

# 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 26, 2023

This meeting is open to the public.

#### Scheduled Business

<i>Time</i>	<i>Agenda Item</i>
6:10 PM	Call to Order
6:10 PM	Executive Session: Pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (2)
7:00 PM	Joint meeting with Finance Committee & Capital Planning Committee- Discuss FY2023 Budget Adjustment(s), Discuss FY2024 Comprehensive Budget Review, Discuss FY2024 Wage Adjustments, Discuss IP Mill Demolition

#### Old Business

<i>Agenda Item</i>	<i>Section</i>
Surplus Equipment Request- School Dept- Tilt Skillet- 3 <sup>rd</sup> Read	1
Review of Hazard Communication Policy Draft- 4 <sup>th</sup> Read	2
Discussion Regarding FY2023 Budget Adjustments & Comprehensive Review for FY2024	3
Discussion Regarding Wage Adjustments for FY2024	4
Discussion of IP Mill Demolition	5
Review Proposed Revisions to Assistant Treasurer Position Description	6

#### New Business

<i>Agenda Item</i>	<i>Section</i>
Review of Meeting Minutes: March 01, 2021, May 03, 2021, November 29, 2021, January 03, 2022, January 10, 2022, & June 21, 2023	7
Review of Equipment Operator/ Building Maintenance Laborer Position Description	8
FY2024 Agreement with Franklin County Solid Waste District for Sludge Hauling & Disposal	9
FY2024 Agreement with Franklin County Solid Waste District for Transfer Station Hauling & Disposal	10
Review of Trash Disposal Agreement with Republic Services	11
FY2024 Electric Vehicle Charging Rate	12
2023 Mutual Aid Police Officer Appointments	13
Review of Highway Plow Truck Procurement	14
Review of Financial Software Procurement	15

#### Other Business

#### Signing of the Treasury Warrant

**Executive Session:** pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel ... and contract negotiations with non-union personnel regarding Fire Chief Philip Wonkka and Chief of Police Robert Holst.

#### Unanticipated Business

#### Anticipated Next Meeting Dates

Monday, July 10, 2023

Monday, July 24, 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](mailto:SBRequests@erving-ma.gov) by noon on the Tuesday before the meeting.
  - a. Requests will be submitted to the Chairperson for consideration and scheduling.
  - b. Supporting documentation related to the request must be provided to the Administrator's office by noon on the Thursday prior to the meeting. The Chairperson may remove requested agenda topics that are made without supporting documentation.
2. The Select Board encourages public participation as follows:
  - a. Town residents can bring comments before the Select Board that require discussion and are on the agenda, only after being recognized by the Chair. If your issue is not on the agenda, you may bring it up under "Future agenda items".
  - b. "Topics not anticipated" should be brought to the Chair for possible consideration prior to the meeting.
  - c. Please try to keep your comments short and to the point.
  - d. If it appears that the topic(s) being discussed will consume longer than the time allocated then, at the discretion of the Chair, the matter will be placed on an upcoming Select Board meeting agenda.
  - e. If you believe that your topic will require more time or desire to make a more formal presentation than is allowed under these guidelines, please contact the Town Administrator to ask to be put on a future agenda so that we can properly allocate enough time.
  - f. You are free to ask questions or to make your point for all to consider. However, engaging in active debate with Select Board or audience members will not be allowed.
  - g. All comments and questions must be directed to the Chair of the Select Board per MGL Chapter 30A, Section 20(g).
  - h. Participants are expected to speak from the presenter/guest table.
3. Employees and Board members who have business with the Select Board should be placed on the agenda beforehand (see Item # 1.).
4. Anyone wishing to contact the Select Board in writing may do so at:

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

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

The Select Board appreciates your cooperation in honoring these guidelines.


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

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

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

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

## Surplus Property Disposition Request

<b>Department/Board/Committee</b> <u>School Committee</u>	<b>Request Date:</b> <u>June 6, 2023</u>
<b>Item(s) to be disposed of:</b> <u>One (1) tilt skillet</u>	
<b>Estimated Value of Item:</b> <u>Unknown</u>	
<b>Description of Item:</b> <u>See attached fixed asset sheet with item descriptions; including make, model, and serial #</u>	
<b>Reason for Request:</b> <u>The voters funded the replacement of the tilt skillet equipment. The new equipment has been installed and the request is for the old equipment to be surplus as the Town has no use for it. School Committee voted in favor or surplus on Feb. 13, 2023 (see attached)</u>	
<b>Recommended Disposition:</b> <u>The equipment can be offered for auction, or scrapped if no interest.</u>	
	<u>June 06, 2023</u>

**Department Head Signature**

**Date**

### Select Board Review

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

### Chief Procurement Officer

<b>Method of Disposition:</b>	<b>Under \$10,000</b>	<b>\$10,000 or More</b>
<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
<b>Date(s) advertised:</b> _____	<b>Other info:</b> _____	
<b>Sold to:</b> _____	<b>\$ Sold for:</b> _____	
<b>Date disposed of:</b> _____	<b>Receipt attached:</b> _____	
<b>Chief Procurement Officer Signature</b>	<b>Date</b>	

ERVING SCHOOL COMMITTEE

MONDAY, February 13, 2023

ERVING ELEMENTARY

SCHOOL 6:00 p.m.

Present: Jennifer Eichorn, Chair, Erik Semb, Mackensity Bailey, Dave Chagnon, Katelyn Mailloux-Little, Caitlin Sheridan, Director of Finance and Operations; Brittanie Mimitz, Minute Taker; Becky Alan, Rinky Black, Mark Burnett, Elizabeth Desorgher.

Minutes

A. The meeting was called to order at 6:01 p.m. by Jenn. AIF.

B. The Pledge of Allegiance was recited by all.

C. Public Hearings- None

D. Approval of Minutes from January 17, 2023\* and February 2, 2023\*-

A motion was made by Katelyn to approve the minutes from January 17, 2023\* and February 2, 2023\* .

The motion was seconded by Erik. AIF.

E. Warrants –

Accounts Payable EES

1025	1/26/2023	\$762.68
1026	1/26/2023	\$60,145.09
1027	2/9/2023	\$1,902.06
1028	2/9/2023	\$32,544.52

Accounts Payable Erving Secondary

1111	1/26/2023	\$24,285.44
1112	2/9/2023	\$18,289.44

Payroll

115	1/19/2023	\$100,964.73
116	2/2/2023	\$102,595.10

· Gifts: Acceptance Vote- None

· Grants: Acceptance Vote- None

F. Report of the Gill-Montague Representative- No report available. There is another person interested in the position. They need to be appointed by the moderator to proceed. There are Three spots total.

G. Collaborative for Educational Services Report- Mackensity will begin attending the CES meetings and reporting back to the committee.

H. Regionalization Update- None

I. Capital Planning Committee Update- The walk-in freezer has arrived and is being stored in a pod outside the school waiting to be installed this summer.

J. Superintendent’s Report - The union 28 budget was approved on January 30th. We continue working on budgets for all four schools; Planning and having meetings with select boards from all towns. Erin Saunders reached out to discuss the PFAST issue at Swift River and members of the DEP and Aaron Saunders are eager to assist the school with the issue. Central office continues to share newsletters with families and School Committee Members.. The Rural school Aid reports were submitted at the beginning of February as required by DESE. The student opportunity act was submitted originally to DESE in 2022. In the Spring of 2023 we will report progress to DESE. IEP improvement project. Updated IEP forms, A process guide with detailed instructions. The REMS center in partnership with DESE is providing

virtual training on school behavioral threat assessments.

**K. Director of Finance and Operations Report\***- With the passing of the Union 28 budget all 4 towns were able to move forward with their budgets. Keeping a close eye on the FY23 budget because there are still some unknowns with Erving.

**L. Principal's Report**- Not available

**M. Budget and Personnel Committee Report** – none at this time

**N. Union #28 Committee Report**

· Next Meeting Date – March 20, 2023 @ 6:30 p.m.

**O. Old Business**

· **FY24 Draft of Budget\* - Thoughts and Preparation for ESC/BOS/FinCom meeting – Preliminary Adoption of Budget** - There has been an increase of \$79,000. It is a projection. They look at past trends. There is a tuition agreement with Gill-Montague for a set rate.

- A motion was made by Katelyn to level fund the Secondary budget of \$1,477,406.00. The motion was seconded by Erik. AIF.

**P. New Business**

· **School Play** - Moved to March meeting due to time constraints. Katelyn will put together a survey for staff before the meeting and share some history of M and M and the school play in Erving.

· **Preschool Tuition Payment** – Unipay was set up for Preschool and Afterschool. Add to Old Business for the next meeting. The committee is looking to get an update on how the increased tuition rate is working. A month ahead payment schedule was also implemented.

· **Erving Police Department Collaboration Update**- Moved to March meeting.

· **Surplus Equipment-Kitchen Tilt Skillet** – A motion was made by Mackensy to deem the kitchen tilt skillet as surplus equipment. The motion was seconded by Dave. AIF.

· **P.I.E.E. Report**- The Erving Apparel store will be opening again in the Spring. P.I.E.E. will also be selling Hillside pizza in March.

**Q. Policy Review and Update**

**Policy Review and Update**

**First Reading on:**

- o DGA – Authorized Signatures\*
- o DH – Bonded Employees and Officers\*
- o DI – Fiscal Accounting and Reporting\*
- o DJ – Purchasing\*
- o DK – Payment Procedures\*
- o KCD – Public Gifts to the School\*

Jenn would like to possibly add on a representative from the town to policy DJ-purchasing.

Mackensy asked if we checked in with local city and town bylaws as stated in the policies. They are based on Mass General Law.

**Second Reading, First Vote on:**

- o DD – Grants, Proposals and Special Projects\*
- o DBC – Budget Deadlines and Schedules\*
- o DBD – Budget Planning\*
- o DBG – Budget Adoption Procedures\*
- o DBJ – Budget Transfer Authority\*
- o DJE – Procurement Requirements\*

The Budget planning policy DBD is updated from 2022. How will the Superintendent plan and implement advanced planning on the budget? Add edits and send them to the Policy Committee.

- A motion was made to **approve policies DD, DBC, DBD, DBG, DBJ, and DJE** by Erik. The motion was seconded by Dave. **2 Yes 3 No**

**R. Future Business**

· **ESC/Select Board/FinCom meeting: Monday, February 13, 2023 – 7:00 p.m.** · **Next School Committee Meeting Date: Tuesday, March 21, 2023 – 7:00 p.m.** · Erving Policy

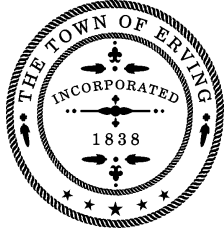
Committee – **Tuesday, March 21, 2023 – 6:30 p.m.**

S. A motion was made **to adjourn** the meeting at **6:37pm**. By Katelyn. The motion was seconded by Erik.  
AIF.

\* Enclosures

**Respectfully Submitted,  
Brittanie Mimitz  
Minute Taker**

DRAFT



# TOWN OF ERVING

## SELECT BOARD

12 East Main Street  
ERVING, MASSACHUSETTS 01344

Tel. 413-422-2800

Fax 413-422-2808

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

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

Bryan Smith  
*Town Administrator*

June 23, 2023

To: Select Board  
Finance Committee  
From: Bryan Smith, Town Administrator  
CC: Jennifer Eichorn, Treasurer

RE: Review of Potential FY2024 Wage Adjustments

After the Select Board and Finance Committee last met on June 12, 2023, the consensus was to review potential FY2024 wage adjustments to the General Government and Fire personnel compensation schedules<sup>1</sup> that reduced the 15 steps to 10, by eliminating the lower 5 steps and to increase the percentage between each step from 2% to 3%. What was left undecided was what base wage adjustment might be applied to the proposed new tables, and the Select Board and Finance Committee discussed wanting to see a scenario that applies a 2% base wage adjustment and a scenario that applies a 4% base wage adjustment.

Treasurer Jennifer Eichorn was able to verify the calculations with the notes that were made during the discussion by Selectman Bastarache and Finance Committee Chair Debra Smith. The revised compensation table scenarios are as follows:

PROPOSED - General Government Compensation Schedule								
FY2024 Rates (2% base wage adjustment-3% step change)								
GRADE	A	B	C	D	E	F	G	H
New/(Previ.)								
Step 1 (6)	\$17.57	\$20.20	\$23.24	\$26.73	\$30.73	\$33.81	\$37.19	\$40.91
Step 2 (7)	\$18.10	\$20.81	\$23.94	\$27.53	\$31.65	\$34.82	\$38.31	\$42.14
Step 3 (8)	\$18.64	\$21.43	\$24.66	\$28.36	\$32.60	\$35.86	\$39.46	\$43.41
Step 4 (9)	\$19.20	\$22.08	\$25.40	\$29.21	\$33.58	\$36.94	\$40.64	\$44.71
Step 5 (10)	\$19.78	\$22.74	\$26.16	\$30.08	\$34.59	\$38.05	\$41.86	\$46.05
Step 6 (11)	\$20.37	\$23.42	\$26.95	\$30.99	\$35.63	\$39.19	\$43.12	\$47.43
Step 7 (12)	\$20.98	\$24.12	\$27.75	\$31.92	\$36.70	\$40.37	\$44.41	\$48.85
Step 8 (13)	\$21.61	\$24.85	\$28.59	\$32.87	\$37.80	\$41.58	\$45.74	\$50.32
Step 9 (14)	\$22.26	\$25.59	\$29.44	\$33.86	\$38.93	\$42.82	\$47.11	\$51.83
Step 10 (15)	\$22.93	\$26.36	\$30.33	\$34.87	\$40.10	\$44.11	\$48.53	\$53.38

<sup>1</sup> As has been previously discussed, this process cannot be used to address potential changes in compensation for Police personnel and Wastewater personnel, as those matters must be addressed through the collective bargaining process.

