43

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
109 PARONICH CASSANDRA 16 WEST HIGH ST Route 1	0012555195 Water Rate Usage Read Date Reading Type Current Bill Last Billed	15,030 15,030 3/25/2024 46,250 ACT 9/20/2023 31,220 ACT	Water Total:	\$119.66 \$119.66
110 LACLAIRE ELENA 14 WEST HIGH ST Route 1	0036713262 Water Rate Usage Read Date Reading Type Current Bill Last Billed	300 300 3/25/2024 23,150 ACT 9/20/2023 22,850 ACT	Water Total:	\$41.59 \$41.59
111 PETERS RONALD 12 WEST HIGH ST Route 1	1327991482 Water Rate Usage Read Date Reading Type Current Bill Last Billed	37,950 37,950 3/25/2024 1,183,750 ACT 9/20/2023 1,145,800 ACT	Water Total:	\$241.14 \$241.14
112 SMITH MARK K 10 WEST HIGH ST Route 1	1321992659 Water Rate Usage Read Date Reading Type Current Bill Last Billed	20,450 20,450 3/25/2024 1,448,650 ACT 9/20/2023 1,428,200 ACT	Water Total:	\$148.38 \$148.38
113 JAGLA DANIEL 8 WEST HIGH ST Route 1	1323993937 Water Rate Usage Read Date Reading Type Current Bill Last Billed	24,850 24,850 3/25/2024 845,950 ACT 9/20/2023 821,100 ACT	Water Total:	\$171.70 \$171.70
114 ISLES DOUGLAS 6 WEST HIGH ST Route 1	1181940741 Water Rate Usage Read Date Reading Type Current Bill Last Billed	6,200 6,200 3/27/2024 1,335,350 ES1 9/20/2023 1,329,150 ACT	Water Total:	\$72.86 \$72.86
115 MCLELLAN TABATHA A 2 WEST HIGH ST Route 1	2181940395 Water Rate Usage Read Date Reading Type Current Bill Last Billed	9,050 9,050 3/25/2024 1,186,250 ACT 9/20/2023 1,177,200 ACT	Water Total:	\$87.96 \$87.96
116 NIEDZWIEDZ SANDRA 5 GOODELL PL Route 1	3258940145 Water Rate Usage Read Date Reading Type Current Bill Last Billed	2,650 2,650 3/25/2024 1,344,800 ACT 9/20/2023 1,342,150 ACT	Water Total:	\$54.04 \$54.04
117 NIEDZWIEDZ SANDRA 5B GOODELL PL Route 1	4352950328 Water Rate Usage Read Date Reading Type Current Bill Last Billed	3,500 3,500 3/25/2024 698,100 ACT 9/20/2023 694,600 ACT	Water Total:	\$58.55 \$58.55
118 MISS STEVEN 4 GOODELL PL Route 1	1181940759 Water Rate Usage Read Date Reading Type Current Bill Last Billed	13,250 13,250 3/25/2024 2,321,400 ACT 9/20/2023 2,308,150 ACT	Water Total:	\$110.22 \$110.22
119 SKYRM KIMBERLY 1 MOORE ST Route 1	1181940423 Water Rate Usage Read Date Reading Type Current Bill Last Billed	11,950 11,950 3/25/2024 491,750 ACT 9/21/2023 479,800 ACT	Water Total:	\$103.34 \$103.34

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
120 FINN DAVID 4 MOORE ST Route 1	1323993927 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 25,600 Reading Type 1,225,300 ACT 1,199,700 ACT	25,600 Water Total:	\$175.68 \$175.68
121 DUFFY THOMAS 6 MOORE ST Route 1	1327991512 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 12,000 Reading Type 441,450 ACT 429,450 ACT	12,000 Water Total:	\$103.60 \$103.60
122 PAULIN JAMES D 8 MOORE ST Route 1	1181940377 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 28,000 Reading Type 2,561,350 ACT 2,533,350 ACT	28,000 Water Total:	\$188.40 \$188.40
123 GEWEHR MARIE E 3 MECHANIC ST Route 1	1181940735 Water Rate Read Date Current Bill 3/27/2024 Last Billed 9/21/2023	Usage 23,450 Reading Type 1,755,650 EST 1,732,200 ACT	23,450 Water Total:	\$164.28 \$164.28
124 REED JOSEPH C JR 4 MECHANIC ST Route 1	1182940151 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 13,450 Reading Type 1,151,650 ACT 1,138,200 ACT	13,450 Water Total:	\$111.28 \$111.28
125 WONKKA PHILIP 10 MOORE ST Route 1	0083094328 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 25,250 Reading Type 636,450 ACT 611,200 ACT	25,250 Water Total:	\$173.82 \$173.82
126 BASSETT AARON 14 MOORE ST Route 1	1181940452 Water Rate Read Date Current Bill 3/27/2024 Last Billed 9/21/2023	Usage 24,700 Reading Type 775,200 EST 750,500 ACT	24,700 Water Total:	\$170.91 \$170.91
127 BASSETT AARON 14 MOORE ST Route 1	1181940438 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 8,300 Reading Type 704,350 ACT 696,050 ACT	8,300 Water Total:	\$83.99 \$83.99
128 BASSETT AARON 14 MOORE ST Route 1	1323994005 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 800 Reading Type 162,500 ACT 161,700 ACT	800 Water Total:	\$44.24 \$44.24
129 BENEGAN 2 LLC 16 MOORE ST Route 1	7102122556 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 56,050 Reading Type 334,800 ACT 278,750 ACT	56,050 Water Total:	\$337.06 \$337.06
130 CORNWELL GERALDINE M 11 MOORE ST Route 1	3352950468 Water Rate Read Date Current Bill 3/25/2024	Usage 9,700 Reading Type 876,850 ACT	9,700 Water Total:	\$91.41 \$91.41

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
	Last Billed 9/21/2023 867,150 ACT			
131 SUDDY AVIS 9 MOORE ST Route 1	2236930515 Water Rate Read Date Reading Type Current Bill 3/27/2024 607,200 ACT Last Billed 9/21/2023 597,200 ACT	Usage 10,000	10,000 Water	\$93.00 Total: \$93.00
132 RYAN THOMAS F 7 MOORE ST Route 1	2181940785 Water Rate Read Date Reading Type Current Bill 3/25/2024 1,899,700 ACT Last Billed 9/21/2023 1,884,600 ACT	Usage 15,100	15,100 Water	\$120.03 Total: \$120.03
134 ZILISCH KENNETH 34 MOORE ST Route 1	2181940780 Water Rate Read Date Reading Type Current Bill 3/27/2024 1,379,200 EST Last Billed 9/20/2023 1,370,500 ACT	Usage 8,700	8,700 Water	\$86.11 Total: \$86.11
135 CULLEN JEFFREY J 8 SEMB DR Route 1	1285930963 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,287,050 ACT Last Billed 9/29/2023 1,274,400 ACT	Usage 12,650	12,650 Water	\$107.04 Total: \$107.04
136 MAILLOUX DONALD 6 SEMB DR Route 1	1323993898 Water Rate Read Date Reading Type Current Bill 3/26/2024 374,900 ACT Last Billed 9/29/2023 350,500 ACT	Usage 24,400	24,400 Water	\$169.32 Total: \$169.32
137 HEBERT DANIEL 4 NORTHFIELD RD Route 1	3258940135 Water Rate Read Date Reading Type Current Bill 3/26/2024 4,986,150 ACT Last Billed 9/29/2023 4,935,400 ACT	Usage 50,750	50,750 Water	\$308.98 Total: \$308.98
138 BARRY JOAN B 43 FOREST ST Route 1	0080274944 Water Rate Read Date Reading Type Current Bill 3/27/2024 474,426 EST Last Billed 9/29/2023 454,731 EST	Usage 19,695	19,695 Water	\$144.38 Total: \$144.38
139 GUIDABONI JOSEPH 3 NORTHFIELD RD Route 1	1119930215 Water Rate Read Date Reading Type Current Bill 3/27/2024 915,200 EST Last Billed 10/2/2023 893,000 ACT	Usage 22,200	22,200 Water	\$157.66 Total: \$157.66
140 MITZKOVITZ KENNETH E SR 7 NORTHFIELD RD Route 1	0078034378 Water Rate Read Date Reading Type Current Bill 3/26/2024 686,850 ACT Last Billed 10/2/2023 676,300 ACT	Usage 10,550	10,550 Water	\$95.92 Total: \$95.92
141 LITTLE ZACHARY 15 NORTHFIELD RD Route 1	4352950358 Water Rate Read Date Reading Type Current Bill 3/26/2024 699,000 ACT Last Billed 10/2/2023 684,600 ACT	Usage 14,400	14,400 Water	\$116.32 Total: \$116.32

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
142 MITZKOVITZ KENNETH E SR 18 NORTHFIELD RD Route 1	0073741027 Water Rate <u>Usage</u> 9,200 Read Date Reading Type Current Bill 3/26/2024 655,850 ACT Last Billed 10/2/2023 646,650 ACT	9,200	Water Total:	\$88.76 \$88.76
143 TOWN OF ERVING EES 1 28 NORTHFIELD RD Route 1			Water Total:	\$0.00 \$0.00
144 TOWN OF ERVING EES 2 28 NORTHFIELD RD Route 1	1352950099 Water Rate <u>Usage</u> 25,300 Read Date Reading Type Current Bill 3/26/2024 2,819,100 ACT Last Billed 9/27/2023 2,793,800 ACT	25,300	Water Total:	\$174.09 \$174.09
145 SILVA SHEILA 4 LILLIANS WY Route 1	3124950550 Water Rate <u>Usage</u> 16,150 Read Date Reading Type Current Bill 3/26/2024 1,140,300 ACT Last Billed 10/2/2023 1,124,150 ACT	16,150	Water Total:	\$125.60 \$125.60
146 PUTALA JOHN 33 LILLIANS WY Route 1	3352950471 Water Rate <u>Usage</u> 31,300 Read Date Reading Type Current Bill 3/26/2024 1,941,400 ACT Last Billed 10/2/2023 1,910,100 ACT	31,300	Water Total:	\$205.89 \$205.89
147 SAVAGE ELLIE 6 LILLIANS WY Route 1	0012712692 Water Rate <u>Usage</u> 19,740 Read Date Reading Type Current Bill 3/26/2024 26,850 ACT Last Billed 10/4/2023 7,110 ACT	19,740	Water Total:	\$144.62 \$144.62
148 ERIN TRAVIS 8 LILLIANS WY Route 1	1098930594 Water Rate <u>Usage</u> 3,750 Read Date Reading Type Current Bill 3/26/2024 1,278,050 ACT Current Bill 10/2/2023 127,430 SET 0012712692 Water Rate <u>Usage</u> 0 Read Date Reading Type Current Bill 10/2/2023 7,110 TRN Last Billed 10/2/2023 7,110 ACT	3,750 *	Water Total:	\$59.88 \$59.88
149 SIBILIA GARY 9 LILLIANS WY Route 1	4124950621 Water Rate <u>Usage</u> 15,050 Read Date Reading Type Current Bill 3/26/2024 526,900 ACT Last Billed 10/2/2023 511,850 ACT	15,050	Water Total:	\$119.76 \$119.76
150 BITZER ROBERT F 11 LILLIANS WY Route 1	3124950533 Water Rate <u>Usage</u> 17,350 Read Date Reading Type Current Bill 3/26/2024 1,051,350 ACT Last Billed 10/2/2023 1,034,000 ACT	17,350	Water Total:	\$131.96 \$131.96
151 HEATH RICHARD 5 NORTHFIELD ROAD Route 1	0083094323 Water Rate <u>Usage</u> 6,600 Read Date Reading Type Current Bill 3/26/2024 339,200 ACT Last Billed 10/2/2023 332,600 ACT	6,600	Water Total:	\$74.98 \$74.98

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
152 SPRING KATHERINE 13 LILLIANS WY Route 1	1323993939 Water Rate Usage 42,150 Read Date 3/26/2024 Reading Type ACT Current Bill 1,299,350 Last Billed 10/2/2023 1,257,200 ACT	42,150	Water Total: \$263.40	\$263.40 \$263.40
153 BATCHELDER TIMOTHY 15 LILLIANS WY Route 1	4125950266 Water Rate Usage 14,850 Read Date 3/26/2024 Reading Type ACT Current Bill 1,252,800 Last Billed 10/2/2023 1,237,950 ACT	14,850	Water Total: \$118.70	\$118.70 \$118.70
154 GALWAY BRENDA R 12 LILLIANS WY Route 1	2254920712 Water Rate Usage 9,200 Read Date 3/26/2024 Reading Type ACT Current Bill 1,262,300 Last Billed 10/2/2023 1,253,100 ACT	9,200	Water Total: \$88.76	\$88.76 \$88.76
155 CARPENTER JAMES 10 LILLIANS WY Route 1	2254920711 Water Rate Usage 24,350 Read Date 3/26/2024 Reading Type ACT Current Bill 1,755,550 Last Billed 10/2/2023 1,731,200 ACT	24,350	Water Total: \$169.06	\$169.06 \$169.06
156 ALLEN JR. ROBERT 14 LILLIANS WY Route 1	2144930021 Water Rate Usage 19,100 Read Date 3/26/2024 Reading Type ACT Current Bill 815,900 Last Billed 10/2/2023 796,800 ACT	19,100	Water Total: \$141.23	\$141.23 \$141.23
157 ADAMS VANESSA 16 LILLIANS WY Route 1	1144930003 Water Rate Usage 5,950 Read Date 3/26/2024 Reading Type ACT Current Bill 569,800 Last Billed 10/2/2023 563,850 ACT	5,950	Water Total: \$71.54	\$71.54 \$71.54
158 CAHILL THERESA 35 LILLIANS WAY Route 1	0046120554 Water Rate Usage 10,900 Read Date 3/26/2024 Reading Type ACT Current Bill 729,900 Last Billed 10/2/2023 719,000 ACT	10,900	Water Total: \$97.77	\$97.77 \$97.77
159 BOISSONNEAULT RICHARD 17 LILLIANS WY Route 1	2144930099 Water Rate Usage 10,050 Read Date 3/27/2024 Reading Type EST Current Bill 967,500 Last Billed 10/2/2023 957,450 ACT	10,050	Water Total: \$93.26	\$93.26 \$93.26
160 THAYER BARBARA 19 LILLIANS WY Route 1	2144930034 Water Rate Usage 10,450 Read Date 3/26/2024 Reading Type ACT Current Bill 865,900 Last Billed 10/2/2023 855,450 ACT	10,450	Water Total: \$95.38	\$95.38 \$95.38
161 SCHNEIDER KAREN LIFE ESTA 37 LILLIANS WAY Route 1	0046120555 Water Rate Usage 141,250 Read Date 3/26/2024 Reading Type ACT Current Bill 1,016,200 Last Billed 10/2/2023 874,950 ACT	141,250	Water Total: \$788.62	\$788.62 \$788.62
162 CETTO GENE 23 LILLIANS WAY Route 1	1098930566 Water Rate Usage 12,500 Read Date 3/27/2024 Reading Type EST Current Bill 818,500 Last Billed 9/27/2023 806,000 ACT	12,500	Water Total: \$106.25	\$106.25 \$106.25

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
163 TURNER ROBERT 21 LILLIANS WY Route 1	3124950542 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 19,400 Reading Type 828,600 ACT 809,200 ACT	19,400 Water Total:	\$142.82 \$142.82
164 ROBERGE MICHELLE 2 LILLIANS WY Route 1	4124950616 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 13,300 Reading Type 764,900 ACT 751,600 ACT	13,300 Water Total:	\$110.49 \$110.49
165 DIBARI JEANINE 41 FOREST ST Route 1	0012555199 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 15,530 Reading Type 20,700 ACT 5,170 ACT	15,530 Water Total:	\$122.31 \$122.31
166 KOSLOSKI MARK AND SHAINA 39 FOREST ST Route 1	1323993952 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/29/2023	Usage 7,350 Reading Type 432,650 ACT 425,300 ACT	7,350 Water Total:	\$78.96 \$78.96
167 HERZIG-DOHERTY KARLA 35 FOREST ST Route 1	4061960022 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/29/2023	Usage 15,750 Reading Type 1,032,850 ACT 1,017,100 ACT	15,750 Water Total:	\$123.48 \$123.48
168 MCLAUGHLIN CATHERINE 32 FOREST ST Route 1	2182940135 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/27/2023	Usage 13,050 Reading Type 654,900 ACT 641,850 ACT	13,050 Water Total:	\$109.16 \$109.16
169 LESLIE MARJOIRE 33 FOREST ST Route 1	7100127219 Water Rate Read Date Current Bill 3/27/2024 Last Billed 10/2/2023	Usage 9,332 Reading Type 88,332 EST 79,000 EST	9,332 Water Total:	\$89.46 \$89.46
170 BREOR RICHARD 29 FOREST ST Route 1	1181940386 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/29/2023	Usage 17,400 Reading Type 1,551,950 ACT 1,534,550 ACT	17,400 Water Total:	\$132.22 \$132.22
171 BURT BENJAMIN 27 FOREST ST Route 1	2285930853 Water Rate Read Date Current Bill 3/27/2024 Last Billed 9/27/2023	Usage 35,500 Reading Type 1,971,000 EST 1,935,500 ACT	35,500 Water Total:	\$228.15 \$228.15
172 SILVA THOMAS 30 FOREST ST Route 1	87474124 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/29/2023	Usage 10,250 Reading Type 405,850 ACT 395,600 ACT	10,250 Water Total:	\$94.32 \$94.32
173 MCCRORY GLENN 28 FOREST ST Route 1	9911007098 Water Rate Read Date Current Bill 3/26/2024	Usage 18,680 Reading Type 298,980 ACT	18,680 Water Total:	\$139.00 \$139.00

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
	Last Billed 9/22/2023 280,300 ACT			
174 ERVING EQUIPMENT 38 FRENCH KING HW Route 1	7103122026 Water Rate Read Date Reading Type Current Bill 3/26/2024 21,900 ACT Last Billed 9/21/2023 17,750 ACT	Usage 4,150	4,150 Water	\$62.00 Total: \$62.00
175 WONSEY DENNIS E 18 FOREST ST Route 1	0093945890 Water Rate Read Date Reading Type Current Bill 3/26/2024 552,250 ACT Last Billed 9/21/2023 521,350 ACT	Usage 30,900	30,900 Water	\$203.77 Total: \$203.77
176 STACEY MATTHEW 16 FOREST ST Route 1	0042324251 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,160,300 ACT Last Billed 9/21/2023 1,146,800 ACT	Usage 13,500	13,500 Water	\$111.55 Total: \$111.55
177 CASEY JOHN A 23 FOREST ST Route 1			Water	\$0.00 Total: \$0.00
178 ADAN JUVENTINO J 21 FOREST ST Route 1	1352950102 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,203,000 ACT Last Billed 9/29/2023 1,169,950 ACT	Usage 33,050	33,050 Water	\$215.16 Total: \$215.16
179 LACLAIRE MITCHELL 19 FOREST ST Route 1	3352950464 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,643,940 ACT Last Billed 9/28/2023 1,620,000 ACT	Usage 23,940	23,940 Water	\$166.88 Total: \$166.88
180 PETROWICZ TINA 17 FOREST ST Route 1	2070930136 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,465,900 ACT Last Billed 9/29/2023 1,430,700 ACT	Usage 35,200	35,200 Water	\$226.56 Total: \$226.56
181 MITCHELL KELLY 14 FOREST ST Route 1	2181940432 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,282,650 ACT Last Billed 9/21/2023 1,275,800 ACT	Usage 6,850	6,850 Water	\$76.30 Total: \$76.30
182 GALVEZ-OVALLE SELVIN 12 FOREST ST Route 1	1327991294 Water Rate Read Date Reading Type Current Bill 3/26/2024 715,000 ACT Last Billed 9/21/2023 674,550 ACT	Usage 40,450	40,450 Water	\$254.38 Total: \$254.38
183 BEIGHLEY SANDRA 7 FOREST ST Route 1	1064991828 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,086,650 ACT Last Billed 9/21/2023 1,061,300 ACT	Usage 25,350	25,350 Water	\$174.36 Total: \$174.36

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
184 DAVIS PROPERTY MGMT INC 6 FOREST ST Route 1	3352950456 Water Rate Usage 42,600 Read Date Reading Type Current Bill 3/26/2024 2,335,700 ACT Last Billed 9/21/2023 2,293,100 ACT	42,600	Water Total:	\$265.78 \$265.78
185 CURTISS PAUL 5 FOREST ST Route 1	4125950282 Water Rate Usage 37,050 Read Date Reading Type Current Bill 3/26/2024 2,610,600 ACT Last Billed 9/21/2023 2,573,550 ACT	37,050	Water Total:	\$236.36 \$236.36
186 TRACESKI DONALD G 4 FOREST ST Route 1	1064991808 Water Rate Usage 0 Read Date Reading Type Current Bill 3/26/2024 675,050 ACT Last Billed 9/21/2023 675,050 ACT	0	Water Total:	\$40.00 \$40.00
187 TRACESKI DONALD G 4 FOREST ST Route 1	1181940380 Water Rate Usage 10,750 Read Date Reading Type Current Bill 3/27/2024 1,192,500 EST Last Billed 9/21/2023 1,181,750 ACT	10,750	Water Total:	\$96.98 \$96.98
188 PORTER BLAKE 2 FOREST ST Route 1	93945889 Water Rate Usage 18,250 Read Date Reading Type Current Bill 3/26/2024 202,650 ACT Last Billed 9/21/2023 184,400 ACT	18,250	Water Total:	\$136.72 \$136.72
190 CAMPBELL SARA E 16 PROSPECT ST Route 1	0087474126 Water Rate Usage 25,850 Read Date Reading Type Current Bill 3/26/2024 475,700 ACT Last Billed 9/21/2023 449,850 ACT	25,850	Water Total:	\$177.00 \$177.00
191 PACLED PROPERTIES LLC 18 PROSPECT ST Route 1	2181940786 Water Rate Usage 41,850 Read Date Reading Type Current Bill 3/27/2024 1,665,850 EST Last Billed 9/21/2023 1,624,000 ACT	41,850	Water Total:	\$261.80 \$261.80
192 BREOR MELANIE 22 PROSPECT ST Route 1	1182940079 Water Rate Usage 19,850 Read Date Reading Type Current Bill 3/27/2024 1,519,300 EST Last Billed 9/21/2023 1,499,450 ACT	19,850	Water Total:	\$145.20 \$145.20
193 KLEPALDO JEREMY 24 PROSPECT ST Route 1	1316992667 Water Rate Usage 25,350 Read Date Reading Type Current Bill 3/26/2024 1,055,050 ACT Last Billed 9/21/2023 1,029,700 ACT	25,350	Water Total:	\$174.36 \$174.36
194 KLEPADLO JEFFREY 26 PROSPECT ST Route 1	3352950463 Water Rate Usage 21,100 Read Date Reading Type Current Bill 3/26/2024 2,001,800 ACT Last Billed 9/21/2023 1,980,700 ACT	21,100	Water Total:	\$151.83 \$151.83
195 KLEPADLO STANLEY JR 28 PROSPECT ST Route 1	2181940438 Water Rate Usage 13,550 Read Date Reading Type Current Bill 3/26/2024 1,216,050 ACT Last Billed 9/21/2023 1,202,500 ACT	13,550	Water Total:	\$111.82 \$111.82

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
196 FELTON VALERIE 30 PROSPECT ST Route 1	1064992291 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 4,450 Reading Type 511,200 ACT 506,750 ACT	4,450 Water Total:	\$63.58 \$63.58
197 LUIPPOLD III MARTIN C 32 PROSPECT ST Route 1	1181940439 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 20,400 Reading Type 1,992,450 ACT 1,972,050 ACT	20,400 Water Total:	\$148.12 \$148.12
198 NICHOLAS SCOTT 34 PROSPECT ST Route 1	1323993938 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 32,000 Reading Type 1,090,300 ACT 1,058,300 ACT	32,000 Water Total:	\$209.60 \$209.60
199 DRISCOLL JULIA M 38 PROSPECT ST Route 1	4352950344 Water Rate Read Date Current Bill 3/27/2024 Last Billed 9/21/2023	Usage 2,300 Reading Type 272,000 ACT 269,700 ACT	2,300 Water Total:	\$52.19 \$52.19
200 KOLODZIEJ THERESA K 40 PROSPECT ST Route 1	4124950623 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 24,400 Reading Type 1,976,900 ACT 1,952,500 ACT	24,400 Water Total:	\$169.32 \$169.32
201 KOLODZIEJ THERESA K 42 PROSPECT ST Route 1	1124950533 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 54,400 Reading Type 2,274,400 ACT 2,220,000 ACT	54,400 Water Total:	\$328.32 \$328.32
202 MANKOWSKY DENISE 48 PROSPECT ST Route 1	1181940474 Water Rate Read Date Current Bill 3/27/2024 Last Billed 9/21/2023	Usage 21,050 Reading Type 2,070,200 EST 2,049,150 ACT	21,050 Water Total:	\$151.56 \$151.56
203 LETOURNEAU DOUGLAS 30 CENTRAL ST Route 1	3124950557 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 29,900 Reading Type 778,300 ACT 748,400 ACT	29,900 Water Total:	\$198.47 \$198.47
204 RAINBOW REALTY INC 29 CENTRAL ST Route 1	1285930408 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 17,250 Reading Type 1,099,750 ACT 1,082,500 ACT	17,250 Water Total:	\$131.42 \$131.42
205 CROTEAU KENNETH H 28 CENTRAL ST Route 1	7103122225 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 12,950 Reading Type 178,850 ACT 165,900 ACT	12,950 Water Total:	\$108.64 \$108.64
206 MCANDREWS JOHN J 24 CENTRAL ST Route 1	3061960171 Water Rate Read Date Current Bill 3/26/2024	Usage 13,400 Reading Type 1,586,650 ACT	13,400 Water Total:	\$111.02 \$111.02

