

TOWN OF ERVING

SELECT BOARD/ WATER COMMISSIONERS

To be held at the SENIOR & COMMUNITY CENTER
1 CARE DRIVE, ERVING, MASSACHUSETTS 01344

Jacob A. Smith, Chair
William A. Bembury
Scott Bastarache
Select Board

Bryan Smith
Town Administrator

Meeting Agenda

Monday, June 05, 2023

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 Finance Committee & Capital Planning Committee- Review STM Warrant Draft, Discuss FY2023 Budget Adjustment(s), Discuss FY2024 Comprehensive Budget Review, Discuss FY2024 Wage Adjustments

Old Business

<i>Agenda Item</i>	<i>Section</i>
Surplus Equipment Request- Town Clerk Computer- 3 rd Read	1
Surplus Equipment Request- Information Technology Dept. Computers- 3 rd Read	2
Surplus Property Request- Administration- Asphalt Millings- 2 nd Read	3
Review of Highway Foreman Description Draft	4
Review of Security Camera Policy Draft- 2 nd Read	5
Review of Hazard Communication Policy Draft- 2 nd Read	6
Discussion Regarding Wage Adjustments for FY2024	7
Discussion Regarding FY2023 Budget Adjustments & Comprehensive Review for FY2024	8

New Business

<i>Agenda Item</i>	<i>Section</i>
Review of Meeting Minutes: April 10, 2023 & May 22, 2023	9
Review of Special Town Meeting Warrant Draft	10
Discussion Regarding Church Street Bridge Project	11
Discussion Regarding Swamp Road Bridge Project	12
Discussion Regarding North Street & Church Street Traffic Calming	13
Surplus Equipment Request- Recreation Commission- Zilinski Dugouts- 1 st Read	14

Other Business

Signing of the Treasury Warrant

Unanticipated Business

Anticipated Next Meeting Dates

Monday, June 12, 2023

Monday, June 26, 2023

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>Town Clerk</u>	Request Date: <u>5/5/2013</u>
Item(s) to be disposed of: <u>Dell Optiplex 9010 Computer</u> <u>Service Tag 9SLMHX1</u>	
Estimated Value of Item: <u>\$ 0.00</u>	
Description of Item: See attached fixed asset sheet with item descriptions; including make, model, and serial #	
Reason for Request: <u>That computer was replaced 3 years ago and I have not used it since</u>	
Recommended Disposition: <u>Junk - hard drive has been removed and destroyed</u>	
 Department Head Signature	<u>5/5/2013</u> 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	

Surplus Property Disposition Request

Department/Board/Committee <u>IT DEPARTMENT</u>	Request Date: <u>MAY 2, 2023</u>
Item(s) to be disposed of: <u>4 LATITUDE E6430ATG LAPTOPS (KJFKF12, GFFKF12, HDFK12& BDKF12</u>	
Estimated Value of Item: <u>\$0</u>	
Description of Item: <u>See attached fixed asset sheet with item descriptions; including make, model, and serial #</u>	
Reason for Request: <u>Obsolete. HD HAVE BEEN DESTROYED</u>	
Recommended Disposition: <u>RECYCLE</u>	
<i>Jacquelyn Boyd</i>	<i>IT Coordinator</i>
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

Surplus Property Disposition Request

Department/Board/Committee <u>Administration</u>	Request Date: <u>May 19, 2023</u>
Item(s) to be disposed of: <u>Approximately 9 triaxel loads of asphalt millings that were gifted to the Town during the Route 2 milling and repaving project in Fall 2022</u>	
Estimated Value of Item: <u>Unknown</u>	
Description of Item: <u>See attached fixed asset sheet with item descriptions; including make, model, and serial #</u>	
Reason for Request: <u>The Town had anticipated using the material on a project but the vendor on the project used a different material. The Town needs to act before the pile solidifies and the material is unusable.</u>	
Recommended Disposition: <u>Make the material available first come first serve. The Town cannot make deliveries or fill vehicles</u>	
	<u>May 19, 2023</u>

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	

Town of Erving, Massachusetts
Job Description

Position Title:	Highway Foreman	Compensation Schedule:	General Government
Department	Highway/ Public Works	Grade Level:	E
Reports to:	Highway Superintendent	FLSA Exempt:	No
SB Approved:		Essential:	Yes

Statement of Duties: The Foreman is responsible for administering and supervising the daily activities and particular functions of the Highway Department and other Public Works areas. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction of the Highway Superintendent the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is required to lead full-time and part-time employees and to assist them in completing their assigned work. Employees also perform non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action and may be involved in the hiring process. Work operations are subject to substantial changes in work procedures and activities. While the timing of these fluctuations cannot be anticipated, the procedures to be used can be planned in advance, e.g. the handling of storm emergencies. The number of employees supervised is relatively stable throughout the year. Substantial numbers of employees are dispersed to widely separated locations.

Confidentiality: Employee has access to confidential information obtained during performance of regular position responsibilities such information related to personnel matters.

Judgment: The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions in order to determine the appropriate actions to be taken within the limits of standard or accepted operating practices or procedures. Guidelines include a large body of department and equipment policies, instructions, practices, and precedents, which may be complex or conflicting, at times. Independent judgment is used to analyze specific situations to determine appropriate actions. Employee is expected to weigh the efficiency and cost effectiveness and relative priorities in conjunction with procedural concerns in the decision-making process.

Complexity: Work consists of the practical application of a variety of concepts, practices, and

Town of Erving, Massachusetts
Job Description

specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The nature of duties may involve the continuous presence of unpleasant or irritating elements such as considerable noise, odors, chemical fumes, traffic, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. Work generally contains one or more constant elements of stress such as being on call or working during emergency situations. Employee may be required to work beyond normal business hours in response to natural or man-made emergency situations or to attend evening meetings.

Nature and Purpose of Public Contacts: The employee interacts with co-workers, the public and external contacts such as contractors or vendors doing business for the Town to explain or interpret procedures or guidelines, plan or coordinate work, or attempt to resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive costs, personal injury, and danger to public safety, delay of service delivery, or legal repercussions to the town.

Occupational Risks: Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam, or fire, severe muscular strains from working with extremely heavy material, falls from heights more than three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

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

1. Supervises and delegates daily tasks to employees of the Highway Department and other Public Works areas.
2. Employee may be required to serve on behalf of the department head in the event of the temporary absence of the Highway Superintendent.
3. Plans, assigns employees, and inspects the work of semi-skilled and un-skilled employees engaged in the maintenance, construction, and repair of streets, sidewalks, catch basins, manholes, sewers, storm drains, and traffic controls.
4. Participates in the construction and repair of sidewalks, fences, and town streets. This includes participation in contracting meetings and site walks for construction projects that involve contractors.
5. Attends training sessions as required in order to keep abreast or aware of updates or

Town of Erving, Massachusetts
Job Description

changes in occupational safety requirements, local, state and/or federal regulations or laws pertaining to the provision of public works services, and to maintain required licenses of certifications.

6. Develops and conducts training sessions for department employees including the instruction of safety methods and techniques and maintains training log records.
7. Oversees the work order and inventory database for the department, coordinates with other departments and vendors to resolve work orders, and is able to maintain records and develop reports on completed work.
8. Participates in the Town's Drug and Alcohol Testing Program.
9. Performs a variety of skilled and un-skilled manual work as assigned to repair and maintain municipal roadways, sidewalks, facilities, and infrastructure. Duties include, but are not limited to: street sweeping, line painting, patching roads, cleaning catch basins, maintaining & repairing drainage of Town-owned streets. The employee will help other departments with construction and maintenance projects. Performs manual labor incidental to the work of operating assigned equipment.
10. Operates a variety of light and heavy motor equipment, including but not limited to: dump trucks, sanders, snow plows, road-side mower, front-end loader, leaf collection machine, and backhoe. Services and maintains minor highway equipment.
11. Participates in the department's snow and ice removal and salt/sand applications.
12. Operates and maintains a variety of power and hand tools including but not limited to a jackhammer, chipper, weed whacker, and chainsaw.
13. Performs highway construction and maintenance projects including buildigns, repairing and patching streets and sidewalks, repairing and clearing catch basins, repairing guard rails and street signs, removes trees and shrubs, trims trees along roadways and removes debris as necessary, fabricates, installs and maintains road signs and assists with building maintenance as needed.
14. Opens and closes grave sites in support of the cemetery operation as required.

Minimum Qualifications:

Education and Experience: High School Diploma or equivalent with, three to five (3-5) years of related road maintenance and repair work experience in the area of public works with at least one to three (1-3) years in a supervisory capacity; hands-on experience in snow removal operations and ability to operate trucks, backhoes, and loaders, two (2) years of which involve supervisory responsibilities; an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be considered.

Special Requirements:

- Valid Class B Massachusetts Commercial Driver's License (CDL) with air brake endorsement.
- Class 2B Hoisting License
- 4G Hoisting License
- OSHA 10 Training & Blood Borne Pathogen Training
- CPR and First Aid certification is preferred.

Knowledge, Abilities and Skill

Town of Erving, Massachusetts
Job Description

Knowledge: Working knowledge of road repair construction and maintenance techniques and practices as well as related equipment; knowledge of technical terminology, shop and road machinery and a variety of measuring equipment; specialized knowledge, education and on the job training relative to acceptable civil engineering practices and techniques and highway operations is required. Working knowledge of snow and ice removal techniques and practices. Knowledge and ability to follow directions and coordinate construction projects in a cost -effective and safe manner. Working knowledge of the layout of streets, road infrastructure and drainage system, and geography including key landmarks of the Town.

Abilities: Ability to operate specialized heavy equipment such as large trucks, , backhoes, loaders; ability to follow oral or written instructions; ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff and contractors doing business with the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to operate personal computers, tablets and handheld devices with the use of productivity software, e-mail and databases.

Skill: Proficient written and oral communications skills. Effective mechanical skills and operation of department equipment and vehicles.

Physical and Mental Requirements

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

Random State (DOT) Mandated Drug Testing is Required.

Physical Skills: Work requires some agility and physical strength to move in and about construction work sites, construction trenches, or over rough terrain; the employee may be required to stand, bend, twist, or walk for extended periods of time and often during inclement weather conditions.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, trucks, or climbing a ladder.

Visual Skills: Visual demands require constantly reading documents for general understanding, reading documents for analytical purposes; routinely reviews non-written materials (e.g. maps and blueprints). The employee must be able to determine different colors.



TOWN OF ERVING

12 Main Street
Erving, Massachusetts 01344
Telephone: (413) 422-2800
Facsimile: (413) 422-2808
Email: administrator@erving-ma.gov

Policy

Security Camera Policy

Approved: _____ Date: _____
Select Board Chair, Jacob A. Smith

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.01 Issue Date / Effective Date

This policy is issued and effective on _____.

.02 Purpose

Security cameras are installed on Town of Erving properties to protect the safety and security of people, the building, and its contents, while protecting individuals' right to privacy. Only authorized Town staff positions may view live video and recordings as outlined in section .03 of this policy.