PROPOSED - Fire Department Compensation Schedule							
FY2024 Rates (2% base wage adjustment-3% step change)							
GRADE New/(Previ.)	F1	F2	F3	F4	F5	F6	F7
Step 1 (6)	\$17.57	\$21.08	\$23.43	\$26.35	\$29.28	\$32.21	\$35.14
Step 2 (7)	\$18.10	\$21.71	\$24.13	\$27.14	\$30.16	\$33.18	\$36.19
Step 3 (8)	\$18.64	\$22.36	\$24.85	\$27.95	\$31.07	\$34.18	\$37.28
Step 4 (9)	\$19.20	\$23.03	\$25.60	\$28.79	\$32.00	\$35.20	\$38.39
Step 5 (10)	\$19.78	\$23.73	\$26.37	\$29.66	\$32.96	\$36.26	\$39.55
Step 6 (11)	\$20.37	\$24.44	\$27.16	\$30.55	\$33.95	\$37.35	\$40.73
Step 7 (12)	\$20.98	\$25.17	\$27.97	\$31.46	\$34.96	\$38.47	\$41.95
Step 8 (13)	\$21.61	\$25.93	\$28.81	\$32.41	\$36.01	\$39.62	\$43.21
Step 9 (14)	\$22.26	\$26.70	\$29.68	\$33.38	\$37.09	\$40.81	\$44.51
Step 10 (15)	\$22.93	\$27.50	\$30.57	\$34.38	\$38.21	\$42.03	\$45.84

For budgeting purposes only, the Treasurer's office has estimated that the impact of the agreed upon changes with a 2% base wage adjustment for all town staff, could be approximately \$152,370.

PROPOSED - General Government Compensation Schedule								
FY2024 Rates (4% base wage adjustment-3% step change)								
GRADE New/(Previ.)	A	B	C	D	E	F	G	H
Step 1 (6)	\$17.92	\$20.60	\$23.70	\$27.25	\$31.33	\$34.47	\$37.92	\$41.72
Step 2 (7)	\$18.46	\$21.22	\$24.41	\$28.07	\$32.27	\$35.50	\$39.06	\$42.97
Step 3 (8)	\$19.01	\$21.85	\$25.14	\$28.91	\$33.24	\$36.57	\$40.23	\$44.26
Step 4 (9)	\$19.58	\$22.51	\$25.90	\$29.78	\$34.24	\$37.66	\$41.44	\$45.59
Step 5 (10)	\$20.17	\$23.18	\$26.67	\$30.67	\$35.27	\$38.79	\$42.68	\$46.95
Step 6 (11)	\$20.77	\$23.88	\$27.47	\$31.59	\$36.33	\$39.96	\$43.96	\$48.36
Step 7 (12)	\$21.40	\$24.60	\$28.30	\$32.54	\$37.42	\$41.16	\$45.28	\$49.81
Step 8 (13)	\$22.04	\$25.33	\$29.15	\$33.52	\$38.54	\$42.39	\$46.64	\$51.31
Step 9 (14)	\$22.70	\$26.09	\$30.02	\$34.52	\$39.69	\$43.66	\$48.04	\$52.85
Step 10 (15)	\$23.38	\$26.88	\$30.92	\$35.56	\$40.88	\$44.97	\$49.48	\$54.43



PROPOSED - Fire Department Compensation Schedule							
FY2024 Rates (4% base wage adjustment-3% step change)							
GRADE New/(Previ.)	F1	F2	F3	F4	F5	F6	F7
Step 1 (6)	\$17.92	\$21.49	\$23.89	\$26.87	\$29.86	\$32.85	\$35.83
Step 2 (7)	\$18.46	\$22.14	\$24.60	\$27.67	\$30.75	\$33.83	\$36.90
Step 3 (8)	\$19.01	\$22.80	\$25.34	\$28.50	\$31.67	\$34.85	\$38.01
Step 4 (9)	\$19.58	\$23.49	\$26.10	\$29.36	\$32.62	\$35.89	\$39.15
Step 5 (10)	\$20.17	\$24.19	\$26.89	\$30.24	\$33.60	\$36.97	\$40.32
Step 6 (11)	\$20.77	\$24.92	\$27.69	\$31.15	\$34.61	\$38.08	\$41.53
Step 7 (12)	\$21.40	\$25.66	\$28.52	\$32.08	\$35.65	\$39.22	\$42.78
Step 8 (13)	\$22.04	\$26.43	\$29.38	\$33.04	\$36.72	\$40.40	\$44.06
Step 9 (14)	\$22.70	\$27.23	\$30.26	\$34.03	\$37.82	\$41.61	\$45.38
Step 10 (15)	\$23.38	\$28.04	\$31.17	\$35.05	\$38.96	\$42.86	\$46.74

For budgeting purposes only, the Treasurer’s office has estimated that the impact of the agreed upon changes with a 2% base wage adjustment for all town staff, could be approximately \$181,950.

Regardless of which option that is Selected, there remains an outstanding question that I posed in March about the possibility of breaking the Public Works department of Highway and Buildings & Grounds into a compensation schedule that is separate from General Government. I am not proposing additional changes to the grades or steps, just the establishment of a separate schedule that can be considered with its own comparable in the future.

# Memo

## Town of Erving

To: Select Board  
From: Jennifer Eichorn – Treasurer  
CC:  
Date: June 7, 2023  
Re: Proposed Reclassification of Assistant Treasurer Position

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Since acquiring more duties as Treasurer in the past year, some of my responsibilities have been inherited by the Assistant Treasurer. Not only has Jean, our Assistant Treasurer, taken on more responsibility in her current role, but she is always willing to help in any way.

Here are some of the essential functions/duties that have been added to the Assistant Treasurer position:

- Responsible for U28 reconciliation and payment of fringe benefits
- Reconciles Veteran Service Payments
- Processes cash receipts for monthly bank interest

Please see the attached job description for the essential functions edits.

I believe that the current classification doesn't accurately reflect the level of responsibility that this position holds. Many of the categories (Confidentiality, Accountability, Judgement & Complexity) are understated. For example, the level of judgement & complexity of processing the payroll alone are quite high.

It is my recommendation that the Assistant Treasurer position be upgraded to a grade D.

**Town of Erving, Massachusetts  
Assistant Treasurer**

<b>Position Title:</b>	Assistant Treasurer	<b>Grade Level:</b>	
<b>Department</b>	Treasurer	<b>BOS Approved:</b>	5/22/2017
<b>Reports to:</b>	Treasurer	<b>Range:</b>	

**Statement of Duties:** The Assistant Treasurer is responsible for the provision of a range of administrative and human resource services such as payroll in support of the Treasurer's office. Employee is required to perform all similar or related duties.

**Supervision Required:** Works under the general direction of the Treasurer and in accordance with applicable Massachusetts General Laws, Town policies, Town Bylaws and relevant state, federal and local regulations. Establishes own work plan and independently completes work in accordance with established departmental policies and standards. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:** The employee will be required to supervise other departmental employees.

**Confidentiality:** The employee has regular access to confidential information including official employee personnel files as well as department records in accordance with the State Public Records Law.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may result in missed deadlines, adverse customer relations, legal repercussions, monetary loss, and jeopardize programs.

**Judgment:** Performs a variety of complex and highly responsible duties of a responsible nature requiring independent interpretation and the exercise of considerable initiative and judgment. Work at this level requires a working knowledge of department operations, local regulations and state laws.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** Work is performed under typical office conditions; work environment is moderately noisy; works with numerous interruptions during the day.

**Nature and Purpose of Public Contact:** Relationships with co-workers, town employees, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

**Town of Erving, Massachusetts**  
**Assistant Treasurer**

**Occupational Risk:** Duties of the job present little potential for personal injury to the employee. Risk exposure is similar to that found in a municipal office setting.

**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. Responsible for reviewing time sheets, processing the Town's employee payroll, administration of employee benefits and the generation of related reports.
2. Creates deposits consisting of monies from town departments and taxpayers.
3. Prepares and pays all payroll taxes including reporting of quarterly unemployment.
4. Reconciles bank statements and the departmental cash book.
5. Processes cash receipts for monthly bank interest.
6. Distributes new employee hiring packets; enters employee personnel data including benefits into the Town's payroll system.
7. Maintains and updates files for benefits including reconciling of bills and processing for payment.
8. Provides guidance and information to employees, retirees and the other government agencies regarding the benefits and payroll offered to employees of the Town.
9. Provides direction and guidance to the public and refers requests for information of service to the appropriate department personnel as necessary.
10. Conducts retirement related research via computer or vault.
11. When necessary, makes transfers of money for payroll and/or vendor warrants.
12. Prepares the ACA (Affordable Care Act) annual report.
13. Responsible for U28 reconciliation and payment of fringe benefits.
14. Reconciles Veteran Service Payments.
15. In the absence of the Treasurer, performs the duties of the Treasurer.

**Minimum Qualifications:**

**Education and Experience:** Associate's degree; one to three (1-3) years of related work experience, preferably in municipal finance; 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:** Must be able to be bonded.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of Massachusetts General Laws and Federal laws pertaining to the operation of a municipal treasurer's office as well as municipal employee human resource services and benefits. Knowledge of Town government services and department organizational structure. Proficient skill in the operation of a personal computer and applicable office and payroll software. Knowledge of the rules and regulations, practices and procedures pertaining to a municipal treasurer's office.

**Abilities:** Ability to handle information in a sensitive, confidential and professional manner is essential; ability to understand and apply procedures, regulations and policies related to areas of

**Town of Erving, Massachusetts**  
**Assistant Treasurer**

municipal employee benefits; ability to work independently, meet deadlines and be able to prepare financial reports; ability to work under pressure with patience and empathy to employee issues and concerns, and to manage multiple tasks in a detailed and timely manner. Ability to read, interpret, and apply personnel policies and regulations in a consistent and impartial manner.

Skill: Proficient analytical skills, decision-making skills, critical thinking skills and written communication skills; excellent organizational skills; excellent data processing skill in the use of personal computers and office software including word processing, data base management, and spreadsheet applications.

**Physical and Mental Requirements**

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

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination such as keyboarding and filing or sorting of papers.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and for analytical purposes. The employee is routinely required to determine color differences.

## Meeting Minutes

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, March 01, 2021  
**Location:** Online Video/Audio Conference Pursuant to Governor Baker's Executive Order in Response to the COVID-19 State of Emergency

**Selectmen Present:** Jacob Smith, William Bembury  
**Finance Committee:** Daniel Hammock, Benjamin Fellows, Charles Zilinski, Debra Smith  
**Capital Planning Committee:** Peter Mallett, Linda Downs-Bembury, Jacob Smith, Benjamin Fellows, Debra Smith  
**Also, Present:** Bryan Smith, Glenn McCrory, Robert Holst, Brandon Breault, Dana Dodge, Kelly Loynd, Michael Gordon, Philip Wonkka, Robert Holst, Scott Bastarache, Mariah Kurtz  
**Press:** Kathleen Nolan, Montague Reporter

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

**Chairman Smith** explained that the meeting is being recorded and provided an overview of the functions of the video/audio conferencing platform.

### Discussion Regarding Town Response to COVID-19

The Select Board reviewed the memorandum from Bryan Smith, Town Administrator, regarding COVID-19. **Chairman Smith** provided an overview and indicated that the Town is awaiting Governor Baker's new executive order. **Chairman Smith** explained that the State is beginning Phase 3, step 2 which will allow for increased occupancy capacity. **Chairman Smith** discussed the tentative plan for Phase 4, step 1 to begin on March 22, 2021. The Select Board members reviewed COVID-19 vaccine eligibility. **Chairman Smith** noted continued issues with the supply chain. **Chairman Smith** discussed the need for the Select Board to revisit office capacity within Town facilities and personal protective equipment requirements for re-opening.

### Library Construction Project Update & Review of Change Order Requests

The Select Board members reviewed a memorandum from Bryan outlining the site walk that occurred at the Library on February 26, 2021, with Town representatives, the General Contractor, and the Owner's Project Manager. Bryan provided a summary of the outstanding issues that were observed with the building. The Select Board members had no questions at this time. Daniel Hammock joined the meeting and discussed his participation in the comprehensive walk-through and the list of outstanding issues.

**Chairman Smith** noted that the Select Board has received a request from the Library Director and the Board of Library Trustees to open the meeting rooms for use by the public. Daniel explained that the Library Trustees want to continue to follow the State and Town guidelines and don't want to unduly restrict the public. Bryan discussed protocols for public use and sanitation. **Selectman Bembury** and **Chairman Smith** both expressed support for proceeding with opening the meeting spaces to the public and Bryan will follow up with the Library Director.

### River, Warner & Strachan Street Project Update & Change Orders

Glenn McCrory, Highway Superintendent, joined the Select Board to review the survey analysis from Strachan Street and River Street. Glenn explained that Warner Street to the crosswalk is graded correctly. Glenn explained the proposal to mill the intersection at Warner Street on Strachan Street and explained the need to lower two structures and raise a structure to ensure that stormwater flows correctly to the

## Meeting Minutes

structures. The Select Board members reviewed the pre and post construction slopes and discussed the proposal for the gutter mill behind the catch basin. **Chairman Smith** asked if the Town should be concerned about the seams created by this corrective work. Glenn explained that the plan requires saw cutting in three (3) locations and then a re-paving of the area. **Chairman Smith** asked about the use of an infrared process to help seal the seams. Glenn explained that Weston & Sampson have used the process before and that he is researching the application. **Chairman Smith** expressed concern about the potential for a seam to be an area of weakness that will deteriorate sooner than other parts of the same road. **Selectman Bembury** asked Glenn to describe the next steps. Glenn explained the need for the Town to issue a counter response to the contractor.

The Select Board members reviewed River Street pre and post construction slopes and Glenn explained that the survey analysis demonstrates the loss of approximately 2% of slopes. Peter Mallet questioned if the corrective action would require a change order. **Chairman Smith** explained that this is not a change order and instead is a deficiency, noting that the Town maintains that the work product it is not to specification. **Chairman Smith** explained that a survey was conducted, and the engineer has drafted a recommendation. Glenn discussed wanting to work with Weston & Sampson to extend the corrective area on Strachan Street to the structure beyond the wall. **Chairman Smith** and **Selectman Bembury** expressed agreement. **Selectman Bembury** and **Chairman Smith** approved Bryan and Glenn to respond to the contractor on behalf of the Select Board. **Chairman Smith** asked if the infrared process should be recommended; he would like to see it included. **Selectman Bembury** expressed agreement.

### **Joint Meeting with the Finance Committee & Capital Committee- FY2022 Budget Request Review, STM Warrant Review & Church Street Bridge**

At 7:07 PM **Chairman Smith** called the joint meeting of the Select Board, Finance Committee and Capital Planning Committee to order. Finance Committee members Benjamin Fellows, Daniel Hammock, Debra Smith, and Charles Zilinski, as well as Capital Planning Committee members Linda Downs-Bembury and Peter Mallet, joined the Select Board.

### **Discussion Regarding Church Street Bridge & Traffic Plan**

The Select Board, Finance Committee, and Capital Planning Committee members reviewed a professional engineering services proposal from Weston & Sampson to prepare the Church Street Bridge traffic detour plan during the temporary closure. **Chairman Smith** provided an overview of the proposal and explained that the Massachusetts Department of Transportation (MassDOT) has not yet sent the letter regarding the downgrading of the Church Street Bridge. **Chairman Smith** explained that the engineering proposal for the traffic detour plan is for a fee of \$2,700.00. **Chairman Smith** discussed wanting to receive the letter from MassDOT so that Weston & Sampson can review it and meet with public safety representatives before presenting a plan for traffic.