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
	Last Billed 9/21/2023 1,573,250 ACT			
207 MCANDREWS JEFFREY 22 CENTRAL ST Route 1	4061960161 Water Rate Usage 20,200 Read Date Reading Type Current Bill 3/26/2024 1,286,600 ACT Last Billed 9/21/2023 1,266,400 ACT	20,200	Water Total:	\$147.06 \$147.06
208 PAQUETTE SANDRA 20 CENTRAL ST Route 1	0036713261 Water Rate Usage 7,600 Read Date Reading Type Current Bill 3/26/2024 30,850 ACT Last Billed 9/21/2023 23,250 ACT	7,600	Water Total:	\$80.28 \$80.28
209 RADCLIFF PHYLLIS 18 CENTRAL ST Route 1	2124950613 Water Rate Usage 15,150 Read Date Reading Type Current Bill 3/26/2024 1,395,100 ACT Last Billed 9/21/2023 1,379,950 ACT	15,150	Water Total:	\$120.30 \$120.30
210 RADZUIK CHRISTOPHER 16 CENTRAL ST Route 1	1323993913 Water Rate Usage 20,200 Read Date Reading Type Current Bill 3/26/2024 1,608,950 ACT Last Billed 9/21/2023 1,588,750 ACT	20,200	Water Total:	\$147.06 \$147.06
211 KLEPADLO JEFFREY M 8 CENTRAL ST Route 1	4124950614 Water Rate Usage 18,650 Read Date Reading Type Current Bill 3/26/2024 1,354,150 ACT Last Billed 9/21/2023 1,335,500 ACT	18,650	Water Total:	\$138.84 \$138.84
212 FRITZ SCOTT A 6 CENTRAL ST Route 1	0036713248 Water Rate Usage 18,950 Read Date Reading Type Current Bill 3/26/2024 30,450 ACT Last Billed 10/2/2023 11,500 ACT	18,950	Water Total:	\$140.44 \$140.44
213 SILVA BRENDA L 4 CENTRAL ST Route 1	7103122273 Water Rate Usage 20,100 Read Date Reading Type Current Bill 3/26/2024 266,500 ACT Last Billed 9/21/2023 246,400 ACT	20,100	Water Total:	\$146.53 \$146.53
214 BUGBEE LANCE 2 CENTRAL ST Route 1	2181940472 Water Rate Usage 19,700 Read Date Reading Type Current Bill 3/26/2024 1,082,200 ACT Last Billed 9/21/2023 1,062,500 ACT	19,700	Water Total:	\$144.41 \$144.41
215 WILLS JAIME 9 CENTRAL ST Route 1	4352950332 Water Rate Usage 20,000 Read Date Reading Type Current Bill 3/26/2024 687,800 ACT Last Billed 9/21/2023 667,800 ACT	20,000	Water Total:	\$146.00 \$146.00
216 MARYNOK MICHAEL 1 PLEASANT ST Route 1	1327991504 Water Rate Usage 3,550 Read Date Reading Type Current Bill 3/26/2024 283,750 ACT Last Billed 9/21/2023 280,200 ACT	3,550	Water Total:	\$58.82 \$58.82

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
217 DIAZ CHELSEA 17 CENTRAL ST Route 1	2144930004 Water Rate Usage Read Date Reading Type Current Bill Last Billed	14,400 14,400 3/26/2024 710,550 ACT 9/21/2023 696,150 ACT	Water Total:	\$116.32 \$116.32
218 LABELLE DAVID A 6 PLEASANT ST Route 1	4124950632 Water Rate Usage Read Date Reading Type Current Bill Last Billed	4,550 4,550 3/26/2024 1,271,250 ACT 9/21/2023 1,266,700 ACT	Water Total:	\$64.12 \$64.12
219 BASSETT JOSEPH 5 PLEASANT ST Route 1	4276940297 Water Rate Usage Read Date Reading Type Current Bill Last Billed	6,650 6,650 3/26/2024 781,200 ACT 9/21/2023 774,550 ACT	Water Total:	\$75.24 \$75.24
220 HALVORSEN KATHY 8 PLEASANT ST Route 1	3276940275 Water Rate Usage Read Date Reading Type Current Bill Last Billed	14,250 14,250 3/26/2024 1,086,350 ACT 9/21/2023 1,072,100 ACT	Water Total:	\$115.52 \$115.52
221 CASSIDY HEATHER 7 PLEASANT ST Route 1	1064990939 Water Rate Usage Read Date Reading Type Current Bill Last Billed	13,200 13,200 3/26/2024 1,022,700 ACT 9/21/2023 1,009,500 ACT	Water Total:	\$109.96 \$109.96
222 FISHER MICHELLE L 10 PLEASANT ST Route 1	67057366 Water Rate Usage Read Date Reading Type Current Bill Last Billed	14,600 14,600 3/26/2024 436,600 ACT 9/21/2023 422,000 ACT	Water Total:	\$117.38 \$117.38
223 BACON PAUL E 9 PLEASANT ST Route 1	7107121351 Water Rate Usage Read Date Reading Type Current Bill Last Billed	123,325 123,325 3/26/2024 472,300 ACT 10/2/2023 348,975 EST	Water Total:	\$693.62 \$693.62
224 REED ERIC 13 PLEASANT ST Route 1	2276940391 Water Rate Usage Read Date Reading Type Current Bill Last Billed	39,650 39,650 3/26/2024 1,666,600 ACT 9/21/2023 1,626,950 ACT	Water Total:	\$250.14 \$250.14
225 LAPINSKI EDWARD F 15 PLEASANT ST Route 1	7103121968 Water Rate Usage Read Date Reading Type Current Bill Last Billed	26,100 26,100 3/26/2024 194,300 ACT 10/2/2023 168,200 EST	Water Total:	\$178.33 \$178.33
226 HARRINGTON PHILIP L 17 PLEASANT ST Route 1	1124950617 Water Rate Usage Read Date Reading Type Current Bill Last Billed	14,550 14,550 3/26/2024 1,389,900 ACT 9/21/2023 1,375,350 ACT	Water Total:	\$117.12 \$117.12
228 MASON-HILLMAN VEDA 21 PLEASANT ST Route 1	1327991474 Water Rate Usage Read Date Reading Type Current Bill Last Billed	13,300 13,300 3/26/2024 1,282,400 ACT 9/21/2023 1,269,100 ACT	Water Total:	\$110.49 \$110.49

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
229 BEZIO ROBERT 25 PLEASANT ST Route 1	1064991809 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 19,350 Reading Type 1,768,350 ACT 1,749,000 ACT	19,350 Water Total:	\$142.56 \$142.56
230 MILLERS FALLS REALTY 17 MOORE STREET Route 1	0049380056 Water Rate Read Date Current Bill 3/27/2024 Last Billed 9/21/2023	Usage 1,390 Reading Type 61,870 ACT 60,480 ACT	1,390 Water Total:	\$47.37 \$47.37
231 JOHNSON RAYMOND 11 PARK ST Route 1	1064991816 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 10,250 Reading Type 653,700 ACT 643,450 ACT	10,250 Water Total:	\$94.32 \$94.32
232 FLAGG DONNA 8 PARK ST Route 1	1064991824 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 12,400 Reading Type 515,700 ACT 503,300 ACT	12,400 Water Total:	\$105.72 \$105.72
233 BABINEAU SHAWN P. 9 PARK ST Route 1	1352950089 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 26,500 Reading Type 2,155,400 ACT 2,128,900 ACT	26,500 Water Total:	\$180.45 \$180.45
234 CHAGNON DAVID 7 PARK ST Route 1	1064991812 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 25,550 Reading Type 1,301,900 ACT 1,276,350 ACT	25,550 Water Total:	\$175.42 \$175.42
235 CHAGNON DAVID L 5 PARK ST Route 1	0012555200 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 14,060 Reading Type 35,650 ACT 21,590 ACT	14,060 Water Total:	\$114.52 \$114.52
236 CHASE PATRICK 8 UNION ST Route 1	1321992622 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 20,900 Reading Type 1,030,500 ACT 1,009,600 ACT	20,900 Water Total:	\$150.77 \$150.77
237 GOLEMESKI JEREMY 3 PARK ST Route 1	1285930950 Water Rate Read Date Current Bill 3/27/2024 Last Billed 9/21/2023	Usage 12,190 Reading Type 1,935,500 EST 1,923,310 ACT	12,190 Water Total:	\$104.61 \$104.61
238 SADLER CHRISTOPHER 19 CENTRAL ST Route 1	4352950542 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/21/2023	Usage 26,100 Reading Type 935,200 ACT 909,100 ACT	26,100 Water Total:	\$178.33 \$178.33
239 EARNEST PHILLIP FAMILY TRU 4 REYNOLDS ST Route 1	1181940416 Water Rate Read Date Current Bill 3/25/2024	Usage 23,050 Reading Type 1,317,900 ACT	23,050 Water Total:	\$162.16 \$162.16

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
	Last Billed 9/21/2023 1,294,850 ACT			
240 MANZI ANTHONY 20 FRENCH KING HWY Route 1	93945893 Water Rate Read Date Reading Type Current Bill 3/26/2024 92,000 ACT Last Billed 9/26/2023 72,100 ACT	Usage 19,900	19,900 Water	\$145.47 Total: \$145.47
241 DYER CASEY 21 FRENCH KING HWY Route 1	1181940437 Water Rate Read Date Reading Type Current Bill 3/27/2024 856,500 ES1 Last Billed 9/29/2023 823,350 ACT	Usage 33,150	33,150 Water	\$215.70 Total: \$215.70
242 BUTLER BRUCE 29 FRENCH KING HWY Route 1	4124950619 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,042,450 ACT Last Billed 9/29/2023 1,036,800 ACT	Usage 5,650	5,650 Water	\$69.94 Total: \$69.94
243 SEMB ERIK 50 FRENCH KING HWY Route 1	1327991515 Water Rate Read Date Reading Type Current Bill 3/26/2024 770,350 ACT Last Billed 9/29/2023 741,050 ACT	Usage 29,300	29,300 Water	\$195.29 Total: \$195.29
244 RAU SCOTT 52 FRENCH KING HWY Route 1	1276940739 Water Rate Read Date Reading Type Current Bill 3/26/2024 2,077,300 ACT Last Billed 9/29/2023 2,057,950 ACT	Usage 19,350	19,350 Water	\$142.56 Total: \$142.56
245 SEMB RALPH W 55 FRENCH KING HWY Route 1	9951005099 Water Rate Read Date Reading Type Current Bill 3/27/2024 1,952,950 ACT Last Billed 9/26/2023 1,847,480 ACT	Usage 105,470	105,470 Water	\$598.99 Total: \$598.99
246 POSTMASTER 54 FRENCH KING HWY Route 1	0042324249 Water Rate Read Date Reading Type Current Bill 3/26/2024 139,800 ACT Last Billed 9/29/2023 137,400 ACT	Usage 2,400	2,400 Water	\$52.72 Total: \$52.72
247 BETTERS GARY J 68 FRENCH KING HWY Route 1	4124950638 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,594,600 ACT Last Billed 9/29/2023 1,578,350 ACT	Usage 16,250	16,250 Water	\$126.12 Total: \$126.12
248 BAKER DOUGLASS R 25 NORTHFIELD ROAD Route 1	2182940148 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,075,300 ACT Last Billed 10/2/2023 1,069,850 ACT	Usage 5,450	5,450 Water	\$68.88 Total: \$68.88
249 ADAMS STEPHEN 25 FRENCH KING HIGHWAY Route 1	1323994010 Water Rate Read Date Reading Type Current Bill 3/26/2024 1,519,550 ACT Last Billed 9/29/2023 1,485,900 ACT	Usage 33,650	33,650 Water	\$218.34 Total: \$218.34

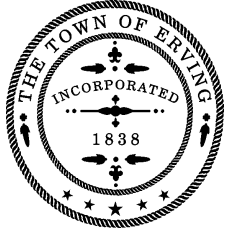
Account Information	Meter Reads And Usage	Usage	Receivable	Amount
250 MADDERN JAMES 6 RIVER ROAD Route 1	3124950547 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 11,250 Reading Type 756,600 ACT 745,350 ACT	11,250 Water Total:	\$99.62 \$99.62
252 WILLS MICHAEL 29 NORTHFIELD RD Route 1	0042324250 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 41,600 Reading Type 1,820,450 ACT 1,778,850 ACT	41,600 Water Total:	\$260.48 \$260.48
253 TOWN OF ERVING EES 3 28 NORTHFIELD RD Route 1	2286970233 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/27/2023	Usage 0 Reading Type 92,900 ACT 92,900 ACT	0 Water Total:	\$40.00 \$40.00
254 TOWN OF ERVING EES 4 28 NORTHFIELD RD Route 1	3352950256 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/27/2023	Usage 92,250 Reading Type 3,007,450 ACT 2,915,200 ACT	92,250 Water Total:	\$528.92 \$528.92
255 RENOVATORS SUPPLY INC 17 RIVER ST Route 1	2286970232 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/20/2023	Usage 100 Reading Type 11,200 ACT 11,100 ACT	100 Water Total:	\$40.53 \$40.53
256 GRIFFITHS DANIEL 27 FRENCH KING HW Route 1	6317950233 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/29/2023	Usage 0 Reading Type 6,200 ACT 6,200 ACT	0 Water Total:	\$40.00 \$40.00
257 TOWN OF ERVING FIRE STATIC 18 MOORE ST Route 1	3352950460 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 6,800 Reading Type 143,250 ACT 136,450 ACT	6,800 Water Total:	\$76.04 \$76.04
258 NOVAK CYNTHIA 18 LILLIANS WAY Route 1	0046120559 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 7,800 Reading Type 1,244,300 ACT 1,236,500 ACT	7,800 Water Total:	\$81.34 \$81.34
259 GALVIS JACQUELINE M 20 LILLIANS WY Route 1	0046120560 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 11,450 Reading Type 643,450 ACT 632,000 ACT	11,450 Water Total:	\$100.68 \$100.68
260 GALBRAITH JEAN 22 LILLIANS WY Route 1	3317950088 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 34,800 Reading Type 873,500 ACT 838,700 ACT	34,800 Water Total:	\$224.44 \$224.44
261 GIRARD DONNA 24 LILLIANS WY Route 1	0036713257 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 11,500 Reading Type 84,500 ACT 73,000 ACT	11,500 Water Total:	\$100.95 \$100.95

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
262 ARSENAULT AMANDA 26 LILLIANS WY Route 1	4352950342 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 24,750 Reading Type 1,175,600 ACT 1,150,850 ACT	24,750 Water Total:	\$171.18 \$171.18
263 CURTISS PAUL 28 LILLIANS WAY Route 1	1327991505 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 13,900 Reading Type 1,741,500 ACT 1,727,600 ACT	13,900 Water Total:	\$113.67 \$113.67
264 CARROLL ELIZABETH L 25 LILLIANS WY Route 1	4352950349 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 21,230 Reading Type 1,175,400 ACT 1,154,170 ACT	21,230 Water Total:	\$152.52 \$152.52
266 HENRY ELIZABETH LIFE ESTAT 39 LILLIANS WAY Route 1	1323993926 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 6,900 Reading Type 456,500 ACT 449,600 ACT	6,900 Water Total:	\$76.57 \$76.57
267 HOLLOWAY DENISE 41 LILLIANS WAY Route 1	0046120563 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 5,772 Reading Type 708,800 ACT 703,028 EST	5,772 Water Total:	\$70.59 \$70.59
268 TOWN OF ERVING 71 FRENCH KING HIGHWAY Route 1	0046127873 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/20/2023	Usage 6,300 Reading Type 403,600 ACT 397,300 ACT	6,300 Water Total:	\$73.39 \$73.39
269 DEARBORN JEREMY 22 NORTHFIELD ROAD Route 1	0074379026 Water Rate Read Date Current Bill 3/26/2024 Last Billed 10/2/2023	Usage 26,350 Reading Type 1,070,650 ACT 1,044,300 ACT	26,350 Water Total:	\$179.66 \$179.66
270 BETTERS RYAN 35 MOORE ST Route 1	0074379021 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/20/2023	Usage 26,500 Reading Type 1,225,400 ACT 1,198,900 ACT	26,500 Water Total:	\$180.45 \$180.45
271 KOCJAN AUBREY AND PIERCE 4 SEMB DR Route 1	3352950465 Water Rate Read Date Current Bill 3/26/2024 Last Billed 9/29/2023	Usage 19,850 Reading Type 914,550 ACT 894,700 ACT	19,850 Water Total:	\$145.20 \$145.20
272 PAULIN JAMES 8 MOORE STREET Route 1	0049380057 Water Rate Read Date Current Bill 3/25/2024 Last Billed 9/21/2023	Usage 12,050 Reading Type 541,350 ACT 529,300 ACT	12,050 Water Total:	\$103.86 \$103.86
274 MCCARTHY JOSH 12 PLEASANT STREET Route 1	78034383 Water Rate Read Date Current Bill 3/27/2024	Usage 32,561 Reading Type 888,974 EST	32,561 Water Total:	\$212.57 \$212.57

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
	Last Billed 9/21/2023 856,413 EST			
275 TOWN OF ERVING 2 CARE DRIVE Route 1	61114952 Water Rate Read Date Reading Type Current Bill 3/26/2024 146,043 ACT Last Billed 9/26/2023 135,701 ACT	Usage 10,342	10,342 Water	\$94.81 Total: \$94.81
276 TOWN OF ERVING CARE DRIVE1 Route 1	1323993955 Water Rate Read Date Reading Type Current Bill 3/26/2024 89,950 ACT Last Billed 10/2/2023 83,650 ACT	Usage 6,300	6,300 Water	\$73.39 Total: \$73.39
278 SEMB RALPH 63 FRENCH KING HIGHWAY Route 1	7326105787 Water Rate Read Date Reading Type Current Bill 3/28/2024 17,292,700 ACT Last Billed 9/21/2023 16,461,000 ACT	Usage 831,700	831,700 Water	\$4,448.01 Total: \$4,448.01
279 COMMONWEALTH OF MASS 89 FRENCH KING HIGHWAY Route 1	61298189 Water Rate Read Date Reading Type Current Bill 3/27/2024 25,801 ACT Current Bill 11/1/2023 0 SET 9911003098 Water Rate Read Date Reading Type Current Bill 11/1/2023 104,630 TRN Last Billed 9/21/2023 102,960 ACT	Usage 25,801	27,471 Water	\$185.60 Total: \$185.60
280 WILCOX EDWARD 50 RIVER ROAD Route 1	67057362 Water Rate Read Date Reading Type Current Bill 3/25/2024 495,700 ACT Last Billed 10/11/2023 478,350 ACT	Usage 17,350	17,350 Water	\$131.96 Total: \$131.96
282 WINN ROBERT 26 CENTRALSTREET Route 1	93945888 Water Rate Read Date Reading Type Current Bill 3/26/2024 246,800 ACT Last Billed 9/21/2023 227,700 ACT	Usage 19,100	19,100 Water	\$141.23 Total: \$141.23
283 ESCOTT ALMA 3 CENTRALST Route 1	0036713253 Water Rate Read Date Reading Type Current Bill 3/26/2024 34,600 ACT Last Billed 2/14/2024 27,250 FIN	Usage 7,350	7,350 Water	\$78.96 Total: \$78.96
284 WHEELER COREY 24 FRENCH KING HIGHWAY Route 1	0036713254 Water Rate Read Date Reading Type Current Bill 3/26/2024 57,200 ACT Last Billed 9/27/2023 43,840 ACT	Usage 13,360	13,360 Water	\$110.81 Total: \$110.81

Report Totals

274 Account(s)	Receivable Name	Total
	Water	\$44,936.16
	Receivable Totals:	\$44,936.16



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

March 29, 2024

To: Select Board

From: Bryan Smith, Town Administrator

CC: Peter Sanders, Water & Wastewater Superintendent

RE: Waste Service Inventory Project Notice to Customers

The Water Department has been working with Tighe & Bond and MassDEP on an inventory of the water service system, with the specific goal of identifying any potential lead sources. Tighe & Bond and the Water Department are ready for the outreach phase of this project that includes connecting with water customers to conduct basement inspections in the month of May. The inspections are voluntary and include:

- taking a photo of the water service line where it enters the building,
- conducting a scratch and magnet test of the pipe
- documenting pipe diameter and material

Attached, please find a copy of a postcard that will be mailed to all water customers in the month of April.

Additionally, information about the project has been posted to the Town website:

<https://www.erving-ma.gov/water-department/pages/water-service-line-inventory-project>

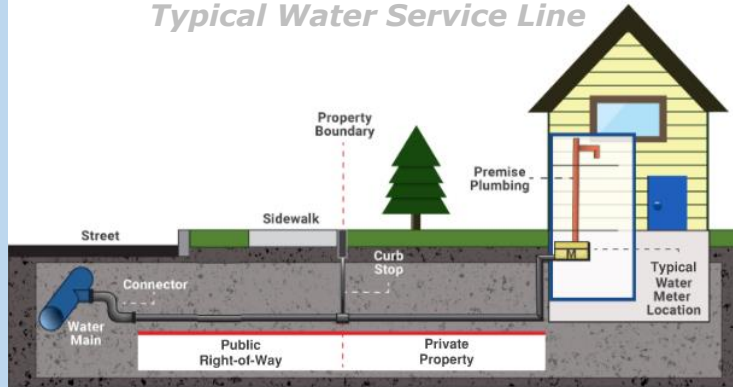
Ex 1. Service Line Entering Through Basement Floor



Erving's Water Department is required to perform an inventory of the pipe material for ALL water service lines connected to the public water system.

If you received this postcard, we need your help!

Typical Water Service Line



IMPORTANT

The Erving Water Department would like to hear from you

Please scan the QR Code to complete the water service line survey. You can to either provide your own information or request **FREE** inspection.

If you need assistance scheduling, please leave a message with Tighe & Bond* at (413) XXX-XXXX.

*The Water Department has hired Tighe & Bond as the engineering firm to facilitate this project.



SCAN ME

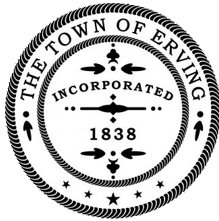
Ex 2. Service Line Entering Through Wall



Inspections will be scheduled for May. Inspectors will:

- Take a photo of your service line where it enters your building
- Conduct a scratch test, magnet test, and note the color of the pipe
- Measure the pipe diameter
- Document the material and size of your service line

For more information on our water service inventory, visit <https://www.erving-ma.gov/water-department>



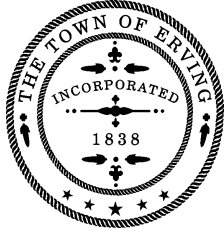
Erving Water Department

*16 Public Works Boulevard
Erving, MA 01344*

**TURN THIS CARD
OVER TO SEE HOW
WE CAN HELP!**

The Water Department is taking inventory of the pipe material for all water service lines connected to the public water system.

IT'S FREE!



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

March 29, 2024

To: Select Board
Finance Committee
Capital Planning Committee
From: Bryan Smith, Town Administrator
CC: Peter Sanders, Water & Wastewater Superintendent

RE: Wastewater Asset Management Plan Project Final Report

Attached, please find the report prepared by Tighe & Bond for the Wastewater Asset Management Plan project that was required by the Massachusetts Department of Environmental Protection (MassDEP). We are actively closing out this partially grant funded project and submitting the final submission to MassDEP.

This report inventoried all assets throughout the Wastewater Department system. This includes:

- Wastewater Treatment Plant #1 (POTW1)- Ervingside
- Wastewater Treatment Plant #2 (POTW2)- Erving Center
- Wastewater Treatment Plant #3 (POTW3)- Farley
- All pump stations.
- The collection systems in all three villages

The assets are being incorporated into the Town's asset management system and preventative maintenance schedules are being programmed.

The report provides general guidance on the focal points for capital improvements in the coming years. Pete and I would like to schedule time to work with the Capital Planning Committee and the Select Board to incorporate the assets and the capital improvement recommendations into the Town's multi-year capital planning process.



Erving, MA

TOWN OF ERVING WASTEWATER ASSET MANAGEMENT PLAN

Town of Erving

March 2024

Tighe & Bond

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Section 1

Introduction

1.1 Project Background

In February 2022, the Massachusetts Clean Water Trust (CWT) and the Massachusetts Department of Environmental Protection (MassDEP) notified Tighe & Bond and the Town of Erving (Town) that they qualified for an Asset Management Planning (AMP) Grant for the Town's wastewater system on the 2022 Clean Water State Revolving Fund's (CWSRF) Draft Intended Use Plan (IUP). On May 9, 2022, MassDEP published the Final IUP that included the Erving Wastewater AMP. The total approved project cost is \$142,500 with a 60% reimbursement grant (\$85,500), 23.4% cash match (\$33,400), and 16.6% in-kind-services match (\$23,600).