.03 Authorized Town Staff

Authorized positions to view live video, while on premise, are identified as follows:

Department	Position
Administration	Town Administrator
Elementary School	Principal, Technology Coordinator
Fire	Fire Chief, Captain
Highway	Highway Superintendent; Highway Foreman
Information Technology	IT Coordinator, IT Specialist
Library	Library Director, Assistant Director, Youth Services Librarian
Police	Chief of Police, Sergeant
Wastewater/Water	Water & Wastewater Superintendent, Assistant Chief Operator

The following positions have been authorized to access and review video recordings:

Department	Position
Administration	Town Administrator

Elementary School	Principal, Technology Coordinator
Fire	Fire Chief
Highway	Highway Superintendent
Information Technology	Information Technology Specialist
Library	Library Director
Police	Chief of Police
Wastewater/ Water	Water & Wastewater Superintendent

The following positions have been authorized to export video recordings and/or capture video stills:

Department	Position
Elementary School	Technology Coordinator
Information Technology	Information Technology Specialist
Police	Chief of Police

.04 Placement of Cameras

Video recording cameras will be used in public spaces on Town of Erving properties to protect the safety and security of people, the building/property, and its contents. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices. Cameras will not be positioned in areas where patrons' viewing, listening, or personal account information may be easily monitored.

Signs are posted at Town facilities informing the public and staff that security cameras are in use.

Because security cameras are not constantly monitored, staff and members of the public should take appropriate precautions for their safety and for the security of personal property. The Town of Erving is not responsible for loss of property or personal injury.

.05 Storage and Access to Recorded Data

Recorded data is confidential and secured in a controlled area.

Video surveillance records are not to be used directly or indirectly to identify the activities of individuals except as viewed in relation to a specific event or suspected criminal activity, suspected violation of facility policy, or incidents where there is reasonable basis to believe a claim may be made against the Town for civil liability. Authorized Town staff may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Town property.

Video data will be made available to law enforcement officials or agencies upon written request, and with approval of authorized Town staff. The Town shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided by Massachusetts law and the Town policies with respect thereto. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.

Individuals who experience a crime such as theft of personal possessions while at a Town of Erving property must submit a report to law enforcement. Members of the public will not be granted access to recorded data; this access must be requested, in writing, by law enforcement.

In situations involving individuals who are banned from Town facilities, stored still images may be shared with staff within the affected facility. Shared images may remain posted in restricted staff areas for the duration of the banning period. The general public will not have access to this information.

.06 Authorized Staff Training

The Town will provide authorized Town staff with training on the use of the security camera equipment and access in accordance with permission levels.

.07 Unauthorized Access and/or Disclosure

A breach of this policy may result in loss of access to the system as well as disciplinary action up to and including dismissal. Any Town employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Town Administrator's Office.

.08 Disclaimer of Responsibility

The Town of Erving disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Town properties are public facilities and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.



TOWN OF ERVING

12 Main Street
Erving, Massachusetts 01344
Telephone: (413) 422-2800
Facsimile: (413) 422-2808
Email: administrator@erving-ma.gov

HSP-
Plan

Hazard Communication Policy

Approved: _____ Date: _____
Select Board Chair, Jacob A. Smith

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.01 Issue Date / Effective Date

This policy is issued and effective on _____.

.02 Purpose

In order to comply with OSHA 1910.1200, Hazard Communication Standard, the following written Hazard Communication Program has been established for the Town of Erving. The written program will be available at the Erving Town Hall, Town website, and on the All-Staff drive for review by any interested employee.

.03 Responsible Person

The term “Responsible Person” is used throughout this policy. The designation of Responsible Person is assigned to appropriate positions throughout the Town per department. The table below identifies those positions.

Department	Position
Buildings & Grounds	Senior Custodian
Elementary School	Maintenance Director
Fire Department	Fire Chief
Highway Department	Highway Superintendent

.04 Container Labeling

The Responsible Person for each department shall verify that all in-coming containers received for use are clearly labeled with:

1. Product identifier
2. Signal word
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s) and:
6. Name, address and telephone number of the chemical manufacturer, importer or other responsible party

.05 Solid Material Labeling

The Responsible Person for each department will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment and need not be included in subsequent shipments unless information on the label changes.

The Responsible Person for each department at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our company's own labels which have: Product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer who is [REDACTED].

.06 Safety Data Sheets (SDS)

The Responsible Person for each department will be responsible for obtaining and maintaining safety data sheets (SDS) for the Town.

It is the policy of the Town that when toxic or hazardous substances are received without an SDS or the appropriate SDS is not on file at the Town of Erving that the chemical will not be accepted until such information is available.

The Responsible Person for each department will review incoming safety data sheets for new and significant health/safety information. They will see that any new information is passed on to the affected employees. If a SDS is incomplete, a new SDS will be requested from the manufacturer/supplier by the Responsible Person for each department. Safety data sheets are available to each employee during their work shift. To obtain a copy of the SDS, a physical manual is on premise at the Town Hall, the Police Station, Fire Station 1, Fire Station 2, the Public Library, the Senior & Community Center, the Wastewater Treatment Plant #1 (POTW1), the Wastewater Treatment Plant #3 (POTW3), the Well House, and the Elementary School. PDF copies are also saved to the All-Staff drive.

.07 Employee Training and Information

The Health Safety Officer is responsible for the employee training program. Each Department Head, or designee, will ensure that all elements specified below are carried out for employees of their department.

Prior to starting work each new employee of the Town of Erving will attend a health and safety orientation and will receive information and training on the following:

- an overview of the requirements contained in the OSHA Hazard Communication Standard;
- any operations in their work area where hazardous chemicals are present;

- location and availability of our written hazard program;
- physical and health hazards of the chemicals in their work area;
- methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area;
- measures employees can take to protect themselves from hazards in their workplace, including specific procedures the employer has implemented to prevent exposure to hazardous chemicals such as appropriate work practices, emergency procedures, and personal protective equipment;
- explanation of the labeling system and what the label information means; and
- explanation of Safety Data Sheets and how employees can use this information to protect themselves.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above.

.08 List of Hazardous Chemicals

The list of all known toxic and hazardous substances used in the Town of Erving is listed in the SDS Manual located in each facility, as listed in Section .06 of this policy, that may be updated from time to time by the Health Safety Officer. Further information on each noted substance can be obtained by reviewing the appropriate Safety Data Sheets.

.09 Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- specific hazards;
- protective/safety measures the employee can take; and
- measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

If employees do not understand any aspect of the above information, they should not perform the task. The supervisor should be contacted for additional training.



.10 Hazardous Substances in Unlabeled Pipes (if applicable)

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established. Prior to starting work on unlabeled pipes our employees are to contact their supervisor for the following information:

- The hazardous substance in the pipe.
- Potential hazards.
- Safety precautions which shall be taken.

.11 Informing Contractors

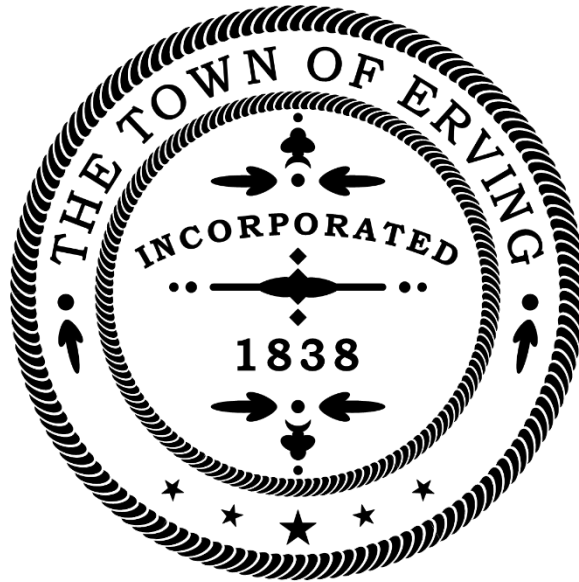
It is the responsibility of Chief Procurement Officer to provide contractors the following information:

- Notify contractors of the toxic and hazardous substances to which they may be exposed while on the job site and how the appropriate MSDS can be obtained,
- Precautionary measures that need to be taken to protect contracted employees during the workplace's normal operating conditions and in foreseeable emergencies,
- Explanation of labeling systems used by the Town of Erving

The Chief Procurement Officer will be responsible for contacting each contractor before work is started in the company to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

.12 Information and Compliance

If anyone has questions or does not understand this plan, contact Health Safety Officer. The Town of Erving hazard communication program will be monitored by Health Safety Officer to ensure that the policies are carried out and the plan is effective.



SPECIAL TOWN MEETING

Wednesday, June 28, 2023

Time: 7:00 PM

Location: 1 Care Drive, Erving, MA 01344

*Please bring this copy with you to the
Special 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



TOWN OF ERVING

12 East Main Street, Erving, MA 01344
Tel. (413) 422-2800 | Email: administrator@erving-ma.gov

SPECIAL TOWN MEETING WARRANT

Special Town Meeting | Table of Contents

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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 on the grounds of the **Erving Senior & Community Center** located at **1 Care Drive, Erving, Massachusetts 01344** on

Wednesday, June 28, 2023, at 7:00 PM

Qualified inhabitants will meet then and there to vote on the following articles in the Warrant:

FISCAL YEAR 2023 FINANCIAL ARTICLES

ARTICLE 1: REVOLVING FUND TRANSFER TO CONTINUING APPROPRIATION FOR VETERANS FIELD

To see if the Town will vote to transfer the sum of Ten Thousand Dollars and No Cents (\$10,000) from the Recreation Revolving Account 29-300-63001 to the continuing appropriation to be established for the renovation and redesign of Veterans Field or take any other action relative thereto.

SUBMITTED BY: Recreation Commission
FINANCE COMMITTEE RECOMMENDS:

Article Information: We have the redesign and renovation of Veteran’s Field as an upcoming Capital Project. We will be seeking a PARC grant, which requires matching funds from the community. As of 5/17/2023 we have a balance of \$22,919.36 in our Revolving Account. As per M.G.L. we are only able to carry over a balance of \$10,000 from our Revolving Account.

FISCAL YEAR 2024 CAPITAL IMPROVEMENT BUDGET

ARTICLE 2: APPROPRIATION FOR WATER CAPITAL IMPROVEMENT

To see if the Town will vote to appropriate the sum of Fifty-one Thousand Dollars and No Cents (\$51,000.00) for the capital improvement project(s) itemized below and related expenses, by transferring Fifty-one Thousand Dollars and No Cents (\$51,000.00) from Water Enterprise Fund retained earnings, subject to award by the Select Board, or take any other action relative thereto.

Line	Account #	Description	Amount
1	61-450-908-57800	Water Tank Mixing Project	\$51,000
Grand Total			\$51,000

SUBMITTED BY: Select Board/ Water Commissioners
CAPITAL PLANNING COMMITTEE RECOMMENDS:
FINANCE COMMITTEE RECOMMENDS:

Article Information: This article will fund the construction phase for the water tank mixing project. The engineering phase was approved at the March 06, 2023, Special Town Meeting and has resulted in this phase 2 request. Approval of this article requires a majority vote.

CAPITAL IMPROVEMENT- RESCIND BORROWING AUTHORIZATION

ARTICLE 3: RESCIND THE BORROWING AUTHORIZATION FOR LEAD SERVICE LINE INVENTORY & REPLACEMENT PLAN PROJECT

To see if the Town will rescind the borrowing authorized, in Article 7 of the Special Town Meeting Warrant from March 06, 2023, in the sum of One Hundred Twenty-five Thousand Dollars and No Cents (\$125,000.00) for the purpose of conducting an engineering assessment for the development of a Lead Service Line (LSL) Inventory and Replacement Plan Project for the Water Department, or to take any other action relative thereto.