Glenn expressed concern with single lane traffic on the bridge and suggested the need to add jersey barriers to protect the sidewalk area. **Chairman Smith** acknowledged the concern and asked that it is expressed to Weston & Sampson for consideration. **Selectman Bembury** and **Chairman Smith** both expressed agreements. **Chairman Smith** made a motion to engage Weston & Sampson for the Church Street Bridge detour plan during temporary, partial or full, closure for the lump sum of \$2,700.00. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **FY2022 Budget Requests & Revenue Review**

The Select Board, Finance Committee and Capital Planning Committee members reviewed the FY2022 budget summary sheet. **Chairman Smith** summarized the revisions that were made to budget requests

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for the Police Department, Buildings & Grounds, Health Insurance, and the Capital Improvement Program plan. **Chairman Smith** explained that there is \$94,000.00 in funding available for appropriation. Debra Smith suggested appropriating the \$75,000.00 into the capital improvement program plan for the emergency communication equipment at the school and appropriating the balance into the Capital Stabilization account.

Philip Wonkka, Fire Chief and Emergency Management Director, joined the meeting. Chief Wonkka explained that the vehicle radios have been tested and work well. Chief Wonkka explained that the transition for the portable radios has been more challenging and proposed the use of the \$75,000.00 in emergency communication capital fund to purchase repeaters for the vehicles. **Chairman Smith** asked for the clarification that a building repeater for the Elementary School wouldn't be included. Chief Wonkka confirmed that understanding but explained that the mobile vehicle repeaters would work for responses to the Elementary School. Benjamin asked Chief Wonkka for the estimated cost per vehicle repeater. Chief Wonkka estimated that the cost is \$15,000.00 per device. **Selectman Bembury** asked if the vehicle repeaters have been tested in Erving. Chief Wonkka explained that they were tested at the Franklin County Technical School and feels confident that they will be effective in Erving. **Selectman Bembury** asked for an explanation of the issues experienced with the portable radios. Chief Wonkka explained that the portable radios are searching for towers that are not well positioned and that the mobiles in the vehicles are generally working fine. Chief Wonkka added that the vehicle repeaters will allow the radios to work reliably. **Selectman Bembury** asked if the radios would work more efficiently if there was a tower that better served Erving. Chief Wonkka answered "yes" and explained that the State is exploring tower locations. **Chairman Smith** asked if there is any other investment that the Town can make to improve the signal. Chief Wonkka explained that Greenfield has investigated a similar proposal, but it will require the State to make further improvements and expressed concern about the Town doing something on its own, creating a new asset for the Town to maintain. Chief Wonkka explained that he has reached out to Motorola to understand if there are other options to consider for mobile repeaters. Peter asked about the effective range for the repeaters to support the portable radios. Chief Wonkka explained that the service quality will still be reliant on the topography of the area and noted that the repeaters can communicate through buildings. Peter expressed concern about Erving's topography. **Chairman Smith** asked if one (1) vehicle should have a larger mobile repeater unit and suggested installation in a command vehicle. Chief Wonkka will explore that option as well. Debra asked why the budget request only installs one (1) repeater in Fire Department apparatus. Chief Wonkka explained that he has been working within the existing budget and already has one (1) repeater for the Fire Command truck. **Selectman Bembury** asked Chief Wonkka to arrange for a time for staff to test the radios throughout Town to identify weaknesses. Chief Wonkka affirmed that he will work with staff to test coverage and noted that the Town is not losing access to the current system, as it is being maintained as a backup until the transition is complete. **Chairman Smith** asked if there is support to fund the special appropriation. Benjamin, Debra and **Selectman Bembury** spoke in favor of restoring the appropriation. **Chairman Smith** and Peter expressed agreement.

**Chairman Smith** provided an overview of the draft budget changes that were discussed at the last joint meeting. **Chairman Smith** asked about getting further guidance regarding the Assessors' overlay, specifically what the minimum appropriation needs to be and what the current balance in the fund is. Bryan explained that Jacquelyn Boyden, Principal Assessor, is preparing an explanation of the overlay. Daniel discussed his understanding of the use of the overlay. **Chairman Smith** clarified that he is just looking for an overview. **Chairman Smith** suggested appropriating an additional \$19,000.00 into Capital Stabilization, for a total of \$169,000.00. The Select Board, Finance Committee and Capital Planning Committee members expressed agreement.



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### **Discussion Regarding Emergency Management Director, Assistant Emergency Management Director, Information Technology (IT) Coordinator & IT Technician Compensation**

At 7:46 PM Debra recused herself from the meeting.

At 7:47 PM **Chairman Smith** invoked the rule of necessity because if he were to recuse himself the Select Board would lose a quorum and would not be able to continue with the meeting.

Bryan provided a review of the other Franklin County towns and the compensation for the Emergency Management Director (EMD) position. **Chairman Smith** asked procedurally if there is a process for the EMD function to be associated with the Fire Chief position. Bryan explained that the Select Board appoints the EMD position and would have the discretion to make that association. Bryan noted that the Town has previously appointed a civilian to the position, but that for approximately the last decade, the position has been conducted by one of the Chiefs. Bryan explained that the nature of the work during the day often aligns with the work of the public safety departments and noted the work that was conducted by the EMD during the response to the pandemic and specifically the work of Chief Wonkka. **Selectman Bembury** recommended level funding for FY2021 rates until the Town has more time to consider the structure. Daniel seconded. Daniel discussed being higher than most in the County. Chief Wonkka discussed recommendation to wait and revisit. **Selectman Bembury** expressed agreement. **Vote:** Unanimously approved.

The Select Board and Finance Committee members reviewed the IT Coordinator Stipend of \$1,040.00. Daniel asked for an explanation of the extra work that the position had to complete. Bryan provided an overview of the work conducted by the IT Department in FY2021. Regarding the IT Technician position, the position is per diem and is currently paid at a rate of \$57.16. Daniel asked if there is a suggestion for how to assess the IT Coordinator stipend. Benjamin discussed the need to understand the number of hours worked each week. Robert Holst, Acting Chief of Police, discussed the work that has been performed by the IT Department to support the Police Department. Bryan will prepare a summary of tasks and responsibilities from the IT Coordinator. Benjamin asked about implementing a work order ticket system. **Chairman Smith** discussed the plan to institute a ticketing system for users and described the network improvements, and remote work capabilities that have been implemented.

**Selectman Bembury** asked Bryan to calculate the effect of a 2% increase on the IT Coordinator stipend and the IT Technician rate of pay. Bryan explained that a 2% increase would result in a stipend of \$1,061.00 for the IT Coordinator and an hourly rate of \$58.30 for the IT Technician. **Selectman Bembury** expressed support for a 2% increase for FY2021. **Selectman Bembury** discussed wanting to resolve the challenges with the structure of the IT service, noting the tremendous amount of work that has been done, and the need to prioritize a plan. **Selectman Bembury** discussed working with the previous attempts to partner with other Franklin County towns and the Franklin Regional Council of Governments. Bryan explained that the Town has remained interested in collaborating with other towns, but that the Town's infrastructure has evolved significantly in the past three (3) years and it's possible that the Town may have to develop a solution alone. **Chairman Smith** acknowledged the concern and explained that a transition plan will likely take years.

Regarding the proposal for a 2% increase, **Chairman Smith** discussed wanting to maintain consistency with other positions, such as the stipend positions. Bryan suggested adjusting the stipends for the EMD and Assistant EMD positions by 2% for FY2021 to maintain consistency. **Selectman Bembury** made a motion for a 2% increase for the EMD, Assistant EMD, IT Coordinator and the IT Technician rates. Charles seconded. **Vote:** Unanimously approved.

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At 8:32 PM Debra rejoined the meeting.

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

The Select Board, Finance Committee, and Capital Planning Committee reviewed the revised draft Special Town Meeting warrant that is anticipated to occur in March 2021. Bryan explained that Richard Peabody, Town Moderator, has requested that the warrant clearly state a rain date that may be used and the process for notifying voters. Bryan reviewed the proposed draft language that is similar to the language used with the Annual Town Meeting in 2020.

### **Article 1:**

Bryan added that Deborah Mero, Town Accountant, has asked that Article 1 is revised to clarify that it is a proposed amendment for the FY2021 omnibus budget article that was approved at the Annual Town Meeting in 2020. The revised language shows line 2 for Public Safety amended by \$122,000.00 for a new Public Safety budget of \$1,053,150.00. The Select Board and Finance Committee members expressed support for the revisions.

### **Article 2: Decorative Streetlight Repair Project**

Bryan reviewed the revisions to the draft article that would appropriate \$40,000.00 from Free Cash for evaluation and repair work on the decorative streetlights in Erving Center. The Select Board and Finance Committee members expressed no concerns with the revisions.

### **Article 3: Church Street Bridge Replacement Engineering Project**

Bryan reviewed the draft article that would appropriate \$195,000.00 from Free Cash for the engineering work associated with replacing the Church Street Bridge. Bryan explained that the only correction was a typographical error. The Select Board and Finance Committee members expressed no concerns with the revisions.

### **Article 4: Purchase of a Solar Powered Messaging Board**

Bryan reviewed the draft article that would appropriate \$20,000.00 from Free Cash for the purchase of a mobile solar powered message board. Bryan explained that there have been no revisions to this article since it was previously reviewed.

### **Article 5: Wastewater Emergency Generator Replacement Project for POTW1**

Bryan reviewed the draft article that would appropriate \$80,000.00 from retained earnings for the procurement and installation of a new emergency generator. Bryan explained that the only correction was a typographical error. The Select Board and Finance Committee members expressed no concerns with the revisions.

### **Article 6: Rescind Borrowing Authorization for Erving Center Wastewater Treatment Plant**

Bryan reviewed the draft article that would rescind the approved borrowing authority of \$17,940,000.00 for the sludge dryer project at the Wastewater Treatment Plant #2. **Chairman Smith** asked Bryan to amend the article information section to clarify that the borrowing option was no longer viable for Erving Industries. Bryan will make that revision.

### **Article 7: To Acquire Parcel 17 Moore Street**

Bryan reviewed the draft article that would authorize the Select Board to take the former Library parcel and provide clear title on the property. Bryan explained that he is awaiting final approval from the Town

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Counsel but that there have been no other changes. The Select Board and Finance Committee members expressed no concerns about the article as presented.

**Finance Committee Recommendation:** Debra made a motion to accept the Special Town Meeting warrant, to be held in March, and recommending all seven articles. Benjamin seconded. **Vote:** Unanimously approved.

Bryan suggested scheduling the Special Town Meeting to be held on Saturday, March 27, 2021, or April 03, 2021. The Select Board expressed general support and asked Bryan to explore the use of a tent for an outdoor meeting setup. Bryan will draft a protocol for the Special Town Meeting to include in the mailing to residents. Bryan will update the budget document and the Annual Town Meeting warrant draft. The Select Board and Finance Committee members will next meet jointly on March 15, 2021, at 7:00 PM.

At 8:52 PM **Chairman Smith** made a motion to adjourn the joint meeting of the Select Board, Finance Committee and Capital Planning Committee, and to continue the Select Board meeting. Debra seconded. **Vote:** Unanimously approved.

### **Discussion Regarding Chief of Police Position Search**

The Select Board members reviewed a memorandum from Bryan regarding the Chief of Police Search and the finalist interviews that are scheduled for Wednesday, March 03, 2021. **Chairman Smith** reviewed the planned format for the interviews of the finalists. The Select Board members confirmed that the meeting will be held online, and the anticipation to provide forty (40) minutes for each interview. The Select Board members discussed how to incorporate public input. **Chairman Smith** suggested having members of the public submit questions and comments through chat feature and that Bryan can summarize comments. **Selectman Bembury** suggested limiting the number of questions to two (2). Bryan spoke to trying to maintain a similar experience for the finalists. **Chairman Smith** acknowledged the concern and suggested that questions could be accepted toward the end and questions that are submitted could be asked for both candidates. Bryan has posted and shared the participation link.

**Selectman Bembury** asked how the Select Board should handle the deliberation and to determine next steps. The Select Board members discussed having some deliberation the night of the interviews. **Chairman Smith** discussed wanting to have time reflect with the anticipation of deciding on Monday, March 8, 2021. Both Select Board members expressed agreement.

### **Review of the Almost Anything Goes Proposal**

The Select Board members reviewed a memorandum from Bryan regarding the Almost Anything Goes, residential bulky waste collection and disposal program, and the proposal to have Casella Waste Management conduct the collection and disposal work. Glenn rejoined the meeting to discuss the proposal. **Chairman Smith** expressed support for having the waste collection vendor conduct the work as they are trained for this work, and it may be safer. **Selectman Bembury** expressed agreement.

### **Review of Town Branding**

Mariah Kurtz, Assistant Town Planner, joined the Select Board to review the revised Town logo concepts. Mariah reviewed revised concepts 1-1 through 1-3. **Selectman Bembury** explained his review of the concepts and expressed support for concept 1-1 and expressed disapproval for concept 1-3. **Selectman Bembury** explained that concept 1-2 felt unbalanced to him. **Chairman Smith** expressed support for concepts 1-1 and 1-2 and explained that he disliked concept 1-3. Mariah discussed ideas for sharing characteristics of concepts 1-1 and 1-2. Mariah suggested further refining concept 1-1 with the addition

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of tree definition and discussed the option of adding a heron. Kelly Loynd asked about adding rock elements. Debra asked about having a method to ask the residents for further follow up. Mariah discussed the public feedback process. Bryan asked if there is a different landmark in Erving that a concept could be designed around. Mariah added that a different shape could be considered. **Selectman Bembury** expressed support for a concept that features the Millers River and discussed the white-water rapids, fly fishing and the eagles flying. **Chairman Smith** expressed concern about not having a style that is unique to Erving. Mariah discussed feedback that needs to be expressed to the designer.

**Selectman Bembury** questioned the purpose of the project and raised the concern of trying to address too many things at once. **Chairman Smith** discussed the purpose of designing a comprehensive branding package to inform signage, business cards, etc. Bryan asked for time to redesign. **Selectman Bembury** expressed support for incorporating fly fishing, eagles, and rock climbing. **Chairman Smith** discussed wanting a fresh new design based on the feedback and to incorporate the Town.