Historically, the Town has taken proactive steps to maintain its three sewer systems that service the Erving, Farley, and Erving Center areas, but occasionally needs to perform emergency work if wastewater assets fail. The Town expressed interest in developing a comprehensive AMP to proactively maintain and expand their risk and resiliency efforts of the Sewer Systems.

This AMP will provide the Town with an understanding of the conditions and vulnerabilities of the Sewer Systems horizontal and vertical infrastructure. It will also help establish a proactive maintenance, repair, and replacement program that can drive future capital improvement projects and assist in future budgeting efforts.

The Town's goals for the proposed Asset Management Plan are as follows:

- Identify and document horizontal (collection system manholes and pipes) and vertical (pump stations and wastewater treatment plants) assets throughout the Sewer Systems to develop a comprehensive asset inventory.
- Document institutional knowledge from Town staff on the Sewer Systems to prevent information gaps post upcoming staff retirements.
- Expand existing GIS data to include all horizontal and vertical assets so Town staff can utilize GIS programs on smart devices to manage assets, record asset conditions, and generate work orders anywhere.
- Perform condition and risk assessments of the Sewer Systems assets based on institutional knowledge, field conditions, and inspection data.
- Create an updatable, risk-based, and data-driven AMP to guide capital improvement planning necessary to maintain an adequate level of service.
- Quantify maintenance and rehabilitation costs to fund future capital needs.

Tighe & Bond worked with the Town to evaluate the Sewer Systems to develop this risk-based AMP. Vertical assets included in the AMP are located at the Town's three (3) wastewater treatment facilities (POTW #1, POTW #2, and POTW #3) five (5) collection system sewer pump stations, and four (4) individual service pump stations. Horizontal assets included in the AMP are the Town's sewer pipes and manholes. The Town already has a useable Geographic Information System (GIS) platform to look up and identify their

wastewater assets from a previous Water Utility Resilience Program; the program documented a limited number of sewer collection system infrastructure but not the condition of the Sewer Systems.

1.2 Previous Studies

Prior reports and documents pertaining to the Sewer Systems in the Town were reviewed and evaluated during the preparation of this AMP. These reports and documents are referenced throughout this plan. The documents reviewed include the Erving POTW#2 Improvements report (2009), the Evaluation of Wastewater Treatment and Dewatering Options for ERSECO Inc. (2012), Infiltration & Inflow Study (2018), and the Sewer System Evaluation Survey Report (2022).

1.2.1 POTW#2 Improvements (2009)

In 2009, Tighe & Bond prepared a report examining existing facilities, evaluating current flows and loadings and developed a plan for modifying and operating the plant should ERSECO discontinue operation. Several scenarios were considered and conceptual opinions of probable costs were developed.

1.2.2 Evaluation of Wastewater Treatment and Dewatering Options for ERSECO Inc. (2012)

In 2012, Tighe & Bond prepared a report evaluating the existing wastewater treatment processes at POTW #2, characterizing existing wastewater flows and loads, and proposing conceptual improvements to the facility. The proposed conceptual design included separating paper mill production waste from domestic wastewater, commercial wastewater, and septage influent waste streams to produce a marketable paper sludge product devoid of domestic constituents. Proposed improvements to the dewatering system included installation of a gravity thickener, a new high-solids dewatering system, and odor control system. Though these improvements have not been implemented, this evaluation report provides a characterization of POTW #2 inflows that are referenced throughout this AMP report.

1.2.3 Infiltration/Inflow Study (2018)

In 2018, the Town of Erving completed a three-year infiltration and inflow (I/I) study of the Town's wastewater collection system. The 2018 I/I study was initiated to investigate the severity of I/I entering the Town's sewer collection systems flowing to POTW #1, POTW #2, and POTW #3. The study included review of 2014-2016 wastewater treatment facility (WWTF) flow and pump station runtime data to assist in development of infiltration and inflow estimates for each service area.

The results of the 2018 I/I study indicated that moderate levels of inflow are present in the collection systems flowing to POTW #1 and the Arch Street Pump Station, while inflow is not a significant problem within POTW #3 and Route 2 Pump Station service areas. As a result, Tighe & Bond recommended that the Town perform inflow investigations in the Arch Street Pump Station and POTW #1 service areas. This included smoke testing followed by dye testing to investigate suspect inflow sources identified through smoke testing, which was performed as part of the 2022 SSES.

1.2.4 Sewer System Evaluation Survey (2022)

The purpose of the SSES was to perform follow up investigations to locate sources of I/I, as recommended in the technical memorandum documenting the Town's I/I Study completed in 2018 (the I/I Study). These supplemental investigations were performed in the Ervingside Sewer System and Erving Center Sewer System, where inflow rates were greatest during the I/I Study. No supplemental infiltration investigations were performed as part of this study since the infiltration estimated during the I/I Study in each sewer drainage area was low.

The results of the 2022 SSES identified sources of inflow entering the sanitary sewer from private connections. The SSES also found that these sources only accounted for a portion of measured inflow. Tighe & Bond recommended that the Town coordinate with property owners to rehabilitate services and perform follow-up investigations to identify the remaining sources of I/I. Additional details regarding study results are discussed in Section 3.1.1.

1.3 System Description

The Town of Erving is located in Franklin County along the Mohawk Trail (MA State Route 2) and the Millers River. The Town is approximately 46 square miles in size, with a population of approximately 1,665 (2020 census). Sewer service exists for most of the developed areas within Town. The majority of development in Town has taken place along Route 2 and the north side of the Millers River.

The Town is composed of three villages: Ervingside, Farley, and Erving Center. Ervingside is the most densely populated area of Erving, located in the westernmost section of the Town. This village is southeast of the Millers River confluence with the Connecticut River and abuts Millers Falls in Montague. Further east is Farley, nestled between the Millers River to the south and Northfield Mountain to the north. Erving Center is in the easternmost section of Town, abutting the Millers River to the south, and home to residents, the Town Hall, small stores and restaurants, and Eresco, Inc. The three villages are connected by Route 2.

Erving's wastewater collection systems are maintained by the Town of Erving's Wastewater Department. There are separate wastewater collection systems for each of the three villages, all located adjacent to the Millers River. Most of the sewers within each village are either constructed of polyvinyl chloride (PVC) pipe with gasketed joints or were rehabilitated with cured-in-place pipe (CIPP) liners to extend their service lives and reduce infiltration. The Town owns, operates, and maintains four active wastewater pump stations, one new wastewater pump station that will be placed online upon the development of the former IP Mill property, and four grinder pump "E-one" stations.

In addition, the Town owns three wastewater treatment facilities located within each village that are permitted to discharge to the Millers River, including POTW #1 in Ervingside, POTW #2 in Erving Center, and POTW #3 in Farley. POTW #1 is a 1.02 MGD facility constructed in 1973 which received significant upgrades in 2009. Serving approximately 1,500 people, POTW #1 accepts flows from the Town-owned wastewater collection system in Ervingside and the wastewater collection system in Millers Falls. POTW #2 is a 2.7 MGD facility constructed in 1974 that accepts 90% of its wastewater flow from the Erving Paper Mill and the remaining 10% from the wastewater collection system in Erving Center. POTW #2 is owned by the Town and operated by ERESKO, Inc. (formerly Erving Industries). POTW #3 is a 0.1 MGD facility constructed in 1982 which received

significant upgrades in 2010. This facility accepts flows from the wastewater collection system in Farley.

Portions of the sewer collection system date back over fifty years. The system contains approximately 13 miles of pipe and 300 manholes. Parcels not connected to the centralized sewer system are served by on-site Title 5 septic systems. Today, three separate gravity collection system flow to each POTW along the Millers River in Ervingside, Farley, and Erving Center. The collection system contains five pumping stations, four individual service pump stations, and three siphons (one conveys wastewater from Millers Falls across the Millers River, and the others deliver wastewater to POTW #1). The layout of the existing sanitary sewer collection system and locations of the POTWs and municipally owned pump stations are shown in Figure 1-1.

TABLE 1-1
Erving Wastewater System Summary

Asset	Capacity/Count
Wastewater Treatment Facilities	3
Wastewater Collection System Pump Stations	5
Individual Service Pump Stations	4
Sewer Pipe	13 miles (Estimated)

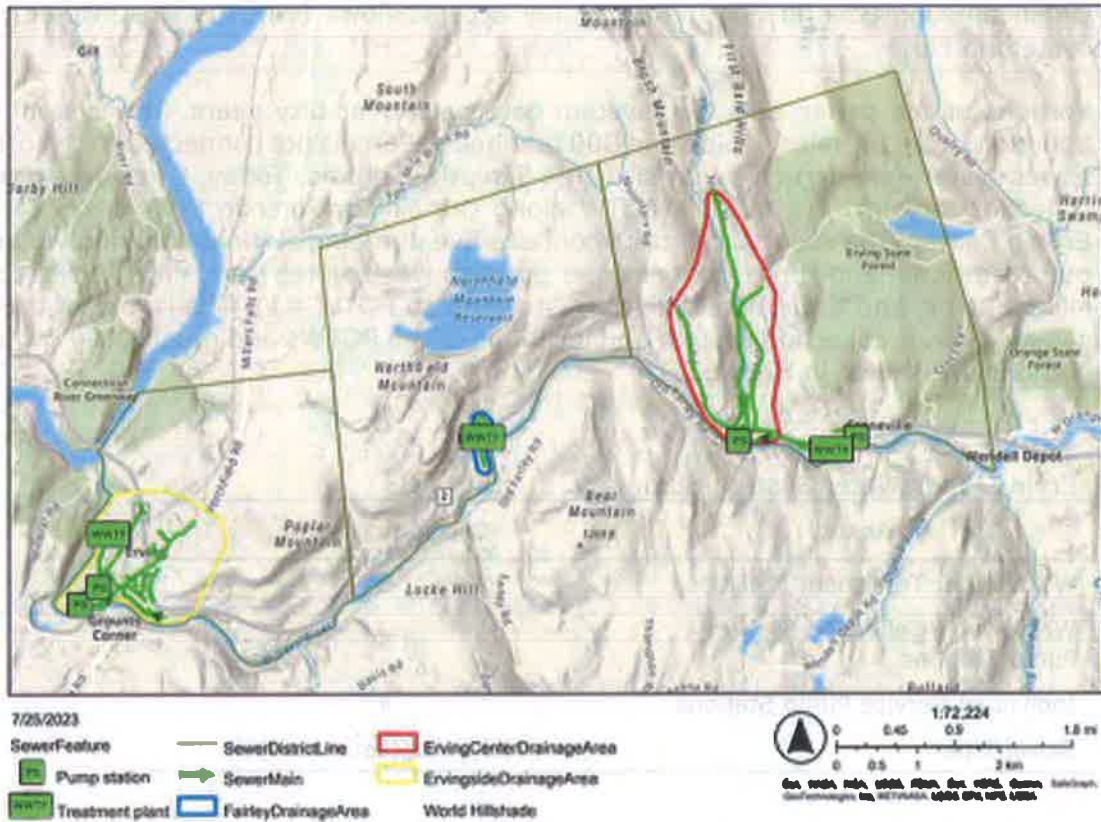


FIGURE 1-1
 Erving Sewer System Overview Map

The Erving Wastewater Department currently uses several tools and technologies to proactively manage their wastewater assets.

- **Maintenance Logs.** The Town uses maintenance logs to record daily inspection and periodic maintenance of wastewater pump stations and the various components at the POTWs. A hard copy of the logs is maintained at the POTWs and at the pump stations. These logs are used to document any issues with the equipment and serve as a record of past maintenance. A certain amount of spare parts and materials are maintained on site for regular and un-planned maintenance activities.
- **Geographic Information System (GIS).** Prior to this project, the Town used GIS in a very limited capacity to manage their wastewater assets. Upon completion of this project, the Town will have baseline GIS wastewater collection system maps and databases that include the attribute data of the sewer collection system, POTW, and pump stations using the software Asset Essentials. Attribute data for sewer pipes and manholes will include size, material, age, etc.
- **Maintenance.** The Town maintains the pump stations, POTW equipment, collection system, and other assets. The Town logs all the maintenance activities it has performed on the pump station assets and other equipment. The Town performs daily inspections of the POTW components and the pump stations and performs sewer and manhole inspections on an as-needed basis.
- **Supervisory Control and Data Acquisition (SCADA).** POTW #1 has a SCADA system which operators use to monitor the status of POTW #1, POTW #3, and the pump stations. Each of the five pump station sites have similar Remote Telemetry Unit (RTU) control panels connected to a master programmable logic controller (PLC) at POTW #1. The RTU network is connected to the POTW #1 PLC through telephone communications.

1.4 The Importance of Asset Management

The United States Environmental Protection Agency (USEPA) defines asset management as the "process water and wastewater utilities can use to make sure that planned maintenance can be conducted and capital assets (pumps, motors, pipes, etc.) can be repaired, replaced, or upgraded on time and that there is enough money to pay for it."¹ Utilities that use asset management plans as tools to help them in the economic delivery of services, find them beneficial in terms of maximizing the value of assets. Asset management includes the planning, design, construction, operation, maintenance, rehabilitation, and replacement of infrastructure that performs a function for the Town in a cost-effective manner. There are numerous benefits of asset management that include but are not limited to:

- Understanding the Town's wastewater system assets, desired level of services, and costs associated with operation and maintenance.

¹ MassDEP, "Massachusetts Clean Water Trust Asset Management Plan Grant Program," 2019

- Communicating with transparency, justifying investments to the community, and demonstrating a responsible investment in infrastructure.
- Budgeting based on improved understanding about the timing and expense of rehabilitation, repair, and/or replacement needs.
- Prolonging asset life.
- Meeting level of service expectations.
- Addressing regulatory requirements.
- Improving responses to emergencies.
- Providing methodologies for determining replacement of existing equipment prior to failure.
- Providing Town staff with the necessary tools by acquiring equipment for recording and transfer to new or existing software systems.
- Outlining predetermined schedules for equipment replacement prior to failure.
- Identifying annual budget line item costs and the effects on existing rate charge systems for implementation of Asset Management Plans.

The general process of asset management for wastewater systems is shown in Figure 1-2 and involves defining the following items:

1. **Current State of Assets:** Inventory the available assets throughout the wastewater system. The inventory list consists of asset location, condition, maintenance history, service life, and value, if possible.
2. **Level of Service:** Determine a system operation that is sustainable by considering water quality, water quantity, system reliability, regulatory requirements, and environmental standards.
3. **Critical Assets:** Assign criticality scores to the assets required for continued sustainable system operation. An asset's risk of failing due to their condition, consequences in the event of failure, and cost of repair or replacement in the event of failure may dictate the criticality score.
4. **Minimum Life Cycle Cost:** Analyze existing operation and maintenance (O&M) procedures and activities to determine how they may be optimized based on cost, criticality, and level of service.
5. **Long-Term Funding Plan:** Establish the financial capital necessary to maintain a desired level of service by proactively evaluating rate structure and available funding opportunities.

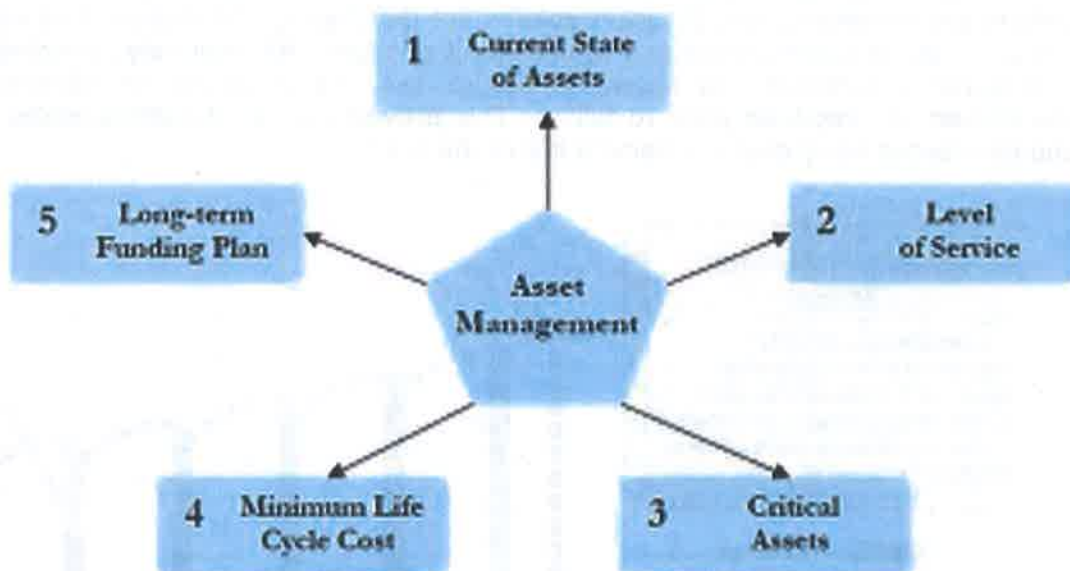


FIGURE 1-2
The Five Core Questions for Implementing Asset Management²

Often, communities conduct operation and maintenance (O&M) activities on a reactive basis, with resources allocated to emergency response and rehabilitation or replacement of failed assets. This is classified as a Run-to-Failure Management Model, as shown in Figure 1-3.

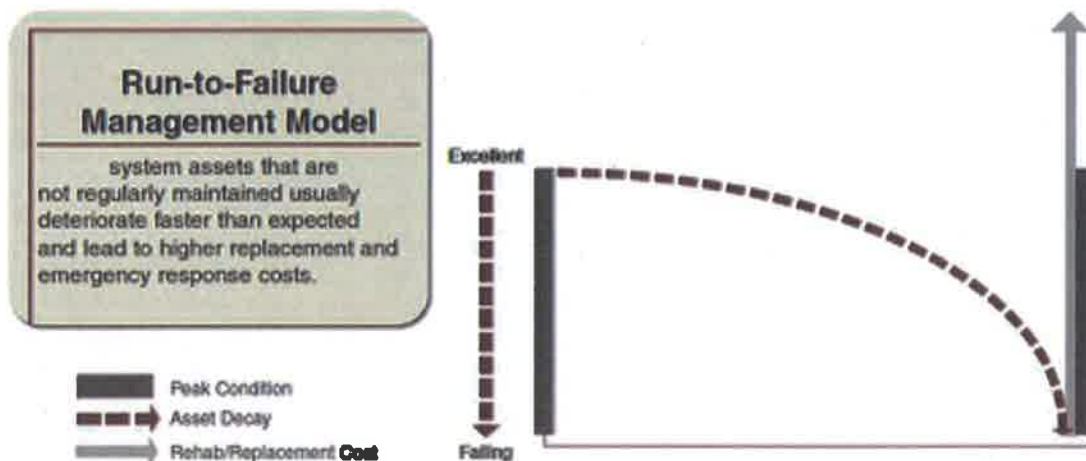


FIGURE 1-3
Run to Failure Model³

² U.S EPA, "Asset Management: A Best Practices Guide," April 2008

^{3,4} USEPA, "Fact Sheet: Asset Management for Sewer Collection Systems," April 2002.

Under the Run-to-Failure Management Model, assets that have not yet failed, are aging, defects are worsening, and future problems are developing. Ultimately, this can lead to higher costs for maintenance and replacement or repair. Alternatively, utilizing an asset management approach, as shown in Figure 1-4, allows aging infrastructure to be maintained and replaced prior to failure. This prevents adverse consequences of failure and distributes costs over the service life of the asset.

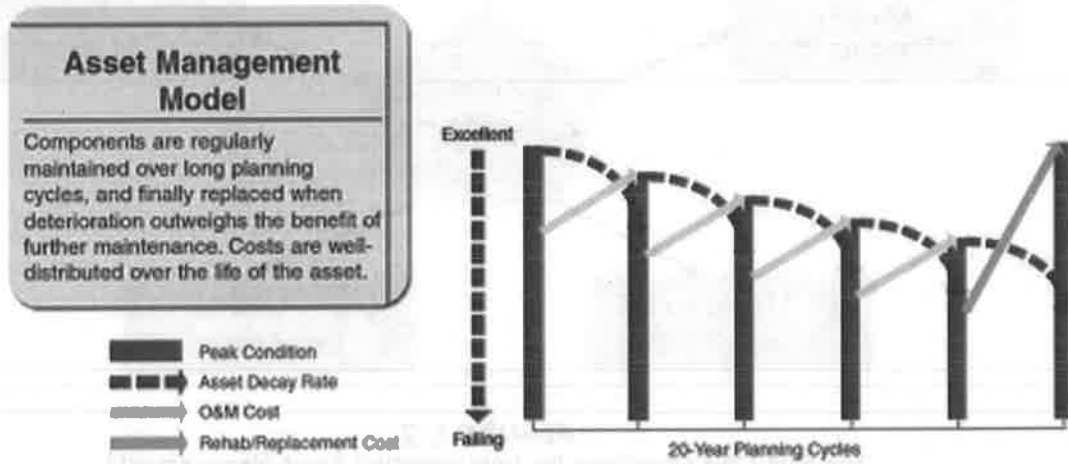


FIGURE 1-4
 Asset Management Model⁴

1.4.1 Considerations for Erving

The Town has managed its system by relying on the technology and tools described in the prior section. The Town's staff have a thorough understanding of the current system conditions to plan for capital improvement projects on assets they deem a high priority. However, the priority rating may often be influenced by reactive measures towards immediate and noticeable issues for much of the vertical infrastructure. This may result in a more reactive as opposed to proactive approach to identifying and rectifying issues within Erving's wastewater systems.

Town personnel are seeking a more proactive and data-driven decision-making process for their wastewater utilities. The current funding prioritization process for maintenance and capital projects does not consider "criticality" of system components. The relationship between the probability and consequence of failure determines the criticality of an asset, as demonstrated in Figure 1-5. An asset in new condition inherently has a low probability of failure and with a low consequence of failure is considered a low risk asset. Conversely, an asset that is in poor or failing condition and has a high consequence of failure is considered a critical asset with a high risk. Similarly, an asset with a high consequence of failure, even if it is not likely to fail should be monitored closely and proactively replaced or rehabilitated.



FIGURE 1-5
Criticality - the Relationship between Probability and Consequence of Failure

This Asset Management Plan incorporates risk-based decision making into the existing management style, allowing the Erving Wastewater Department to continue delivering high quality service with consideration to user rates.

1.5 Asset Management Plan Overview

This Asset Management Plan (AMP) will facilitate a proactive approach for Erving to better manage their system. This AMP report includes the following:

- Vertical Asset Inventory for Wastewater Treatment Facilities
- Vertical Asset Inventory for Wastewater Pumping Stations
- Horizontal Asset Inventory for Sewer Collection System
- Asset Evaluation Summary and Table
- Recommendations and Cost Summary
- Potential Cost Impacts to Implement Asset Management Plan
- Appendices

Section 2 Vertical Asset Inventory

2.1 Introduction

Vertical assets in Erving consist of equipment in the three POTWs, five sewer pumping stations, and four individual service pump stations. Inventories of the infrastructure at these facilities were developed based on facility data provided by Erving, field conditions assessments conducted by Tighe & Bond, and institutional knowledge.

The vertical infrastructure evaluation resulted in a Vertical Asset Inventory of Facilities (Appendix A & B) that provides a criticality analysis as discussed in Section 4. The inventory includes the asset category, type, installation year, replacement cost, and overall risk of each asset. Replacement costs were developed using manufacturer quotes, R.S. Means Construction Cost data, Tighe & Bond knowledge, and pricing from similar construction projects. Opinions of Probable Cost (OPCs) were developed for the POTWs and pump stations based on recommendations within the inventory.

2.2 POTW #1

Wastewater flows from Erving'side and the Village of Millers Falls in the Town of Montague are conveyed to Erving's POTW #1 on Public Works Boulevard, where the wastewater is treated and subsequently discharged to the Millers River. This treatment facility serves approximately 1,500 people. POTW #1 was originally constructed in 1973 and significantly upgraded in 2009.

POTW #1 was designed to treat a combination of residential, commercial, and industrial wastewater. The existing POTW #1 design flows and loads are summarized in Table 2-1. POTW #1 has a National Pollution Discharge Elimination System (NPDES) permit (NPDES Permit No. MA0101516) which allows for the discharge of an annual average flow of 1.02 MGD to the Millers River.

The POTW is designed to provide primary and secondary treatment with conventional activated sludge to remove biochemical oxygen demand (BOD) and total suspended solids (TSS). Chemical addition is used for pH and alkalinity control, phosphorus removal, and sludge thickening. Disinfection of the treated effluent is provided prior to final discharge to the Millers River.

TABLE 2-1POTW #1 Design Flows and Loads¹

Parameter	Average Annual	Maximum Day
Flow	1.02 MGD	2.54 MGD
Five-day Biological Oxygen Demand (BOD ₅)	254 lbs/day	500 lbs/day
Total Suspended Solids (TSS)	197 lbs/day	458 lbs/day
Total Kjeldahl Nitrogen (TKN)	55 lbs/day	108 lbs/day
Total Phosphorus (TP)	9.6 lbs/day	18.9 lbs/day

¹Data taken from Section 1.6.1, Operation and Maintenance Manual, August 2010.