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

Article Information: This article would rescind the borrowing authorization that was approved on March 06, 2023. The Town applied to the Massachusetts Department of Environmental Protection (MassDEP) for a forgivable loan to the State Revolving Fund and MassDEP transitioned the program into a 100% funded grant program. The Town was successfully approved for the grant and no longer needs to borrow this amount to complete the project. The project is still expected to be completed by October 2024. Approval of this article requires a 2/3 vote at Town Meeting.

ARTICLE 4: RESCIND THE BORROWING AUTHORIZATION FOR CHURCH STREET BRIDGE

To see if the Town will rescind the borrowing authorized, in Article 15 of the Annual Town Meeting Warrant from May 11, 2022, in the sum of One Million, Six Hundred Thousand Dollars and No Cents (\$1,600,000.00) for the purpose of planning, permitting and constructing a replacement structure for the Church Street Bridge (E-10-011), located at the intersection of Church Street and North Streets, or to take any other action relative thereto.

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

Article Information: This article would rescind the borrowing authorization that was approved on May 11, 2022. The Town has submitted the project to the Franklin County Transportation Organization for inclusion on the Federal FY2024 Transportation Improvement Program. The project has been accepted as a project (#612982) and is scheduled to be funded at a cost of \$1,611,200 from State and Federal Funds. The project is expected to be advertised during the summer of 2024 and if the procurement is successful, a contractor would be awarded. Approval of this article requires a 2/3 vote at Town Meeting.

REAL PROPERTY TRANSACTIONS

ARTICLE 5: A VOTE TO AUTHORIZE ACQUISITION OF RIGHTS IN LAND PARCELS

To see if the Town will vote to authorize the Select Board to acquire the following land parcels and or rights in land parcels for the purpose of obtaining a secure and public right of way. This will allow for the construction of the Church Street Bridge Project (File #612982).

In Fee	Total # Parcels	Area (Square Feet)
Permanent Easements		
Temporary Easements		

Further that the Select Board may acquire these parcels, or modification of these parcels or other required parcels through all legal means. This includes donations, purchase or eminent domain. The subject parcels are currently identified on plans drafted by Weston & Sampson, dated _____, and titled _____. Or take any action relative thereto.

SUBMITTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS:

Article Information: Approval of this article authorizes the Select Board to use all legal means to acquire the necessary temporary and permanent easements for this project. The Church Street Bridge Project is funded through Federal and State allocations and is included in the Federal FY2024 Transportation Improvement Program. Approval of this article requires a majority vote.

ZONING BYLAW

ARTICLE 6: AMEND AND RECODIFY THE ZONING BYLAW

To see if the Town will vote to amend and recodify the Zoning Bylaw entitled “Zoning” as Chapter 230 of the Town Code, and by taking the following steps:

1. Delete, in their entireties, the following provisions of the existing Zoning Bylaw, including the Zoning Map (dated November 2, 2021), adopted June 27, 2005, and last amended May 11, 2022, but not the Groundwater Map dated September 1999:

- Section 1: Purpose and Administration

- Section 2: General Regulations
- Section 3: Districts
- Section 4: Use Regulations
- Section 5: Intensity Regulations
- Section 6: Special Permit and Site Plan Review
- Section 7: Phasing of Growth
- Section 8: Optimal Development Methods
- Section 9: Definitions
- Zoning Map Dated November 2, 2021

2. Create the following provisions in the document entitled “Zoning Bylaw, dated May 18, 2023”, including the Zoning Map dated March 8, 2023, on file in the office of the Town Clerk and the Planning Board:

- Article 1.0 Purpose and Authority
- Article 2.0 Districts
- Article 3.0 Use Regulations
- Article 4.0 Dimensional Regulations
- Article 5.0 Nonconforming Uses and Structures
- Article 6.0 General Regulations
- Article 7.0 Special Regulations
- Article 8.0 Special Residential Regulations
- Article 9.0 Special Districts
- Article 10.0 Administration and Procedures
- Article 11.0 Definitions
- Zoning Map, Dated March 8, 2023

Or take any action relative thereto.

SUBMITTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS:

***Article Information:** Approval of this article would adopt all the proposed amendments to the Zoning Bylaw, as well as assign Chapter 230 as its designation in the Town Code. Approval of this article requires a 2/3 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 fourteen (14) 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 **June 2023**.

Jacob A. Smith, Chairman

William A. Bembury

Scott Bastarache

Erving Select Board

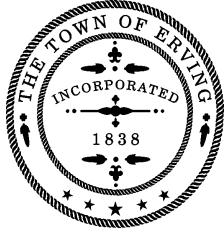
POSTING REQUIREMENT CERTIFICATION

FRANKLIN SS TOWN OF ERVING

I have served the above warrant by posting attested copies, as directed by vote of the Town, at least fourteen (14) days before the time of holding said meeting.

Date

Erving Constable



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
William A. Bembury
Select Board

Bryan Smith
Town Administrator

June 5, 2023

To: Select Board
Finance Committee
Capital Planning Committee

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

RE: Church Street Bridge Memorandum

I am pleased to report that on Tuesday, May 23, 2023, the Franklin County Transportation Planning Organization adopted their multi-year Transportation Improvement Program. The program includes funding for the construction of the Church Street Bridge for Federal Fiscal Year 2024 (begins October 1, 2023). The project (#612982) Erving- Bridge Replacement, E-10-011, Church Street over Keyup Brook, is program for a funding amount of \$1,611,200.

This project is still pre 25% design according to MassDOT. The Town will continue to work with Weston & Sampson engineering to meet submission requirements from MassDOT and to get the 25% design public hearing scheduled. It is important that we work to finish this design and permitting as expeditiously as possible to meet a June 2024 advertisement date.

Further the Town should consider rescinding the borrowing authority that had previously been approved by the voters for the borrowing of \$1.6 million to construct this project.



MassDOT Project ID	MassDOT Project Description	District	Funding Source	Total Programmed Funds	Federal Funds	Non-Federal Funds	Other Information
Federal Fiscal Year 2024				\$39,912,383	\$22,262,316	\$17,650,067	
Section 1A / Regionally Prioritized Projects				\$7,722,290	\$6,177,832	\$1,544,458	
Roadway Reconstruction				\$6,111,090	\$4,888,872	\$1,222,218	
603371	ORANGE- RECONSTRUCTION OF NORTH MAIN STREET, FROM SCHOOL STREET TO LINCOLN AVENUE (0.4 MILES) INCL RELOCATION OF FALL HILL BROOK CULVERT	2	STBG	\$6,111,090	\$4,888,872	\$1,222,218	Adjusted Total Project Cost \$10,638,818. Project is AC'd in FFY 2024, FFY 2025 and FFY 2026. MPO Project TEC Score 57/100.
Bridge Off-system				\$1,611,200	\$1,288,960	\$322,240	
612982	ERVING- BRIDGE REPLACEMENT, E-10-011, CHURCH STREET OVER KEYUP BROOK	2	STBG-BR-Off	\$1,611,200	\$1,288,960	\$322,240	MPO Project (TEC) Score 40/100.
Total Programmed Regional Target Funds				\$7,722,290			
Regional Target Funds				\$7,722,290			
Target Funds Balance				\$0			
Section 1B / Earmark or Discretionary Grant Funded Projects				\$3,699,234	\$2,959,387	\$739,847	
Bridge On-system Non-NHS NB				\$3,699,234	\$2,959,387	\$739,847	
609082	CONWAY- BRIDGE REPLACEMENT, C-20-004, NORTH POLAND ROAD OVER POLAND BROOK	1	HIP-BR	\$3,699,234	\$2,959,387	\$739,847	
Section 2A / State Prioritized Reliability Projects				\$22,448,615	\$13,125,097	\$9,323,518	
Bridge On-system Non-NHS				\$6,042,244	\$0	\$6,042,244	
607678	HEATH- BRIDGE REPLACEMENT, H-14-007, JACKSONVILLE STREET (SR 8A) OVER THE WEST BRANCH	1	NGBP	\$6,042,244	\$0	\$6,042,244	Next Generation Bridge Program (NGBP)
Bridge Off-system				\$14,124,038	\$11,299,230	\$2,824,808	
608849	LEVERETT- BRIDGE REPLACEMENT, L-09-003, MILLERS ROAD OVER ROARING BROOK	2	STBG-BR-Off	\$2,955,397	\$2,364,318	\$591,079	
608855	ROWE- SUPERSTRUCTURE REPLACEMENT, R-10-008, CYRUS STAGE ROAD OVER POTTER	1	STBG-BR-Off	\$2,281,027	\$1,824,822	\$456,205	
608858	CHARLEMONT- BRIDGE REPLACEMENT, C-05-042, EAST OXBOW ROAD OVER OXBOW	1	STBG-BR-Off	\$4,625,659	\$3,700,527	\$925,132	
609427	MONTAGUE- BRIDGE REPLACEMENT, M-28-026, SOUTH STREET OVER SAWMILL RIVER	2	STBG-BR-Off	\$4,261,955	\$3,409,564	\$852,391	
Non-Interstate Pavement				\$2,282,333	\$1,825,866	\$456,467	
609398	ERVING- RESURFACING AND RELATED WORK ON ROUTE 2	2	NHPP	\$2,282,333	\$1,825,866	\$456,467	Cost decreased from Draft (prev amount \$6,993,060)
Section 3B / Non-Federal Aid Funded				\$6,042,244	\$0	\$6,042,244	
Bridge On-system Non-NHS				\$6,042,244	\$0	\$6,042,244	
607678	HEATH- BRIDGE REPLACEMENT, H-14-007, JACKSONVILLE STREET (SR 8A) OVER THE WEST BRANCH BROOK	1	NGBP	\$6,042,244	\$0	\$6,042,244	Next Generation Bridge Program (NGBP)



MassDOT Project ID	MassDOT Project Description	District	Funding Source	Total Programmed Funds	Federal Funds	Non-Federal Funds	Other Information
Federal Fiscal Year 2025				\$62,753,053	\$10,646,274	\$52,106,779	
Section 1A / Regionally Prioritized Projects				\$7,591,106	\$6,072,885	\$1,518,221	
Roadway Reconstruction				\$7,591,106	\$6,072,885	\$1,518,221	
603371	ORANGE- RECONSTRUCTION OF NORTH MAIN STREET, FROM SCHOOL STREET TO LINCOLN AVENUE (0.4 MILES) INCLUDES RELOCATION OF FALL HILL BROOK CULVERT	2	STBG	\$4,081,778	\$3,265,422	\$816,356	Adjusted Total Project Cost \$10,638,818. Project is AC'd in FFY 2024, FFY 2025 and FFY 2026. MPO Project TEC Score 57/100.
609202	GREENFIELD- RESURFACING AND RELATED WORK ON MONTAGUE CITY ROAD	2	CMAQ	\$3,509,328	\$2,807,462	\$701,866	MPO Project TEC Score 59/100.
Total Programmed Regional Target Funds				\$7,591,106			
Regional Target Funds				\$7,591,106			
Target Funds Balance				\$0			
Section 1B / Earmark or Discretionary Grant Funded Projects				\$4,573,389	\$4,573,389	\$0	
Bridge Off-system Local NB				\$4,573,389	\$4,573,389	\$0	
602319	NORTHFIELD- BRIDGE REPLACEMENT, N-22-010, BIRNAM ROAD OVER MILL BROOK	2	BROFF	\$4,573,389	\$4,573,389	\$0	
Section 2A / State Prioritized Reliability Projects				\$25,294,279	\$0	\$25,294,279	
Bridge On-system NHS				\$18,852,719	\$0	\$18,852,719	
612159	BERNARDSTON- BRIDGE REPLACEMENT, B-10-001, ROUTE 10 OVER FALL RIVER	2	NGBP	\$18,852,719	\$0	\$18,852,719	Next Generation Bridge Program (NGBP)
Bridge On-system Non-NHS				\$6,441,560	\$0	\$6,441,560	
612164	MONTAGUE- BRIDGE REPLACEMENT, M-28-034, NORTH LEVERETT ROAD OVER SAWMILL RIVER	2	NGBP	\$6,441,560	\$0	\$6,441,560	Next Generation Bridge Program (NGBP)
Section 3B / Non-Federal Aid Funded				\$25,294,279	\$0	\$25,294,279	
Bridge On-system NHS				\$18,852,719	\$0	\$18,852,719	
612159	BERNARDSTON- BRIDGE REPLACEMENT, B-10-001, ROUTE 10 OVER FALL RIVER	2	NGBP	\$18,852,719	\$0	\$18,852,719	Next Generation Bridge Program (NGBP)
Bridge On-system Non-NHS				\$6,441,560	\$0	\$6,441,560	
612164	MONTAGUE- BRIDGE REPLACEMENT, M-28-034, NORTH LEVERETT ROAD OVER SAWMILL RIVER	2	NGBP	\$6,441,560	\$0	\$6,441,560	Next Generation Bridge Program (NGBP)