### **Discussion Regarding POTW #2 Sludge Dryer Project**

**Chairman Smith** explained there is no current update on the project. Bryan explained that he will meet with Morris Housen later this week and can provide the Select Board with an update after that. Bryan will inquire about the option to amend the State Revolving Loan fund application.

### **Review of Meeting Minutes for April 27, 2020**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for December 14, 2020**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for January 11, 2021**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for January 25, 2021**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for February 08, 2021**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for February 22, 2021**

The Select Board members reviewed the meeting minutes of Monday, February 22, 2021. **Selectman Bembury** made a motion to approve the meeting minutes of February 22, 2021, as written. **Chairman Smith** seconded. **Vote:** Unanimously approved.

### **Adjournment**

At 9:51 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith  
Town Administrator

## Meeting Minutes

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, May 03, 2021  
**Location:** Online Video/Audio Conference Pursuant to Governor Baker's Executive Order in Response to the COVID-19 State of Emergency

**Select Board Present:** Jacob Smith, William Bembury  
**Also, Present:** Bryan Smith, Paula Betters, Bruce Scott, Scott Bastarache, David Brule, Glenn McCrory, Maureen Black, Robert Holst, Michael Gordon, Brandon Breault, Nour Elkhattaby Strauch, Mariah Kurtz, Claudia Sarti  
**Press:** Kathleen Nolan, Montague Reporter; Max Marcus, Greenfield Recorder

At 6:37 PM **Chairman Smith** called the meeting to order.

**Chairman Smith** explained that the meeting is being recorded and provided an overview of the functions of the video/audio conferencing platform.

### **Discussion of Request for Land Acknowledgement Statement at Town Meeting**

David Brule, Archaeological Preservation Officer, and Mariah Kurtz, Assistant Town Planner, joined the Select Board. David explained the purpose of the proposed Land Acknowledgement Statement. The Select Board members reviewed the memorandum from Mariah to include an acknowledgement at Town Meetings that read as follows:

*We acknowledge that the Town of Erving is located on land that once belonged to Indigenous peoples. For the past 10,000 years, this has been Nipmuc/k and Abenaki land. This will always be the homelands of these tribes. The citizens of the Abenaki and Nipmuc/k Nations, their kin and their descendants live here among us. As we gather here today, we acknowledge and respect this.*

Mariah explained that the proposal is to ask the Town Moderator to read the statement at Town Meetings, adding that the land that comprises Erving is part of the Indigenous home for the Nipmuc/k and Abenaki. David provided a brief overview of the tribes that inhabited and continue to inhabit the area. The discussion noted that there remain questions of the transition of land ownership to the King and later to John Erving. David discussed work with Mariah to increase information on the Town website. Mariah explained that she has communicated with the Town Moderator that is in support of the land acknowledgment. David discussed the work to develop a relationship with the tribal leaders.

**Selectman Bembury** expressed general support but asked if there is a concern for potential liability for making a land acknowledgment. David answered that he was not aware of any concern. **Chairman Smith** acknowledged the concern but noted that the proposed acknowledgement uses the past tense. David discussed being aware of some deeds that exist, specifically along the Millers River, that had been signed by the Sachem tribe. **Selectman Bembury** asked if the Select Board has the authority to make this decision or if Town Meeting action is required. Bryan Smith, Town Administrator, offered to obtain a legal opinion. **Selectman Bembury** discussed support for seeking a legal opinion and expressed support for transparency. **Chairman Smith** agreed that he would like an opinion from Town Counsel regarding legal authority for Town Moderator. The Select Board members discussed carrying the topic to a future meeting.

### **Discussion Regarding Mosquito Control Spraying Opt-out and Alternative Management Plan**

Bruce "Cyd" Scott, Board of Health Chair, and Claudia Sarti, Health Agent, joined the Select Board to discuss the potential for the State to conduct aerial spraying for mosquitos in Erving and the option to submit an alternative management plan to seek approval to opt out of the spraying program. David Brule explained his concern about aerial spraying that was once conducted in the 1970's. He noted a study by Massachusetts Audubon Society and the concern about the effectiveness of the spraying option. David explained that the towns of Montague and Wendell are also considering submitting plans for review so that they can opt out of the spraying program. David discussed his participation in the conference call that was held by the State earlier today and expressed concern about the State's short notice about this plan to potentially conduct aerial spraying. David expressed concerns about the Town of Erving opting out and still being affected by aerial spray applied in a neighboring community because of the inaccuracy of the spraying process. David discussed the role of the Pioneer Valley Mosquito Control Commission and noted that its work is limited by funding. There was discussion about the need to balance public health and biodiversity. **Chairman Smith** expressed concern about blanket spraying. The need to understand the burden to the Town for action was discussed.

Bryan explained the process for the Town meeting vote and annual appropriation for joining the Pioneer Valley Mosquito Control District. Cyd Scott expressed support for submitting the alternative management plan to opt out of the spraying program and support for joining the Mosquito Control District and collecting and monitoring data. Claudia expressed agreement and discussed the limited cases of Eastern Equine Encephalitis (EEE) virus in the area, noting that joining the district will allow for future planning with data. Claudia explained that EEE is a rare disease and that trapping and testing would contribute data to the region. David spoke about the ability of the Mosquito Control District to monitor and help towns tailor the response plan. Mariah gave an overview of the conference call discussion with the State and explained that there may be a possible delay of the State application. There was a request for an explanation of what will trigger State aerial spraying. Claudia explained that the trigger is typically correlated to the number of mosquitos testing positive from mosquito pools. David explained that Senator Comerford is working on a bill to better study this issue. **Selectman Bembury** expressed support for opting out. **Chairman Smith** expressed support for asking voters about joining the Pioneer Valley Mosquito Control District. Bryan reviewed the draft alternative management plan application, including the community education plan. Claudia discussed providing support. **Chairman Smith** expressed appreciation to the health agents for support with educational resources. **Selectman Bembury** and **Chairman Smith** expressed no concerns with the drafted alternative mosquito management plan application. **Chairman Smith** made a motion for the Town of Erving to opt-out of all mosquito control spraying activities conducted by the State Reclamation and Mosquito Control Board under M.G.L. Chapter 252, Section 2A and to submit the Alternative Mosquito Management Plan application as presented. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Chairman Smith** discussed the need for ongoing collaboration with the Board of Health. David discussed support from the Conservation Commission membership as well, for the effort. **Chairman Smith** expressed appreciation for support and feedback.

### **Review of Age-Friendly Community Designation Presentation**

Paula Betters, Senior Center Director, and Nour Elkhataby Strauch, from LifePath, joined the meeting. Nour provided an overview of the age-friendly initiative. Nour reviewed changing age demographics nationally, in Massachusetts, and in Franklin County. Nour explained that as of 2018 22% of Franklin County residents were over the age of 65 years. Nour explained that the initiative looks at long-term policy and system changes to accommodate healthy aging in communities, using a four (4) phase model over a

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period of three (3) to five (5) years, that includes enrollment, assessment, planning, and implementation. Nour explained that the implementation phase may involve policy initiatives and physical infrastructure changes. Nour noted that currently seventy (70) Massachusetts towns have received designations and that locally, the towns of Deerfield and Sunderland are in early stages of designation and assessment.

Nour explained that LifePath has received a grant to assist Franklin County towns with the process to receive the designation. **Chairman Smith** discussed general support for the initiative but expressed concern about the capacity of the Town to take on the project. Mariah clarified that it is a regional effort so that each town does not have to lead its own effort. Paula asked for an example of what an outcome from the initiative may look like. Paula discussed the current work that occurs between the Senior Center and LifePath to support the Erving citizens. Nour explained his role in the project and clarified that there are no specific actions that must be implemented by each Town. Regarding outcomes, they are working to provide aging related education programs. Nour explained that each Town will conduct a needs assessment that will identify action items for short- and long-term plans that may be the subject of future grant applications. Nour discussed a review of age-friendly policies for smaller communities. Paula expressed concern about the survey tool that has been circulated in terms of length. Nour explained that each community will determine the assessment tool that they want to use and will prioritize questions. Nour added that the assessment process will also include focus groups, interviews, and will rely on assessments by other regional entities. **Selectman Bembury** expressed support for the program but expressed concern about the additional work and the capacity of the staff to support the work. **Selectman Bembury** discussed support for the Senior Center to work along with the initiative where needs and opportunities can align. Nour reiterated that his full-time work is to do this work in collaboration with the staff, to work with the working group, and explained the benefit of the regional approach.

**Chairman Smith** discussed the need to reflect on the information and asked for a specific task list of what the Town would be expected to do with a general timeline. Mariah and Nour will work to draft a list and outline a general timeline. Mariah noted that the initiative likely aligns with the Senior Housing efforts and the Citizens' Housing and Planning Association (CHAPA) engagement process that the Town is already engaged with. **Selectman Bembury** expressed support and the Select Board members agreed to carry the topic to a future meeting.

### **Discussion Regarding Town Response to COVID -19**

The Select Board members reviewed the proposed revisions to the policy on COVID-19 safety measures for Town employees. **Chairman Smith** explained that the policy addresses employees that have tested positive for COVID-19 needing to follow the U.S. Centers for Disease Control (U.S. CDC) guidelines; including individuals that have been in close contact to a person that has tested positive and the guidance to not report to work if you are not feeling well. **Chairman Smith** discussed updated guidance regarding face coverings, from the U.S. CDC and the State, and the proposal that staff must continue to wear face coverings while indoors in public spaces but do not have to wear a covering when working in a space alone. **Chairman Smith** clarified that employees could choose to continue to always wear a mask. **Selectman Bembury** discussed general support for the revised policy guidance. **Selectman Bembury** discussed his meeting with employees at Town Hall and asked for feedback regarding masking and comfort with allowing members of the public back into the facility. **Selectman Bembury** explained that the feedback that he received aligns with the revised written policy. **Selectman Bembury** discussed the need to address the re-opening of Town Hall to the public. **Chairman Smith** acknowledged the need to have the conversation about re-opening facilities, like Town Hall. **Chairman Smith** noted that the topic of re-opening the Senior Center will be discussed tonight and that the Library has begun to expand services by appointment. **Chairman Smith** discussed wanting to re-open cautiously and that he hasn't received

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any public feedback about not receiving sufficient service. **Selectman Bembury** expressed agreement and discussed wanting to continue to work cautiously to re-open to keep both the staff and the public safe. **Chairman Smith** made a motion to update the updated Town of Erving policy on COVID-19 Safety Measures for Town Employees, dated May 03, 2021. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Discussion Regarding Senior Center Re-opening**

Paula explained that she has spoken with colleagues to discuss reopening options for the Senior Center within the region. Paula discussed the goal of re-opening the Center from 9:00 AM to 2:00 PM beginning on June 1, 2021, with occupancy limits in programming space. Paula reviewed the sanitation practices that are in place. Paula explained that at this time the Center would not provide a lunch service or transportation service. Paula clarified that the Center has continued to provide seniors with a brown bag and homemade food to go option. Paula explained the limited use of entrances, providing hand sanitizing stations, sanitizing fabric chairs and the use of air purifiers. Paula asked if the Town would require proof of vaccination for participants to attend programs. Bryan will get advice from Town Counsel. Paula discussed wanting to implement the MySeniorCenter platform to schedule programs, manage the participant data for attendance tracking and communication.

**Chairman Smith** discussed public eagerness to return to in-person programming at the Center. **Chairman Smith** expressed caution about number of hours and number of programs offered initially in the re-opening phase. Paula acknowledged the concern and discussed the importance of allowing activity, highlighting the plan to limit occupancy and require pre-registration. **Selectman Bembury** asked about the proposed time limit for using the exercise room. Paula suggested one (1) hour maximum. Bryan discussed the current policy and the requirement for the use of masks. Paula discussed the need for trial and error in this initial phase. **Chairman Smith** discussed trying the layout and buying necessary supplies. Bryan will speak to Town Counsel and the insurance company. The Select Board members discussed a sign-in process and the potential to implement MySeniorCenter. The Select Board members agreed to carry that topic to a future meeting. Additionally, Bryan will follow up with the HVAC technician about modifying the air filtration system.

### **Discussion Regarding Vacant Patrol Officer Position**

Robert Holst, Chief of Police, joined the Select Board to discuss the vacant Patrol Officer Position. It was discussed that Officer Adam Paicos has accepted a promotion to the position of Sergeant, therefore creating a vacancy. Chief Holst explained his recommendation to appoint Mitchell Waldron as a Patrol Officer. The Select Board members expressed support for the recommendation. **Selectman Bembury** made a motion to appoint Mitchell Waldron to the position of Patrol Officer in accordance with MGL Chapter 41, Section 133 for a term of one (1) year, pending a pre-employment CORI, driving history check, health exam and drug screen, and psychological examination with a pay rate of Grade P2, Step 1, and a start date on or before June 07, 2021. Further, continued employment should be contingent upon successful completion of the next available full-time Massachusetts Police Training Academy. **Chairman Smith** seconded. **Vote:** Unanimously approved.

### **Library Construction Project Update & Review of Change Order Requests**

Bryan explained that the final report has been submitted to the Massachusetts Board of Library Commissioners (MBLC) by Natane Halasz, Library Director, and Nicholas Jablonski, Clerk of the Works from P-3, Inc. The Select Board discussed the anticipation of the final construction grant payment from the MBLC in July 2021.



### **River, Warner and Strachan Street Project Update and Change Orders**

Glenn McCrory, Highway Superintendent, joined the Select Board. Bryan and Glenn explained that the survey work has been completed and that the markings are being placed by the end of the week so that the corrective work can be completed.

### **Review of Landscaping Services IFB**

Glenn and the Select Board members reviewed the draft invitation for bids (IFB) for landscape maintenance services. Bryan explained that the scope of work includes the work that was required in the previous three (3) year contract with the addition of the municipal parks. The Select Board members expressed support for proceeding with the IFB. **Chairman Smith** made a motion to issue the Town of Erving landscape maintenance services invitation for bids, IFB number 20210526, with a deadline of May 26, 2021, at 2:00 PM. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Review of Surveying Proposal for Road Layouts**

The Select Board members reviewed professional surveying proposals for public road layouts from Edward Muszynski. Bryan explained the proposal for a layout of the extension for Care Drive, to allow for the Senior Housing initiative, and a layout for Public Works Boulevard. Bryan explained that Public Works Boulevard is a driveway because it has never been adopted by the voters as a public way, therefore the parcels do not have frontage and can serve as a hinderance for the proposed Public Works office and dry storage building. Glenn discussed proposal to layout Public Works Boulevard so that it will continue between the Wastewater Treatment Plant and the proposed Public Works building site to the transfer station area. The Select Board members expressed support for both proposals.