2.2.1 Liquid Treatment Process Overview

The following is an overview of the liquid treatment processes at POTW #1 :

- Influent:** Raw wastewater leaves the collection system and enters the plant at the influent channel from three (3) pipes (6" sanitary, 8" siphon, 10" siphon). These three flows along with a 4" line from the POTW's sewage ejector, empty from the influent channel into a junction box at the head of the former grit chamber. Flow is routed from the junction box to the plant Headworks Building. Although it comprises a much smaller waste stream, septage discharged to POTW #1 at the Septage Acceptance Plant also enters the Headworks Building.
- Preliminary Treatment:** The raw wastewater undergoes preliminary treatment by passing through a rotary drum bar screen, where larger solids are removed, compacted and discharged. An inclined bar rack channel, parallel to the screen equipment, is available if screen bypass is necessary. Solids must be manually removed from the inclined bar rack and disposed separately. Septage passes through a fine screen within the Septage Acceptance plant.

Following influent screening, the raw wastewater and septage influent are combined and pass through a vortex grit removal system. Grit and organic material is pumped to a grit classifier, then conveyed via a screw conveyor to a container. The liquid overflow enters the influent channel and is processed through the vortex grit collector again.

- Primary Treatment (Currently off-line):** After passing through the grit removal system, the wastewater enters the primary clarifiers where it undergoes primary treatment. Specifically, the primary clarifiers are responsible for removing settleable solids and BOD material. Settled primary solids (i.e., primary sludge) are removed on an intermittent basis from the clarifiers and pumped to the sludge splitter box. The floating material, or scum, is skimmed off the top of the clarifiers and piped via gravity flow to a scum tank where it undergoes further processing.

Due to changes in the wastewater influent around the year 2000, the primary treatment system was no longer needed to adequately treat the wastewater and was subsequently taken offline. Preliminary effluent currently bypasses the primary treatment system and flows directly to secondary treatment.

- Secondary Treatment:** Flow then enters the aeration tanks, where it mixes with return activated sludge (RAS) to begin the secondary treatment process. The RAS contains microorganisms that consume most of the organic material in the secondary treatment process.

Effluent from the aeration tanks is channeled to a flow distribution structure where it is directed to one of two secondary clarifiers (two conventional peripheral feed circular sedimentation tanks with central V-notch weir effluent overflow control). Poly-Aluminum Chloride (PACL), a solids settling aid, is added to the mixed liquor prior to entering the secondary clarifiers.

The secondary clarifiers are solid liquid separation units, which provide a quiescent settling condition very similar to the primary clarifiers to remove the mixed liquor suspended solids (MLSS).

The settled MLSS (i.e., activated sludge) is settled, compacted and collected in the clarifiers, and all sludge is returned via pumping to the Sludge Splitter Box. A portion of collected sludge is conveyed to the gravity sludge thickener as waste activated sludge (WAS). From the thickener the WAS pump(s) transfer the solids to the belt filter press (currently off-line) or to sludge disposal. The remaining portion of collected sludge is conveyed as RAS to the aeration system as active microorganisms are transferred, by gravity, to the channel prior to the aeration tanks.

Floating solids from the secondary clarifiers are skimmed and piped to the scum holding well in much the same manner as the primary scum removal system.

- **Disinfection:** The secondary effluent enters the plant effluent channel and may flow to either the UV disinfection or bypass channels. The UV channel is located on the north side of the effluent channel and the bypass is located on the south. Sluice gates are provided so operators may determine through which channel the secondary effluent will flow. The disinfection system is designed to reduce the pathogens in the effluent prior to final discharge to the Millers River.
- **Flow Metering and Discharge:** Treated wastewater leaves the UV disinfection or bypass channels and discharges to a common effluent well to the west of the channels, from where effluent samples are taken. An effluent composite sampler is installed in the UV Disinfection Control/Blower Room to take treated wastewater samples which are used in the laboratory to conduct specific tests and provide the operations staff with the effluent characteristics. Discharge to the river is made from an 18-inch diameter outfall pipe to a submerged concrete discharge cradle in the Millers River.

2.2.2 Solids Handling Overview

The following is an overview of the solids handling processes at POTW #1:

- **Gravity Thickening:** The primary sludge and wasted activated sludge (WAS) from the biological process is gravity fed, from the sludge splitter box, to a gravity sludge thickener for thickening, storage and subsequent disposal.
- **Solids Dewatering (Currently off-line):** The thickened sludge can be pumped from the gravity thickeners to the belt filter press (BFP) unit for final dewatering. Thickened sludge can also bypass the belt filter press and be sent to disposal.
- **Scum:** Scum collected from the primary clarifiers, secondary clarifiers, and UV disinfection contact tanks flow by gravity to the scum tank.

- **Grit:** Grit is washed and classified prior to discharge into a roll-off container for disposal.

2.2.3 Unit Process Descriptions

Details on the major POTW unit processes and operations at POTW #1 are as follows:

2.2.3.1 Septage Receiving

Septage is discharged from septage trucks into a package septage acceptance plant located in the Headworks Building. The Septage Acceptance Plant consists of a fine screen that removes solids larger than 0.25 inches in size. This portion of the septage plant is exactly like the rotary drum bar screen in the influent channel, although a smaller unit. Screenings removed through this process are washed and then compacted to approximately 45% dry solids and discharged into a roll-off container for disposal off-site. The screened flow is then directed to a septage receiving tank from which it can be slowly introduced to the influent flow of the wastewater treatment facility. Septage is pumped to the influent channel downstream from the influent screens. The Septage Acceptance Plant equipment is designed to handle a maximum flow rate of 2,060 GPM.

2.2.3.2 Influent Screening

Raw wastewater leaves the collection system and enters the plant at the influent channel from three (3) pipes (6" sanitary, 8" siphon, 10" siphon). These three flows along with a 4" line from the POTW's sewage ejector, empty from the influent channel into a junction box at the head of the former grit chamber. Flow is routed from the junction box to the plant Headworks Building, which was installed during the 2009 upgrades.

The influent flow entering the headworks may be split to flow to either the influent fine screen equipment or to the stationary, incline bar rack. The influent fine screening equipment has a peak capacity of 1.02 MGD. Slide gates immediately upstream from each channel are individually opened or closed to send flow to the chosen channel. The normal path is to the rotary drum bar screen where larger solids are removed, compacted and discharged. An inclined bar rack channel, parallel to the screen equipment, is available if screen bypass is necessary.

Flow will pass through the rotary drum bar screen to remove solids larger than 0.25 inches in size. Screenings removed through this process are washed and then compacted to approximately 45% dry solids and discharged into a roll-off container for off-site disposal.

2.2.3.3 Grit Removal

Grit is removed by a mechanically induced vortex that directs grit to a grit chamber. Grit is then pumped by a recessed impeller pump to a classifier, where it is washed and dewatered, removing organic material, then conveyed by a screw conveyor to a container. The liquid overflow enters the influent channel and is processed through the vortex grit collector again. The grit removal system is located in the Headworks Building and was installed as part of the 2009 upgrades.

2.2.3.4 Influent Monitoring

Flow exiting the Headworks Building is measured using a Parshall flume and ultrasonic liquid level sensor. The ultrasonic transducer is located above the flume, at the target location, and measures the liquid level. The ultrasonic transducer microprocessor translates the liquid level information to a flow rate based on the type and dimensions of

the primary device (3-inch Parshall flume). The flume consists of two separate units, one "nested" inside the other. The larger flume is a 6-inch throat Parshall flume. Inserted into this is a 3-inch Parshall flume. Influent wastewater samples are collected utilizing a composite sampler. The influent monitoring system is located in the Headworks Building and was installed as part of the 2009 upgrades.

2.2.3.5 Primary Clarifiers (Currently not used)

Two (2) 50-feet long by 14-feet wide primary settling tanks with an 8-foot side water depth and bottom scrapers and scum collection (chain & flight system) are installed to receive raw wastewater after flow monitoring. As wastewater enters the clarifier(s) the velocity is sufficiently reduced to allow for the separation of solids by gravity. Materials with a density greater than water will settle and compact in the bottom of the tank(s). The solids which drop to the bottom of the tank are very slowly scraped by the collection flights to the head end of the clarifiers and into the sump pit. This material is by definition, "primary sludge". Materials with densities less than water will float and be collected and removed by the scum collection. The lighter than water materials removed are called "primary scum" and are deposited into a primary scum well then are transferred by gravity to the scum tank. Three positive displacement diaphragm pumps transfer the primary sludge to the sludge splitter box.

2.2.3.6 Aeration Tanks

The aeration system consists of two tanks. The dimension of each tank is 38 feet by 38 feet with a side water depth of 16 feet. Aeration is provided to each tank using air, provided by three rotary lobe blowers and introduced through 200 fine bubble diffusers in each tank. A mixer is also located in each of the tanks to allow for complete mixing of the tank contents, even with the aeration diffusers off. This will allow the facility to be operated under the extended aeration mode or cyclic aeration.

2.2.3.7 Secondary Clarifiers

Two (2) 35 feet diameter, secondary settling tanks having 10 feet side water depth, two bottom scrapers, and scum collection are installed to treat the liquid which overflows the aeration tank weir via a common concrete open channel. The channel has two outlets which include two (2) 12-inch pipes, each leading to one of the secondary clarifiers. Aluminum slide gates are located at the entrance of each pipe and in the common channel between the pipes. These are used for flow control. The secondary clarifiers are solid-liquid separators, which provide a quiescent settling condition very similar to the primary tanks. The difference involves the nature of the solids that are being removed.

The mixed liquor is composed of biological floc which is quite light and billowy as compared to the relatively heavy large particle solids that are being removed in the primary clarifiers. Also, floc is subject to changing settling characteristics based on many process control parameters.

The effluent from the secondary clarifiers is the final product of the plant regarding suspended solids and BOD₅, therefore, treatment plant efficiency is very much dependent upon proper operation of these units.

The secondary clarifiers are designed as conventional peripheral feed circular sedimentation tanks with central V-notch weir effluent overflow control. A central driving mechanism supports and rotates two rake arms for activated sludge collection.

2.2.3.8 UV Disinfection System

Disinfection of the treated wastewater effluent at POTW #1 is by ultraviolet light. Ultraviolet radiation has a sterilizing effect on microorganisms. Ultraviolet radiation can be produced by mercury vapor lamps and has been used in disinfection where the bacteria can be readily exposed to the radiation action. Ultraviolet light in wavelengths between 200 nanometers and 280 nanometers, provide the maximum absorption of DNA germicidal action. The lamps provided in the UV system have the majority of their output in this region, specifically at 254 nanometers. Within seconds of exposure, UV triggers a photochemical reaction in the microorganisms DNA, preventing them from multiplying. The effectiveness of UV disinfection depends on the applied exposed time and the UV intensity the microorganism has sustained. Good quality effluent and clean UV bulbs are critical to the successful disinfection by ultraviolet radiation.

2.2.3.9 Effluent Monitoring

Treated wastewater leaves the UV disinfection or bypass channels and discharges to a common effluent well to the west of the channels, from where effluent samples are taken. An effluent composite sampler is installed in the UV Disinfection Control/Blower Room to take treated wastewater samples which are used in the laboratory to conduct specific tests and provide the operations staff with the effluent characteristics. These characteristics are used as entries into the Federal and State monthly reports

2.2.3.10 Sludge Thickening

The wasted activated sludge (WAS) from the biological process is gravity fed, from the sludge splitter box, to a gravity sludge thickener for thickening, storage and subsequent disposal. Located in the sludge building, the 30-foot diameter, 8-foot side water depth gravity sludge thickener is a solids-liquid separation type unit. The unit receives either primary sludge at about 1% solids, secondary sludge at about 0.5% or blended primary and secondary sludge at about 0.5 - 1% solids and removes a large portion of the water. The supernatant can either flow by gravity to the primary clarifiers or is pumped back to the channel which feeds the aeration tanks. The gravity sludge thickener thickens the WAS solids to approximately 3% solids reducing the amount of sludge that needs to be stored and transported. The thickened sludge then can be stored within this unit or pumped for further processing.

2.2.3.11 Sludge Dewatering (Currently not used)

POTW #1 has installed a belt filter press for the mechanical removal of free and bound water found in thickened sludge. Belt filter press dewatering requires a preconditioning process such as chemical addition (polymer) to reduce the effect of charge on the sludge particles and to improve coagulation of the particles. The conditioning step will reduce the surface area, thus improving drainage and reducing surface moisture. In general cationic polymers have the most application to wastewater sludge dewatering.

The belt filter press installed is a Komline-Sanderson belt filter press with a flat gravity deck, a converging wedge zone, and a tower section where the sludge between the belts is subjected to higher pressure and shear. The press also has a separate conditioning tank at the inlet to the gravity deck to assist in flocculating the chemical conditioned sludge. Currently, the belt filter press is offline.

2.2.3.12 Plant Water System

The fresh water source at the facility is the Town well. A plant water well exists on-site, but is not used. The Town's well supply consists of an 8" diameter deep well with a submersible well pump and four hydropneumatic tanks. The submersible pump is rated for 45 GPM at 175 feet of total dynamic head. When the plant flow requirements exceed the combined pump capacity and the pressurized storage, then the water difference is made up by the Town supply.

2.2.3.13 Odor Control

The odor control system provides odor control for the sludge holding tank and the Headworks Building. The system includes a fan and an 8-foot diameter by 8-foot high carbon adsorption vessel located to the north of the Headworks Building. The odor control system was installed as part of the 2009 upgrades.

2.2.3.14 Stand-by Power System

Erving's POTW #1 electrical power is backed up by a stand-by generator, located in the boiler room of the Main Building. The emergency generator is powered by a diesel engine, integral to the electric generator. An above ground dual-wall fuel oil storage tank is located just to the south of the Main Building.

2.2.3.15 SCADA

Erving installed a SCADA system at POTW#1 in 2009. The SCADA system is provided to monitor equipment status, provide automatic control of equipment, alarm critical events, and record and trend process data. Currently, the remote pump stations, disinfection status, and alarms are tied into the SCADA system. Communication to the remote pump stations is through a telephone modem. Generally, the SCADA system is utilized for monitoring of the system with automated controls.

2.3 POTW #2

The wastewater flows from the Erving Paper Mill (ERESCO) and Erving Center are conveyed to POTW #2, where the wastewater is treated and subsequently discharged to the Millers River. Located on Wastewater Road in Erving Center, this treatment facility serves approximately 200 homes and has an average daily design flow of 1.9 MGD, 90% of which is derived from the ERESCO. POTW #2 was originally placed in service in 1977. While the facility is publicly owned, it is operated by ERESCO.

POTW #2 was designed to treat a combination of residential, commercial, and industrial wastewater. The existing POTW #2 design flows and loads are summarized in Table 2-2. POTW #2 has a National Pollution Discharge Elimination System (NPDES) permit (NPDES Permit No. MA0101052) which allows for the discharge of monthly average flow of 2.70 MGD to the Millers River.

POTW #2 is designed to provide primary and secondary treatment with conventional activated sludge to remove biochemical oxygen demand (BOD) and total suspended solids (TSS). Disinfection of the treated effluent is provided prior to final discharge to the Millers River.

TABLE 2-2POTW #2 Design Flows and Loads¹

Parameter	Average Monthly	Maximum Day
Flow	2.70 MGD	-
5-day Biological Oxygen Demand (BOD ₅) ²	1,700 lbs/day	3,400 lbs/day
Total Suspended Solids (TSS) ²	2,350 lbs/day	4,700 lbs/day
Fecal Coliform	200 cfu/100 ml	400 cfu/100 ml
E. Coli	126 cfu/100 ml	409 cfu/100 ml
Total Phosphorus (TP)	0.65 mg/l	-

¹Data taken from NPDES Permit 0101052 for POTW #1.²Value represents the November 1 – March 31 limit, which is larger than the April 1 – October 31 limit.

2.3.1 Liquid Treatment Process Overview

The following is an overview of the liquid treatment processes at POTW #2:

- Entrance Structure:** Raw wastewater leaves the collection system and enters the plant at the influent channel from two pipes, including a 14-inch force main with flows from the Erving Paper Mill and a 6-inch force main with combined flows from the Route 2 Pump Station and Arch Street Pump Station. These two flows empty into the Entrance Structure, a concrete open channel located adjacent to the primary clarifiers, where the raw wastewater undergoes preliminary treatment through a channel grinder pump.
- Primary Treatment:** After passing through the Entrance Structure, wastewater enters Distribution Chamber #1, where it is directed to one of the two primary clarifiers for primary treatment. Specifically, the primary clarifiers are responsible for removing settleable solids and BOD material. Settled primary solids (i.e., primary sludge) are removed on an intermittent basis from the clarifiers and pumped to the belt filter press in the Operations Building for dewatering. The floating material, or scum, is skimmed off the top of the clarifiers and piped via gravity flow to the primary scum pit in the Primary Pump House where it undergoes further processing. The primary effluent is conveyed back to Distribution Chamber #1.
- Secondary Treatment:** Primary effluent is conveyed from Distribution Chamber #1 to the Diversion Chamber, then enters the mechanically aerated lagoon and mixes with return activated sludge (RAS) to begin the secondary treatment process. The RAS contains microorganisms that consume most of the organic material in the secondary treatment process.

Lagoon effluent flows back to the Diversion Chamber, where it is directed to one of two secondary clarifiers through Distribution Box #2. The secondary clarifiers were originally installed as separate secondary and tertiary clarifiers with a sequential flow pattern, but currently perform secondary clarification in parallel. The secondary clarifiers are solid liquid separation units, which provide a quiescent settling condition very similar to the primary clarifiers to remove the mixed liquor suspended solids (MLSS). Polymer is added to the MLSS upon entering the secondary clarifiers.

The settled MLSS (i.e., activated sludge) is settled, compacted and collected in the clarifiers, and all sludge is returned via pumping to the pump pit in the Operations Building. A portion of collected sludge is conveyed to the belt filter press as waste

activated sludge (WAS) or to sludge disposal. The remaining portion of collected sludge is conveyed as RAS to the aeration system as active microorganisms are transferred, by gravity, to the channel prior to the aeration tanks.

Floating solids from the secondary clarifiers are skimmed and piped to the secondary scum pit in much the same manner as the primary scum removal system.

- **Disinfection:** The secondary effluent returns to Distribution Box #2 and is directed to the Chlorine Contact Chamber for disinfection. Sluice gates are provided so operators may determine through which channel the secondary effluent will flow. The disinfection system is designed to reduce the pathogens in the effluent prior to final discharge to the Millers River.
- **Flow Monitoring and Discharge:** Treated wastewater is sampled from the Chlorine Contact Chamber with an effluent composite sampler. Discharge to the river is made through an 18-inch diameter pipe to a drop structure, and then through a 24-inch diameter pipe to a submerged concrete discharge structure in the Millers River.

2.3.2 Solids Handling Overview

The following is an overview of the solids handling processes:

- **Solids Dewatering:** The primary sludge and wasted activated sludge (WAS) from the biological process is pumped to the belt filter press (BFP) unit for dewatering.
- **Scum:** Scum collected from the primary clarifiers and secondary clarifiers into scum pits.

2.3.3 Unit Process Descriptions

Details on the major POTW unit processes and operations at POTW #2 are as follows:

2.3.3.1 Septage Receiving

Septage and commercial wastes are discharged from septage trucks into the Sludge Holding Tank, then is pumped to the Entrance Structure downstream from the influent screens. According to the 2012 POTW #2 evaluation report, septage and commercial waste inflows were 0.031 MGD and 0.022 MGD, respectively.

2.3.3.2 Influent Screening

Raw wastewater leaves the collection system and enters the plant at the influent channel from two pipes, including a 14-inch force main with flows from the Erving Paper Mill and a 6-inch force main with combined flows from the Route 2 Pump Station and Arch Street Pump Station. These two flows empty into the Entrance Structure, a concrete open channel located adjacent to the primary clarifiers, where the raw wastewater undergoes preliminary treatment.

The influent flow entering the headworks may be split to flow to either the influent screen equipment or to the stationary, incline bar rack. Slide gates immediately upstream from each channel are individually opened or closed to send flow to the chosen channel. The normal path is to the rotary drum bar screen where larger solids are removed, compacted and discharged. An inclined bar rack channel, parallel to the screen equipment, is available if screen bypass is necessary.

2.3.3.3 Influent Monitoring

Flow through the Entrance Structure is measured using a Parshall flume and ultrasonic liquid level sensor. The ultrasonic transducer is located above the flume, at the target location, and measures the liquid level. The ultrasonic transducer microprocessor translates the liquid level information to a flow rate based on the type and dimensions of the primary device (12-inch Parshall flume). Influent wastewater samples are collected utilizing a pneumatic sampler.

2.3.3.4 Primary Clarifiers

Two (2) 55-foot diameter primary settling tanks with a 15-foot side water depth, bottom scrapers, and scum collection are installed to receive raw wastewater after flow monitoring. As wastewater enters the clarifier(s) the velocity is sufficiently reduced to allow for the separation of solids by gravity. Materials with a density greater than water will settle and compact in the bottom of the tank(s). The solids which drop to the bottom of the tank are very slowly scraped by the collection flights to the head end of the clarifiers and into the sump pit. This material is by definition, "primary sludge". Materials with densities less than water will float and be collected and removed by the scum collection. The lighter than water materials removed are called "primary scum" and are deposited into a primary scum at the Primary Pump Chamber. Three triplex plunger pumps transfer the primary sludge to the Operations Building for dewatering.

2.3.3.5 Aeration Tanks

The original aeration system consists of a 9.0 MG lagoon with dimensions of 185 feet by 320 feet and a side water depth of 17 feet. The lagoon was downsized from 9.0 MG to 3.0 MG and currently has dimensions of 185 feet by 107 feet with a side water depth of 17 feet. Aeration is provided by two stationary mechanical aerators and one floating mechanical aerator. Four mechanical aerators exist in the abandoned portion of the aeration tank but are not in service. After aeration, the mixed liquor flows through an outlet structure and is piped to Distribution Chamber #2, where it is distributed for secondary clarification.

2.3.3.6 Secondary Clarifiers

Two secondary settling tanks are installed to treat the liquid flowing out of the aeration tanks. The secondary clarifiers were originally installed as separate secondary and tertiary clarifiers with a sequential flow pattern, but currently perform secondary clarification in parallel. The northern secondary clarifier has a 75-foot diameter, 12-foot side water depth tank with two bottom scrapers, and scum collection. The southern secondary clarifier (which previously performed tertiary clarification) is an 85-foot diameter, 10-foot side depth tank with two bottom scrapers, a flocculator tank with rotating paddles, and scum collection.

The northern secondary clarifier is a conventional peripheral feed circular sedimentation tank with central V-notch weir effluent overflow control, while the southern secondary clarifier influent is fed through a central inlet and peripheral V-notch weir effluent overflow control. A central driving mechanism supports and rotates two rake arms for activated sludge collection for both clarifiers.

Aluminum slide gates are located in the distribution chamber and are used for flow control. The secondary clarifiers are solid-liquid separators, which provide a quiescent settling condition very similar to the primary tanks. The difference involves the nature of the solids that are being removed. The mixed liquor is composed of biological floc which is quite light

and billowy as compared to the relatively heavy large particle solids that are being removed in the primary clarifiers. Also, the floc is subject to changing settling characteristics based on many process control parameters.

The effluent from the secondary clarifiers is the final product of the plant regarding suspended solids and BOD₅, therefore, treatment plant efficiency is very much dependent upon proper operation of these units.

2.3.3.7 Disinfection System

Disinfection of the treated wastewater effluent at POTW #2 is through the addition of sodium hypochlorite and contact time with the secondary effluent. Sodium hypochlorite is metered into the secondary effluent and contact time is provided in the chlorine contact chamber before discharging to the Millers River. The chlorine contact chamber is a 44-foot by 27-foot by 13-foot deep concrete tank with two parallel flow paths. Each flow path consists of three 10-foot by 12-foot chambers in series, after which liquid flows over a scum baffle into a final 10-foot by 10.5-foot chamber before entering the discharge structure.

2.3.3.8 Effluent Monitoring

Treated wastewater is sampled from the final 10-foot by 10.5-foot chambers within the chlorine contact chamber using an effluent composite sampler. Treated wastewater samples are taken to the laboratory to conduct specific tests and provide the operations staff with the effluent characteristics. These characteristics are used as entries into the Federal and State monthly reports. Discharge to the river is made through an 18-inch diameter pipe to a drop structure, and then through a 24-inch diameter pipe to a submerged concrete discharge structure in the Millers River.

2.3.3.9 Sludge Dewatering

The belt filter press continuously receives, flocculates, conditions, and dewateres the feed sludges and neatly discharges the dewatered sludge cake to a cake screw conveyor that transports cake to a storage container. The belt filter press and polymer feed system is located in the operations building and are continuously operational.

2.3.3.10 Plant Water System

Plant water is sourced from a shallow well pump and the chlorine contact chamber. The system also includes two vacuum pumps, two centrifugal pumps, and a water filter, and a venturi meter.

2.2.3.11 Stand-by Power System

Erving's POTW #2 electrical power is backed up by a stand-by generator, located in the basement of the Operations Building. The emergency generator is powered by a diesel engine, integral to the electric generator. A fuel oil storage tank is located just to the south of the Main Building.

2.4 POTW #3

The wastewater flows from the Farley service area are conveyed to Erving's POTW #3, where the wastewater is treated and subsequently discharged to the Millers River. This treatment facility is located at the intersection of Bridge Street and Route 2, serves approximately 32 residential properties, and has an average daily design flow of 10,000

gallons per day (gpd). POTW #3 was originally constructed in 1982 and significantly upgraded in 2010.