MassDOT Project ID	MassDOT Project Description	District	Funding Source	Total Programmed Funds	Federal Funds	Non-Federal Funds	Other Information
Federal Fiscal Year 2026				\$94,669,058	\$76,576,636	\$18,092,422	
Section 1A / Regionally Prioritized Projects				\$7,405,389	\$5,924,311	\$1,481,078	
Roadway Reconstruction				\$7,405,389	\$5,924,311	\$1,481,078	
603371	ORANGE- RECONSTRUCTION OF NORTH MAIN STREET, FROM SCHOOL STREET TO LINCOLN AVENUE (0.4 MILES) INCLUDES RELOCATION OF FALL HILL BROOK CULVERT	2	STBG	\$445,950	\$356,760	\$89,190	Adjusted Total Project Cost \$10,638,818. Project is AC'd in FFY 2024, FFY 2025 and FFY 2026. MPO Project TEC Score 57/100.
605983	WHATELY- REHABILITATION OF HAYDENVILLE ROAD, FROM CONWAY ROAD TO THE WILLIAMSBURG T.L. (1.7 MILES)	2	STBG	\$6,959,439	\$5,567,551	\$1,391,888	Adjusted Total Project Cost \$10,201,361. Project is AC'd in FFY 2026 and FFY 2027; Regional + Statewide STBG. MPO Project TEC Score 41/100.
Total Programmed Regional Target Funds				\$7,405,389			
Regional Target Funds				\$7,405,389			
Target Funds Balance				\$0			
Section 1B / Earmark or Discretionary Grant Funded Projects				\$64,741,228	\$52,634,372	\$12,106,856	
Bridge Off-system Local NB				\$4,206,946	\$4,206,946	\$0	
612083	CHARLEMONT- BRIDGE REPLACEMENT, C-05-009, CHICKLEY ROAD OVER CHICKLEY RIVER	1	BROFF	\$4,206,946	\$4,206,946	\$0	
Bridge On-system Non-NHS NB				\$60,534,282	\$48,427,426	\$12,106,856	
612799	GREENFIELD- MONTAGUE- BRIDGE REPLACEMENT, G-12-002, TURNERS FALLS ROAD OVER CONNECTICUT RIVER, M-28-015, 5TH STREET OVER CANAL, M-28-16A, 6TH STREET OVER CANAL	2	HIP-BR	\$60,534,282	\$48,427,426	\$12,106,856	
Section 2A / State Prioritized Reliability Projects				\$22,144,613	\$17,715,690	\$4,428,923	
Bridge Off-system				\$22,144,613	\$17,715,690	\$4,428,923	
608634	DEERFIELD- BRIDGE REPLACEMENT, D-06-001, UPPER ROAD OVER DEERFIELD RIVER	2	STBG-BR-Off	\$22,144,613	\$17,715,690	\$4,428,923	
Section 2B / State Prioritized Reliability Projects				\$377,828	\$302,262	\$75,566	
Roadway Reconstruction				\$377,828	\$302,262	\$75,566	
605983	WHATELY- REHABILITATION OF HAYDENVILLE ROAD, FROM CONWAY ROAD TO THE WILLIAMSBURG T.L. (1.7 MILES)	2	STBG	\$377,828	\$302,262	\$75,566	Adjusted Total Project Cost \$10,201,361. Project is AC'd in FFY 2026 and FFY 2027; Regional + Statewide STBG. MPO Project TEC Score 41/100.



MassDOT Project ID	MassDOT Project Description	District	Funding Source	Total Programmed Funds	Federal Funds	Non-Federal Funds	Other Information
Federal Fiscal Year 2027				\$34,964,338	\$21,598,987	\$13,365,351	
Section 1A / Regionally Prioritized Projects				\$9,169,553	\$7,335,642	\$1,833,911	
Roadway Reconstruction				\$9,169,553	\$7,335,642	\$1,833,911	
605983	WHATELY- REHABILITATION OF HAYDENVILLE ROAD, FROM CONWAY ROAD TO THE WILLIAMSBURG T.L. (1.7 MILES)	2	STBG	\$2,673,430	\$2,138,744	\$534,686	Adjusted Total Project Cost \$10,201,361. Project is AC'd in FFY 2026 and FFY 2027; Regional + Statewide STBG. MPO Project TEC Score 41/100.
610921	GREENFIELD- DOWNTOWN COMPLETE STREETS IMPROVEMENTS ON MAIN STREET (ROUTE 2A)	2	CMAQ	\$6,496,123	\$5,196,898	\$1,299,225	MPO Project (TEC) Score 68/100.
Total Programmed Regional Target Funds				\$9,169,553			
Regional Target				\$9,169,553			
Regional Target Funds Balance				\$0			
Section 2A / State Prioritized Reliability Projects				\$14,125,943	\$8,114,513	\$6,011,430	
Bridge On-system Non-NHS				\$3,982,802	\$0	\$3,982,802	
612179	COLRAIN- BRIDGE REPLACEMENT, C-18-033, ADAMSVILLE ROAD OVER VINCENT BROOK	1	NGBP	\$3,982,802	\$0	\$3,982,802	Next Generation Bridge Program (NGBP)
Bridge On-system NHS				\$10,143,141	\$8,114,513	\$2,028,628	
612517	CHARLEMONT- BRIDGE REPLACEMENT, C-05-010, ROUTE 8A OVER DEERFIELD RIVER	1	NHPP	\$10,143,141	\$8,114,513	\$2,028,628	
Section 2B / State Prioritized Modernization Projects				\$7,686,040	\$6,148,832	\$1,537,208	
Roadway Reconstruction				\$7,686,040	\$6,148,832	\$1,537,208	
604959	ERVING- RECONSTRUCTION & IMPROVEMENTS ON ROUTE 2 (FARLEY AREA) FROM MM 60 TO MM 62.9	2	NHPP	\$7,495,376	\$5,996,301	\$1,499,075	
605983	WHATELY- REHABILITATION OF HAYDENVILLE ROAD, FROM CONWAY ROAD TO THE WILLIAMSBURG T.L. (1.7 MILES)	2	STBG	\$190,664	\$152,531	\$38,133	Adjusted Total Project Cost \$10,201,361. Project is AC'd in FFY 2026 and FFY 2027; Regional + Statewide STBG. MPO Project TEC Score 41/100.
Section 3B / Non-Federal Aid Funded				\$3,982,802	\$0	\$3,982,802	
Bridge On-system Non-NHS				\$3,982,802	\$0	\$3,982,802	
612179	COLRAIN- BRIDGE REPLACEMENT, C-18-033, ADAMSVILLE ROAD OVER VINCENT BROOK	1	NGBP	\$3,982,802	\$0	\$3,982,802	Next Generation Bridge Program (NGBP)



MassDOT Project ID	MassDOT Project Description	District	Funding Source	Total Programmed Funds	Federal Funds	Non-Federal Funds	Other Information
Federal Fiscal Year 2028				\$9,342,150	\$7,825,374	\$1,516,776	
Section 1A / Regionally Prioritized Projects				\$9,342,150	\$7,825,374	\$1,516,776	
Intersection Improvements				\$9,342,150	\$7,825,374	\$1,516,776	
607610	BUCKLAND- RECONSTRUCTION AND BICYCLE ACCOMMODATION ON ROUTE 112	1	CMAQ	\$5,825,610	\$4,660,488	\$1,165,122	Adjusted Total Project Cost \$7,946,000. Project is AC'd in FFY 2028 and FFY 2029. MPO TEC Score 29/100. Project will be re-scored with revised scope.
610656	MONTAGUE- INTERSECTION IMPROVEMENTS AT ROUTE 63 AND NORTH LEVERETT ROAD	2	HSIP	\$3,516,540	\$3,164,886	\$351,654	MPO Project (TEC) Score 37/100.
Total Programmed Regional Target Funds				\$9,342,150			
Regional Target				\$9,342,150			
Regional Target Funds Balance				\$0			

From: [Bryan Smith](#)
To: [Select Board](#); [Finance Committee](#); [Capital Planning Committee](#)
Cc: [Glenn McCrory](#); [Mariah Kurtz](#); [Philip Wonkka](#); [Robert Holst](#); [Elizabeth Sicard](#)
Subject: Swamp Road Bridge Project Status
Date: Friday, May 5, 2023 4:19:00 PM
Attachments: [image001.png](#)
[Closed-C62-2021-07-22.pdf](#)

Good afternoon, all,

I wanted to reach out to all of you about the status of the Swamp Road Bridge (E-10-019). There has been a lot to review on the project that caused delays and we are preparing to put more sustained effort into the project which will include input from many of you.

What Occurred and What has Happened Since:

On July 18, 2021, the Town experience substantial flooding from a rainfall event that damaged public and private property. As a result of the event, the Town sustained substantial damage to Poplar Mountain Road and to the Swamp Road Bridge & North Street retaining wall along Keyup Brook. The Bridge and the retaining wall needed emergency work. The Town sought emergency procurement approval to waive the advertising requirements to seek contractors to do the emergency repair work to the wall and to remove the bridge decking. The bridge deck had sunk on the North Street side approximately 10 inches and a whole had been created in the asphalt where the bridge abutment was failing and separating from the road. The Town sought and received emergency deficit spending approval from the State to deal with the costs associated with the initial response. The Town sought support from MEMA and FEMA to help cover the costs of the damage. While Erving and our neighbors experienced significant damage, the Commonwealth did not, and MEMA and the Governor determined that they would not declare a state of emergency for the Commonwealth which meant that the effort we put into seeking FEMA reimbursement failed. In April 2022, the Town was the recipient of \$871,645 for the flood damage from the Commonwealth through legislation that our delegation sought for us. We used the money to first close the deficit we incurred from the emergency repair efforts of \$136,385. This provides the Town with a remaining balance of \$735,260 towards damage repair work. While it has not be fully committed, I would suggest this funding is used towards Swamp Road Bridge.