The Select Board reviewed the proposal to prepare a survey and public road layout for Pleasant Street and Highland Avenue. Bryan explained the Pleasant Street should formally incorporate the remnants of the former North Street layout at the intersection with Moore Street and the layout that we call Maple Street. Bryan explained that the Town has reviewed the layout of Pleasant Street and the section commonly referred to as Maple Street was officially laid out as Pleasant Street. Bryan explained that the new survey would incorporate all these parts into a single layout for Pleasant Street. Regarding Highland Avenue, Bryan explained that Highland Avenue was last surveyed in the 1970's and was presented and voted on at Town Meeting in the 1980's but was not recorded at the Registry of Deeds. This proposal would create a new survey, verifying the metes and bounds that were previously adopted and potentially to include the piece of private land, owned by Brian Pollard, that encompasses the sewer structure. Bryan explained that Mr. Pollard has asked the Select Board to accept that piece of land so that the Town has legal rights to the structure. Bryan explained that the survey would help to verify if the sewer structure is indeed on private land and if necessary, provide the necessary metes and bounds for a taking. The Select Board members discussed support for proceeding. **Chairman Smith** made a motion to approve the land surveying for road layouts for Care Drive, Pleasant Street, Highland Avenue, and Public Works Boulevard, for a total amount of \$11,500.00. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Review of Ten Town Loan Fund Award – Wells Provisions, LLC, Charlemont, MA**

The Select Board reviewed the request from the Franklin County Community Development Corporation to issue a loan in the amount of \$50,000.00 to Well Provisions, LLC of 159 Main Street in Charlemont, from the Ten Town Loan Fund. Bryan explained that he has verified with the Treasurer that the recommended funds are available to loan. The Select Board members expressed support for proceeding with the recommendation. **Chairman Smith** made a motion to issue a \$50,000.00 loan to Wells Provisions, LLC for the Ten Town Loan Fund in the terms presented, dated May 3, 2021. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Review of Wi-Fi Acceptable Use Policy - 1<sup>st</sup> Reading**

The Select Board members conducted a first reading of the Wi-Fi Acceptable Use policy. The Select Board members discussed having no concerns with the draft, as presented, at this time. The Select Board will conduct a second reading at the next meeting.

**2021 Business License Application - Common Victualer - Flis Market, LLC**

The Select Board members reviewed the application for Flis Market, LLC doing business as Flis Market, for a common victualer license at 5 West Main Street. **Chairman Smith** made a motion to issue a common victualer license for Flis Market, LLC at 5 West Main Street through December 31, 2021. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**2021 Business License Application – Auto Repair - Johnson Automotive & Marine**

The Select Board members reviewed the application for Douglas Johnson doing business as Johnson Auto & Marine Service to operate an auto repair business at 97 Mountain Road. **Chairman Smith** made a motion to issue a business license for Douglas Johnson dba Johnson Auto & Marine through December 31, 2021. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Surplus Equipment Request- POTW#1 Emergency Generator- 1<sup>st</sup> Reading**

The Select Board members conducted a first reading of a surplus equipment request for the failed emergency generator the Erving Wastewater Treatment Plant #1 (POTW#1). The Select Board members discussed having no concerns with the request at this time. The Select Board will conduct a second reading at the next meeting.

**Review of Town-wide Project List & Priorities**

The Select Board members reviewed the current Town-wide projects list with Mariah. Mariah discussed the recent updates that have been made to the project listing, reviewing the status of projects. **Selectman Bembury** asked if the Town had received the anticipated letter from the Massachusetts Department of Transportation (MassDOT) regarding the downgrading of the Church Street Bridge. Bryan explained that the Town has not received the letter yet and that Weston & Sampson is gathering data for the Select Board to review. Mariah will work with Weston & Sampson on the project. **Chairman Smith** asked if there are any concerns for capacity of the staff regarding upcoming projects. Mariah discussed the need to consider the types of projects, and discussed the timelines and work that goes into a request for proposals (RFP) as an example. Mariah discussed the anticipation of conducting the request for interest (RFI) and RFP processes for the former International Papermill (IP Mill) and for the former Graded School at 18 Pleasant Street. Bryan reminded the Select

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Board that the feasibility study of Town Hall needs to be programmed on the master project list, noting that the request for qualifications (RFQ) has already been drafted but was tabled because of a lack of capacity and the prioritization of the Public Works project. Bryan suggested programming the feasibility study for Town Hall in the quarter beginning in January 2022. **Chairman Smith** expressed general support noting that the Select Board needs to follow with the Public Works Feasibility team. The Select Board members expressed appreciation for the work that has gone into the Town-wide project listing for its usefulness as a strategic planning document and communication tool.

### **Review of Meeting Minutes for January 11, 2021**

The Board passed over this agenda item.

### **Review of Meeting Minutes for January 25, 2021**

The Board passed over this agenda item.

### **Review of Meeting Minutes for February 08, 2021**

The Board passed over this agenda item.

### **Review of Meeting Minutes for March 01, 2021**

The Board passed over this agenda item.

### **Review of Meeting Minutes for March 08, 2021**

The Board passed over this agenda item.

### **Review of Meeting Minutes for April 26, 2021**

The Board passed over this agenda item.

### **Adjournment**

At 9:44 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith  
Town Administrator

## Meeting Minutes

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, November 29, 2021  
**Location:** Senior & Community Center, 1 Care Drive, Erving, MA 01344

**Select Board Present:** Jacob Smith, William Bembury, Scott Bastarache  
**Board of Assessors:** Jeffrey Rollins, Mark Burnett  
**Also, Present:** Bryan Smith, Mariah Kurtz, Robert Holst, Jacquelyn Boyden  
**Press:** Kathleen Nolan, Montague Reporter; Otis Wheeler, BNCTV

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

**Chairman Smith** announced the meeting is being recorded and live streamed.

### **Discussion Regarding Town Response to COVID-19**

Bryan Smith, Town Administrator, explained that positive case counts for COVID-19 have increased over the last week. Bryan explained that the Massachusetts Department of Public Health vaccination bus clinic has been scheduled to operate in Town on December 14, 2021, and will be located at Fire Station #2.

### **Discussion Regarding July 18, 2021 State of Emergency**

**Chairman Smith** explained that the temporary repairs of Poplar Mountain Road have been completed for the season. There are no further updates currently.

### **Library Construction Project Update & Review of Change Order Requests**

Bryan explained that the Town is following up with Library Architect and Owners Project Manager on the status of the punch list items, including the outstanding LEED certification.

### **Review Surplus Property Request- Assessors & IT Department- 2nd Reading**

The Select Board members conducted a second reading of the Assessors & Information Technology departments surplus equipment request. The Select Board members have no concerns with request. The Select Board members discussed having functioning equipment like the printers advertised for availability in the Around Town Newsletter. The Select Board plans to conduct a third reading at the next meeting.

### **Review of Revised FY2023 Budget Development Calendar**

Bryan reviewed the revised FY2023 budget planning calendar. The Select Board members discussed having no concerns with the revisions to the calendar as presented. The Select Board members approved the revised FY2023 budget planning calendar for release.

### **Joint Meeting with Board of Assessors- FY2022 Tax Classification Hearing**

At 6:37 PM **Chairman Smith** called the joint meeting of the Select Board and the Board of Assessors for the Fiscal Year 2022 tax classification public hearing to order. Mark Burnett and Jeffrey Rollins, Board of Assessor's members, and Jacquelyn Boyden, Principal Assessor, joined the meeting. The Select Board members reviewed the unanimous recommendation from the Board of Assessors to maintain the minimum residential factor (MRF) shift of 65%. Mark explained the Board of Assessors' recommendation, noting that the if adopted the tax rate for residential and open space classifications of property would increase by \$0.31/\$1,000.00 and the tax rate for commercial, industrial, and personal property classifications of property would increase by \$0.55/\$1,000.00. The Select Board members discussed having no concerns with the recommended shift.

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**Chairman Smith** made a motion to close the public hearing at 6:40 PM. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Selectman Bastarache** made a motion to set the MRF shift to 65% for the FY2022 tax classification. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **FY2022 Small Business Commercial Exemption**

Mark explained that the Board of Assessors recommends that the Select Board continue to offer the Small Business Commercial Exemption for FY2022. Jacquelyn explained that there are seven (7) eligible businesses for FY2022. The Select Board members expressed support for continuing the exemption. **Selectman Bastarache** made a motion to continue with the Small Commercial Exemption for FY2022. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

At 6:42 PM **Chairman Smith** made a motion to adjourn the joint meeting of the Select Board and the Board of Assessors and to continue with the Select Board meeting. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

### **Discussion Regarding Traffic Control in Erving Center Impacted by Church St. Bridge**

**Chairman Smith** provided an overview of the traffic detour. Bryan explained that the Town is waiting on a response from the Massachusetts Department of Transportation (MassDOT). **Selectman Bembury** expressed concern about the movement of the road closed sign at the entrance to Church Street from Route 2. Bryan explained that the barrier sign was moved to prepare for snow removal for the season. Bryan explained that the LED sign would remain. **Selectman Bembury** discussed the observed increase in traffic now that the barrier has been removed from the travel lane. **Selectman Bembury** explained that he wants the signage returned until it snows. **Chairman Smith** discussed working to find a new flexible solution that limits traffic and doesn't create an obstacle for snow removal. **Chairman Smith** asked to change the message on the LED sign to clearly convey that there is no right turn option at the intersection. **Chairman Smith** asked Bryan to coordinate with Public Safety on traffic issues.

### **Review of Arch Street Force Sewer Main Change Order Requests**

No updates at this time.

### **Review of Meeting Minutes for January 11, 2021**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for January 25, 2021**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for February 08, 2021**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for March 01, 2021**

The Select Board passed over this agenda item.

### **Review of Meeting Minutes for March 08, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for April 26, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for May 03, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for June 14, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for August 16, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for September 13, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for September 20, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for September 27, 2021**

The Select Board passed over this agenda item.

**Review of Meeting Minutes for November 01, 2021**

The Select Board members reviewed meeting minutes for Monday, November 01, 2021. **Selectman Bastarache** made a motion to approve the meeting minutes of November 01, 2021, as printed. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

**Review of Meeting Minutes for November 15, 2021**

The Select Board members reviewed meeting minutes for Monday, November 15, 2021. **Selectman Bembury** made a motion to accept the meeting minutes of November 15, 2021, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

**Review of Meeting Minutes for November 16, 2021**

The Select Board members reviewed meeting minutes for Tuesday, November 16, 2021. **Selectman Bembury** made a motion to accept the meeting minutes of November 16, 2021, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

**Review of Former International Papermill Request for Interest Submissions**

Mariah Kurtz, Assistant Town Planner, joined the Select Board to review the submissions received in response to the request for interest (RFI) process that was conducted for the former International Papermill (IP Mill). Bryan explained that the Town received one (1) official response and one (1) unofficial response. **Chairman Smith** explained that the official response was received from the Community Builders, Inc. and that the unofficial response was received from Rural Development, Inc. Mariah explained that the interest that was received from potential developers was focused on affordable housing. Mariah explained that the Community Builders submission suggests that the property could be used for approximately sixty (60) housing units and the Rural Development concept discussed exploring a development for forty (40) units. Mariah explained that the Community Builders submission discussed keeping and redeveloping buildings #2 and #8, while the Rural Development concept explored a redevelopment of much more of the existing complex. Mariah reiterated that the proposed uses were

## Meeting Minutes

predominantly housing and included some commercial spaces. Mariah clarified that both proposals included affordable housing units and some market rate housing units. Mariah noted that the Rural Development concept discussed the possibility of developing condominiums that would be for sale. Mariah added that both proposals discussed trying to repurpose building# 8 because of its proximity to the Millers River and the ability to maintain access and the view. Mariah explained that the Community Builders' proposal included a river walk concept which would allow for an open recreational opportunity for residents and the public on the property. Mariah explained that Rural Development discussed the use of Federal and State historic tax credits and housing tax credits. Mariah added that the Community Builders provided a detailed financial plan for the potential development.

**Chairman Smith** discussed the market study that was prepared by Tighe & Bond approximately five (5) or six (6) years ago that included a mixed-re-use concept. **Selectman Bembury** explained that the responses are encouraging but expressed concern about the impact on the proposed senior housing project for Care Drive when one of these proposals could be used for senior housing. **Selectman Bembury** expressed a concern about a proposed development that is strictly housing and discussed the need to consider the impact on the community and public safety and educational services. **Selectman Bembury** discussed the need to be thoughtful about potential impacts. **Selectman Bembury** asked about zoning considerations for the proposals. Mariah explained that the proposed Planned Unit Development (PUD) overlay district could be an option for redevelopment of the IP Mill site and discussed site plan review process. **Selectman Bembury** expressed his preference to see the mixed commercial proposal for the site. **Chairman Smith** noted that a senior housing and/or commercial use was incorporated into the Community Builders proposal for phase 2. **Chairman Smith** explained that based on his review, the economics seemed to work for the construction project and anticipated timeline. **Chairman Smith** expressed concern with the estimated cost of demolition and reality of development. **Chairman Smith** acknowledged the need to consider the impacts redevelopment of the site may have on services. **Selectman Bastarache** asked if interested developers participated in the site walks. Mariah explained that at least three (3) or four (4) developers attended the site walk that the Town organized. **Selectman Bastarache** expressed appreciation for the RFI responses that the Town received but noted concern about not receiving a primarily commercial proposal. **Selectman Bastarache** discussed the importance of considering the potential impact on services but noted that the Town does have existing capacity. **Selectman Bastarache** explained that he knows that affordable housing is needed in town and discussed wanting to see a wholistic concept. **Selectman Bastarache** expressed appreciation to Mariah and Bryan for their work on the RFI.

Mariah discussed the Town's long stated goal of developing senior housing and expressed concern about the current lack of affordable housing in the Town. Mariah discussed the proposal and explained that State support for senior-only housing may be challenging because the Town's existing inventory is so low. Mariah explained that the next step in the process is to develop a request for proposals (RFP) and expressed concern about developing an RFP that is specific for a residential redevelopment. Mariah discussed the importance of the development of the RFP comparative criteria rubric. **Selectman Bastarache** expressed agreement and explained that he has always considered a commercial and industrial re-use for the site and is open to considering a residential option. **Selectman Bastarache** discussed wanting to carefully develop the rubric to be open to all proposals. **Chairman Smith** expressed agreement and discussed the need to be clear in the guidelines about what buildings need to go and which must be retained, ensuring that the guidelines align with the Town's goals. Bryan discussed the risk associated with stating goals that lead to unintended outcomes. **Chairman Smith** discussed finding a way to build the rubric that gives a balance between housing and commercial redevelopments. **Selectman Bastarache** expressed agreement.