POTW #3 was designed to treat residential wastewater. The existing POTW #3 design flows and loads are summarized in Table 2-3. POTW #3 has a National Pollution Discharge Elimination System (NPDES) permit (NPDES Permit No. MA0102776) which allows for the discharge of an annual average flow of 0.01 MGD to the Millers River.

The wastewater treatment facility consists of septic tanks, a dosing chamber, and sand filters to remove biochemical oxygen demand (BOD) and total suspended solids (TSS). Disinfection of the treated effluent is provided prior to final discharge to the Millers River.

TABLE 2-3

POTW #3 Design Flows and Loads¹

Parameter	Average Monthly	Average Weekly
Flow	0.01 MGD (10,000 GPD)	-
5-day Biological Oxygen Demand (BOD ₅)	2.5 lbs/day	3.75 lbs/day
Total Suspended Solids (TSS)	2.5 lbs/day	3.75 lbs/day

¹Data taken from Section 1.6.1, Operation and Maintenance Manual, August 2010.

2.4.1 Liquid Treatment Process Overview

The following is an overview of the liquid treatment processes at the POTW:

- Collection and Dosing Systems:** Raw wastewater leaves the collection system and enters two precast concrete septic tanks installed at the northeast end of the treatment area. The gravity sewage flow first enters the 10,000 gallon tank where solids are settled. The liquid overflows into the 5,000 gallon tank for additional solids settling before finally overflowing into the dosing chamber. The dosing chamber consists of a 5-foot diameter precast concrete manhole installed below grade with an access hatch. Two submersible pumps transfer the effluent to the filter beds.
- Filter System:** Septic tank effluent is pumped from the dosing chamber to the valve building, then to one or more sections of the filter bed leaching chambers, which evenly distribute effluent over the filter bed. The filter bed removes contaminants through physical, chemical, and biological processes. Filtered wastewater is collected through an underdrain system.
- Disinfection:** Following filtration and collection in the under-drain system, the filtered effluent flows to the Disinfection & Flow Monitoring Building, which was constructed as part of the 2010 upgrades. Effluent disinfection is accomplished through the addition of sodium hypochlorite and contact time with filtered effluent. Sodium hypochlorite is metered into the filtered effluent and contact time is provided in the downstream pipe before discharging to the environment. The disinfection system is designed to reduce the pathogens in the effluent prior to final discharge to the Millers River.
- Flow Metering and Sampling:** Flowrate is measured with a flume and ultrasonic transducer in the Disinfection and Flow Monitoring Building. Effluent sampling is conducted with a portable composite sampler.

2.4.2 Solids Handling Overview

The following is an overview of the solids handling processes:

- **Collection Tanks:** Solids are removed from raw wastewater in the two precast concrete septic tanks on the northeast side of the project area. Solids settle to the base of each tank and scum floats to the top, then are contained within each tank. Settled solids and floating scum are removed from the tanks with a vacuum tanker vehicle on an annual basis and disposed at the Septage Receiving Plant at POTW #1.

2.4.3 Unit Process Descriptions

Details on the major POTW unit processes and operations at the POTW #3 are as follows:

2.4.3.1 Collection Tanks

Two precast concrete septic tanks are installed at the northeast end of the treatment area. Gravity sewage flow first enters the 10,000 gallon tank where solids are settled. The liquid overflows into the 5,000 gallon tank for additional solids settling before finally overflowing into the dosing chamber.

The 10,000 gallon tank has inside dimensions of 10-foot wide x 19-foot long x 8-foot high and has a 7-foot liquid level. The tank will provide 24-hour detention of the design flow, thereby allowing for removal of settleable solids. Access to the tank is provided by three standard manhole frames and covers. Pipe inlets and outlets are 8-inch cast iron tees.

The 5,000 gallon tank has inside dimensions of 6-foot wide x 16-foot long x 8-foot high and has a 7-foot liquid level. This tank will provide an additional 12 hours detention time which will remove most of the remaining settleable solids prior to discharging to the dosing chamber. Access to the tank is provided by two standard manhole frames and covers. Pipe inlets and outlets are 8-inch cast iron tees.

2.4.3.2 Dosing Chamber

The wastewater treatment facility dosing chamber consists of a 5-foot diameter precast concrete manhole installed below grade with access hatch. The influent enters by gravity through an 8-inch pipe from the 5,000 gallon septic tank. Two submersible pumps rated for 100 GPM @ 27' TDH transfer the effluent to the filter beds. The submersible pumps are installed on rails for removal from the chamber. The two submersible pumps are controlled by liquid level and operate as "lead-lag". Float switches activate the lead pump at the "high" level setting. At the "low" level setting the lead pump is turned off and the lead and lag pump alternate so that both pumps get equal operation.

The dosing chamber also acts as the pH neutralization chamber. Soda ash is batch-fed to the dosing chamber in 50-pound increments, to maintain effluent pH values above 6.0. The submersible pumps act as mixers, dissolving the soda ash to saturation (saturation of soda ash in cold water is approximately 7 parts per 100 parts, which equates to approximately one pound of soda ash dissolved for every 1,000 gallons of wastewater entering the dosing chamber).

2.4.3.3 Valve Building

The valve building contains PVC piping and eight (8) valves; one inlet valve, six filter valves and one tanker connection valve. The inlet valve allows pumped discharge from the dosing chamber pumps to enter the header pipe. The six header filter valves allow

operators to send the wastewater to one or more sections of the filter beds. The tanker connection valve allows wastewater to be discharged directly to a tanker vehicle.

2.4.3.4 Filter Beds

Two (2) approximately 72-foot x 72-foot filter beds were constructed to filter the wastewater effluent from the dosing chamber. Filters are constructed of leaching chambers, sand filter material, and a liner.

Each sand filter has 162 precast concrete leaching chambers. Each leaching chamber is 4-foot x 8-foot and is constructed to evenly distribute dosing chamber effluent over the filter bed. There are 18 leaching chambers set edge-to-edge across the width of each filter bed and 9 chambers set end-to-end across the length each filter bed. This results in 18 effective "loading pathways" through the filter. Each valve in the Valve Building leads to 6 loading pathways.

The chambers are constructed such that when laid end-to-end they provide a continuous pipeline from the first to the last chamber in line. The chambers have an inspection cover that allows one to inspect the surface of the filter bed. The chambers also provide an aerobic atmosphere over the sand increasing the sand filter efficiency.

Air enters the filter beds through 4-inch diameter cast iron gooseneck pipes on the west end corners. Two air outlets are installed at the east corners. The inlet and outlets of these vents should be kept clean and clear to allow passage of air.

The sand filter material comprises a 3-inch thick layer of 3/8-inch peastone, a 30-inch layer of clean, coarse sand, and an 18-inch minimum layer of 1/2-inch to 3/4-inch washed stone, within which the 4-inch perforated collector drains are bedded.

Below the washed stone layer is a 0.036-inch thick industrial grade "Hypalon" liner installed to contain the filtered effluent before it is collected and piped to the disinfection building. The liner is composed of synthetic rubber plys suitable for sewage applications, and is bedded on a 6-inch layer of compacted sand.

2.4.3.5 Disinfection

Effluent disinfection is accomplished through the addition of sodium hypochlorite and contact time with filtered effluent. Sodium hypochlorite is metered into the filtered effluent and contact time is provided in the downstream pipe before discharging to the environment. Two twelve inch diameter pipes are installed as chlorine contact chambers. Each pipe is approximately 9-feet long and has a capacity of 53 gallons. At the design flow rate of 10,000 GPD the contact time in one 12-inch pipe is just over 7.5 minutes.

A 35 gallon sodium hypochlorite day tank is installed in the disinfection vault portion of the building.

A Liquid Metronics Inc. (LMI), Model A741 diaphragm metering pump, discharges the sodium hypochlorite solution into the filter effluent. The metering pump has a maximum capacity of 14.4 GPD. Chlorine solution is metered according to flow in GPD and contact time.

2.4.3.6 Flow Monitoring

Effluent flow is measured with an HS-Flume. A size 0.4 HS flume is installed and measures flows from 0 to 36.0 GPM (0.0 to 0.052 MGD). The liquid level ranges from 0 to 4.68 inches (corresponding to 0 GPM and 36.0 GPM, respectively). An ultrasonic transducer is installed above the flume to measure flow rate .

2.4.3.7 Effluent Sampling

A 24-hour ISCO, Model 3700, portable composite sampler is used to meet the requirements for composite samples. The sampler consists of three sections: peristaltic sampling pump, sample storage, and pump controller. The sampler takes representative samples of the effluent on a timed basis. Ideally, the sampling should be conducted on a flow proportional basis.

2.5 Wastewater Pump Stations

The Town of Erving's wastewater collection system contains five municipally owned and operated pump stations located throughout the Town. The pump stations pump flow from low-lying areas into the gravity collection system for transport to the wastewater treatment Facility. Four of the five pump stations were originally constructed in the 1970s and early 1980s as part of the first water pollution control program initiated by the Town of Erving. The IP Mill Pump Station was recently constructed in 2023 and does not yet accept flows from the former IP Mill property.

Table 2-4 provides a summary of the five municipally owned pump stations. The individual pump stations are described in greater detail in the following sections.

TABLE 2-4
Capacity of Municipally Owned Pump Stations

Pump Station	Capacity (gpm) ¹
Arch Street	Pump 1: 161 gpm @ 43 feet TDH ² Pump 2: 177 gpm @ 43 feet TDH ²
Route 2	Pump 1: 186 gpm @ 40 feet TDH ² Pump 2: 177 gpm @ 40 feet TDH ²
River Street	360 gpm @ 50 feet TDH
Renovators Supply	40 gpm @ 30 feet TDH
IP Mill	104 gpm @ 82 feet TDH

¹gpm=gallons per minute. TDH=total dynamic head.

²Capacities were determined through wetwell drawdown testing for the Arch Street, Route 2, and Farley Pump Stations.

2.5.1 Arch Street Pump Station

The Arch Street Pump Station was constructed in 1974 and upgraded in 2002. The pump station is located within Erving Riverfront Park on Arch Street, upland from the Millers River and Keyup Brook. The old and no longer used section of the pump station consists of a 12-foot x 16-foot masonry building on 4-foot frost walls. A dry well is accessed through a 36-inch diameter entrance tube in the floor of the pump station building. A 6-foot diameter wet well is located east of the pump station building, from which two constant speed pumps draw wastewater through 6-inch ductile iron suction lines. The pumps are located above grade and contained within a fiberglass reinforced plastic enclosure.

Wastewater from the Arch Street Pump Station is pumped approximately 4,600-feet through a 6-inch HDPE force main into the Entrance Structure of POTW #2. Table 2-5 summarizes the current design of the Arch Street Pump Station.

TABLE 2-5
Arch Street Pump Station Design Summary

Component/Feature	Arch Street Pump Station
Station Configuration	Wet Pit/Dry Pit
Wetwell Active Volume ¹	1,000 gallons
Pump Manufacturer	Smith and Loveless
Pump Type	Open impeller, frame mounted, vertical centrifugal
Number of Pumps (Duty / Total)	1 / 2
Pumping Rate	Pump 1: 161 GPM @ 43 feet TDH ² Pump 2: 177 GPM @ 43 feet TDH ²
Motor Size	25 HP
Motor Speed	1800 rpm, Constant Speed
Electrical Rating	208/460V, 3-Phase
SCADA	Telephone Modem
Level Control	Float Switch
Flow Measurement	None

¹ Active volume is volume of the wet well below the invert of the influent gravity sewer

² GPM is gallons per minute and TDH is total dynamic head. Capacities were determined through wetwell drawdown testing as part of the 2018 I/I Evaluation.

2.5.2 Route 2 Pump Station

The Route 2 Pump Station was constructed in 1982 and is located on the south side of Route 2 adjacent to the Erving Industries, Inc. property. The pump station consists of a 10-foot x 12-foot buried dry well and 6-foot by 6-foot buried wet well. Each structure is precast concrete and accessed through a 3-foot by 3-foot access hatch. The two pumps draw wastewater through 6-inch cast iron suction lines that are connected to the wet well.

Wastewater from the Route 2 Pump Station is pumped approximately 920 feet through a 4-inch force main into the Entrance Structure of POTW #2. Table 2-6 summarizes the current design of the Route 2 Pump Station.

TABLE 2-6
Route 2 Pump Station Design Summary

Component/Feature	Route 2 Pump Station
Station Configuration	Wet Pit/Dry Pit
Wetwell Active Volume ¹	1,820 Gallons
Pump Manufacturer	Unknown ³
Pump Type	Open Impeller, Frame-mounted, Vertical Centrifugal
Number of Pumps (Duty / Total)	1 / 2
Pumping Rate	Pump 1: 186 GPM @ 40 feet TDH ² Pump 2: 177 GPM @ 40 TDH ²
Motor Size	Unknown ³
Motor Speed	Unknown ³
Electrical Rating	Unknown ³
SCADA	Telephone Modem
Level Control	Float
Flow Measurement	None

¹ Active volume is volume of the wet well below the invert of the influent gravity sewer

² GPM is gallons per minute and TDH is total dynamic head. Capacities were determined through wetwell drawdown testing as part of the 2018 I/I Evaluation.

³ Information not available during field investigations.

2.5.3 River Street Pump Station

The River Street Pump Station was constructed in 1973 and is located at the end of River Street and upland of the Millers River to the north. The pump station consists of a 12-foot x 16-foot masonry building on 4-foot frost walls. A packaged dry pit pump station is accessed through a 36-inch diameter entrance tube in the floor of the pump station building. The two variable speed pumps draw water through 6-inch cast iron suction lines that are connected to a single 4-foot diameter concrete manhole.

Wastewater from the River Street Pump Station is pumped approximately 1,830-feet through a 6-inch AC force main into an 8-inch gravity interceptor that flows towards POTW #1. Table 2-7 summarizes the current design of the River Street Pump Station.

TABLE 2-7
River Street Pump Station Design Summary

Component/Feature	River Street Pump Station
Station Configuration	Wet Pit/Dry Pit
Wetwell Active Volume ¹	221 gallons
Pump Manufacturer	Unknown ³
Pump Type	Open Impeller, Frame-mounted, Horizontal Centrifugal
Number of Pumps (Duty / Total)	1 / 2
Name Plate Unit Pumping Rate	360 GPM @ 50 feet TDH ²
Motor Size	20 HP
Motor Speed	Unknown ³
Electrical Rating	460V, 3 phase
SCADA	Telephone Modem
Level Control	Float
Flow Measurement	None

¹ Active volume is volume of the wet well below the invert of the Influent gravity sewer

² GPM is gallons per minute and TDH is total dynamic head

³ Information not available during field investigations.

2.5.4 Renovators Supply Pump Station

The Renovators Pump Station was constructed in 1983 and is located off of Strachan Street north of the Renovators Supply Manufacturing building upland of the Millers River to the north. The pump station consists of a 4-foot diameter buried submersible wet well. The pump station is accessed through a rectangular steel hatch at grade. The two constant speed pumps are submersible. A 4-foot by 6-foot precast concrete metering manhole exists upstream of the pump station and contains a 6-inch flume, but no flow measurement device. The metering manhole is accessed by a 2.5-foot by 2.5-foot aluminum hatch.

Wastewater from the Renovators Supply Pump Station is pumped approximately 220 feet through a 2.5-inch PVC force main into an 8-inch gravity interceptor that flows towards POTW #1. Table 2-8 summarizes the current design of the Renovators Pump Station.

TABLE 2-8
Renovators Supply Pump Station Design Summary

Component/Feature	Renovators Supply Pump Station
Station Configuration	Submersible Wet Pit
Wetwell Active Volume ¹	375 Gallons
Pump Manufacturer	Unknown ³
Pump Type	Open Impeller, Frame-mounted, Submersible
Number of Pumps (Duty / Total)	1 / 2
Name Plate Unit Pumping Rate	40 GPM @ 30 feet TDH ²
Motor Size	2 HP
Motor Speed	3,450 rpm
Electrical Rating	230V, 3 phase
SCADA	Telephone Modem
Level Control	Float
Flow Measurement	Flume (no flow meter)

¹ Active volume is volume of the wet well below the invert of the influent gravity sewer

² GPM is gallons per minute and TDH is total dynamic head

2.5.5 IP Mill Pump Station

The IP Mill Pump Station was constructed in 2023 and is located on Papermill Road adjacent to the former International Paper (IP) Mill property and upland of the Millers River to the south. The pump station consists of a 6-foot diameter submersible wet well and a 6-foot by 7-foot valve vault. Each structure is precast concrete and may be accessed by 3-foot by 4-foot access hatch with a safety grate. The two variable speed pumps are submersible and installed on a guide rail removal system. The pump station influent is planned to be installed upon redevelopment of the former IP Mill property.

Wastewater from the IP Mill Pump Station is pumped approximately 735-feet through a 4-inch HDPE force main into a 10-inch gravity interceptor that flows towards POTW #1. Table 2-8 summarizes the current design of the IP Mill Pump Station.

TABLE 2-9
IP Mill Pump Station Design Summary

Component/Feature	IP Mill Pump Station
Station Configuration	Wet Pit/Dry Pit
Wetwell Active Volume ¹	Unknown
Pump Manufacturer	Flygt
Pump Type	Open Impeller, Frame-mounted, Submersible
Number of Pumps (Duty / Total)	1 / 2
Name Plate Unit Pumping Rate	104 GPM @ 81.9 TDH ²
Motor Size	6.5 HP
Motor Speed	3,475 rpm, Variable Speed
Electrical Rating	230/460V, 3-Phase
SCADA	Telephone Modem
Level Control	Pressure Transducer/Float
Flow Measurement	Magnetic Flow Meter

¹ Active volume is volume of the wet well below the invert of the influent gravity sewer

² GPM is gallons per minute and TDH is total dynamic head

2.6 Flood Resiliency

According to TR-16, existing facilities planned for upgrades or expansion should be improved to the maximum extent possible to meet the flood protection criteria established for new facilities. New facilities should provide for non-interrupted operation of all units during a 100-year flood and critical equipment protected against flooding 3 feet above the 100-year flood elevation. Critical equipment is defined as all electrical, mechanical, and control systems associated with conveyance of wastewater. Non-critical equipment should be protected against flooding 2-feet above the 100-year flood elevation.

Table 2-10 shows the approximate 100-year flood elevation at each pump station and POTW based on the FIRMs, the 100 year flood elevation plus 3 feet, and the finished floor elevation at each of the facilities. The elevations are reported in NGVD29 and are based on the FIRMs and record drawings of the pump stations. Elevations for POTW #1, POTW #3, and the IP Mill Pump Station were converted from NAVD88 to NGVD29 using the

NOAA's National Geodetic Survey (NGD) Coordinate Conversion and Transformation Tool (NCAT).

TABLE 2-10
POTW and Pump Station Flood Considerations

Facility	100 Year Flood El.	100 Year Flood El. + 3 Feet	Finished Floor El ¹
POTW #1	200.2	203.2	196.2
POTW #2	464.0	467.0	467.0
POTW #3	387.1	390.1	390.8
Arch Street PS	457.0	460.0	438.9
Route 2 PS	465.0	468.0	472.9
River Street PS	210.0	213.0	208.0
Renovators Supply PS	206.0	209.0	211.0
IP Mill PS	244.5	247.5	250.2

¹Elevation shown is top of disinfection chamber finished floor for POTWs #1, #2, and #3, and the top of wet well finished floor for all pump stations. Values highlighted in gray indicate that the 100-year elevation + 3 feet is greater than the finished floor elevation.

As shown in Table 2-10, the finished floor of POTW #1, the Arch Street Pump Station, and the River Street Pump Station are below the 100-year flood elevation plus three feet. Therefore, the infrastructure in these pump stations is at risk during a flood event in accordance with current design standards. This appears to be especially true for the Arch Street Pump Station whose finished floor elevation is almost 20-feet below the 100-year flood elevation. According to the FIRM map, POTW #1 is not within the 100 year flood zone; however, certain facilities have finished floor elevations below the 100 year flood elevation, particularly UV disinfection chamber, secondary clarifiers, and aeration chambers. The primary clarifier finished floor elevation is also below the 100-year flood plus 3 feet elevation.

Flood resiliency improvements should be considered at POTW #1, the Arch Street Pump Station, and the River Street Pump Station given the finished floor elevations and the requirements of current design standards. A formal resiliency study should be performed to determine the improvements needed at each pump station including a survey to confirm elevations and an engineering evaluation of structural integrity and water-tightness of each facility. A budgetary estimate for performing a flood resiliency study is \$25,000 per facility.

Section 3 Horizontal Asset Inventory

3.1 Sewer Collection System

The Town of Erving's wastewater collection system consists of approximately 14 miles of pipe ranging in diameter from 4-inches to 18-inches and ranging in age from less than one year old to over 50 years old. While many of the existing sewer pipelines in Town are over 50 years old based on available record drawings, 50% of pipes are constructed with polyvinyl chloride (PVC). The collection system contains five municipal pump stations and four individual service pump stations located throughout Town where gravity flow is not available. The POTWs and the collection system pump stations are discussed in further detail in Section 2.2 and Section 2.3, respectively.

The materials and construction methods used to install many older systems are inferior to the current standards and are part of the cause of the existing infiltration and inflow (I/I) in the system which is discussed in Section 3.1.1. The Town has made efforts to improve the system, replacing and re-lining pipelines, and adding some additional manholes to the system but parts of the system are difficult to inspect and maintain.

The existing collection system in Erving side contains two river crossing structures: one receiving flow from the Town of Montague and another sending flow to POTW #1. These operate as inverted siphons and consist of twin pipes laid below the river bottom that are encased in concrete. The entrance and terminal structures vary in configuration from simple manholes to built-in-place concrete structures with provisions for flushing and surcharging the siphon lines.

The Town of Erving typically performs system maintenance reactively when blockages, sewer backups, customer complaints, or sewer failures occur.

3.1.1 Collection System Condition Summary

Infiltration is groundwater that enters the wastewater collection system. Infiltration is directly related to the elevation of the groundwater table with respect to underground manholes and pipelines. When the groundwater level is above manholes and pipelines, groundwater can enter the sewer collection system at cracks in pipes, pipe joints, connections, manholes and other non-watertight sections of the sewer collection system. Peak infiltration rates usually coincide with the period when groundwater levels are at their highest. Groundwater levels typically reach their highest levels during the spring due to snowmelt and frequent rain events.

Inflow is water other than sanitary flow that enters a sewer system from a direct source. Direct connections to catch basins, roof leaders, yard drains, area drains, or other stormwater conveyance systems are sources of inflow. Another source of inflow, which is not a direct connection through a pipe, is leaking manhole covers. The quantity of inflow that enters a system is directly related to rainfall. Peak inflow rates usually coincide with higher intensity rainfall events with a reasonable duration of two days or less.

In 2018, the Town of Erving completed a three-year infiltration and inflow (I/I) study of the Town's wastewater collection system. The 2018 I/I study was initiated to investigate the severity of I/I entering the Town's sewer collection systems flowing to POTW #1,

POTW #2, and POTW #3. The study included review of 2014-2016 POTW flow and pump station runtime data and development of infiltration and inflow estimates for each service area.

The results of the 2018 I/I study indicated that moderate levels of inflow are present in the collection systems flowing to POTW #1 and the Arch Street Pump Station, while inflow is not a significant problem within POTW #3 and Route 2 Pump Station service areas. Tighe & Bond recommended that the Town perform inflow investigations in the Arch Street Pump Station and POTW #1 service areas. This includes smoke testing followed by dye testing to investigate suspect inflow sources identified through smoke testing, which was performed as part of the 2022 Sewer System Evaluation Survey (SSES).

The average inflow within the Farley Pump Station and Route 2 Pump Station service areas (Drainage Areas 2 and 4, respectively) during the five storms reviewed was calculated as 900 and 925 GPD, respectively; an average daily increase in flow of 29% and 33%, respectively. The increase in flow, as well as the percent increase in flow, are relatively low, indicating that inflow is not a significant problem within the Farley and Route 2 Pump Station service areas. The average inflow entering the sewer system upstream of the Ervingside POTW was calculated as 69,800 GPD; an average daily increase of 126%. The average inflow amount in the Arch Street Pump Station service area was calculated as 38,700 GPD; an average daily increase of 123%. The inflow measured within the Ervingside and Arch Street Pump Station service areas was considered to be moderate.

The purpose of the SSES was to perform follow up investigations within the Ervingside Sewer System and Erving Center Sewer System to locate sources of I/I, as recommended in the technical memorandum documenting the Town's Infiltration/Inflow Evaluation completed in 2018 (the I/I Evaluation). The results of the 2022 SSES identified sources of inflow entering the sanitary sewer from private connections and found that these sources only accounted for a portion of measured inflow. Tighe & Bond recommended that the Town coordinate with property owners to rehabilitate services and perform follow-up investigations to identify the remaining sources of I/I.

Portions of the Town's collection system are over 50 years old and are expected to require pipeline repairs or replacement in the next ten years. In the past, the Town has made efforts to improve the collection system, re-lining pipelines and manholes, replacing pipelines, and adding some additional manholes to the system, but parts of the system still have limited access and are difficult to inspect and maintain.

In addition, the 2018 I/I Evaluation recommended performing manhole inspections to evaluate the condition of existing manholes and identify infiltration. Manhole inspections were performed as part of this AMP report. Some areas in the town, including Farley, were not inspected. Throughout the system, 61% of manholes were in good condition, 14% were in fair condition, 6% were in poor condition, and 19% were not inspected.