The Town contracted with Weston & Sampson in June 2022 for \$204,300 dollars for engineering from field work and development, permitting and bidding assistance on the project. We have held initial site walks with the engineers and discussed the challenges with the layout and the current bridge and potential options that the Town may want to explore. Soon after this work there was a request to seek permission for right of entry on what the Town believed was private property as the bridge layout likely will need to shift. Town records from the 40's to present day suggest that Keyup Brook is on private property. When we finally were able to connect with the landowner, they were adamant that the deeds and records are wrong and that the land in question should belong to the Town. Jacquie and I spent a morning in the County Commissioner's archive at FRCOG going through road layouts in Erving and Jacquie continued with the research. It looks like the County Commissioners took land because North Street used to cross the bridge on what we call Swamp Road and then at the intersection of High Street and Swamp Road, it continued back across Keyup Brook on a second bridge. When they approved this taking and the abandonment of a second

bridge in the 1930's it looks like the parcel that relates to Keyup Brook was lost on the map and later attributed to the private landowner that we are working with today. With that said, legal issues like this are important to rectify for the sake of all parties. We likely need to consider survey and deed research work to confirm our conclusions and to create recordable plans that we can use to petition the FRCOG Executive Committee to release the Road to the Town of Erving and then take to Town Meeting. This is what we did on Poplar Mountain Road.

Public Feedback:

We occasionally have questions from the public about the status of the project and it would likely be a good idea to schedule this topic for a future meeting to discuss. Some residents have expressed appreciation for less traffic on their roads while a resident of two have expressed significant concern about the bridge being out and having limited routes if there was some event that blocked access to the road.

Exploring a Temporary Bridge Option:

One resident has asked that I look into a situation that occurred in Conway where MassDOT worked with the Town to provide a temporary bridge while a permanent bridge for the site. I spoke with the Town Administrator to understand what happened. The effort was the result of a Town and legislative action with cooperation from MassDOT District 1. I was told that the bridge was a critical point for the Town because of the routes to School and for access to a standpipe draw for the fire department. The alternative routes added miles onto the trip which posed a safety hazard in the event of a fire.

I spoke to the Bridge Division at MassDOT District 2 to ask about this option. I was informed that, yes, the District has bridge sections in 10' lengths that they could loan to the Town for use. It was explained that when Town's do this, they are not getting a complete bridge set, they are getting the decking panels. The Town would be responsible for the transportation costs, the purchase of all the connectors and fittings and to design, permit and build the bridge abutments. The current bridge abutments cannot be used for a temporary bridge without restoration or likely replacement and permitting. The District sent along a copy of the inspection report of the Bridge when it was ordered closed, and we removed it. The District clarified for me that the design, construction, and inspection of a temporary bridge is the same process as a permanent bridge. They call it a Chapter 85 review process. MassDOT's Bridge Division in Boston handles this process, and they have 30 days to review submittals. The process can be impacted by the quality of the submissions and the number of comments and corrections that need to be made. Each submission can be another 30 days.

Permanent Bridge:

I believe it is good to know that there is temporary bridge decking option if the Town wants to explore that option, but I believe that the only benefit was that the Town would potentially save money on the bridge decking that would be loaned to us. The other components, engineering, and permitting costs and timelines still apply. Having the engineer work on the temporary option before they can work on the permanent option seems to further delay the final resolution of the project and would potentially double some costs. It is possible that I am overlooking a benefit, so I am sharing this information with the larger group in case it is understood in a different way.

Funding Options:

As I explained previously, the Town has funding from the legislature that we can use towards these costs. With the \$735,260 balance that we have, we could commit \$204,300 towards the engineering contract, which would leave \$530,960 to appropriate to the project. Based on the costs we are expecting on the Church Street Bridge, I believe we need to anticipate a total project cost for \$1.6 million to \$2.0 million. So we still have additional funding to identify.

MassDOT District 2 has encouraged the Town to consider applying for the Small Bridge Program, that if awarded, could provide up to \$500,000 towards the construction of the bridge. The FY2024 program was just announced last week and the deadline to apply would be June 30, 2023.

<https://www.mass.gov/how-to/apply-for-a-municipal-small-bridge-program-grant>

Next Steps:

I am recommending that we schedule a public meeting in the coming weeks to discuss how you would like to proceed on these matters and if we should attempt to seek grant funding through this opportunity or hold off and pursue a different opportunity.

Respectfully,



Bryan Smith
Town Administrator

Town of Erving
Phone (413) 422-2800 ext.
1102
Web www.erving-ma.gov
Address 12 East Main Street,
Erving, MA 01344



STRUCTURES INSPECTION FIELD REPORT

CLOSED/REHABILITATION INSPECTION

2-DIST
02

B.I.N.
C62

BR. DEPT. NO.
E-10-019

CITY/TOWN ERVING	8-STRUCTURE NO. E10019-C62-MUN-BRI	11-Kilo. POINT 000.000	90-ROUTINE INSP. DATE MAR 10, 2020	93*- INSPECTION DATE JUL 22, 2021
07-FACILITY CARRIED HWY SWAMP RD	MEMORIAL NAME/LOCAL NAME	27-YR BUILT 1923	106-YR REBUILT 0000	YR REHAB'D (NON 106) 0000
06-FEATURES INTERSECTED WATER KEYUP BROOK	26-FUNCTIONAL CLASS Rural Local	DIST. BRIDGE INSPECTION ENGINEER <i>M. Barrett</i>		
43-STRUCTURE TYPE 101 : Concrete Slab	22-OWNER Town Agency	21-MAINTAINER Town Agency	TEAM LEADER A. Power <i>A. Power</i>	
107-DECK TYPE 1 : Concrete Cast-in-Place	WEATHER Clear	TEMP. (air) 26°C	TEAM MEMBERS Thomas P. Penna <i>Thomas P. Penna</i>	

ITEM 58 DECK	6	ITEM 41 STRUCTURE OPEN, POSTED OR CLOSED																						
ITEM 59 SUPERSTRUCTURE	6	K:CLOSED Date: 07/22/2021																						
ITEM 60 SUBSTRUCTURE	1	ITEM 36 TRAFFIC SAFETY																						
ITEM 60 - (From U/W Report)	N	<table border="1"> <thead> <tr> <th></th> <th>36</th> <th>COND</th> <th>DEF</th> </tr> </thead> <tbody> <tr> <td>A. Bridge Railing</td> <td>0</td> <td>7</td> <td>-</td> </tr> <tr> <td>B. Transitions</td> <td>0</td> <td>0</td> <td>-</td> </tr> <tr> <td>C. Approach Guardrail</td> <td>0</td> <td>6</td> <td>-</td> </tr> <tr> <td>D. Approach Guardrail Ends</td> <td>0</td> <td>6</td> <td>-</td> </tr> </tbody> </table>			36	COND	DEF	A. Bridge Railing	0	7	-	B. Transitions	0	0	-	C. Approach Guardrail	0	6	-	D. Approach Guardrail Ends	0	6	-	TOTAL HOURS 6
	36	COND	DEF																					
A. Bridge Railing	0	7	-																					
B. Transitions	0	0	-																					
C. Approach Guardrail	0	6	-																					
D. Approach Guardrail Ends	0	6	-																					
ITEM 61 CHANNEL	7			PLANS (Y/N) N																				
ITEM 61 - (From U/W Report)	N			(V.C.R.) (Y/N) N																				
ITEM 62 CULVERT	N			TAPE#:																				
ITEM 62 - (From U/W Report)	N	Pedestrian Access (Y/N) N Barricades In Place (Y/N) Y (If YES please explain)																						
		Roadway Abandoned (Y/N) N TYPE: CONCRETE																						

SIGNS *Not Applicable*

Legend: **No signs in place.**

Signs In Place (Y=Yes, N=No, NR=Not Required)
Legibility/Visibility

At bridge		Advance	
E	W	E	W
N	N	N	N
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To be filled out by District Bridge Inspection Engineer

1) This bridge is scheduled for:
 Replacement () Rehabilitation () Repair () Removal () Unknown (X)

2) If under construction please answer the following:

Contract Number:	Amount:	Completion Date:
Contractor:		Resident Engineer:
Scope of Work:		
Remarks:		

ACCESSIBILITY (Y/N)		Needed	Used
Lift Bucket	N	N	N
Ladder	N	N	N
Boat	N	N	N
Wader	Y	Y	Y
Inspector 50	N	N	N
Rigging	N	N	N
Staging	N	N	N
Traffic Control	N	N	N
RR Flagger	N	N	N
Police	N	N	N
Other:			

X=UNKNOWN N=NOT APPLICABLE H=HIDDEN/INACCESSIBLE R=REMOVED

CITY/TOWN ERVING	B.I.N. C62	BR. DEPT. NO. E-10-019	8.-STRUCTURE NO. E10019-C62-MUN-BRI	INSPECTION DATE JUL 22, 2021
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REMARKS

BRIDGE ORIENTATION

Structure carries Swamp Road, east and west, over the Keyup Brook which flows north to south.

The reinforced concrete slab has field stone abutments.

GENERAL REMARKS

Closure:

Structure was closed in advance of this inspection. Heavy rainfall during the month of July resulted in increased flow in the channel causing problems with the substructure, as well as opening a hole in the approach pavement.

Concrete jersey barriers with reflective stands were in place at the intersection of Swamp Road & North Street to the west and the intersection of Swamp Road & High Street to the east, but no warning signs were in place at the time of this inspection. **See Photos 1 & 2.**

Approach Pavement:

West Approach roadway has a hole at the deck end near the middle of the roadway measuring 72" long x 20" wide x up to 18" deep. There is a height differential across this hole of up to 5" indicating the deck end has settled relative to the approach roadway. **See Sketch 1 and Photos 3 & 4.**

East Approach roadway has transverse cracks along the deck end up to 1/2" wide. **See Photo 5.**

Abutments:

Breastwalls:

West Breastwall:

- Random voids up to 12" wide x 2' deep throughout.
- Many stones that are bulging, shifted, and settled.
- Concrete slab at the north end base which is cracked through.
- Near the center of the breastwall, where the stones appear the most shifted, there is a large void at the top measuring 9' wide x up to 18" high x up to 3' deep.

See Sketch 1 and Photos 6 - 8.

East Breastwall, south corner:

- Significant scour and undermining of up to 3' deep x 3' wide.
- Stones have shifted and fallen out of position in this area.
- Mortar between stones is cracked with gaps between stones opening.

See Sketch 1 and Photo 9.

TRAFFIC SAFETY

Item 36a - Bridge Railing

All 4 concrete end posts have minor scaling and efflorescence.

Item 36b - Transitions

Approach guardrails are not attached to the bridge.

CITY/TOWN ERVING	B.I.N. C62	BR. DEPT. NO. E-10-019	8.-STRUCTURE NO. E10019-C62-MUN-BRI	INSPECTION DATE JUL 22, 2021
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REMARKS

Item 36c - Approach Guardrail

Northwest Approach has steel W-beam guardrail on steel H-posts with steel offset blocks.

Southwest Approach has steel W-beam guardrail on steel H-posts without steel offset blocks.

Southeast & Northeast Approach has steel W-beam guardrail on steel H-posts with timber offset blocks.

All 4 have approach guardrails have impact damage.

Item 36d - Approach Guardrail Ends

Northwest & Southwest Approach guardrail are continuous beyond the limits of the bridge.

Southeast Approach guardrail has a terminal end.

Northeast Approach guardrail has a tangent end.

Sketch / Photo Log

Sketch 1 : Plan with severe defects

Photo 1 : East of the structure, jersey barrier with reflective stand and cones are in place at the intersection of Swamp Road and High Street.

Photo 2 : West of the structure, jersey barrier with reflective stands, drum, and cone are in place at the intersection of Swamp Road and North Street.

Photo 3 : Approach has a large hole in the west approach pavement at the west deck end.