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Bryan explained that the Town has followed up with MassDevelopment regarding the Brownfields cleanup funding the Town received. Bryan explained that MassDevelopment offered the guidance that the Town should do what is best for the Town and did not recommend setting a sale price floor for the RFP. Mariah noted that the Town is an award recipient of a Site Readiness grant, in the amount of \$600,000.00 from MassDevelopment, to support selective demolition at the IP Mill site. Mariah explained that she met with MassDevelopment after RFI submissions were received and that MassDevelopment has clarified that the Site Readiness funding is tied to an intended commercial and industrial redevelopment of the site. Mariah explained that MassDevelopment is exploring how long they can hold the grant funding to allow the Town to go through an RFP process. Mariah reviewed the Town's investment in the property, to date, and noted that it currently exceeds the investment that MassDevelopment has made. Mariah discussed the goals of the Site Readiness program, that include reducing blight and returning properties to the tax rolls. Mariah noted that the Site Readiness grant funding is not tied to a specific fiscal year so that there is some flexibility with the timeline. Both **Selectman Bastarache** and **Chairman Smith** discussed wanting to know more details about the Site Readiness grant program requirement to support commercial development. Mariah acknowledged the request and discussed wanting to see the comparative criteria for the RFP developed with a focus on commercial and industrial redevelopment. **Chairman Smith** suggested that the Site Readiness funding may serve as an incentive for developers to respond to the RFP.

Mariah reviewed the financial overview from the proposals received from Community Builders and Rural Development. **Selectman Bastarache** discussed the concept from Rural Development and noted that the incorporation for art and creativity that seems to align with the priorities with MassDevelopment. Bryan discussed approaching the redevelopment of the site with a cohesive approach considering how Erving-side and the Village of Millers Falls in Montague are designed to work together. **Selectman Bastarache** expressed appreciation for the co-working space that Rural Development included with their response. **Chairman Smith** requested further follow up with MassDevelopment.

### **Review of Former International Papermill RFP Draft**

The Select Board members discussed the plan to review a revised RFP draft for the redevelopment of the former IP Mill site at their meeting on December 13, 2021. Bryan discussed using the feedback from the Select Board discussion on the RFI submissions to inform revisions to the draft RFP. Mariah discussed a tentative goal for releasing the final RFP by the end of January 2022. **Selectman Bastarache** requested that the current draft of RFP is sent to Select Board members so that they can individually begin reviewing the document. **Selectman Bembury** discussed the importance of ensuring that there is a commercial aspect of the project, and the Select Board members discussed the mixed-use redevelopment preference. The Select Board members discussed prioritizing the preservation and re-use of building #8. Mariah asked if the Select Board wanted a prioritization for open space or public art. The Select Board members discussed being unsure that an open space requirement is highly advantageous for the redevelopment of the property. **Selectman Bastarache** expressed concern about framing a rubric that limits responses and ultimately pursuing an RFP response that is not viable. **Chairman Smith** expressed support for including an affordable housing if a housing redevelopment is proposed and discussed prioritizing job creation for commercial redevelopment proposals.

Bryan asked the Select Board if there was a prioritization for preserving and redeveloping building #2. **Selectman Bembury** expressed support for encouraging a redevelopment of building #2. **Selectman Bastarache** expressed agreement and discussed framing the comparative criteria rubric to reward re-use of building #2, noting the look and feel of the industrial setting. **Chairman Smith** discussed the limitations



## Meeting Minutes

of building #2, because of its placement, for site access and the view of the Millers River. The Select Board members will review the draft RFP at a future meeting.

### **Discussion Regarding Request for Letter of Support for Northfield Mtn/New England Trail Protection**

Mariah discussed conversations that she has had with the Appalachian Mountain Club and efforts to protect the New England National Scenic Trail, with the goal of placing the trail under conservation restrictions. Mariah explained that the Appalachian Mountain Club is asking for a letter of support for the protection of the four (4) miles of the trail that passes through Erving. **Selectman Bastarache** explained that he would like to better understand the conservation restrictions that are being sought and the impact that it might have on private property. Mariah clarified that landowners would have to choose to participate in the conservation restriction process and that it is not being forced upon landowners. **Selectman Bembury** discussed support for issuing a letter of support. **Chairman Smith** made a motion to authorize the Chair to sign the letter of support for the Appalachian Mountain Club effort to protect the 4 miles of the New England Trail in Erving. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

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

The Select Board members reviewed a draft Special Town Meeting Warrant.

### **Article 1: Appropriation for FY2021 Expenses**

The Select Board members reviewed article 1 which would allow the Town to pay bills from FY2021, in the total amount of \$1,983.36. Bryan provided an overview and explained that the source of funding is Free Cash. The Select Board members expressed no concerns with the article as presented.

### **Article 2: Appropriation for the General Stabilization Fund**

The Select Board members reviewed article 2 which, if approved, would appropriate \$544,030.00 from the Library construction project fund into the General Stabilization Fund. The amount appropriated is the same as a grant payment received from the Massachusetts Board of Library Commissioners. The Select Board members expressed no concerns with the article as presented.

**Chairman Smith** asked if the Select Board members wanted to include an article that would close the unspent funds that had been appropriated for the Library's solar array, and return it to the General Stabilization Fund. The Select Board members expressed agreement and Bryan will draft the article.

### **Articles for the Public Way Layouts of Care Drive, Public Works Boulevard, the Relocation of Highland Avenue, and the Relocation of Pleasant Street**

The Select Board members reviewed four (4) unnumbered articles that provided the metes and bounds to layout Care Drive, Public Works Boulevard, Highland Avenue and Pleasant Street as public ways. The Select Board members expressed no concerns with the articles as presented.

### **Article to Join the Pioneer Valley Mosquito Control District**

The Select Board members reviewed the article that, if approved, would allow the Town to seek membership with the Pioneer Valley Mosquito Control District. Bryan explained that the annual cost of joining the district is \$5,000.00. **Selectman Bembury** explained that he would like the article amended to incorporate the funding language for the initial year. The Select Board members expressed agreement. **Selectman Bastarache** discussed providing sufficient context for the reason the Select Board is recommending this action in the article information section.

***Article to Authorize the Disposition of 17 Moore Street***

The Select Board members reviewed the article that would authorize the Board to lease or sell the property after conducting a procurement process. Bryan explained that the map and lot number for the parcel was being verified with the Assessor's Office. The Select Board members expressed no concerns with the article as presented.

***Article to Authorize the Acquisition of a Pratt Street Easement***

The Select Board members reviewed the article that would authorize the Board to acquire an easement to place and maintain the pedestrian crossing signal equipment at the corner of Pratt Street and Lester Street. Bryan explained the need for the easement and estimated the need for a few square feet. The Select Board members expressed no concerns with the article as presented.

***Articles to add Section 8.3 of the Zoning Bylaw, to Amend a Definition in Section 9 of the Zoning Bylaw, to Amend the Use Table in Section 4.2 of the Zoning Bylaw, and to amend the Official Zoning Map***

The Select Board members reviewed four (4) unnumbered articles related to proposed changes to the Zoning Bylaw, that include a proposed overlay district called Planned Unit Development, an amendment to the definition section changing references to "family" to "unit," an amendment to the Use Table in Section 4.2, and the adoption of a revised Official Zoning Map. **Chairman Smith** asked the Select Board members if they wanted to address these Zoning Bylaw articles at the Special Town Meeting or hold them until the Annual Town Meeting.

Considering the draft warrant topics, **Chairman Smith** suggested waiting on the stabilization articles and the road layouts for Care Drive, Public Works Boulevard and Pleasant Street, and the Pratt Street easement article. **Chairman Smith** discussed the importance of addressing the Highland Avenue layout for the affected property owner and the importance of the 17 Moore Street article. **Chairman Smith** discussed the potential impact of the proposed Zoning amendments on the anticipated RFP processes for the former IP Mill and the former Graded School sites. **Selectman Bastarache** expressed concern about presenting Zoning changes at a Special Town Meeting but agreed that they are time sensitive. **Selectman Bastarache** explained that he is personally okay with proceeding, but acknowledged the concern expressed by residents for including important decisions on a Special Town Meeting warrant. **Chairman Smith** acknowledged the concern and discussed support for informing members of the public. Bryan will make the necessary revisions to the draft warrant. **Chairman Smith** discussed the tentative plan to schedule the Special Town Meeting at the next Select Board meeting, suggesting a January 2022 date.

**Planning Board Resignation- George "Moonlight" Davis**

**Chairman Smith** explained that George "Moonlight" Davis has submitted his letter for resignation as a member of the Planning Board effective November 18, 2021. **Chairman Smith** expressed appreciation to George for his years of service to the Town. The Select Board members expressed agreement. Bryan will advertise the vacancy on the Planning Board with a mid-January 2022 deadline for letters of interest.

**Adjournment**

At 8:32 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,

Bryan Smith, Town Administrator

## Meeting Minutes

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Wednesday, June 21, 2023  
**Location:** Town Hall, 12 East Main Street, Erving, MA 01344

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

At 6:40 PM **Chairman Smith** called the meeting to order.

### **Review of Small Bridge Program Grant Application for Swamp Road**

The Select Board members reviewed a memorandum from Mariah Kurtz, Town Planner, regarding the Small Bridge grant program and an application for the Swamp Road Bridge. The Select Board members discussed support for revising the application for a design grant instead of the construction grant based on Massachusetts Department of Transportation (MassDOT) feedback.

### **Review of Meeting Minutes for September 20, 2021 & June 14, 2023**

The Select Board members reviewed the meeting minutes of Monday, September 20, 2021, and Wednesday, June 14, 2023. **Selectman Bastarache** made a motion to accept the meeting minutes of September 20, 2021, and June 14, 2023, as written. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

### **Review of Meeting Minutes for February 08, 2021 & March 08, 2021**

The Select Board members reviewed the meeting minutes of Monday, February 08, 2021, and Monday, March 08, 2021. **Selectman Bembury** made a motion to accept the meeting minutes of February 08, 2021, March 08, 2021, as written. **Chairman Smith** seconded. **Vote:** **Selectman Bastarache** abstained. Unanimously approved.

### **Review of Meeting Minutes for November 29, 2021**

The Select Board members passed over this agenda item.

### **Recess**

At 6:50 PM **Chairman Smith** motioned for the Select Board to take a recess until 7:00 PM. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

At 7:01 PM **Chairman Smith** called the meeting back to order.

### **Executive Session**

At 7:01 **Chairman Smith** made a motion to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel ... and contract negotiations with non-union personnel regarding Chief of Police Robert Holst. **Chairman Smith** stated the Select Board will not return to Regular Session. **Selectman Bembury** seconded. **Roll Call Vote:**

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

Meeting Minutes

The Select Board did not return to Regular Session.

Respectfully submitted,

Bryan Smith  
Town Administrator

DRAFT

**Town of Erving, Massachusetts  
Job Description**

Position Title:	Equipment Operator/ Building Maintenance Laborer	Grade Level:	D
Department:	Highway, Buildings & Grounds	Essential:	Yes
Reports To:	Highway Superintendent	FLSA Status:	Non-Exempt
SB Approved:			

**Statement of Duties:** Employee is responsible for the maintenance and repair of municipal roadways, sidewalks, town-owned buildings, and town infrastructure. Employee is required to perform manual labor as well as work with mechanical equipment to perform above duties. This position is considered to be essential.

**Supervision Required:** Employee works under the general supervision of the Highway Superintendent, or by the Highway Foreman in the Superintendent's absence. The employee is expected to be familiar with the work routine and use initiative in carrying out recurring assignments independently in accordance with specific instructions or guidelines. The Superintendent will provide additional, specific instruction for new, difficult, or unusual assignments, including suggesting work methods. The employee is expected to recognize instances which are out of the ordinary and is then expected to seek advice and further instructions. Reviews and checks of the employee's work will be applied to an extent sufficient to keep the Superintendent aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:** The employee, as a regular part of the job, is not required to supervise other town employees.

**Confidentiality:** Employee does not have regular access to confidential information of the department, in accordance with the State Public Records law.

**Accountability:** The nature of work or the operation of large, complex, or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors missed deadlines or poor judgment may include significant monetary losses, personal injury, waste of material, and damage to buildings, equipment, or personal injury.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practice, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the work to perform and/or the information involved, or sought, in a particular situation.

**Work Environment:** The nature of duties may involve continuous presence of unpleasant or irritating elements including but not limited to loud noise, odors, chemical fumes, dust, smoke, extreme heat, cold, oil, dirt, or grease. Work is regularly performed outdoors, regardless of weather

**Town of Erving, Massachusetts**  
**Job Description**

conditions. The employee is required to work beyond normal business hours on a 24/7 basis, when the Superintendent deems it necessary, in response to man-made or natural emergency situations.

**Nature and Purpose of Public Contact:** Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may occur on an occasional basis.

**Occupational Risk:** Duties may involve frequent, recurring exposure to hazardous working conditions such as operating moving equipment, being exposed to toxic chemicals or high voltage sources. The essential functions of the position frequently entail the possibility of serious personal injury or exposure to adverse working conditions including but not limited to traffic, loud noises, extreme temperatures and confined spaces. Special safety precautions, training and protective clothing such as coats, gloves, glasses, hard hats or safety boots is required at all times.

**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. 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, snow plowing and sanding, patching roads, cleaning catch basins, preparing and maintain sports fields, removing debris, and drainage of town owned streets. The employee will help other departments within the town with construction and maintenance projects. Performs manual labor incidental to the work of operating assigned equipment.
2. 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.
3. Operates and maintains a variety of power and hand tools including but not limited to a jackhammer, chipper, weed whacker, and chainsaw.
4. Performs highway construction and maintenance projects including buildings, repairing, and patching streets and sidewalks, repairing and cleaning 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.
5. Regularly performs building maintenance for town-owned facilities as needed.
6. Participates in the department's snow and ice removal operations.
7. Opens and closes grave sites in support of cemetery operations as required.

**Town of Erving, Massachusetts**  
**Job Description**

**Minimum Qualifications**

**Education and Experience:** Must have a High School degree or equivalent, and more than 3 and up to 5 years of experience in vehicle and equipment operation as used in the maintenance and repair of municipal roadways; or an equivalent combination of education and experience.