3.1.2 Development of the Sewer Collection System Asset Inventory

Building off the recommendations of the 2018 I/I study and 2022 SSES, the sewer collection system asset inventories established as part of this asset management plan were developed based on record drawings, institutional knowledge from Town staff and field inventory performed by the Town. This inventory includes the nearest street to each pipe (if available), type (gravity or force main), the pipe material, size, length, and installation year where available. Appendix C contains the asset inventory and criticality analysis for the wastewater collection system.

3.1.3 Sewer Material Records

The majority of the existing sewer pipelines in the Town of Erving are over 50 years old and most of these pipes are constructed of polyvinyl chloride. Approximately 13% of the sewer main material is unknown. Table 3-1 summarizes the lengths of each sewer pipe by material.

TABLE 3-1
Approximate Sewer Pipe Lengths by Material

Material	Sewer Length (LF)
Vitrified Clay Pipe (VC)	1,700
Asbestos Cement (AC)	10,500
Polyvinyl Chloride (PVC)	37,100
Cured-in-place Lining (CIP)	10,400
High Density Polyethylene (HDPE)	5,300
Unknown/Other	9,300

3.1.4 GIS Mapping and Field Applications

The Town of Erving and Tighe & Bond developed a GIS-based collection system map as part of this asset inventory component of the AMP project. The GIS wastewater collection system map was developed by digitizing record drawings of the sewer collection system and supplemented with field data collected by the Town. The GIS collection system map includes the attribute data of sewer pipes, pump stations, laterals, and sewer manholes. Attribute data for sewer pipes includes pipe diameter, material, size, length, nearest street, year installed, and if the pipe is gravity, pressurized, or a siphon. Attributes are also categorized by municipally owned or privately owned.

Tighe & Bond worked with the Town and their software provider to develop a computer based mobile and desktop system including conversion of paper forms into digital work forms. The system was configured using Brightly, Inc. software. The applications were configured to meet the workflow and assignment needs of the wastewater department for their wastewater pumping stations and other facilities. Two tablets were provided to the Town with Esri Workforce, Collector, and Survey 123 applications installed and configured. Brightly staff will provide training for staff to educate them on how to maintain and update the Town's database as well as how to use the GIS-based Work Order Management System. The wastewater department intends to continuously improve the asset inventory and use the work order system for maintenance purposes.

See Section 4 for further explanation on the risk ranking for the wastewater collection system.

Section 4

Asset Evaluation Summary and Table

To determine criticality of system components, there are two important questions:

1. How likely is the asset to fail?
2. If the asset does fail, what will be the consequence?

In the context of asset management, criticality (risk score) is defined as an asset's likelihood or probability of failure (PoF) multiplied by the severity and extent of the consequences of that failure (CoF). A criticality-based approach to asset management will allow the Town to manage its overall risk and provide a logical framework for allocation of operation and maintenance dollars and capital expenditures.

The likelihood that an infrastructure component will fail is a function of the component's condition, performance, reliability, and maintenance history. Failure refers to the state of not meeting a desirable or intended objective. There are several modes of failure⁴ that may occur, including:

- **Mortality⁵** – The asset stops functioning due to a physical condition or break
- **Capacity** – The asset is functioning but will not provide the quantity of service required (e.g., customer water demand is not being met)
- **Level of Service** – Changes in customer needs or in regulations demand a higher level of service than the asset can deliver
- **Financial Inefficiency** – The asset is costing more to repair than it would to replace

Other modes of failure include performance failure and future changes failure. Performance includes capacity, regulatory compliance, financial inefficiency, and safety. Future changes include capacity and regulatory compliance. These failure modes are based on Tighe & Bond experience, direct observation, and operator knowledge. If a component of the Erving wastewater system fails, the consequences widely differ in severity and impact to consumers. It is important to consider all the possible costs of failure, including cost of repair/replacement, collateral damage, social costs (i.e., loss of service to customers), legal costs (i.e., injuries or damages caused by failure), environmental costs, and other considerations such as inability to deliver desired level of service or loss of confidence in the system. Tighe & Bond's methodology for determining PoF and CoF and subsequently, criticality, is described in the following sections.

⁴ Modes of failure adapted from University of Southern Maine. Issue Brief, "Asset Management for Stormwater," April 2014. Available at: http://digitalcommons.usm.maine.edu/cgi/viewcontent.cgi?article=1000&context=sustainable_communities.

⁵ Based on Tighe & Bond experience

4.1 Probability of Failure (PoF)

4.1.1 Vertical Asset PoF Methodology⁶

Probability of Failure (PoF) for the vertical assets is determined by several factors including Percent of Physical Life Consumed, Linking Direct Observation to Failure, Performance, Availability, and Reliability and Maintainability.

Each asset is given a score for each of the five parameters listed above. Four of the five parameters (excluding percent of physical life used) are given a score as described in the grading criteria in Table 4-1, below. Each factor is graded on a score of one to five, with one indicating the best condition and five indicating a failing condition. The five scores are summed to give a total probability of failure score from five to twenty five. A score of twenty five indicates the asset is failing while a score of five indicates the asset is in excellent condition. The five PoF factors are described in greater detail on the following pages.

TABLE 4-1
PoF Scoring Criteria - Vertical Assets

Category	Low 1	Moderate 2	Quite Likely 3	High 4	Very High 5
1. Percent of Life Consumed	0%-29%	30%-49%	50%-69%	70%-89%	90%-100%
2. Linking Direct Observation to Failure	Failure expected to occur in more than 10 years	Failure expected to occur within 10 years, estimated 10% chance of occurring in any year	Failure expected to occur within 5 years, estimated 20% chance of occurring in any year	Failure estimated 50% chance of occurring in any year	Failure likely to occur within the year
3. Performance	Exceeds current requirements	Meets the current requirements, room for improvement	Obvious concerns, cost/benefit questions	Difficult to sustain performance	Failing, not capable of sustaining required performance
4. Availability	Virtually always operational, out of service for very short periods	Out of service for moderate periods; moderately difficult to return to service	Increasingly difficult to return to service; parts becoming a challenge	Extensive downtime; difficult to return to service, parts difficult to acquire, rare skills needed	Virtually impossible to return to service; parts no longer available; unavailable trained personnel
5. Maintainability	Easily maintained, OEM maintenance is straightforward	Increasing minor maintenance; periodic corrective maintenance including some repair; occasional breakdown	Increasing scheduled maintenance; increasing frequency of work orders; periodic breakdown	Work orders well above average for type of asset; recurring minor repair; close monitoring required; continuous breakdown	Frequent maintenance with recurrent patterns of failure; constant monitoring to sustain performance; virtually inoperable

⁶EPA Asset Management Workshops, <https://www.epa.gov/sustainable-water-infrastructure/asset-management-water-and-wastewater-utilities>

1. Percent of Physical Life Consumed

Percent of Physical Life Consumed is calculated using the expected service life (ESL) and the years the asset has been in service. Table 4-2 provides the typical ESL of the types of equipment in Erving's asset inventory. Tighe & Bond estimated service life through a combination of manufacturer recommendations, guidance from professional organizations, and experience. The service life of a piece of equipment is dependent on several factors including service conditions, operation and maintenance practices, quality of installation, and operation environment.

2. Linking Direct Observation to Failure

Inspections by Tighe & Bond staff were used to link direct observation to failure. While expected service life is a good indicator of the condition, the service life of a piece of equipment is dependent on several factors including service conditions, operation and maintenance practices, quality of installation, and operation environment. Visual inspections facilitate the determination of criticality based on observed deficiencies.

3. Performance

Performance considers physical and operational aspects of an asset. It is a measure of the physical state of the asset and the ability of the asset to function as designed.

4. Availability

Availability represents how often an asset is operational verses the frequency of breakdowns and the required service and downtime for repairs.

5. Maintainability

Reliability is a measure of the ability for an asset to perform it's required function, or how likely it is to fail. Maintainability is a measure of the ability to bring a failed asset back into an operational state. It is a function of the ability to conduct scheduled inspections and service and to repair after failure.

TABLE 4-2
Expected Service Life¹

Asset	Estimated Service Life (Years) ²	Asset Type
Chain Link Fencing	50	Civil/Site Safety & Security
Fire Alarm	10	Civil/Site Safety & Security
Security Camera	20	Civil/Site Safety & Security
Switchboard	30	Electrical
Blower	20	Electrical Equipment
Disconnect Switch	30	Electrical Equipment
Generator	30	Electrical Equipment
MCC	30	Electrical Equipment
Motor	20	Electrical Equipment
Panelboard	30	Electrical Equipment
SCADA System	30	Electrical Equipment

TABLE 4-2
Expected Service Life¹

Asset	Estimated Service Life (Years)²	Asset Type
Surge Protector	30	Electrical Equipment
Transformer	30	Electrical Equipment
Boiler, Cast Iron	30	HVAC/Plumbing
Cabinet Unit Heater	15	HVAC/Plumbing
Damper	15	HVAC/Plumbing
Dehumidifier	10	HVAC/Plumbing
Domestic Water Heater	15	HVAC/Plumbing
Duct	20	HVAC/Plumbing
Electric Radiator	10	HVAC/Plumbing
Exhaust Fan	20	HVAC/Plumbing
Fin Tube Radiator	20	HVAC/Plumbing
Fume Hood	20	HVAC/Plumbing
Pipe Insulation	30	HVAC/Plumbing
Piping	40	HVAC/Plumbing
Hydronic Unit Heater	20	HVAC/Plumbing
Louver	25	HVAC/Plumbing
MiniSplit (heat pump)	10	HVAC/Plumbing
Plant Water Piping and Storage	35	HVAC/Plumbing
Safety Shower	15	HVAC/Plumbing
Sump Pump	10	HVAC/Plumbing
Supply Fan	15	HVAC/Plumbing
Thermostat	20	HVAC/Plumbing
Wall Heater, electric	20	HVAC/Plumbing
Air Compressor	15	Instrumentation/Controls
Alarm System	30	Instrumentation/Controls
Automatic Transfer Switch	30	Instrumentation/Controls
Backflow Preventor	10	Instrumentation/Controls
Float Switch	10	Instrumentation/Controls
Magnetic Flow Meter	25	Instrumentation/Controls
Muffin Monster Grinder	8	Instrumentation/Controls
Parshall Flume & Ultrasonic Meter	20	Instrumentation/Controls
Ultrasonic Flow Meter	15	Instrumentation/Controls
Variable Frequency Drives	25	Instrumentation/Controls

TABLE 4-2
Expected Service Life¹

Asset	Estimated Service Life (Years)²	Asset Type
Lighting	20	Lighting
Channel Slide Gates	25	Piping and Valve
Fire Hydrant	50	Piping and Valve
Pressure Gauge	20	Piping and Valve
Pumps ³	25	Pumping Equipment
Access Hatch	30	Structural
Baffle	35	Structural
Concrete Steps	70	Structural
Electric Hoist	25	Structural
Launder Cover	20	Structural
Roof	30	Structural
Safety Grating	30	Structural
Weir	35	Structural
Automatic Sampler	15	Treatment
Belt Filter Press	20	Treatment
Conveyor	20	Treatment
Manual Bar Rack	30	Treatment
Scraper & Paddles	35	Treatment
Odor Control	8	Treatment

¹Based on industry knowledge/Tighe & Bond experience.

²Equipment life expectancies will vary greatly depending on a multitude of factors such as moisture, heat, chemical delivered, hourly use, and maintenance frequency.

³Pumps typically can be rebuilt one or two times; however, following the second rebuild, the pumps should generally be replaced due to a loss of operating efficiency.

4.1.2 Horizontal Asset PoF Methodology

For horizontal wastewater assets, the probability of failure (PoF) was calculated based on the pipe material and age, estimated condition from the manhole inspections completed by EST Associates in May 2023, and areas identified as problematic by the Town. Pipe material and age are two criteria that are generally available and straight-forward to assign ranking points. The ranking points were determined from Tighe & Bond’s experience in asset management and asset management guidance documents.

The ranking points for each pipe section are summed for a deficiency (PoF) score ranging from 1 to 5. The higher the ranking the more likely the pipe section is to fail based on its condition and age.

Approximately 88% of pipe material in Erving’s sewer system is known. Record drawings for the Erving’s sewer collection system date back as late as 1972. The sewer collection system was installed and expanded throughout the 1970s and 1980s. The pipe age for the sewer collection system was added as an attribute to the GIS based system based on record drawing dates.

Table 4-3 summarizes how probability of failure is determined using estimated condition based upon limited physical manhole inspection data of interconnecting piping, along with pipe age by material, and four categories pertaining to potentially available pipe history data. For the Erving Wastewater System, data for flooding, cleanings, breaks and other external damaging factors is largely unknown and therefore factored as such. The Pipe/Manhole History category is an average score of each sub-category.

The three scores are summed to give a total probability of failure score from five to fifteen. A score of fifteen indicates the asset is failing while a score of three indicates the asset is in excellent condition.

TABLE 4-3
PoF Scoring Criteria - Horizontal Assets

Category		Not Critical 1	Somewhat Critical 2	Moderately Critical 3	Critical 4	Very Critical 5
1. Estimated Condition		Excellent	Good	Moderate	Poor	Very Poor
2. Pipe/Manhole Age by Material	AC Pipe	<20 years	20-29	Unknown 30-39	40-49	50+ Years
	CI Lined Pipe	<30 years	30-49	Unknown 50-74	75-99	100+ Years
	HDPE Pipe	<30 years	30-49	Unknown 50-74	75-99	100+ Years
	PVC Pipe	<30 years	30-49	Unknown 50-74	75-99	100+ Years
	RCP Pipe	<25 years	25-39	Unknown 40-54	55-74	75+ Years
	VCP Pipe	<20 years	20-29	Unknown 30-39	40-49	50+ Years
	Precast Concrete MH	<30 years	30-49	Unknown 50-74	75-99	100+ Years
	Concrete Block MH	<20 years	20-29	Unknown 30-39	40-49	50+ Years
	Brick MH	<20 years	20-29	Unknown 30-39	40-49	50+ Years
	Parged/Lined MH	<30 years	30-49	Unknown 50-74	75-99	100+ Years
	Unknown	<25 years	25-39	Unknown 40-54	55-74	75+ Years
3. Pipe/Manhole History	Frequent Floodings	Never	Unknown	-	Occasional	Every Year
	Required Cleanings/Repairs	No Cleanings or Repairs	Unknown	-	1	Needs Cleaning
	Breaks/Collapses	No Breaks	Unknown	-	1	2 or More
	External Damaging Factors	No corrosive soils	Unknown	Occasional	Moderately corrosive soils	High groundwater and/or corrosive soils

4.2 Consequence of Failure (CoF)

4.2.1 Vertical Asset CoF Methodology

Tighe & Bond and the Erving Wastewater Department staff determined the ranking criteria for the consequence of failure for vertical assets shown in Tables 4-4 and 4-5, ranging from 1 to 5. Each asset is given a score from one to five for each of the four parameters listed, with one indicating the best condition and five indicating a very critical condition. The four scores are summed to give a total consequence of failure score from four to twenty. A total score of twenty indicates the asset is very critical in all parameters while a total score of four indicates the asset is not a critical condition in all parameters.

TABLE 4-3
CoF Scoring Criteria - Vertical Assets

Metric	Not Critical 1	Somewhat Critical 2	Moderately Critical 3	Critical 4	Very Critical 5
1. Asset Type	See Table 4-5				
2. Redundancy	Full redundancy and workarounds	-	Workarounds available, some redundancy	-	No redundancy or workaround
3. Safety	Consequence of equipment failure would not result in safety concerns.	-	Consequence of failure equipment would result in a safety concern.	-	Consequence of equipment failure would result in many safety concerns.
4. Facility Compliance	Consequence of equipment failure would not impact compliance	-	Consequence of equipment failure might impact compliance-	-	Consequence of equipment failure would impact compliance

Systems such as critical electrical equipment, emergency power, instrumentation/controls, critical structural components, disinfection equipment, and solids handling equipment are integral parts of the Town's ability to provide wastewater treatment, thus they were designated with a high CoF score. Erving would likely focus on replacing assets in the facility that are visibly failing or have a high consequence of failure. Heating, ventilation, and air conditioning (HVAC) components are generally more responsible for operator comfort within the pump stations and POTWs. Most mechanical systems have high operational temperature tolerance. For this analysis, HVAC and plumbing equipment was assigned a CoF score of 2. Other equipment such as civil/site safety and security were given scores of 1 and 2, respectively, since the Town could still provide wastewater service to its customers if the assets were to fail.

TABLE 4-5
Vertical Asset Types

Criteria	CoF Score
Treatment - Disinfection	5
Treatment - Solids Handling	5
Treatment - Chemical	4
Treatment - Filtration	4
Treatment - Headworks	3
Treatment - Clarifier & Aeration	2
Water Storage	5
Monitoring/ Sampling	2
Civil/Site	1
Safety & Security	2
Pumping System	3
Piping and Valve	3
Electrical - Critical Equipment	4
Electrical - Noncritical Equipment	2
Electrical - Emergency Power	5
Electrical - Lighting	2
Instrumentation/ Controls	4
Structural - Critical	4
Structural - Noncritical	2
Structural - Roof	4
HVAC	2
Plumbing	2

4.2.2 Horizontal Asset CoF Methodology

For sewer pipes and manholes, Consequence of Failure (CoF) was determined based on critical pipe characteristics, critical customers, and critical locations. The greater the consequence of failure, the more critical a particular asset will be, and the higher the CoF score. The ranking point of the CoF rating is innately difficult due to the inability to predict and encompass all possible direct or indirect consequences of failure.

Pipe characteristics such as pipe size and pipe type (e.g., gravity, pressurized, and siphon) are an approximate indicator of the flow rate conveyed through a pipe or manhole: larger gravity pipes, siphons, and pressurized pipes typically convey more flow than smaller gravity pipes, serving larger populations or industries. For example, if a larger pipe were to break, a larger population might be impacted than if a smaller pipe were to break, resulting in a larger consequence. Therefore, larger pipes, pressurized pipes, and siphons were labeled as critical.

Pipes and manholes are labeled critical based on their proximity to critical customers and critical locations. The consequence of a critical pipe or manhole break is assumed to be greater because sensitive populations, environmental areas, and infrastructure may be impacted, and repairs in areas with limited accessibility are more challenging. Critical customers include schools, hospitals, senior housing/rehabilitation centers, and EMS/Fire/Police stations. Critical locations include bodies of water, wetlands, backcountry, downtown, state roads, bridges, and railroads.

To assess consequence of failure, each sewer pipe segment and sewer manhole was scored based on its criticality. The criticality scoring criteria is outlined on Table 4-6. The six criticality scores for each pipe segment or sewer manhole are summed to give a total consequence of failure score from six to thirty. A score of thirty indicates the asset has a high consequence of failure while a score of six indicates the asset has a low consequence of failure.

TABLE 4-4
CoF Scoring Criteria - Horizontal Asset

Category		Not Critical 1	Somewhat Critical 2	Moderately Critical 3	Critical 4	Very Critical 5
1. Pipe Size/ Connected Pipe Size (Diameter)		Less than 12-inch	12-inch to 15-inch	16-inch to 20-inch or Unknown	21-inch to 30-inch	Greater than 30-inches
2. Sewer Type	Pressurized and Siphons	No	Unknown	-	-	Yes
	Combined Sewer	No	Unknown	-	-	Yes
3. Under-ground Location	Pipe/ Structure Depth	<5 ft	<6 ft	<7 ft or unknown	<8 ft	<10 ft
	Proximity to Other Utilities	>3 ft	Unknown	-	-	<3 ft
4. Environmental Sensitive Features	Proximity to Flood Zones	Located Outside of Buffer Zone	Unknown	-	-	Located in within 100' flood zone buffer
	Proximity to Bodies of Water	No	Unknown	-	-	<25 ft
	Proximity to Wetlands	No	Unknown	-	-	<25 ft
5. Critical Customers	Schools	No	Unknown	-	Nearby Street	Same Street
	Hospitals	No	Unknown	-	Nearby Street	Same Street
	Senior Housing/ Rehabilitation Centers	No	Unknown	-	Nearby Street	Same Street
	EMS/Fire/Police Stations	No	Unknown	-	Nearby Street	Same Street
6. Critical Locations	Backcountry	No	Unknown	-	-	Yes
	Downtown	No	Unknown	-	-	Yes
	State Owned/Maintained ROW	No	Unknown	-	-	Yes
	Bridge Crossings	No	Unknown	-	-	Yes
	Railroad Proximity	No	Unknown	-	-	Yes

4.3 Risk-Based Asset Prioritization

Tighe & Bond ranked the assets based on the risk scores calculated by multiplying the asset's probability of failure score by the asset's consequence of failure score. The criticality (risk score) is calculated for each asset in the asset inventory using the equation below:

$$\text{Risk Score} = (\text{Probability of Failure}) \times (\text{Consequence of Failure})$$

The risk score is used to categorize an asset's risk tier to help the Town prioritize asset repair, monitoring, or replacement. Risk scores for each asset category ranked for Erving are shown in Table 4-7. Assets should be replaced or repaired within 1 year for "Immediate" risks, within 1 to 5 years for "High" risks, within 6 to 10 years for "Medium" risks, within 11 - 20 years for "Low" risks, and beyond 20 years for the "None" risk tier.

TABLE 4-7
Erving Asset Risk Score

Risk Tier	Vertical Asset Risk Score	Horizontal Asset Risk Score
Immediate	350 - 500	300 - 450
High	250 - 349	160 - 299
Medium	200 - 249	141 - 159
Low	150 - 199	125 - 140
None	20 - 149	0 - 124

4.3.1 POTWs

Table 4-8 and Figure 4-1 provides a summary of the high, medium, and low risk assets in at POTW #1, POTW #2, and POTW #3 broken up by process.

TABLE 4-8
POTW Number of Assets Risk Summary

Discipline by Facility	Immediate Risk	High Risk	Medium Risk	Low Risk	None
POTW #1	3	4	57	40	54
Electrical	0	0	2	5	22
HVAC/Plumbing	2	0	38	26	9
Process	0	1	4	7	22
Structural	1	2	13	2	1
POTW #2	0	57	41	35	31
Electrical	0	5	8	7	10
HVAC/Plumbing	0	35	6	9	11
Process	0	7	13	8	4
Structural	0	10	14	11	6
POTW #3	0	0	4	8	11
Electrical	0	0	0	0	4
HVAC/Plumbing	0	0	4	0	3
Process	0	0	0	5	2
Structural	0	0	0	3	2
Grand Total	3	60	102	83	96

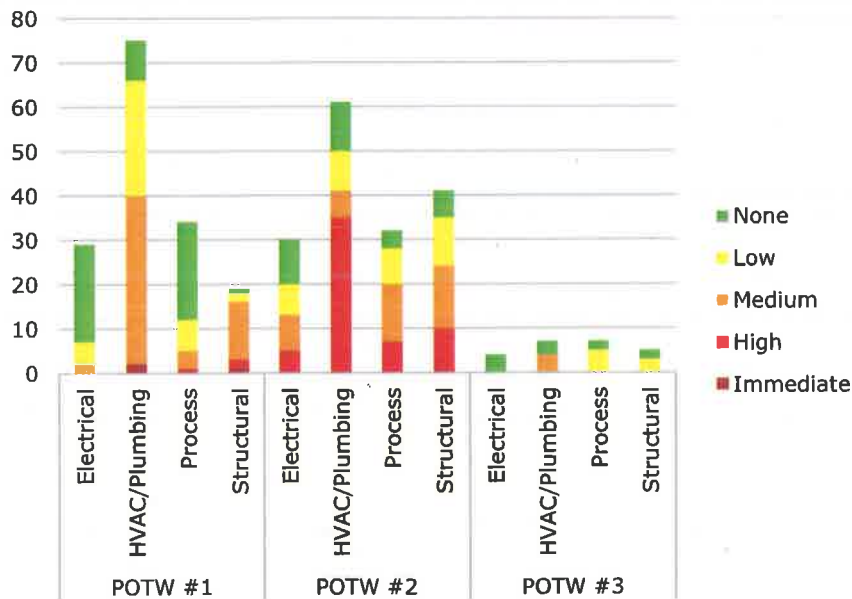


FIGURE 4-1
POTW Number of Assets Risk Summary

4.3.2 Pump Stations

Table 4-9 provides a summary of the high, medium, and low risk assets at the Arch Street, Renovators Supply, River Street, Route 2, and IP Mill pump stations. The IP Mill pump station completed construction in 2023, so the facility is low risk.