Photo 4 : West Approach has a large hole in the roadway at the west deck end.

Photo 5 : East Approach has transverse cracking in the roadway at the east deck end up to 1/2" wide.

Photo 6 : West Breastwall has shifted, settled, & bulging stones, many voids including a large void at the top, and a cracked concrete slab at the north end.

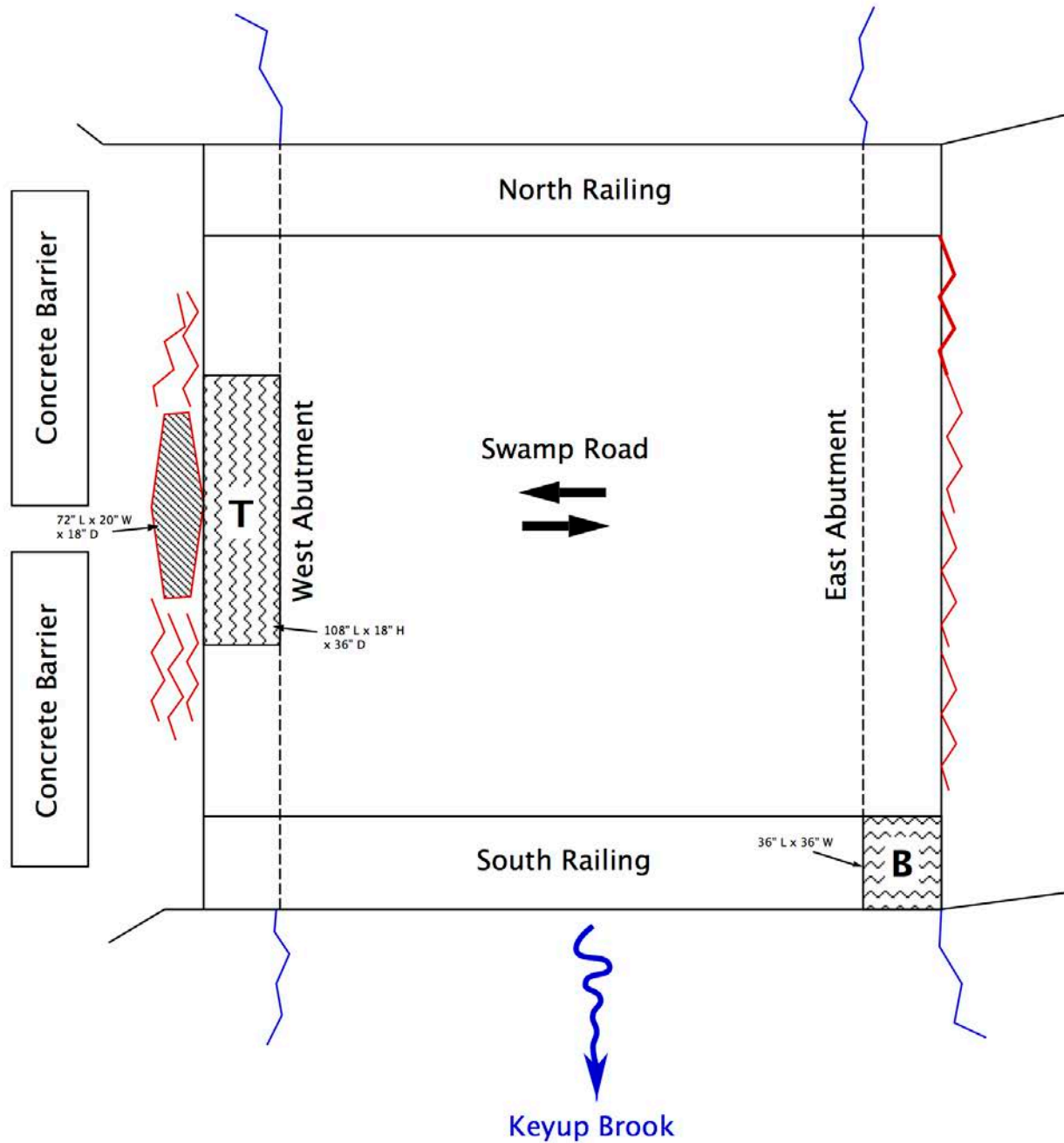
Photo 7 : West Breastwall, north end concrete slab is cracked through and settled.





Photo 8 : West Breastwall, void at the top up to 18" high x up to 3' deep.

Photo 9 : East Breastwall, south end has severe undermining. Lower stones are settling, which is opening gaps between stones and cracking mortar.

CITY/TOWN ERVING	B.I.N. C62	BR. DEPT. NO. E-10-019	8.-STRUCTURE NO. E10019-C62-MUN-BRI	INSPECTION DATE JUL 22, 2021
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SKETCHES



-  Hole in roadway
-  Cracking in roadway
-  Void in breastwall at top of wall
-  Void in breastwall at bottom of wall

Sketch 1: Plan with severe defects

CITY/TOWN ERVING	B.I.N. C62	BR. DEPT. NO. E-10-019	8.-STRUCTURE NO. E10019-C62-MUN-BRI	INSPECTION DATE JUL 22, 2021
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PHOTOS

Photo 1: East of the structure, jersey barrier with reflective stand and cones are in place at the intersection of Swamp Road and High Street.



Photo 2: West of the structure, jersey barrier with reflective stands, drum, and cone are in place at the intersection of Swamp Road and North Street.

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PHOTOS

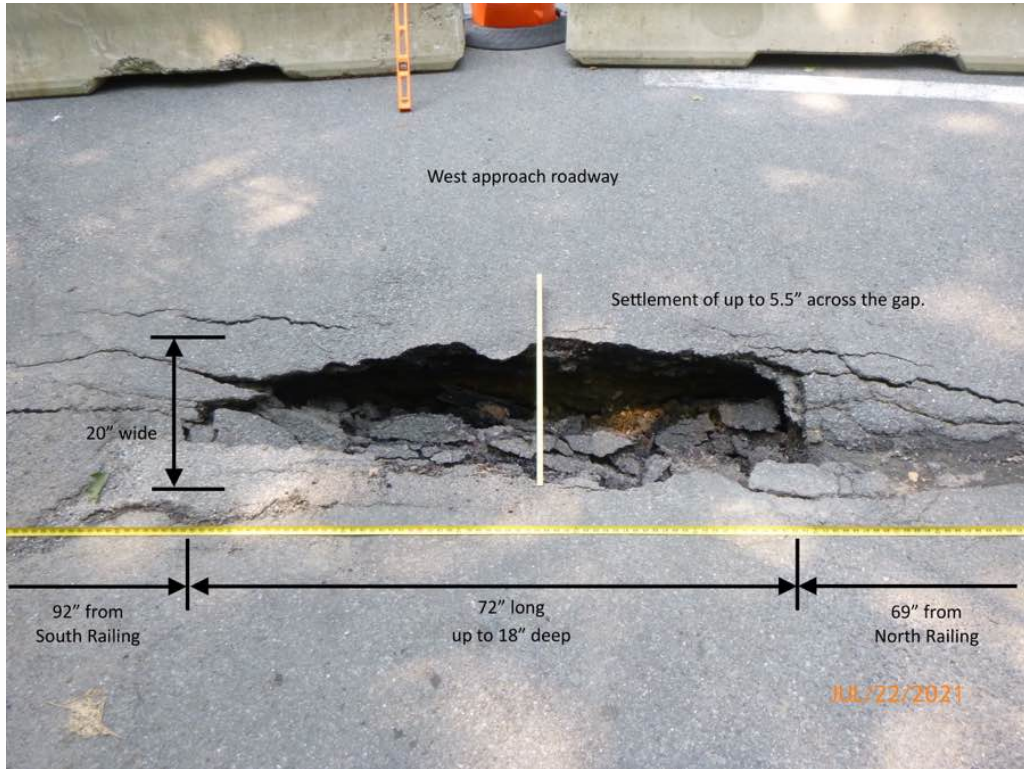


Photo 3: Approach has a large hole in the west approach pavement at the west deck end.



Photo 4: West Approach has a large hole in the roadway at the west deck end.

CITY/TOWN ERVING	B.I.N. C62	BR. DEPT. NO. E-10-019	8.-STRUCTURE NO. E10019-C62-MUN-BRI	INSPECTION DATE JUL 22, 2021
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PHOTOS



Photo 5: East Approach has transverse cracking in the roadway at the east deck end up to 1/2" wide.



Photo 6: West Breastwall has shifted, settled, & bulging stones, many voids including a large void at the top, and a cracked concrete slab at the north end.

CITY/TOWN ERVING	B.I.N. C62	BR. DEPT. NO. E-10-019	8.-STRUCTURE NO. E10019-C62-MUN-BRI	INSPECTION DATE JUL 22, 2021
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PHOTOS

Photo 7: West Breastwall, north end concrete slab is cracked through and settled.



Photo 8: West Breastwall, void at the top up to 18" high x up to 3' deep.

CITY/TOWN ERVING	B.I.N. C62	BR. DEPT. NO. E-10-019	8.-STRUCTURE NO. E10019-C62-MUN-BRI	INSPECTION DATE JUL 22, 2021
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PHOTOS

Photo 9: East Breastwall, south end has severe undermining. Lower stones are settling, which is opening gaps between stones and cracking mortar.