**Special Requirements:** A candidate for this position must have:

- Valid Class B Massachusetts Commercial Driver's License (CDL), or will obtain one within six (6) months of appointment.
- 2B and 4G hoisting licenses.
- OSHA 10 Training & Bloodborne pathogen Training
- CPR and First Aid Certification Preferred

**Knowledge, Abilities and Skill**

**Knowledge:** The employee must have knowledge of municipal road construction and maintenance, equipment operation and maintenance procedures, and public works department operations. Also, knowledge of the Town's geography including street layout and infrastructure is preferable. Experience and knowledge of heavy equipment.

**Abilities:** The employee must have the ability to understand and follow written and oral directions, the ability to complete assigned work including use of equipment in a timely and safe and efficient manner. Must be able to complete assigned work in adverse weather conditions. Ability to operate personal computers, tablets and handheld devices with the use of productivity software, e-mail and databases.

**Skills:** Proficient mechanical skill in the operation of tools and equipment required to perform position duties. Proficient oral communication skill.

**Physical Job 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 Demands:** Work requires moderate intermittent physical strength and effort daily, such as lifting, pulling, pushing, standing or walking for the full workday. Travel, particularly during adverse weather conditions and troublesome road conditions is required.

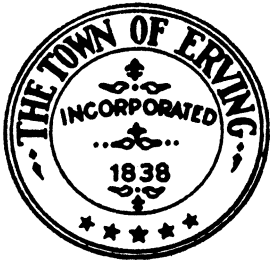
**Motor Skills:** Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy to avoid damage to property or equipment. The manual skills required are those which will be needed to operate department equipment and/or vehicles.

**Town of Erving, Massachusetts  
Job Description**

**Visual Demands:** Visual demands require the employee to read documents or plans for general understanding. The employee is required to routinely determine color differences.

DRAFT





# TOWN OF ERVING

## Highway Department

16 Public Works Boulevard  
ERVING MASSACHUSETTS 01344  
glenn.mccrory@erving-ma.gov

Tel: 413-423-3500  
Fax: 413-423-3919

Glenn McCrory  
Highway  
Superintendent

June 26, 2023

To: Erving Select Board

From: Glenn McCrory, Highway Superintendent

Re: Recommendation Letter for Cody Pease

Erving Select Board,

The Erving Highway Department has a vacancy in the Equipment Operator/ Building Maintenance Laborer position. As Highway Superintendent it's my recommendation after the Select Board approves the revised Equipment Operator/ Building Maintenance Laborer Job Description that the Select Board appoint and promote Cody Pease effective July 1, 2023 at grade ( ) step ( ) rate ( )

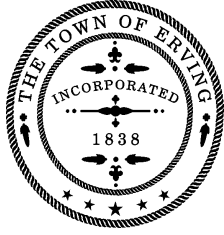
Cody started employment with the Erving Highway Department on August 17, 2021, in the Highway Building Grounds Maintenance position. Through the Hiring Committee process Cody interviewed very well and scored the highest out of all the candidates. Cody has proven to be a hardworking, willing to learn and dedicated employee that is willing to step in at any given time. Cody has worked in many Highway projects big and small including the drainage project on Mt Road at the Cemetery, culvert replacement, rebuilding catch basins, storm damage cleanup, opening and closing for burials.

Cody holds a 2A and 4G hoisting license, CPR and first responder certified. As we did for Thomas, I'm asking that we give Cody 6 months for obtaining a CDL license with airbrake endorsement along with sending him to CDL school. 40hr Thursday, Friday class at NETTTS is \$3095.00

In my opinion, as Erving Highway Superintendent, Cody has proven to be a valuable team player and will succeed.

Thank you.

Respectfully,  
Glenn McCrory  
Highway Superintendent



# TOWN OF ERVING

## SELECT BOARD

12 East Main Street  
ERVING, MASSACHUSETTS 01344

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

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

Bryan Smith  
*Town Administrator*

June 23, 2023

To: Select Board

From: Bryan Smith, Town Administrator

RE: Sludge Hauling & Disposal Agreement with Franklin County Solid Waste Management District

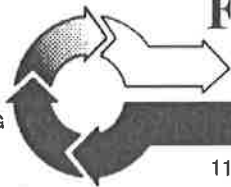
Annually, the Town engages in a memorandum of understanding with the Franklin County Solid Waste Management District for the hauling and disposal of sludge from the Wastewater Department. This agreement gives the Town access to the vendor(s) that have been procured by the District and assistance with administrative issues that occasionally arise.

I would recommend that the Select Board engage Franklin County Solid Waste Management District for a new one (1) year agreement.

### **Recommended Vote Language**

A motion to approve the memorandum of understanding by and between the Franklin County Solid Waste Management District and the Town of Erving regarding the hauling and disposal of sludge, for a term of one (1) year beginning July 1, 2023 and ending June 30, 2024.

REDUCTION  
RECYCLING  
COMPOSTING  
DISPOSAL



# Franklin County Solid Waste Management District

117 Main Street, 2<sup>nd</sup> Floor, Greenfield, MA 01301 • (413) 772-2438 • Fax: (413) 772-3786  
www.franklincountywastedistrict.org • info@franklincountywastedistrict.org

MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
THE FRANKLIN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
AND  
THE TOWN OF ERVING  
REGARDING HAULING & DISPOSAL OF SLUDGE

This Memorandum of Understanding (MOU), is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the Franklin County Solid Waste Management District, hereinafter referred to as the "District", and the Town of Erving, municipal corporation of the Commonwealth of Massachusetts, hereinafter referred to as the "Town."

WITNESS THAT:

WHEREAS, the District issued an Invitation for Bids for hauling and disposal of sludge from municipal treatment plants, and

WHEREAS, the District awarded a contract to Wall Trucking, Inc. for hauling and disposal of sludge from POTW #1, and

WHEREAS, the District is making this contract available to the Town,

THEREFORE, the District and the Town agree to the following terms and conditions regarding said contract:

1. The District shall provide administration of the contract on behalf of the Town. The District shall receive all bills from Wall Trucking, Inc. for services provided by them to the Town. The District will review bills for each facility for accuracy.
2. The contract with Wall Trucking, Inc. includes a fuel adjustment clause which allows for a fuel credit or a fuel surcharge depending on the US DOE retail diesel price for New England.
3. The District shall, within five (5) days of receipt of Wall Trucking's bills, remit to the Town an invoice for the share of the hauling and disposal costs incurred by the Town. The District's invoice will include an administrative fee as detailed in Attachment A, excluding any fuel surcharges. Attachment A lists the Town's per unit costs.
4. Bills from Wall Trucking may include a \$75 per hour demurrage charge if it takes in excess of 45 minutes to load Wall's truck. The charge will be pro-rated per minute. The demurrage charge will not be assessed in situations that are due to equipment failure, an emergency or other unusual circumstance. The District will not charge an administrative fee on any demurrage charges.

5. The facility has the right to submit a bill to the District for overtime costs associated with loading Wall's truck when the Wall Trucking is delayed beyond normal operating hours. The overtime charges will not be assessed in situations due to extreme weather, vehicle failure, or other unusual circumstance.
6. The Town will remit payment to the District for all charges invoiced by the District within thirty (30) days of receipt of the District's invoice. In the event that payment from the Town does not reach the District office within thirty (30) days, the District may charge a 1.5% late fee on the next invoice sent to the Town, only if such late fees are assessed by the Wall Trucking.
7. The District will remedy any problems regarding the performance of Wall Trucking, Inc. If the Town experiences any problems with Wall Trucking, it must report them to the District. Any questions or problems concerning the sludge hauling contract shall be directed to Jan Ameen, Executive Director, at 413-772-2438 or fcswmd@crocker.com.
8. The Town has the right to terminate this Agreement at any time, without cause. The District requires no fewer than sixty (60) days written notice prior to the Town terminating this Agreement. If less than sixty (60) days' notice is given, the Town will be financially responsible for the District's lost administrative fees. For example, if a town provides written notice on March 1<sup>st</sup> to terminate on April 30<sup>th</sup>, there are no lost administrative fees and no charge to the Town. If a town provides written notice on March 1<sup>st</sup> to terminate on March 31<sup>st</sup>, the Town will be responsible to pay the District for lost administrative fees for one month. Lost administrative fees will be calculated using an average administrative fee based upon the previous three months' invoices.
9. The Town has the right to seek alternative hauling and disposal options should Wall Trucking fail to perform, fail to be available for hauling, and/or fail to have a secured disposal facility to haul Erving's sludge to, when needed by the facility. There is no penalty to the Town if this section is enacted but communication with the District is required prior to seeking alternatives.
10. This MOU may be amended by written agreement of both parties.
11. This MOU shall remain in effect beginning July 1, 2023 and ending June 30, 2024.

In witness whereof, the Town of Erving and the Franklin County Solid Waste Management District have respectively caused this memorandum of understanding to be duly signed and executed as of the date and year first written above.

TOWN OF ERVING

\_\_\_\_\_  
Selectboard Member

\_\_\_\_\_  
Selectboard Member

\_\_\_\_\_  
Selectboard Member

\_\_\_\_\_  
Date

FCSWMD

  
\_\_\_\_\_  
Chris Boutwell, Chair

060622  
\_\_\_\_\_  
Date



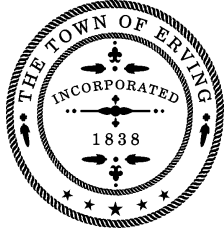
**ATTACHMENT A**

**SLUDGE HAULING AND DISPOSAL COSTS  
 JULY 1, 2023 – JUNE 30, 2024**

**ERVING**

End Disposal Facility	Transportation Cost Per Gallon	Disposal Cost Per Gallon
Lowell Regional Wastewater Facility	\$0.06835	\$0.155*
Admin. Fee	\$500/year annual flat rate fee \$0.0045/gallon	

\* Disposal at Lowell is based on percent solids and is subject to change. Price effective August 1, 2023.



# TOWN OF ERVING

## SELECT BOARD

12 East Main Street  
ERVING, MASSACHUSETTS 01344

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

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

Bryan Smith  
*Town Administrator*

June 23, 2023

To: Select Board

From: Bryan Smith, Town Administrator

RE: Transfer Station Hauling & Disposal Agreement with Franklin County Solid Waste Management District

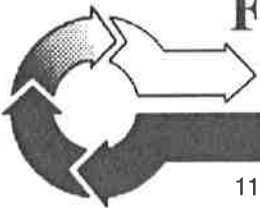
Annually, the Town engages in a memorandum of understanding with the Franklin County Solid Waste Management District for the hauling and disposal of a variety of materials that include, recyclables, solid waste, bulky wastes, scrap metals and appliances. This agreement gives the Town access to the vendors that have been procured by the District and assistance with administrative issues that occasionally arise.

I would recommend that the Select Board engage Franklin County Solid Waste Management District for a new one (1) year agreement.

### **Recommended Vote Language**

A motion to approve the memorandum of understanding by and between the Franklin County Solid Waste Management District and the Town of Erving regarding the hauling of recyclables and the hauling and disposal of solid waste; and the hauling and disposal of bulky wastes and the hauling and the disposal of scrap metal and appliances, for a term of one (1) year beginning July 1, 2023 and ending June 30, 2024.

REDUCTION  
RECYCLING  
COMPOSTING  
DISPOSAL



# Franklin County Solid Waste Management District

117 Main Street., 2<sup>nd</sup> Floor, Greenfield, MA 01301 • (413) 772-2438 • Fax: (413) 772-3786  
www.franklincountywastedistrict.org • info@franklincountywastedistrict.org

MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
THE FRANKLIN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
AND  
THE TOWN OF ERVING  
REGARDING HAULING OF RECYCLABLES AND  
HAULING AND DISPOSAL OF SOLID WASTE;  
HAULING AND DISPOSAL OF BULKY WASTES; AND  
HAULING AND DISPOSAL OF SCRAP METAL AND APPLIANCES

This Memorandum of Understanding (MOU), is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the Franklin County Solid Waste Management District, hereinafter referred to as the "District", and the Town of Erving, municipal corporation of the Commonwealth of Massachusetts, hereinafter referred to as the "Town."

WITNESSETH THAT:

WHEREAS, the District issued an Invitation for Bids (IFB) for hauling services for recyclables and solid waste from District member municipalities, and  
WHEREAS, the District negotiated contracts for hauling and disposal services based upon a review of the IFB responses, and  
WHEREAS, the District is making these contracts available to member municipalities, and  
WHEREAS, the Town selected the hauler to service member municipalities,

THEREFORE, the District and the Town now agree to the following terms and conditions regarding said contracts:

1. The District shall provide administration of the contract on behalf of the Town.
2. The District shall, on a monthly basis, receive all invoices from the Contractor for provided services. Specific town services are listed in Attachment A.
3. The District shall, within seven (7) days of receipt of said invoices, remit to the Town an invoice for the Town's share of the hauling and disposal costs incurred during the preceding month. The invoice shall be based upon the hauling and disposal costs as itemized in Attachment A. The District's invoice will include an administrative surcharge for each service.
4. The Town will remit payment to the District for all charges invoiced by the District within thirty (30) days of receipt of the District's invoice.

(over)



5. In the event that payment from the Town does not reach the District office within the prescribed 30 days, the District may add an additional 1.5% late fee to the outstanding balance after 60 days.
6. The Town shall contact the hauler directly to arrange for pickup of rolloff boxes. Requests for a pickup must be made no later than 48 hours prior to the desired pickup day.
7. The Town has the right to terminate this Agreement at any time, without cause. The District requires no fewer than sixty (60) days written notice prior to the Town terminating this Agreement. If less than sixty (60) days notice is given, the Town will be financially responsible for the District's lost administrative fees. For example, if a town provides written notice on March 1st to terminate on April 30th, there are no lost administrative fees. If a town provides written notice on March 1st to terminate on March 31st, the Town will be responsible to pay the District for lost administrative fees for one month. Lost administrative fees will be calculated using an average administrative fee based upon the previous three months' invoices.
8. Any questions concerning these hauling and disposal contracts shall be directed to the District Executive Director at 413-772-2438 or at fcswmd@crocker.com. If the Town experiences any problems with the hauler it must report them to the District. The District will pursue all remedies on behalf of the Town.
9. This MOU may be amended by written agreement of both parties.
10. This MOU shall remain in effect from July 1, 2023 to June 30, 2024.

IN WITNESS WHEREOF, THE TOWN OF ERVING AND THE FRANKLIN COUNTY SOLID WASTE MANAGEMENT DISTRICT HAVE RESPECTIVELY CAUSED THIS MEMORANDUM OF UNDERSTANDING TO BE DULY SIGNED AND EXECUTED AS OF THE DATE AND YEAR FIRST WRITTEN ABOVE.