TABLE 4-9
Sewer Pump Station Number of Assets Risk Summary

Pump Station	Immediate Risk	High Risk	Medium Risk	Low Risk	None
Arch Street	0	0	3	1	8
Renovators Supply	0	0	2	4	2
River Street	0	1	2	0	11
Route 2	0	4	0	1	5
IP Mill	0	0	0	0	9
Grand Total	0	5	7	6	35

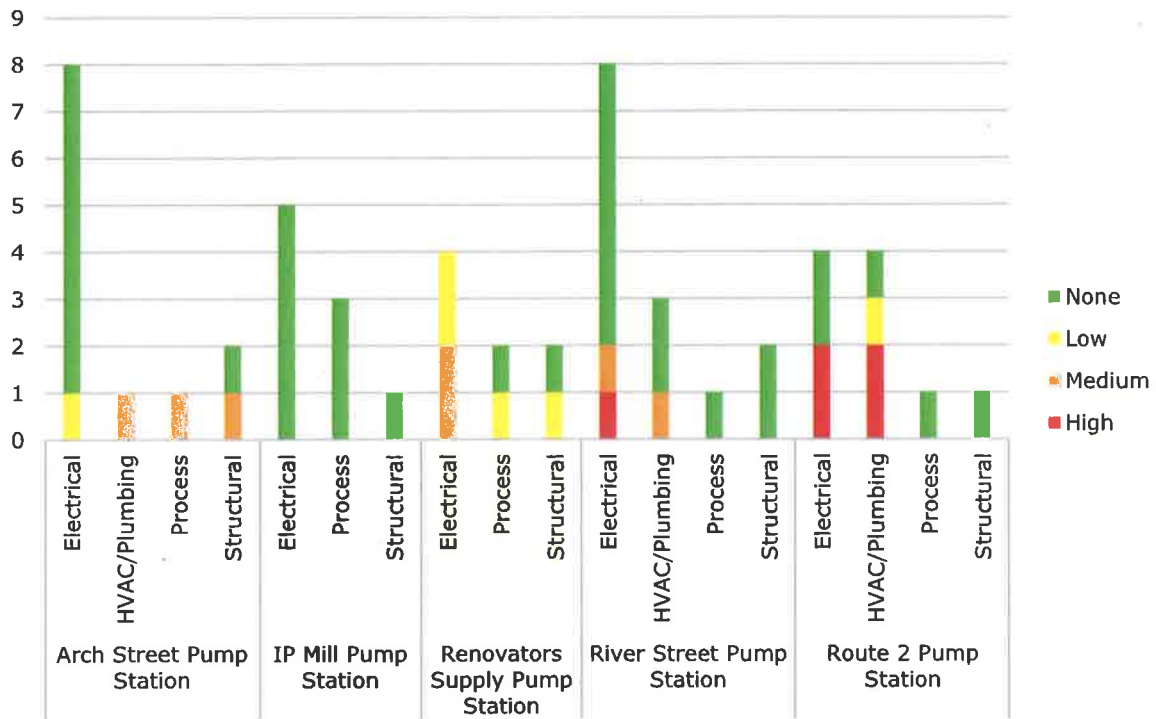


FIGURE 4-2
Pump Station Number of Assets Risk Summary

4.3.3 Sewer Collection System

Table 4-10 provides a summary of the pipe lengths (in feet) that are ranked immediate, high, medium, and low risk for the sewer collection system pipes.

TABLE 4-10
Sewer Collection System Risk Summary

Asset Type	Immediate Risk	High Risk	Medium Risk	Low Risk	None	Grand Total
Manholes (each)	0	3	15	28	253	300
Pipes (linear feet)	0	3,977	5,934	2,566	61,900	74,378

Section 5

Recommendations and Cost Summary

Subsection 5.1 summarizes vertical asset recommendations and costs at POTW #1, POTW #2, POTW #3, and wastewater pump stations. Subsection 5.2 summarizes the horizontal asset recommendations and costs for the wastewater systems. Subsections 5.3 and 5.4 provide methods that the Town can use to prioritize replacing and rehabilitating assets by their respective risk categories.

5.1 Vertical Assets

5.1.1 POTW Recommendations & Costs

Table 5-1 provides a summary of the asset replacement costs and recommended improvement project/asset grouping costs for the Erving POTWs. A brief description of what is included in each line item is also provided in Table 5-1. The line items shown in Table 5-1 have been grouped by location and include a dollar breakdown by risk category for each project.

The costs provided are meant to be used for planning and budgeting purposes. Tighe & Bond developed the costs based on experience on similar projects and data from vendors. The provided costs include markups for installation, contractor overhead and profit, general conditions, engineering, and contingency.

TABLE 5-1
POTW Improvement Costs

Treatment Facility	Immediate Risk	High Risk	Medium Risk	Low Risk	None	Total
POTW #1	\$492,800	\$229,600	\$711,900	\$2,376,400	\$5,605,600	\$9,416,300
POTW #2	\$0	\$5,068,500	\$8,653,600	\$1,638,700	\$1,501,400	\$16,862,200
POTW #3	\$0	\$0	\$7,200	\$149,800	\$682,500	\$839,500
Total	\$492,800	\$5,298,100	\$9,372,700	\$4,164,900	\$7,789,500	\$27,118,000

The improvements are listed in detail in the Vertical Asset Inventory (Appendix B) and a summary of the improvements to immediate, high, and medium risk assets are discussed below:

POTW #1 Improvements

Immediate Risk – Complete as soon as possible

- Structural
 - Sludge Building
 - Leaking tunnel section underneath Aeration Basins, damage near large pipe penetration in this area. Further investigation required for

repair recommendation. If left unattended, leakage and concrete failure could occur.

- HVAC
 - Laboratory
 - Replace all Safety Showers throughout the facility. (*Immediate Risk*, complete as soon as possible)

High Risk – Complete within 5 years

- Process
 - Sludge Building
 - Replace the outlet valve on the gravity thickener.
- Structural
 - Sludge Building
 - Repair/replace deteriorated stairs heading into the sludge tank area with galvanized steel stair or aluminum stair.

Medium Risk – Complete within 6-10 years

- Process
 - Headworks Building
 - Replace the grit pumping system and corroded piping in the headworks building. Evaluate upsizing the grit pump and downstream piping.
 - Replace the septage pumping system in the headworks building. Evaluate upsizing the pump and include variable speed control.
 - Sludge Building
 - Install a system to automatically operate the sludge splitter box slide gates to control distribution of sludge between RAS and WAS.
 - Pump Chamber
 - Replace sump pump
- Electrical
 - Sludge Building
 - Replace MCC-4 due to its age.
 - Demolish original telephone/landline wire cabinet as it appears to be abandoned and in poor condition.
- HVAC/Plumbing
 - Entire facility
 - Replace all Unit Heaters throughout the facility
 - Replace all Exhaust Fans throughout the facility
 - Replace all gravity ventilators throughout the facility

- Sludge Building
 - Replace the hot water heater
- Structural
 - Headworks
 - Spalling at lower exterior drain. Repair spalls, with a cementitious polymer modified repair mortar – 2 SF of spalls
 - Crack in retaining wall. Repair cracks with liquid chemical grout injection – 8 LF of crack
 - Spalling at decommissioned grit chamber. Repair spalls, with a cementitious polymer modified repair mortar if the grit chamber is going to be utilized in the future – 4 SF
 - Spall at end of grit channel. Repair spall, with a polymer modified repair mortar. – 7 SF
 - Primary Clarifiers (not currently used)
 - Concrete cracks in rear clarifier wall. Repair cracks with liquid chemical grout injection – 25 LF
 - Spall in channel. Repair spall, with a cementitious polymer modified repair mortar – 6 SF
 - Aeration Basin
 - Spall at walkway entrance. Repair spall, with a cementitious polymer modified repair mortar. – 2 SF
 - Secondary Clarifiers
 - Cracks in tanks. Repair cracks with liquid chemical grout injection. – 150 LF
 - Chlorine Contact Tanks/ UV Building
 - Spall in chamber baffle. Repair spall, with a polymer modified repair mortar. – 2 SF
 - Building slab corner spalling and cracked. Repair spall, with a polymer modified repair mortar. – 5 SF
 - Sludge Building
 - Basement Piston Pump Room – Concrete framing cracking with heavy efflorescence and signs of active leaking. Repair cracks with liquid chemical grout injection. Further inspection required to quantify the amount of repair.
 - Roof drain baskets broken, replace in kind.
 - Operator mentions minor leaks in roof but could not remember where they were located. – Need to locate and patch roof, extent of damage will need further investigation by one of Tighe and Bond's Architects.

Of the 34 process assets at POTW #1, the majority are in good condition and present no risk, with 15% of process assets ranked within the high and medium risk categories. To address the deficiencies observed at the high and medium risk assets, improvements of the grit and septage pumping systems, gravity thickener, sludge splitter box, and polymer mixing system are recommended, as detailed above. Improvements of the primary clarifiers and primary sludge pumps are only required if influent conditions require these assets be brought back online.

Most of the electrical distribution equipment is in fair to good condition. There is a combination of equipment from the 1970's and 2010s. It is recommended to replace any equipment older than 30 years of age within the next 5 years regardless of its physical condition. This is because as electrical equipment ages, it becomes less reliable and more difficult to obtain parts. Working with old and unreliable equipment also poses a risk to maintenance personnel and the operations of the facility.

Overall, the HVAC and plumbing equipment at POTW#1 is in good physical condition. Most of the equipment is approaching the end of its useful service life and will become increasingly unreliable. Much of the equipment should be replaced in the next 10 years to maintain the reliability of the HVAC system.

The leaking concrete tunnel cracks are located below the walkway between the two existing aeration basins. The cracks in the tunnel are emitting heavy efflorescence. The cracks are large and should be monitored. Repairs may require major construction, depending on findings from future investigation.

POTW #2 Improvements

High Risk – Complete within 5 years

- Process
 - Headworks
 - Replace slide gates. Prior to replacement, apply paint to the slide gate operating wheels and exercise regularly.
 - Replace grinder pump in the next five years.
 - Primary Pump Chamber
 - Replace gate valves in the primary sludge pump room.
 - Operations Building
 - Replace the belt filter press located on the first floor of the operations building and install a hood above the belt filter press to reduce moisture. Remove the old belt filter press from the first floor of the operations building if more space is desired.
 - Site
 - Demolish the lime silo.
- Electrical
 - Operations Building

- Replace MCC-2 due to its condition and age. There appears to be arc-flash damage on the left side of the MCC near the unit heater. Moreover, multiple buckets appear to have lockouts/tag-outs or be abandoned.
- Replace Water Still disconnect in the lab area due to its age and condition.
- Replace panelboard #4 due to its age and condition.
- Replace MCC-1 due to its age and condition.
- Replace conduit to light post due to its age and condition.
- HVAC/Plumbing
 - Entire facility
 - Replace all Unit Heaters throughout the facility.
 - Replace all Exhaust Fans throughout the facility.
 - Replace all Safety Showers throughout the facility.
 - Replace or refurbish all floor drains throughout the facility.
 - Operations Building
 - Replace the Boiler within the mechanical room.
- Structural
 - Secondary Clarifier (North)
 - Handrail post connections are severely deteriorated. Replace handrail posts in kind, along foot bridge.
 - Replace steel exterior pipe support angles.
 - Replace steel interior weir support arms.
 - Diversion Chamber
 - Concrete spalling at actuator gate. Repair spall, with a cementitious polymer modified repair mortar.
 - Chlorine Contact Chamber
 - Repair concrete spalling of chamber.
 - Influent chamber embedded support angles and grating should be replaced with custom fit aluminum angles and aluminum riveted serrated grating. – 20 LF of embed angle, 23 SF of grating
 - Operations Building
 - Replace full extents of railing on east side of building including wall mounted handrail. Top mounted and wall mounted handrail shall be OSHA compliant aluminum guardrail system.
 - Replace handrail at main entrance. Handrail shall be OSHA compliant aluminum guardrail system.
 - Sodium bisulfate room floor drains corroded. Replace in kind.

- Bituminous, painted roofing is heavily weathered and approaching end of useful life.

Medium Risk – Complete within 6-10 years

- Process
 - Headworks
 - Replace slide gates. Prior to replacement, apply paint to the slide gate operating wheels and exercise regularly.
 - Primary Clarifiers
 - Replace scum collector system, including the effluent weir plate, scum baffle, and scum trough.
 - Primary Pump Chamber
 - Primary Sludge Pumps – replace Pump #3 within the next five years and install a VFD (note that this VFD is already planned to be installed). Evaluate replacing with a different style pump, such as a double-disk pump.
 - Replace sump pump.
 - Aeration Basin
 - Replace mechanical aerators in the next 10 years.
 - Secondary Clarifiers
 - On the secondary clarifiers, replace corroded access walkways, drives, overflow weirs, angles, and the dysfunctional plant water system.
 - Operations Building
 - Move the wash water pumps located on the first floor of the operations building to finished floor elevation (FFE) and replace corroded pipe, flanges, knife gate valves, and pipe hangers.
 - Replace the plant water pump with a self-priming pump and replace corroded knife gate valves in kind.
 - Chlorine Contact Chamber
 - Replace slide gates in the next 10 years.
- Electrical
 - Operations Building
 - Replace panelboard #5 due to age and condition.
 - Replace disconnect switch for Solenis control panel due to its age and condition.
 - Replace Kompres #2 control panel due to its age and condition.
 - Replace Holding Tank Pump control panel due to its age and condition.
 - Replace Pumphouse control panel due to its age.

- Replace panelboard #3 due to its age and condition.
- Replace 200kW generator due to its age and condition.
- Replace Sludge Holding Tank disconnect switch due to its age and condition.
- Garage
 - Replace the compressor starter due to its age and condition.
- HVAC/Plumbing
 - Entire facility
 - Replace all Hot Water and Cold Water piping throughout the facility. We recommend insulating new water piping for improved corrosion resistance and heat retention.
 - Operations Building
 - Replace the boilers combustion air intake within the mechanical room.
- Structural
 - Headworks Influent Channel
 - Repair cracking along wall of channel, potential that cracks could leak if flow levels are high (10 linear feet of cracks).
 - Spalling repair on interior walls, grinder frame, diversion tank, slide gate, walkway, and underneath existing conduits (40 square feet of spall repair).
 - Primary Clarifiers (North Clarifiers)
 - Guardrail surrounding the primary clarifier is in poor condition. Replace guardrail with OSHA compliant aluminum guardrail system.
 - Bridge and bridge guardrail are in poor condition. Replace bridge with new guardrail system. Bridge shall be prefabricated aluminum or corrosion resistant precast plank.
 - Primary Clarifiers (South Clarifiers)
 - Guardrail surrounding the primary clarifier is in poor condition. Replace guardrail with OSHA compliant aluminum guardrail system.
 - Primary Pump Chamber
 - Concrete spall on piston pump pedestal. Repair spall, with a cementitious polymer modified repair mortar (1 SF of spall repair).
 - Lagoon
 - Replace outflow chamber grating with custom fit aluminum riveted serrated grating, existing does not fit and presents tripping hazard.
 - Secondary Clarifier (North)
 - Steel bridge beam bottom flange is delaminating. Hands-on inspection required to determine if section loss will significantly

affect service life of element. If it is determined beam can remain, then prep and paint. Alternative is replacement.

- Diversion Chamber
 - Concrete cracks in influent chamber. Repair cracks with liquid chemical grout injection (20 LF of cracks).
- Chlorine Contact Chamber
 - Guardrail around chlorine contact chamber is in poor condition. Replace guardrail with OSHA compliant aluminum guardrail system.
 - Repair concrete spalling of chamber.
- Operations Building
 - Steel cantilevered beams supporting south exterior overhang are heavily corroded. May be to be feasible reuse existing members after prep and paint. If corrosion is extensive beam replacement may be required. It is recommended that a hands-on inspection of the members is performed, in order to confirm the extents of section loss through the members in question.
 - Wash press grating is heavily corroded. Replace grating with custom fit aluminum riveted serrated grating.
 - Steel columns near wash press are heavily corroded. It may be feasible to keep the columns in service after prepping and painting. If section loss reduces the load carrying capacity of the column then replacement may be required. It is recommended that a hands-on inspection of the members is performed, in order to confirm the extents of section loss through the members in question.
 - Timber floor in electric room is deteriorated due to exposure, replace wood framing and flooring.
 - Inside loading bay, CMU are missing in wall. Repair with new CMU and grout.
 - Install non-shrink grout below column pedestal in loading bay.

Of the 32 process assets at POTW #2, the majority are in moderate to poor condition, with 63% of process assets ranked within the high and medium risk categories. To address the deficiencies observed as the medium risk assets, improvements of the primary sludge pumps, belt filter press, wash water pumps, lime silo, slide gates, and knife gate valves are recommended, as detailed above.

A large portion of the electrical distribution equipment is from the 1970's and is in degrading condition. The useful working life of most electrical equipment is between 25 to 30 years. Beyond this age, equipment becomes more unreliable with time and it becomes increasingly difficult to obtain parts. It is recommended to replace any equipment older than 30 years of age within the next 5 years regardless of its physical condition. Working with old and unreliable equipment also poses a risk to maintenance personnel and the operations of the facility.

Overall, the HVAC and plumbing equipment at POTW#2 is in poor physical condition. Most of the equipment is approaching the end of its useful service life and is becoming

increasingly unreliable. Most of the equipment should be replaced in the next five years to maintain the reliability of the HVAC system. We have been made aware that there is a plan to install VRF heat pump systems ("mini splits") in process areas. Note that the construction of these systems is not adequate for corrosive or wet areas. In similar facilities, we have seen VRF systems suffer from extremely short equipment lives of 2-5 years.

Overall, several structural and architectural components at POTW #2 are in poor physical condition throughout the facility. We recommend making improvements to high risk assets within the next 5 years and medium risk assets within the next 10 years.

POTW #3 Improvements

Medium Risk – Complete within 6-10 years

- Process
 - No high or medium risk process assets.
- Electrical
 - No high or medium risk electrical issues.
- HVAC/Plumbing
 - Replace electric unit heater.
 - Replace sump pump.
 - Replace exhaust fan.
 - Replace ductwork.
- Structural
 - No high or medium risk structural or architectural issues.

Of the 8 process assets at POTW #3, the majority are in good condition and present low risk or no risk, without any high or medium risk assets observed.

Most of the electrical distribution equipment is in good condition. Replace electrical equipment when it reaches the end of its useful working life (25-30 years). As equipment ages, it becomes more unreliable with time and it becomes increasingly difficult to obtain parts. Working with old and unreliable equipment also poses a risk to maintenance personnel and the operations of the facility.

Overall, the HVAC and plumbing equipment at POTW#3 is in good physical condition. Most of the equipment is approaching the end of its useful service life and is becoming increasingly unreliable. Most of the equipment should be replaced in kind within the next five years to maintain the reliability of the HVAC system. The electric unit heater is a small plug-in type of unit that is currently placed on the floor. We recommend replacing this unit with a more reliable model that is either ceiling or wall mounted.

The structural and architectural assets at POTW #3 appear to be in good condition. The hatch to the submersible pump wet well is recommended to be replaced to include a safety grate or safety net, but this is a low-risk improvement and can be completed within the next 15 years.

5.1.2 Pump Station Recommendations & Costs

It is important to consider the service area of each pump station when prioritizing future upgrades at the sewer pump stations. In the Erving side Collection System, wastewater from the Renovators Supply Pump Station and River Street Pump Station is delivered to POTW #1, and wastewater from the IP Mill Pump Station is planned to flow to POTW #1 but is not yet online. Wastewater from the Arch Street Pump Station and Route 2 Pump Station is delivered to POTW #2.

Based on this information and the flows listed in Table 2-4, it is recommended that the River Street and Arch Street Pump Stations are considered a high priority, the Renovators Supply and Route 2 Pump Stations are considered a medium priority, and the recently installed IP Mill Pump Station is considered low priority, especially since the pump station does not yet accept wastewater flows from the former IP Mill property. Table 5-2 provides a summary of the asset replacement costs for the pump stations broken out by risk category.

TABLE 5-2
Pump Station Improvement Costs

Pump Station	Immediate Risk	High Risk	Medium Risk	Low Risk	None	Total
Arch Street	\$0	\$0	\$288,000	\$3,200	\$1,111,000	\$1,402,200
Renovators Supply	\$0	\$0	\$11,900	\$39,900	\$742,400	\$794,200
River Street	\$0	\$5,300	\$1,300	\$0	\$1,875,600	\$1,882,200
Route 2	\$0	\$0	\$18,800	\$2,300	\$780,500	\$801,600
IP Mill	\$0	\$0	\$0	\$0	\$834,200	\$834,200
Total	\$0	\$5,300	\$320,000	\$45,400	\$5,343,700	\$5,714,400

The improvements are listed in detail in the Sewer Pump Station Vertical Asset Inventory (Appendix B) and a summary of the major improvements are discussed below:

Arch Street Pump Station Improvements

Medium Risk – Complete within 6-10 years

- Replace Vacuum Priming Pump No. 1.
- Replace electric unit heater.
- No visual structural/architectural issues, Operator mentioned wanting a standing seam roof for next replacement. Shingle roofing last replaced in 2010.

The process equipment at the Arch Street Pump Station is in good condition and presents a medium risk, as this station conveys a large portion of wastewater from Erving Center to POTW #2. The Town indicated that Vacuum Priming Pump No. 1 has issues and should be replaced. Therefore, replacement of Vacuum Priming Pump No. 1 and continued routine operations and maintenance is recommended.

Most of the electrical distribution equipment appears to be in good physical condition; however, plans to replace the equipment at the end of its useful working life (25-30 years)

should be considered within the next 5 to 10 years. As equipment ages, it becomes more unreliable with time and it becomes increasingly difficult to obtain parts. Working with old and unreliable equipment also poses a risk to maintenance personnel and the operations of the facility.

Overall, the HVAC equipment at Arch Street Pump Station is in good physical condition. The electric unit heater is a small plug-in type of unit that is currently placed on the floor. We recommend replacing this unit with a more reliable model that is either ceiling or wall mounted.

The Arch Street Pump Station is in good condition from a structural perspective. We recommend replacing the shingle roofing in the next 5 to 10 years.

Renovators Supply Pump Station Improvements

Medium Risk – Complete within 6-10 years

- Replace the pump control panel due to its age.
- Replace the panelboard due to its age and condition.

The process equipment at the Renovators Supply Pump Station is in good condition and presents a low risk. However, this pump station is currently equipped with a Parshall Flume but no flow measurement device, and the access hatch appears to be corroded. Therefore, installation of an ultrasonic flow measurement device, replacement of the access hatch, and continued routine operation and maintenance is recommended within 20 years.

The electrical distribution equipment mentioned above is in poor physical condition. It is recommended to replace this equipment within the next 5 years. As equipment ages, it becomes more unreliable with time and it becomes increasingly difficult to obtain parts. Working with old and unreliable equipment also poses a risk to maintenance personnel and the operations of the facility.

There is no HVAC or plumbing infrastructure at the Renovators Supply Pump Station.

The structural and architectural assets at the Renovators Supply Pump Station appear to be in good condition, with some spalling observed on the structure.

River Street Pump Station Improvements

High Risk – Complete within 5 years

- Replace the 100A main circuit breaker due to its age.

Medium Risk – Complete within 6-10 years

- Demolish the (ASCO) automatic transfer switch in a safe and code-compliant manner as it appears out of service and abandoned.
- Replace split heat pump.

The process equipment at the River Street Pump Station is in good condition and presents a low risk. Continued routine operation and maintenance is recommended.

Most of the electrical distribution equipment is in good condition. Replace electrical equipment at the end of its useful working life (25-30 years). As equipment ages, it

becomes more unreliable with time and it becomes increasingly difficult to obtain parts. Working with old and unreliable equipment also poses a risk to maintenance personnel and the operations of the facility.

Overall, the HVAC and plumbing equipment at River Street Pump Station is in good physical condition. The split heat pump is almost halfway through its useful life and we recommend replacing within the next ten years.

The structural and architectural assets at the River Street Pump Station appear to be in good condition.

Route 2 Pump Station Improvements

High Risk – Complete within 5 years

- Replace automatic transfer switch due to its age and condition.
- Replace the panelboard due to its age and condition.
- Replace sump pump.
- Replace dehumidifier.

The process equipment at the Route 2 Pump Station is in good condition and presents a low risk. The pumps were replaced in 2010 and require little maintenance to operate. Corrosion of gate valves and tight rubber expansion joints were observed, and no pressure gauge is present on the downstream side of the pumps. Recommended improvements within the next 10 to 20 years include replacement of gate valves, replacement of expansion joints, and installation of a pressure gauge on the downstream side of the pumps. These improvements may be timed with replacement of the pumps, which will likely be required by 2035 based on the estimated service life of the pumps.

The electrical distribution equipment assessed during this visit is in fair to poor physical condition. It is recommended to replace this equipment within the next 5 years. As equipment ages, it becomes more unreliable with time and it becomes increasingly difficult to obtain parts. Working with old and unreliable equipment also poses a risk to maintenance personnel and the operations of the facility.

Overall, the HVAC and plumbing equipment at River Street Pump Station is in moderate condition. Most of the equipment should be replaced in kind within the next five years to maintain the reliability of the HVAC system. The electric unit heater is a small plug-in type of unit that is currently placed on the floor. We recommend replacing this unit with a more reliable model that is either ceiling or wall mounted.

The structural and architectural assets at the Route 2 Pump Station appear to be in good condition.

IP Mill Pump Station Improvements

The IP Mill Pump Station was installed in 2023. Therefore, the process, electrical, HVAC/plumbing, and structural assets are in excellent condition and currently present no risk. Routine operation and maintenance is recommended.

5.2 Horizontal Assets

5.3.1 Sewer Collection System Recommendations & Costs

The recommended capital improvements for the sewer collection system are focused on systematic investigations and upgrades of the existing infrastructure. The goal of the plan is to maintain reliable service within the system, reinforce proactive preventative maintenance, and reduce I/I by repairing and replacing aging infrastructure.

Using the updated asset inventory, Tighe & Bond assigned replacement or relining costs to each sewer main pipe segment. The replacement costs assume the use of PVC pipe in all sewer main replacements. The costs presented in Table 5-3 are based on recent sewer project bid results and include fees contractor's overhead and profit, contractor's general conditions, engineering fees, and contingency. As shown in Table 5-3, the total estimated cost for the collection system high risk category is \$1,519,000.