State Information				Classification	Code
BDEPT# = E10019	Agency Br.No.	(112) NBIS Bridge Length			N
Town = Erving	L.O.	(104) Highway System			N
B.I.N = C62	AASHTO = 017.0	(26) Functional Class - Rural Local			09
RANK = 0 H.I. = 0	FHWA Select List = N (6/21/17)	(100) Defense Highway			0
Identification		(101) Parallel Structure			N
(8) Structure Number	E10019C62MUNBRI	(102) Direction of Traffic - 2-way traffic			2
(5) Inventory Route	151000000	(103) Temporary Structure			N
(2) State Highway Department District	02	(105) Federal Lands Highways			
(3) County Code 011 (4) Place code	21780	(110) Designated National Network			N
(6) Features Intersected	WATER KEYUP BROOK	(20) Toll - On free road			3
(7) Facility Carried	HWY SWAMP RD	(21) Maintain - Town Agency			03
(9) Location	AT INT NORTH ST	(22) Owner - Town Agency			03
(11) Kilometerpoint	0000.000	(37) Historical Significance			
(12) Base Highway Network	N	Condition		Code	
(13) LRS Inventory Route & Subroute		(58) Deck			6
(16) Latitude	42 DEG 36 MIN 43.80 SEC	(59) Superstructure			6
(17) Longitude	72 DEG 24 MIN 02.44 SEC	(60) Substructure			1
(98) Border Bridge State Code	Share %	(61) Channel & Channel Protection			7
(99) Border Bridge Structure No. #		(62) Culverts			N
Structure Type and Material		Load Rating and Posting		Code	
(43) Structure Type Main:	Concrete	(31) Design Load - Unknown			0
Slab	Jointless bridge type: Not applicable	(63) Operating Rating Method -			
(44) Structure Type Appr:		(64) Operating Rating			0
		(65) Inventory Rating Method -			
(45) Number of spans in main unit	001	(66) Inventory Rating			0
(46) Number of approach spans	0000	(70) Bridge Posting			0
(107) Deck Structure Type - Concrete Cast-in-Place	Code 1	(41) Structure - Closed			K
(108) Wearing Surface / Protective System:		Appraisal		Code	
A) Type of wearing surface - Bituminous	Code 6	(67) Structural Evaluation			0
B) Type of membrane - Unknown	Code 8	(68) Deck Geometry			3
C) Type of deck protection - Unknown	Code 8	(69) Underclearances, vert. and horiz.			N
Age and Service		(71) Waterway adequacy			5
(27) Year Built	1923	(72) Approach Roadway Alignment			3
(106) Year Reconstructed	0000	(36) Traffic Safety Features		0 0 0 0	
(42) Type of Service: On - Highway		(113) Scour Critical Bridges			
Under - Waterway	Code 15	Inspections			
(28) Lanes: On Structure 02 Under structure	00	(90) Inspection Date 03/10/20	(91) Frequency	12 MO	
(29) Average Daily Traffic	000129	(92) Critical Feature Inspection:	(93) CFI DATE		
(30) Year of ADT 2020 (109) Truck ADT	00 %	(A) Fracture Critical Detail	N 00 MO A)	00/00/00	
(19) Bypass, detour length	000 KM	(B) Underwater Inspection	N 00 MO B)	00/00/00	
Geometric Data		(C) Other Special Inspection	N 00 MO C)	00/00/00	
(48) Length of maximum span	0005.8 M	(*) Other Inspection ()	N 00 MO *)	00/00/00	
(49) Structure Length	00007.3 M	(*) Closed Bridge	Y 12 MO *)	07/22/21	
(50) Curb or sidewalk: Left 00.0 M Right 00.0 M		(*) UW Special Inspection	N 00 MO *)	00/00/00	
(51) Bridge Roadway Width Curb to Curb	005.8 M	(*) Damage Inspection		MO *)	00/00/00
(52) Deck Width Out to Out	007.6 M	Rating Loads			
(32) Approach Roadway Width (w/shoulders)	005.8 M	Report Date 00/00/00	H20	Type 3 Type 3S2 Type HS	
(33) Bridge Median - No median	Code 0	Operating	0.0	0.0 0.0 0.0	
(34) Skew 55 DEG (35) Structure Flared	N	Inventory	0.0	0.0 0.0 0.0	
(10) Inventory Route MIN Vert Clear	99.99 M	Field Posting			
(47) Inventory Route Total Horiz Clear	07.3 M	Status	2 Axle 3 Axle 5 Axle	Posting Date 00/00/00	Single
(53) Min Vert Clear Over Bridge Rdwy	99.99 M	Actual			
(54) Min Vert Underclear ref N	00.00 M	Recommended			
(55) Min Lat Underclear RT ref N	00.0 M	Missing Signs N			
(56) Min Lat Underclear LT	00.0 M	Misc.			
Navigation Data		Bridge Name	N Anti-missile fence N Acrow Panel N Jointless Bridge		
(38) Navigation Control - No navigation control on waterway	Code 0	Freeze/Thaw N : Not Applicable			
(111) Pier Protection	Code	Accessibility (Needed/Used)			
(39) Navigation Vertical Clearance	000.0 M	N / N Liftbucket	N / N Rigging		Other
(116) Vert-lift Bridge Nav Min Vert Clear	M	N / N Ladder	N / N Staging		
(40) Navigation Horizontal Clearance	0000.0 M	N / N Boat	N / N Traffic Control		
		Y / Y Wader	N / N RR Flagperson		Inspection
		N / N Inspector 50	N / N Police		Hours: 006

Report Date: July 22, 2021

State Information				Classification	Code
BDEPT#= E10019	Agency Br.No.	(112) NBIS Bridge Length			N
Town= Erving	L.O.	(104) Highway System			N
B.I.N= C62	AASHTO= 017.0	(26) Functional Class - Rural Local			09
RANK= 0 H.I.= NA	FHWA Select List= N (6/21/17)	(100) Defense Highway			0
Identification				(101) Parallel Structure	N
(8) Structure Number	E10019C62MUNBRI	(102) Direction of Traffic - 2-way traffic			2
(5) Inventory Route	151000000	(103) Temporary Structure			N
(2) State Highway Department District	02	(105) Federal Lands Highways			N
(3) County Code 011 (4) Place code	21780	(110) Designated National Network			N
(6) Features Intersected	WATER KEYUP BROOK	(20) Toll - On free road			3
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(9) Location	AT INT NORTH ST	(22) Owner - Town Agency			03
(11) Kilometerpoint	0000.000	(37) Historical Significance			
(12) Base Highway Network	N	Condition Code			
(13) LRS Inventory Route & Subroute		(58) Deck			6
(16) Latitude	42 DEG 36 MIN 43.80 SEC	(59) Superstructure			6
(17) Longitude	72 DEG 24 MIN 02.44 SEC	(60) Substructure			5
(98) Border Bridge State Code	Share %	(61) Channel & Channel Protection			7
(99) Border Bridge Structure No. #		(62) Culverts			N
Structure Type and Material				Load Rating and Posting Code	
(43) Structure Type Main: Concrete	Code 101	(31) Design Load - Unknown			0
Slab	Jointless bridge type: Not applicable	(63) Operating Rating Method -			
(44) Structure Type Appr:	Code	(64) Operating Rating			0
(45) Number of spans in main unit	001	(65) Inventory Rating Method -			
(46) Number of approach spans	0000	(66) Inventory Rating			0
(107) Deck Structure Type - Concrete Cast-in-Place	Code 1	(70) Bridge Posting			0
(108) Wearing Surface / Protective System:		(41) Structure - Open			A
A) Type of wearing surface - Bituminous	Code 6	Appraisal Code			
B) Type of membrane - Unknown	Code 8	(67) Structural Evaluation			3
C) Type of deck protection - Unknown	Code 8	(68) Deck Geometry			3
Age and Service				(69) Underclearances, vert. and horiz.	N
(27) Year Built	1923	(71) Waterway adequacy			5
(106) Year Reconstructed	0000	(72) Approach Roadway Alignment			3
(42) Type of Service: On - Highway		(36) Traffic Safety Features			0 0 0 0
Under - Waterway	Code 15	(113) Scour Critical Bridges			
(28) Lanes: On Structure 02 Under structure	00	Inspections			
(29) Average Daily Traffic	000129	(90) Inspection Date 03/10/20	(91) Frequency	24	MO
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(19) Bypass, detour length	000 KM	(A) Fracture Critical Detail	N 00 MO A)	00/00/00	
Geometric Data				(B) Underwater Inspection	N 00 MO B) 00/00/00
(48) Length of maximum span	0005.8 M	(C) Other Special Inspection	N 00 MO C) 00/00/00		
(49) Structure Length	00007.3 M	(*) Other Inspection ()	N 00 MO *) 00/00/00		
(50) Curb or sidewalk: Left 00.0 M Right 00.0 M		(*) Closed Bridge	N 00 MO *) 00/00/00		7/20/20
(51) Bridge Roadway Width Curb to Curb	005.8 M	(*) UW Special Inspection	N 00 MO *) 00/00/00		
(52) Deck Width Out to Out	007.6 M	(*) Damage Inspection	MO *) 00/00/00		
(32) Approach Roadway Width (w/shoulders)	005.8 M	Rating Loads			
(33) Bridge Median - No median	Code 0	Report Date 00/00/00	H20	Type 3	Type 3S2
(34) Skew 55 DEG (35) Structure Flared	N	Operating	0.0	0.0	0.0
(10) Inventory Route MIN Vert Clear	99.99 M	Inventory	0.0	0.0	0.0
(47) Inventory Route Total Horiz Clear	07.3 M	Field Posting			
(53) Min Vert Clear Over Bridge Rdwy	99.99 M	Status	2 Axle	3 Axle	5 Axle
(54) Min Vert Underclear ref N	00.00 M	Actual			Single
(55) Min Lat Underclear RT ref N	00.0 M	Recommended			
(56) Min Lat Underclear LT	00.0 M	Missing Signs N			
Navigation Data				Misc.	
(38) Navigation Control - No navigation control on waterway	Code 0	Bridge Name	N Anti-missile fence	N Acrow Panel	N Jointless Bridge
(111) Pier Protection	Code	Freeze/Thaw	N : Not Applicable		
(39) Navigation Vertical Clearance	000.0 M	Accessibility (Needed/Used)			
(116) Vert-lift Bridge Nav Min Vert Clear	M	N / N	Liftbucket	N / N	Rigging
(40) Navigation Horizontal Clearance	0000.0 M	N / N	Ladder	N / N	Staging
		N / N	Boat	N / N	Traffic Control
		Y / Y	Wader	N / N	RR Flagperson
		N / N	Inspector 50	N / N	Police
					Inspection Hours: 006



Municipal Small Bridge Program Fiscal Year 2024 Application

Instructions

Complete this application to the best of the municipality's ability. For sections that do not apply to this application, write N/A. Submit application and supporting documents as one PDF to SmallBridgeProgram@dot.state.ma.us and copy your District Bridge Engineer.

Application Type (check one):

- Phase 1 (design)
- Phase 2 (construction)

Part A: Applicant Information

Date of Submission: _____ City/Town: _____

Applicant Name: _____ Applicant Title: _____

Address: _____

E-mail: _____ Telephone: _____

Part B: Bridge Information

Road: _____ Bridge Number: _____

Feature under Bridge: _____

Proposed Project Type: New Bridge Bridge Rehabilitation Bridge Preservation

For Phase 1 Applicants Only: Has the community already engaged a designer? Yes No If Yes, list designer:
--

For Phase 2 Applicants Only: Has the design received Chapter 85 approval? Yes No If No, anticipated approval date:
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Is the bridge currently closed, posted (include the loading) or restricted (include by how much)?

Yes No

Comment:



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Part C: Eligibility

1. Is the span of the bridge greater than 10 feet and less than or equal to 20 feet?

Yes No

Comment:

2. Is the bridge on a public way?

Yes No

Comment:

3. Are all municipally-owned bridges in the City/Town with reduced weight-carrying capacity properly posted as previously directed by MassDOT?

Yes No

Comment:

Part D: Proposed Project

1. Condition and Inspection

a. Has the bridge(s) been inspected? If yes, please provide the condition ratings and a copy of the inspection report as an appendix to this application. If no, please advise MassDOT to allow earliest determination of dimensions and eligibility.

Yes No

Comment:



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- b. Has the bridge(s) been rated? If so, please provide the inventory ratings and copy of the rating report as an appendix to this application.

Yes No

Comment:

- c. If neither of the above is applicable, provide a description of the condition of the bridge(s); state the City/Town's concerns regarding the continued unrestricted use of the bridge(s); and what actions are planned by the City/Town to ensure continued safe use of the bridge(s).

2. Describe the scope of work for the proposed project. Provide consultant scope if available.

Comment:



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3. Describe any anticipated design services that will be required for this project.

4. Provide a breakdown of the estimated cost of the project.

5. Has the community signed the Community Compact?

Yes No

6. Demonstration of Public Need
 - a. What is the length (in miles) of a suitable detour around the bridge?

 - b. Please describe the emergency services carried by the bridge. Consider how often the roadway is used as a fire, police, and/or EMT route.

 - c. Please describe how the bridge serves the local economy (commercial and industrial). Consider the following: agricultural, tourist/recreational sites, commercial district, major employer, other economic generators, etc.



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- d. Please describe the essential services carried by the bridge. Consider the following: heating oil, propane gas, trash/recycling, septic tank service, school buses, mail, other delivery services, etc. and if a viable detour for these services currently exists.

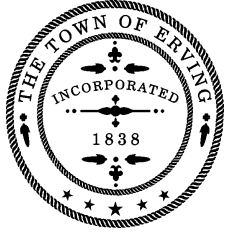
7. Description of Demonstrated Financial Need

- a. Explain why the limited funds of the Municipal Small Bridge Program are needed to advance the project.

- b. Provide the current annual Chapter 90 apportionment for your municipality and balance of uncommitted funds.

- c. What other sources of funds does the municipality have to repair its bridges? Please explain why these are insufficient or inappropriate for this project.

- d. What is the municipality's annual revenue?



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
William A. Bembury
Select Board

Bryan Smith
Town Administrator

June 5, 2023

To: Select Board

From: Bryan Smith, Town Administrator

CC: Glenn McCrory, Highway Superintendent

Robert Holst, Chief of Police

Mariah Kurtz, Town Planner

RE: North Street & Church Street Traffic Calming

Residents of North Street and Church Street, specifically in the area of Route 2 and the intersection of the Church Street Bridge, have continued to express safety concerns with the volume and speed of traffic through this area. On Thursday, May 18, 2023, Glenn McCrory and I met with residents to discuss their concerns and suggestions. I am outlining those items for consideration below.

Speed

Speeding through this area, which is posted as 25 MPH, remains the primary concern. Residents on Church Street have experienced some reduction in traffic with the current reductions of the Church Street Bridge but continue to experience excessive speeds with southbound traffic. North Street residents have reported experiencing an increase in northbound and southbound traffic since the changes with the Church Street Bridge. Both streets have narrow traveling lanes, no shoulders and sidewalks close to the travel lanes.

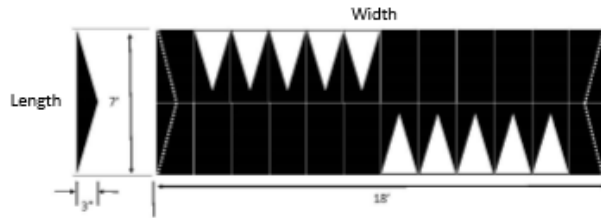
Residents have requested that the Town pilot speed cushions in this area to see if this could help address speeding concerns. In consultation with Glenn, we believe piloting this with an sturdy option that can be temporary if it does not work would make the most sense. Attached, you will find a quote from Traffic Logix Corporation off the Sourcwell Contract. The quoted amount is for a single installation. Residents discussed trying 4 locations, 2 on Church Street and 2 on North Street.

Designed Speeds

10 - 15 mph
15 - 20 mph
20 - 25 mph
25 - 30 mph
30 - 35 mph

Speed Cushions, Speed Humps, or Speed Tables

7 feet long
10.5 feet long
14 feet long
17.5 feet long
21 feet long



Speed Cushions



Gaps Between

Speed Hump



Solid Across Roadway

Speed Table



Solid Across Roadway

Crosswalk Signage

There was a request for greater awareness at crosswalks. Currently crosswalks are painted with regulatory required signage at each crossing. Residents inquired about installing weighted “yield to pedestrians” signs in the crosswalk. The uniform traffic code required signs for this application requires the equipment to be placed at the crosswalk at the center line. Average pricing on these units is approximately \$350 each.



Consider Changing lower North Street and Church Street to One-Way

At least one resident requested that the Select Board consider changing the traffic pattern for the lower end of North Street and for Church Street. The proposal was to make Church Street a one-way street northbound and to make North Street a one way street southbound from the Church Street bridge to Route 2 and to allow two-way traffic on North Street from the Church Street bridge to the Town line.

This option should be reviewed by the Town’s engineers and should be discussed with MassDOT District 2 as this would have impacts on and off Route 2 that need to be planned for. If this option is explored and deemed viable it may provide more space for pedestrian accommodation and traffic calming on these sections of the layout.

Further Considerations

- **North Street-** The North Street layout was last modified in the early 1900’s by the County Commissioners. It would be recommended that North Street is given a current survey and petition the Franklin Regional Council of Governments Executive Council to abandon the road and transfer it to the Town as a public way.
- **North Street/ Route 2 Intersection-** pushing all southbound traffic to from North Street, Church Street, Flagg Hill Road, and Highland Avenue to this intersection may cause traffic to back up. Truly understanding the safety implications to this intersection and what is necessary to ensure safe travel would be important.



Traffic Logix Corporation
 3 Harriett Lane
 Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

Quote Number QUO-30249-W8G5F5
 Created Date 5/27/2023
 Expiration Date 6/30/2023
 Prepared by Mark Gregory

QUOTATION

Contact:

Bryan Smith
 Town Administrator
 Town of Erving
 Phone (413) 422-2800 ext. 1102

Erving (MA)

Town of Erving
 12 East Main Street
 Erving, Massachusetts 01344

Shipping Address:

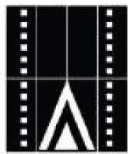
Town of Erving
 12 East Main Street
 Erving, Massachusetts 01344
 United States

Sourcewell ID# 169723

Standard Features (Included)

- Prices Shown include - Required Adhesive, Bolts and Anchors (Specified as 4" or 7")
- Color and Markings as Indicated

Special Notes



M – 2W

Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
10.5Lx6W x3" speed cushion with arrows	SC1056-M-2W	2.00000	\$1,184.00	\$2,368.00
400mL 1:1 Dispenser - Adhesive Applicator Gun	PU-APGUN	1.00000	\$65.00	\$65.00
7" Bolts Anchors and Washers) 7" Bolts - Anchors Washers	1.00000	included	
Advanced Polyurethane Anchor Adhesive- 400ml.	PU140-LV	1.00000	included	
T Bar Installation tool	23597	1.00000	\$25.00	\$25.00
SDS-Plus Shank Rotary-Hammer Drill Bit.9/16"Bit, 16 Drilling Depth, 18-3/4" Overall	23596	1.00000	\$65.00	\$65.00



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Quote Number QUO-30249-W8G5F5
 Created Date 5/27/2023
 Expiration Date 6/30/2023
 Prepared by Mark Gregory

Totals

Subtotal:	\$2,523.00
Freight:	\$0.00
Sales Tax (if applicable):	\$0.00
Grand Total:	\$2,523.00

Terms: 1% - 10 days – Net 30

Payment: MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

Tax: IF TAX EXEMPT, Please Provide Tax Exempt Certificate with Order

Freight: Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

Changes/Returns: 30% for standard orders and 50% on custom orders.

Delivery Requirements

Please Indicate the availability of the following as this determines the freight costs:

1. Do You have a Loading Dock? - Yes/No
2. Do you have a Fork Lift and Pallet Jack to unload? - Yes/No
3. Can access be gained by a 53 foot truck for delivery? - Yes/No
4. Is the delivery address a Construction site? - Yes/No
5. Is the delivery address a Military site? - Yes/No
6. If shipping to Military site, is a U.S. Driver required? - Yes/No

Quote Acceptance Information

Signature _____
 Name _____
 Title _____
 Date _____

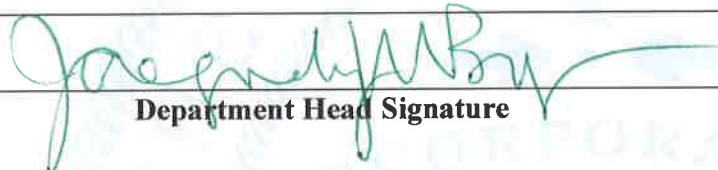
Thank you for choosing Traffic Logix. Please sign and return to:

mgregory@trafficlogix.com
 Mark Gregory
 Senior Account Manager Sales New York

Please complete to set up new account: <https://trafficlogix.com/business-application-form/>

Surplus Property Disposition Request

Department/Board/Committee <u>Recreation Commission</u>	Request Date: <u>May 25, 2023</u>
Item(s) to be disposed of: <u>Wooden Dugouts at Zilinski Park</u>	
Estimated Value of Item: <u>0</u>	
Description of Item: <u>See attached fixed asset sheet with item descriptions; including make, model, and serial #</u>	
Reason for Request: <u>Dugouts are in poor shape and a safety hazard</u>	
Recommended Disposition: <u>Destroy</u>	


5/25/23

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	

Jacquelyn Boyden

From: Glenn McCrory
Sent: Monday, May 8, 2023 7:23 AM
To: Jacquelyn Boyden; Breta Petraccia; Erik Eichorn; Renee Tela; Kathleen Sadler
Cc: Bryan Smith
Subject: Re: Playground Inspection
Attachments: Image.jpeg; Image.jpeg; Image.jpeg; Image.jpeg

Good morning,

Pictures are pieces that need to be replaced at Zillinski memorial park.
The 13-14' slide, depending on how they measure is split open at the base of the slide where it anchors to the concrete. Most likely from water getting in over the years freezing then expanding.
The walking bridge side rail is split open on the bottom rail. Most likely from water getting in over the years , freezing then expanding.
The 3 pieces of chain link climbing net has the vinyl coating detreating from the weather causing sharp edges.
The climbing wall metal hoops are split open with sharp edges from water getting in and freezing over the winter.
Engineered wood chips are needed for approximately 100' X 48' X 12" thickness to be fall safe compliant.
The batting cage net is covered with moss and mold and has been downsized a few times because of snow damage.
Recommendation would be to have a structure built like greenfield has.
Please let me know if you have any questions or concerns.

Glenn McCrory

Town of Erving Highway Superintendent

1-413-423-3500

From: Jacquelyn Boyden <jacquelyn.boyden@erving-ma.gov>
Sent: Wednesday, May 3, 2023 11:54:40 AM
To: Breta Petraccia <breta.petraccia@erving-ma.gov>; Erik Eichorn <erik.eichorn@erving-ma.gov>; Renee Tela <renee.tela@erving-ma.gov>; Kathleen Sadler <kathleen.sadler@erving-ma.gov>
Cc: Glenn McCrory <glenn.mccrory@erving-ma.gov>; Bryan Smith <bryan.smith@erving-ma.gov>
Subject: Playground Inspection

Hello:

I am waiting on John LaRue's report, but the quick overview is that the swings need to go as well as the balance beam and seesaw. Also, we discussed getting rid of the sound tubes (Bee magnet). The playground structure has about five years left but needs to have some playground equipment replaced and the groundcover put down. I am working with Glenn and Bryan to cost out the replacement parts and the potential cost for the mulch to see if it worth saving the play structure or not. The DPW knows we want to replace one of the swings but according to John, we need to purchase an extension, so we have three sets of swings (child, infant and ADA). We are costing that out as well. The question for the Committee is one size ADA swing - 2-5 or 5-12 age?

Glenn is willing to have Highway rip out the unsafe equipment to save us some money. I will be looking for a formal vote on the 20th of May unless you already voted to remove them at a previous meeting. If you did, then I will prepare the surplus forms for the Selectboard to review.

We discussed placement of the volleyball court, and I would like to vote on that on the May 20th meeting. The placement is where Breta, Erik and Glenn had agreed previously before the project got sidetracked with the possibility of being put at Riverfront. We can discuss it at the 5/18 or 5/20 meeting.

Additionally, the dugouts are unsafe, and Glenn is preparing a memo for us to review. They are willing to take down the dugouts if we are going to declare them surplus and the Selectboard agree. We have funds to replace them, and Bryan is working on preparing quotes and options for us to review at potential our 5/20 meeting. The Highway is keeping the baseball field useable. We also need to replace the bleachers at some point soon and the fence.

Lastly, we need to discuss the batting cage. Currently it is not being used and since it is up all year, it now has algae growing on it. The heavy snow damages it every year. We should have a discussion to replace it with something designed to be up all year or not to replace it at all.

Have a good day.

Jacquie

Notice:

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

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