TABLE 5-3
Sewer Collection System Risk Summary

Asset Type	High Risk	Medium Risk	Low Risk	None
Manholes	\$410,000	\$643,000	\$1,204,000	\$4,730,000
Sewer Pipe	\$1,109,000	\$2,245,000	\$3,434,000	\$14,639,000
Total	\$1,519,000	\$2,888,000	\$4,638,000	\$19,369,000

5.3 Priority List of Assets

The costs presented in Sections 5.1 and 5.2 are for replacing inventoried POTW, sewer pump station assets, and sewer pipes, and sewer manholes. For planning purposes, a priority list of assets (PLA) was developed by compiling all immediate and high tier risk assets from Tighe & Bond's risk-based assessment exercise. The PLA provides the Town with valuable information that highlights assets that require immediate attention and assists in implementing replacement or rehabilitation programs. Improvement costs at Town-operated facilities were separated from improvement costs at POTW#2. Assets on the PLA are recommended to be addressed within **the first five years of the asset management plan implementation**. This list reflects the risk-based assessment of each asset. Table 5-4 summarizes the PLA and associated costs.

TABLE 5-4

Primary List of Assets

Type	Risk Tier	Quantity	Cost
POTW #1	Immediate	3 Assets	\$492,800
POTW #1	High	3 Assets	\$229,600
POTW #3	High	0 Assets	\$0
Sewer Pump Stations	High	5 Assets	\$26,100
Sewer Pipes	High	3,977 LF	\$1,371,000
Sewer Manholes	High	3 Assets	\$73,000
Town-operated Facilities Subtotal			\$3,216,000
POTW #2	Medium	41 Assets	\$5,068,500
Total			\$8,284,500

5.4 Secondary List of Assets

A Secondary List of Assets (SLA) was developed by compiling all medium risk assets from the risk-based assessment exercise. The SLA should be regularly monitored after the asset management plan implementation and should be repaired or replaced within the next five to ten years due to increased probability or higher consequence of failure nature of the assets. Table 5-5 summarizes the SLA and associated costs.

TABLE 5-5

Secondary List of Assets

Type	Risk Tier	Quantity	Cost
POTW #1	Medium	57 Assets	\$711,900
POTW #3	Medium	5 Assets	\$7,200
Sewer Pump Stations	Medium	7 Assets	\$353,700
Sewer Pipes	Medium	2,566 LF	\$1,099,000
Sewer Manholes	Medium	15 Assets	\$309,000
Town-operated Facilities Subtotal			\$2,480,800
POTW #2	Medium	41 Assets	\$8,653,600
Total			\$11,134,400

Section 6

Cost Impacts to Implement Asset Management Plan

The previous sections demonstrated the Town's initiative and desire to proactively manage their wastewater assets. However, the greatest challenge associated with implementation of any asset management program is a municipality's ability to allocate funds to pay for the improvements identified in both priority and secondary list of assets. This section explores the Town's cash flow availability and affordability to implement the asset management program.

6.1 Town Budget

The Town of Erving annual budget is developed over a nine-month period and approved at the annual Town Meeting on the first Wednesday in May, and as such, the Erving Fiscal Year 2025 Municipal Budget is currently under development. In addition, the Town's Capital Planning Committee is developing a multi-year capital improvement plan which contains an internal budgetary projection of expenditures for various capital improvements. Wastewater improvements are funded through the Wastewater Enterprise Fund.

Tighe & Bond reviewed the latest Annual Town Budget documentation available on the Town website, which was the FY 2024 proposed budget. Table 6-1 summarizes the wastewater enterprise fund items noted in the FY 2024 budget that are relative to the wastewater assets evaluated under this report. Note that many items included in the Town budget were not included in the tables below as they are not within the scope of analysis for this report. Also note that Table 6-1 only includes expended values in FY 2022, budgeted values in FY 2023, and requested values for FY 2024.

TABLE 6-1

FY2024 Wastewater Enterprise Fund Budget Request
Capital Improvements and Maintenance Costs¹

Description	FY 2022 (Expended)	FY 2023 (Budgeted)	FY 2024 (Requested)
Plant and Pump Station Maintenance	\$51,064	\$36,000	\$56,000
River Street Pump Station	\$2,572	\$12,000	\$12,000
Capital Improvements	\$0	\$10,000	\$0
Sewer Line Maintenance	\$6,235	\$20,646	\$20,301
TOTAL	\$59,871	\$78,646	\$88,301

¹“Proposed Operating & Capital Budget (printed April 25, 2023)” obtained from erving-ma.gov

6.2 Funding Options

Funding programs do exist to support wastewater infrastructure, however, most are highly competitive. This Section reviews a number of the more significant programs that may support wastewater infrastructure for the Town of Erving. Other programs are announced throughout the year which may also be applicable and should be monitored for applicability to projects identified in this Asset Management Plan.

6.2.1 MassDEP Clean Water SRF Program

The Massachusetts State Revolving Fund (SRF) is jointly administered by the Division of Municipal Services of the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Water Pollution Abatement Trust. The fund provides low-interest loans to public and private entities for qualifying planning and construction projects. Currently, 20-year, 2% loans are available.

To be considered for SRF funding, a community must submit a Project Evaluation Form (PEF), which typically has an annual deadline in August. Using the forms, applicants are ranked by the MassDEP based on a set of criteria that rates the project based on its impact on public health, its impact on the environment and its improvements to energy efficiencies. The ranked projects are published in the Intended Use Plan (IUP) Project Listing, which is typically released at the end of the year or in early January. In addition to the ranking priority, projects require a local funding appropriation for the project under consideration by June 30 of the upcoming year.

Once a project has been placed on the IUP Project List, the municipality needs to complete a loan application and obtain a Project Approval Certificate from the MassDEP. The loan applications are due October 15 of the upcoming year and must include information regarding funding authorization, repayment ability, and project schedule. For construction loans, the application also needs to include construction contract drawings and specifications and evidence of compliance with applicable environmental reviews and permits.

When MassDEP approves the application, a binding loan commitment is issued by the Trust, and MassDEP issues a Project Regulatory Agreement (PRA), which includes the MassDEP regulation and supervision conditions and limitations, cash drawdown schedule, and provisions of the Project Approval Certificate (PAC). Once a PAC is issued, the project must commence within six months.

6.2.2 United States Department of Agriculture – Rural Development

USDA Rural Development provides grants and loans to rural communities, counties, special-purpose districts, and tribal lands in rural areas with populations of less than 10,000 people. It can be combined with funding from other sources, such as the SRF program, but this becomes more complicated and not recommended by USDA. In addition, SRF funding requires compliance with American Iron and Steel, which adds costs to some items beyond what is listed in the report. A Typical Process for USDA funding is as follows:

Pre Design Phase

Pre-Application Form (optional)

USDA-RD Loan/Grant Application Preparation

- Preliminary Engineering Report (PER)
- Environmental Report (ER)
- Financial Reports and Operating Budgets
- Draft Engineering Agreement (EJCDC documents)
- Notice of Intent to File
- DUNS number and SAMS Registration
- Project Appropriation by Owner with proof to USDA
- Miscellaneous other forms and documents for eligibility purposes

USDA-RD Application Review

- Eligibility Review
- Technical Review
- Letter of Conditions issued by USDA required various other forms and documents to be executed
- Washington DC Waiting Approval Waiting period
- Confirmation by USDA of Loan/Grant Approval/Obligation of Funds

Design Phase

- Interim Financing (if needed - Owner required to finance until loan is expended at which time the USDA loan will close and USDA will forward money to Owner)
- Preparation of Project Plans
- Preparation of Project Specifications (EJCDC front end documents with Agency modifications (AIA version acceptable for building projects))

- Review submittal to USDA
- USDA Letter to approve documents and authorize bidding

Bidding Phase

- State wage rates
- Advertisement
- Pre-bid meeting (typical)
- Addenda as needed
- Bids Opened
- Bids Reviewed
- Award Recommendation to Owner
- Request to Award to USDA-RD
- USDA reviews and issues Letter Authorize Award of Contract
- Notice of Award to Contractor
- Contractor provides Bonds and Insurance and signed Contract
- Owners signs Contract
- Owner's Attorney reviews and signs contract
- Partially Executed Contracts are forwarded to USDA for review and signature

Construction Phase

- Scheduled Preconstruction Meeting - upon return of USDA Signed versions of Contracts
- Notice to Proceed given to Contractor
- Contractor Installs USDA Project Sign and begins construction
- Engineers required to perform Construction Observation by USDA
- USDA Construction Inspector visits site, attends meetings, signs monthly pay requisitions
- Change Orders need to be approved by USDA
- Prepare Monthly Budget Reports to USDA

As detailed above, USDA Rural Development grants and loans require significant application effort and administering during construction, but they do offer competitive rates and terms up to 40-years, along with a potential grant component.

6.2.3 Community Development Block Program

The CDBG program is a federally funded, competitive grant program administered by the Massachusetts Executive Office of Housing and Economic Development (EOHED) Department of Housing and Community Development. The CDBG program is designed to help small cities and towns meet a broad range of community development needs

targeting housing, community, and economic development projects that assist low and moderate-income residents, or that revitalize areas of slum or blight. Eligible CDBG projects include but are not limited to housing rehabilitation or development, micro-enterprise or other business assistance, infrastructure, community/public facilities, public social services, planning, removal of architectural barriers to allow access by persons with disabilities, and downtown or area revitalization. Erving is eligible for Community Development Funding if the Town does not already receive CDBG funds directly from the federal Department of Housing and Urban Development (HUD). In FY2024 maximum grants for a single community were \$950,000 or \$1,325,000 if multiple, targeted physical activities are proposed.

6.2.4 Massachusetts Community One-Stop for Growth

Each year, approximately twelve (12) programs process funding applications through a single on-line application portal location, the Community One Stop for Growth, allowing applicants to be considered for multiple grant programs simultaneously. This program includes a collaborative review process to help cities and towns compete for state grant funding for housing and economic development programs. A couple programs within the One-Stop can be used to fund wastewater infrastructure.

This process typically starts in January through March with an Expressions of Interest period which allows potential applicants to review potential projects with the funding agencies to determine if there may be a suitable match. This process is optional but highly recommended. Full application period typically ends in May or June with awards announced in October. Programs of interest include:

- **MassWorks Infrastructure Program** through the Executive Office of Housing and Economic Development provides the largest and most flexible source of capital funds to municipalities and other eligible public entities primarily for public infrastructure projects that support and accelerate housing production, spur private development, and create jobs throughout the Commonwealth. Funds can be used for a wide variety of projects including roadways, sidewalks, water, sewer, drainage, retaining walls etc., but project must support economic growth, increase resilience or otherwise satisfy the requirements of the agency.
- **Rural and Small Town Development Fund** through the Department of Housing and Community Development was established for community and infrastructure development needs in small towns and rural municipalities. Suitable projects include those which create or support housing. Eligible communities must have a population less than 7,000 or population density less than 500 per square mile. Grants in this category will likely be in the \$50,000 to \$500,000 range. This can be used for a wide variety of projects such as extending a sidewalk network, improving a road to serve a economic or community development need, demolish a building to build a park, replace utility piping to increase capacity, etc.

6.2.5 Municipal Vulnerability Preparedness Action Grant

The Municipal Vulnerability Preparedness (MVP) Action Grant Program offers financial resources to communities that are seeking to advance priority climate adaptation actions to address climate change impacts resulting from extreme weather, sea level rise, inland and coastal flooding, severe heat, and other climate impacts. Example projects include addressing flooding due to climate change, green infrastructure roadway projects,

comprehensive master plan to address climate adaptation, interconnecting communities water systems to address potential drought concerns, dam removals, bank stabilization, stormwater pump stations, relocating structures out of flood plains and many more.

Projects that propose nature-based solutions, advance equity, and that have robust community engagement plans are preferred. Applicants can request up to \$3 million in funding (regional proposals may request up to \$5 million), and a 25% match of the total project cost is required.

Action Grants are open to municipalities who have completed the Community Resilience Building process (or another process deemed comparable by EEA) and received "MVP Community" designation from EEA. Applications from regional partnerships of multiple municipalities are eligible provided that the lead municipal applicant is MVP-designated.

The MVP Program accepts Expressions of Interest (EOI) forms typically in December for following Action Grant round. Through this form, potential applicants will provide basic information about their project idea. MVP staff will then provide feedback on the project ideas prior to the Request for Responses release date. Submission of an EOI for a project is not mandatory to submit an application once the RFR comes out (tentatively mid-March) but is encouraged. While this EOI process is provided as a courtesy to help create a competitive application, positive feedback during the EOI stage does not guarantee that a project will ultimately be funded. Applications are typically due in May and awards are anticipated in August.

6.3 Five Year Recommendation

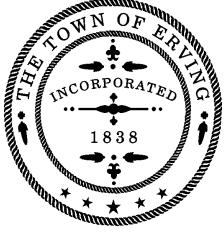
Tighe & Bond reviewed the Town's expended FY 2022, budgeted FY 2023, and proposed FY 2024 capital improvement and maintenance expenditure and compared it to the PLA wastewater recommendations shown in Table 5-4. From Table 6-1, we assumed a capital improvement and maintenance expenditure of \$100,000 for FY 2025 - 2028, which equates to a total expenditure of approximately \$500,000 over the next 5 years for wastewater related capital improvements and maintenance. The additional financial capital budget required per year is an average of approximately \$543,000 to address the immediate-risk and high-risk wastewater assets at Town-owned facilities (amounting to \$2,716,000 total over the next five years). We recognize that addressing every wastewater asset listed within the PLA would not be realistic and is at the mercy of the amount of budget allocated per year to wastewater improvement projects. To that end, we also recommend pursuing funding options outlined in Section 6.2.

Tighe & Bond recommends that the Town separate assets within the PLA into different segments within the Town. Sewer pipe replacement efforts could be coordinated and bundled with roadway or other improvement projects within an area, resulting in significant cost savings.

6.4 Programmatic Recommendations

Tighe & Bond recommends that the Town continue to improve the newly developed asset inventory and further refine the existing wastewater assets within their GIS database. The focus for field collection should be vertical wastewater assets since there is limited documentation tracking the condition of vertical assets. In addition, Tighe & Bond encourages the Town to continue utilizing a GIS-based work order system (e.g., Asset Essentials by Brightly) for maintenance tasks related to wastewater infrastructure.

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TOWN OF ERVING

SELECT BOARD

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

Bryan Smith
Town Administrator

March 29, 2024

To: Select Board
Finance Committee
Capital Planning Committee

From: Bryan Smith, Town Administrator
CC: Glenn McCrory, Highway Superintendent

RE: Proposed Contract Amendment for Weston & Sampson Engineering on the Church Street Bridge Project

In March 2021, at the Special Town Meeting, voters authorized \$195,000.00 towards the engineering of the replacement for Church Street Bridge. The Select Board engaged Weston & Sampson for their services on this project. The assumption at this point was that the Town would have to self-fund, likely through a debt service, the construction costs of the Bridge. At the Annual Town Meeting voters approved a borrowing authority for the Church Street Bridge project in the amount of \$1.6 Million.

Soon after the Town Meeting in 2022 the Town learned about an opportunity to seek construction funding through the regional Transportation Improvement Planning (TIP) process. Through nearly a year of advocacy, the Bridge project was accepted into the program in 2023 and the Town has been working with Weston & Sampson, the Massachusetts Department of Transportation, and the Franklin County Transportation Planning Organization. The current arrangement is that the TIP is planning to fund the anticipated construction costs of \$2.2 Million, as long as the Town covers the design costs.

The planning process through MassDOT to meet the requirements for State and Federal funding is much more complicated and has involved multiple plan revisions, more technical studies, comment resolution sessions, and countless meetings. The additional work is beyond the scope of what Weston & Sampson and the Town originally agreed to. Weston & Sampson has presented the Town with the enclosed contract amendment, with the list of additional tasks and work that is required to comply with the MassDOT process. The costs are based on the 2022 rates that MassDOT has approved for Weston & Sampson. The contract amendment is in the amount of \$335,000.00.

I am looking for approval to proceed with the contract amendment so that we can continue to move

this project forward. We are holding a 25% design public hearing with MassDOT on April 18, 2024, and then will be proceeding over the next few months to complete 75% designs and to complete the right of way work so that we can prepare for bidding in either September or October 2024. Construction is anticipated in the spring of 2025.

October 27, 2023

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

RE: **Church Street Bridge Replacement, Erving MA
Consulting Engineering Services
Contract Amendment 01 – Final Design per MassDOT Design and Review Process**

Mr. Smith:

Weston & Sampson is requesting an amendment to our existing contract to provide consulting services for the design, bidding, and construction administration for the replacement of the Church Street Bridge over Jacks Brook in Erving, MA. Since the Town has been successful in getting the project on the STIP, the management of the design is now being overseen by MassDOT and the design is to now follow the typical MassDOT design process. The scope of services for the original contract did not include the design being managed by MassDOT and following the typical MassDOT design and review process. The original scope of services only included a MassDOT Chapter 85 Section 35 review of the structural design at the 100% design submission. This amendment covers the additional scope of services required for a project following the typical MassDOT design and review process. The MassDOT requirements for additional submissions, specific design changes to follow federal bridge design guidelines, additional review meetings, and monthly schedule updates will require additional time that Weston & Sampson did not propose in our original proposal Date: April 5, 2021.

Based on the Project schedule we have sent to MassDOT and the town the following additional documents, reviews and meetings are required by MassDOT assuming that MassDOT is willing to except our 25% submission documents and that they are fine with the Approved Bridge Type Selected by the Town.

This amendment covers the following scope of services and is outlined per the MassDOT typical standardized scope of services and work hour estimate form.

100 - Project Development Engineering

This task includes preparing monthly progress schedule updates and reports to the MassDOT Project Manager.

150 – Environmental

This task includes the following additional environmental permitting:

1. Preparation and submission of the Early Environmental Coordination Design Submission Checklist.
2. Preparation and submission of the NEPA – Categorical Exclusion (CE).
3. Preparation and submission of the MEPA – Environmental Notification Form (ENF).
4. Preparation and submission of the USACE Section 404 General Permit (PGP).

220 – Design Justification Workbook

This task includes the following:

1. Preparation and submission of the Design Justification Workbook (DJW).
2. Preparation and submission of one (1) round of responses to MassDOT comments on the DJW.
3. Preparation and submission of one (1) revision to the DJW.

300 – 25% Highway Design Submission

This task includes the following:

1. Preparation of previously prepared 25% Highway Plans to meet MassDOT submission requirements.

2. Preparation of previously prepared 25% Construction Estimate to meet MassDOT submission requirements.
3. Preparation of MassDOT 25% Submission Checklists.
4. Preparation of preliminary construction duration.
5. Preparation of Utility Coordination plan.
6. Attend Early Field Utility Coordination Meeting.
7. Prepare responses to one (1) round of MassDOT comments on the 25% Design Submission.
8. Attend up to one (1) comment resolution meeting for 25% Design Submission.

350 – Design Public Hearing

This task includes the following:

1. Prepare Design Public Hearing presentation.
2. Attend Design Public Hearing.
3. Review and respond to comments received from the Design Public Hearing.

400 – 75% Highway Design Submission

This task includes the following:

1. Preparation of 75% Design Highway plans including construction plan, profile, cross sections, grading and tie plans, utility plans, and traffic management plans.
2. Preparation of quantity takeoff calculation book.
3. Preparation of 75% cost estimate.
4. Preparation of 75% Special Provisions.
5. Preparation of 75% Design Submission checklists.
6. Preparation of 75% Construction Contract Time Duration (CTD).
7. Submission of 75% Design Submission to MassDOT.
8. Prepare responses to one (1) round of MassDOT comments on the 75% Design Submission.
9. Attend up to one (1) comment resolution meeting for the 75% Design Submission.

450 – 100% Highway Design Submission

This task includes the following:

1. Preparation of 100% Design Highway plans including construction plan, profile, cross sections, grading and tie plans, utility plans, and traffic management plans.
2. Preparation of quantity takeoff calculation book.
3. Preparation of 100% cost estimate.
4. Preparation of 100% Special Provisions.
5. Preparation of 100% Design Submission checklists.
6. Preparation of 100% Construction Contract Time Duration (CTD).
7. Submission of 100% Design Submission to MassDOT.
8. Prepare responses to one (1) round of MassDOT comments on the 100% Design Submission.
9. Attend up to one (1) comment resolution meeting for the 100% Design Submission.

500 – Right of Way

This task includes the following and will be performed by our subconsultant Chappell Engineering:

1. Preparation of Preliminary Right of Way plans.
 - a. Response to one (1) round of MassDOT comments on the 25% Right of Way Plans.
 - b. Preparation of one (1) revision of the Preliminary Right of Way Plans.
2. Preparation of 75% Right of Way Plans.
 - a. Response to one (1) round of MassDOT comments on the 75% Right of Way Plans.
 - b. Preparation of one (1) revision of the 75% right of Way Plans.
3. Preparation of 100% Right of Way Plans.
 - a. Response to one (1) round of MassDOT comments on the 100% Right of Way Plans.
 - b. Preparation of one (1) revision of the 100% right of Way Plans.
4. Preparation of Layout Plans and Order of Taking.
 - a. Response to one (1) round of MassDOT comments on the Layout Plans and Order of Taking.

- b. Preparation of one (1) revision of the Layout Plans and Order of Taking.
5. Preparation of Written Instrument.

600 – Geotechnical Design

This task includes the following:

1. Preparation of previously prepared Geotechnical Report for submission to MassDOT.
2. Prepare responses to one (1) round of MassDOT comments on the Geotechnical Report.
3. Attend up to one (1) comment resolution meeting for the Geotechnical Report.
4. Preparation and review of final plans, specifications, and cost estimates.

700 – Project Development – Structural

This task includes the following:

1. Preparation of previously prepared Bridge Type Selection Workbook for submission to MassDOT.
2. Prepare responses to one (1) round of MassDOT comments on the BTSW.
3. Attend up to one (1) comment resolution meeting for the BTSW.
4. Preparation and submission of one (1) revision of the BTSW.

710 – Sketch Plans

This task includes the following:

1. Preparation of previously prepared Bridge Sketch Plans for submission to MassDOT in accordance with approved BTSW.
2. Prepare responses to one (1) round of MassDOT comments on the Bridge Sketch Plans.
3. Attend up to one (1) comment resolution meeting for the Bridge Sketch Plans.
4. Preparation and submission of one (1) revision of the Bridge Sketch Plans.

750 – Final Bridge Design

This task includes the following:

1. Preparation of the First Structural Bridge Submission Plans.
2. Preparation of the First Structural Bridge Design Calculations.
3. Preparation of the First Structural Bridge Submission Special Provisions.
4. Preparation of the First Structural Bridge Submission Quantity Takeoffs and Cost Estimate.
5. Preparation of the First Structural Bridge Submission checklist.
6. Prepare responses to one (1) round of MassDOT comments on the First Structural Bridge Submission.
7. Attend up to one (1) comment resolution meeting for the First Structural Bridge Submission.
8. Preparation of the Second Structural Bridge Submission Plans.
9. Preparation of the Second Structural Bridge Submission Design Calculations.
10. Preparation of the Second Structural Bridge Submission Special Provisions.
11. Preparation of the Second Structural Bridge Submission Quantity Takeoffs and Cost Estimate.
12. Preparation of the Second Structural Bridge Submission checklist.
13. Prepare responses to one (1) round of MassDOT comments on the Second Structural Bridge Submission.
14. Attend up to one (1) comment resolution meeting for the Second Structural Bridge Submission.

800 – PS&E Submission

This task includes the following:

1. Prepare finalized plans, specifications, and cost estimate.
2. Prepare Detail sheets.
3. Combine Highway and Bridge plans and special provisions.
4. Finalize Construction Contract Time Determination (CTD).
5. Prepare Bid Documents.

Direct Costs

This task includes the following:

1. City Point Partners will perform Construction Time Determination (CTD)
2. Chappell Engineering will be performing the survey & preparing the ROW plans

Task 400 – 75% Highway Design Submission, Task 450 – 100% Highway Design Submission, Task 750 – Final Bridge Design, and Task 900 – PS&E Submission include the scope of services and hours required that are additional from the scope and fee already included in Task 5 – Semi Final Design Submittal and Opinion of Costs and Task 7 – Final Design, Specifications, Bid Documents and Revised Opinion of Costs from the original scope of services.

Fee:

Task	Lump Sum Fee
100 – Project Development Engineering	\$7,450
150 – Environmental	\$32,800
220 – Design Justification Workbook	\$ 6,850
300 – 25% Highway Design Submission	\$10,500
350 – Design Public Hearing	\$8,350
400 – 75% Highway Design Submission	\$74,700
450 – 100% Highway Design Submission	\$21,900
500 – Right of Way	\$8,170
600 – Geotechnical Design	\$5,600
700 – Project Development – Structural	\$6,800
710 – Sketch Plans	\$12,450
750 – Final Bridge Design	\$79,800
800 – PS&E Submission	\$29,630
Direct Costs for CTD & ROW	\$30,000
Total Lump Sum Fee – Amendment 01	\$335,000

Eric T. Reitter, PE, PMP
Vice President / Director of Transportation

OWNER Name

Signature

Date

Printed Name and Title