TOWN OF ERVING

\_\_\_\_\_

Selectboard Member

\_\_\_\_\_

Selectboard Member

\_\_\_\_\_

Selectboard Member

\_\_\_\_\_

Date

FCSWMD

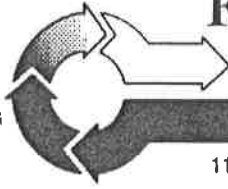
Chris Boutwell, Chair

052323

\_\_\_\_\_

Date

REDUCTION  
RECYCLING  
COMPOSTING  
DISPOSAL



# Franklin County Solid Waste Management District

117 Main Street., 2<sup>nd</sup> Floor, Greenfield, MA 01301 • (413) 772-2438 • Fax: (413) 772-3786  
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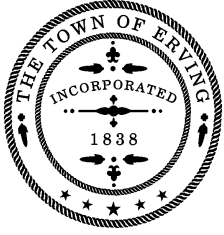
## ATTACHMENT A

### FISCAL YEAR 2024 HAULING AND DISPOSAL PRICES

The pricing below excludes fuel adjustments.

Town	Bulky Waste	Scrap Metal*
Erving	Waste Mgmt. \$240 per haul \$115 per ton \$50 per mattress for disposal \$30 per month rolloff rental	Waste Mgmt. \$193 per haul
<b>ADMIN. FEE</b>	\$150/year flat user fee  \$4.50/ton	\$150/year flat user fee  \$4.50/ton

\* Freon removal costs are not included. Town will receive scrap metal revenue.



# TOWN OF ERVING

## SELECT BOARD

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ERVING, MASSACHUSETTS 01344

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

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

Bryan Smith  
*Town Administrator*

June 23, 2023

To: Select Board

From: Bryan Smith, Town Administrator

RE: Solid Waste Disposal Agreement Proposal with Republic Services of Springfield, MA

The Town of Erving signed a one-year agreement with Republic Services for disposal of solid waste at the McNamara Transfer Station when the Town's previous disposal contractor was subject to bankruptcy and the company was sold. The one-year term ends June 30, 2023.

I have sought a renewal proposal from Republic Services to continue disposal at the McNamara location. For FY2024, Republic proposes a disposal agreement with a tipping fee of \$102 per ton. If the Town wanted to secure a three (3) year agreement, Republic proposes a 5% increase in year 2 and year 3 of the agreement. I have reviewed this proposal with Jan Ameen, Executive Director of the Franklin County Solid Waste Management District. While the cost is higher than we would like, Jan explained that using the district's contract to dispose of solid waste at the same location would result in a similar per ton fee once the administrative cost is added in.

Because the Town has engaged Casella Waste Management in a new three (3) agreement for collection and transportation and because the Town has developed a reliable working relationship with Republic for the disposal, I would recommend that the Select Board engage Republic Services for a new three (3) year agreement.

### **Recommended Vote Language**

A motion to engage Allied Waste Services of MA, doing business as Republic Services of Springfield, for the disposal of municipal solid waste at the McNamara Transfer Station in Springfield, MA, for a three-year term beginning on July 1, 2023, and ending on June 30, 2026, with a FY2024 disposal rate of \$102 per ton, a 5% increase in FY2025, and a 5% increase in FY2026. Further to authorize Bryan Smith, Town Administrator, to execute all necessary agreements.



Sustainability in Action

Bryan Smith  
Town Administrator  
Town of Erving

Dear Bryan,

On behalf of Allied Waste Services of MA, d/b/a Republic Services of Springfield (the Company), it is our pleasure to present this proposal for Municipal Solid Waste Disposal. We look forward to the opportunity to provide services to the Town of Erving (the Town) for solid waste disposal. We have a track record of leveraging Republic's assets and our contractual relationships for MSW disposal and recycling processing that will benefit the Town repeatedly over the contract term.

Republic Services would like to continue to grow our relationship through our many programs which can include support to initiatives and groups in the Town that can be tailored annually to address specific needs of Erving.

Pricing listed below for disposal listed below:

MSW Tip Fee: **\$102/ton**

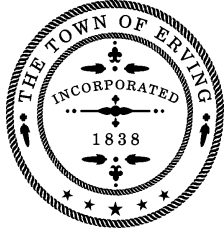
1 or 3 year disposal agreement starting on July 1, 2023. 5% increase in years 2 and 3.

MSW disposal will be tipped at **McNamara Transfer Station 44 Rose St. Springfield, MA 01104**. Hours of operation are **Monday through Friday 7:30am – 4:30am**.

Our proposals to extend the contract are conditional on the negotiation of a mutually acceptable contract. Thank you for the opportunity to submit this proposal for your consideration to service the Town. If I can be of any assistance, please do not hesitate to contact me.

Sincerely,

J. Tyler Finnegan  
Municipal Services Manager



# TOWN OF ERVING

## SELECT BOARD

12 East Main Street  
ERVING, MASSACHUSETTS 01344

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

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

Bryan Smith  
*Town Administrator*

June 23, 2023

To: Select Board

From: Bryan Smith, Town Administrator  
CC: Mariah Kurtz, Assistant Town Planner  
Glenn McCrory, Highway Superintendent  
Deborah Mero, Town Accountant  
Jennifer Eichorn, Treasurer

RE: Proposed FY2024 Electric Vehicle Charger Use Rate

We offer the following information for the purpose of the Board considering an appropriate rate to set for the use of the Town's electric vehicle charging stations.

Per the adopted policy, the Board will annually review and set the user fee rate. *"The fee will be comprised of three components, the rate and administrative fee components (reflected in the per-kWh fee), and a separate potential parking fee component (potentially included at some stations)."*

On February 27, 2023, the Select approved an amendment to the FY2023 rate, changing the FY2023 rate from \$0.35/kWh to \$0.65/kWh. Since then, rates have started to decline. For instance, the G-1 supply rate for National Grid rate reduced from \$0.32287/kWh to \$0.13393/kWh on May 1, 2023.

### **The Current Electricity Rates**

We are currently being charged the following rates for each utility company:

- a. Eversource: (Supply: \$0.22515/kWh; Delivery: \$0.10367/kWh) **\$0.32882/kWh**
- b. National Grid: (Supply: \$0.15347/kWh; Delivery: \$0.2496/kWh) **\$0.40307kWh**

### **2. Administrative Fee**

The purpose of the administrative fee is to collect funds for the ongoing software licensing, capital maintenance, and future replacement of equipment. I would recommend a minimum administrative fee rate of at least \$.10/kWh.

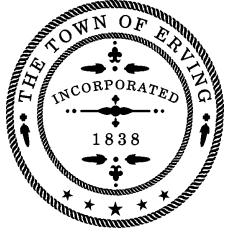
### **3. Parking Fee**

I am recommending that the Select Board does not adopt a parking fee for FY2024.

Therefore, I am recommending that the Select Board consider adopting a FY2024 rate of \$0.50/kWh.

**Recommended Vote Language**

A motion to adopt an FY2024 electric vehicle charging rate of \_\_\_\_ / kWh, effective July 1, 2023.



# TOWN OF ERVING

## SELECT BOARD

12 East Main Street  
ERVING, MASSACHUSETTS 01344

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

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

Bryan Smith  
*Town Administrator*

June 23, 2023

To: Select Board

From: Bryan Smith, Town Administrator

CC: Robert Holst, Chief of Police  
Elizabeth Sicard, Administrative Assistant

RE: Appointment and Re-appointment of Mutual Aid Police Officers

Chief Holst is requesting the Select Board consider appointing the following officers as Mutual Aid Police Officers, with the understanding that the Co-Responder program has broadened the Department's partnership. Chief Holst requests that the following officers are appointed with a term of July 1, 2023, through June 30, 2024.

### **Bernardston Police**

Chief James Palmeri  
Sergeant John Richardson  
Officer Curtis Weaver  
Officer Thomas Chabot

### **Gill Police**

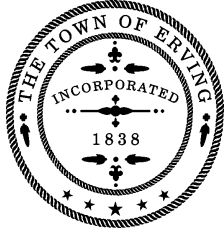
Chief Chris Redmond  
Sergeant Jason Bassett

### **Northfield Police**

Chief Jonathan Hall  
Sergeant Alexander Pirozhkov  
Officer Oleg Cobileanschi  
Officer Chad Sumner

### **Leverett Police**

Chief Scott Minckler  
Sergeant Steven Gould  
Officer Christian Santiago



# TOWN OF ERVING

## SELECT BOARD

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

Bryan Smith  
*Town Administrator*

June 23, 2023

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

RE: Ford F550 Plow Truck Procurement

At the Annual Town Meeting in May 2023 the voters approved a budget of \$125,000 to purchase a new plow truck with a hydraulic dump body and sander. In past years, the Town conducted its own invitation for bids process to procure the cab and chassis and then separately the build and installation of the dump body. For the last procurement, the Town used State contract VEH110 for light and medium-duty vehicles. To conduct this procurement, we used the version of VEH110 that was updated in March 2023.

Using the required quote request form the Town developed a list of required and preferred features that specified a new blue Ford F550 plow truck with upfit. On May 17, 2023, the request was sent to four (4) vendors listed on the contract with a request for submissions to be returned by email by June 12, 2023. Colonial Ford, Inc. was the only vendor to respond. For the model year 2024, with the features as specified, the vendor is offering purchase price of \$113,809.24. The response is attached.

Because the industry is still recovering from prior delays and order cancellations, the vendor cannot guarantee a delivery timeline for this vehicle now. In discussion with the vendor, the Town could purchase a model year 2023 F550 truck that matches the specifications, except the color would be either white or green. These trucks are already in stock and the upfit and build process could begin soon after purchasing. If the Select Board was to proceed with this option, there could be a slight savings of \$6,000 for the model year increase, but I would propose that we use those savings towards having the truck painted blue to match the last truck that we ordered. The cost for repainting the truck is \$7,500. So, the final purchase price would be \$115,309.24.

### **Suggested Vote Language:**

A motion to award the procurement for the Ford F550 plow truck to Colonial Ford of Marlboro, MA 01752 in the amount of \$ \_\_\_\_\_ and to authorize Bryan Smith, Town Administrator, to execute all necessary agreements.





## VEH110 Quote Form: Vendor Response

Cells which require input are shaded blue and will turn white when filled. Additional cells are optional.

**FOR BIDDING VENDORS:** This (Vendor Response) tab must be completed by the bidding vendor and submitted to the purchasing entity. If the bidding vendor would like to submit a separate specification sheet, it must be submitted to the purchasing entity along with this form.

Use one quote form per vehicle specification. Only multiples of the exact same spec'd vehicle can be included on each individual form.  
For options/upfits/transferred equipment, each line item must be fully populated.

### VENDOR INFORMATION

Legal Name:	Colonial Ford, Inc.		
Company Address:	61 Brigham St Marlboro Ma 01752		
Name of Company Contact:	Jay Matisko		
Contact Phone:	774-556-2531		
Contact Email:	jmatisko@buycmg.com		
Date of Quote:	5/24/2023	Quote Number:	Erving F550
		Order By Date:	6/30/2023

### VEHICLE SPECIFICATIONS / INFORMATION

VEH110 Vehicle #, if Applicable:		Vehicle Being Sourced From:	
		If Sourced from Stock, Stock #:	
<b>Vehicle Offered</b>		<b>Vehicle Offered</b>	
Model Year:	2023	Seating Capacity:	3
Make & Model:	Ford	Exterior Color:	Blue
Trim Level:	F550	Interior Color and Material:	Gray
Drive Train:	4WD		
Body Code & Pkg.:	F5H		
Engine Details:	7.3L	Base Vehicle Contract Price:	\$47,325.00
Engine Designation:	Internal Combustion Engine		
		Quantity of Vehicle Offered:	1
For Trucks and Vans:	Wheelbase:		Roof Height or Bed Length:

### ADDED DISCOUNTS / INCENTIVES / CREDITS (PER VEHICLE)

Grants		Notes:		
Tax Credits/Rebates			Total Additional Incentives:	\$0.00
Promo. Discounts				
Volume Discounts				

### ORDER & DELIVERY TIME LINE / DELIVERY LOCATION / TRADE-IN INFORMATION

MY Order Bank Status/Open Date:	MY Production Status/Dates:		
Lead Time should be referenced in weeks (only use days if less than one week applies):			
Vehicle Lead Time from OEM to Dealer:	TBD	Upfit/Transfer Lead Time at Dealer:	TBD
Vehicle Lead Time at Sub-Contractor:	TBD	TOTAL Order to Delivery Lead Time:	TBD
Delivery Location (from Dealer to Purchaser):		Erving	
Delivery Fee (may ONLY be applied when delivery location is outside mainland MA):			
Trade-Ins May Be Allowed to Reduce Acquisition Cost, Based on Applicable Procurement Regulations (not allowed for Executive Branch purchasers):			
Trade-In Details (Year, Make, Model):		Trade-In Value:	

### PRICE SUMMARY

Per Vehicle, Contract Base Price:	\$47,325.00	Per Vehicle, as noted in the applicable sections:	
Total Additional Incentives:	\$0.00	Total Factory Options:	\$8,996.24
Trade in Value, if applicable:	\$0.00	Total Upfit/Transfer/Delivery:	\$57,488.00
<b>TOTAL COST PER VEHICLE:</b> (including all add-ons and incentives)	<b>\$113,809.24</b>	<b>QUANTITY:</b>	<b>1</b>

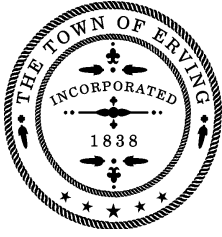
**Based on Pricing, Contract Language Requires Three Quotes be Solicited**

**TOTAL PURCHASE PRICE (if move forward with PO): \$113,809.24**

### ADDED FACTORY (OEM) OPTIONS AND PACKAGES (PER VEHICLE)

Quantity per Vehicle:	Factory Code:	Option / Accessory Description:	Price Per Unit (Cost Plus):	Total Per Vehicle:
1	TGM	TIRES: 225/70R19.5G BSW Traction (4 TRACTION TIRES REAR)		\$179.92
1	90L	POWER EQUIPMENT GROUP		INCLUDED
1	18B	PLATFORM RUNNING BOARDS		\$302.64
1	512	SPARE TIRE, WHEEL & JACK		\$331.76
1	X8L	LIMITED SLIP		\$374.40
1	68M	19,500 PAYLOAD PLUS		\$1,093.04
1	473	SNOW PLOW PREP		\$237.12
1	61L	FRONT WHEEL WELL LINERS		\$170.56
1	86M	DUAL BATTERY		\$198.64
1	67B	410 AMP DUALALTERNATOR		\$108.16





# TOWN OF ERVING

## Treasurer's Office

12 East Main Street  
Erving, Massachusetts 01344

Tel. 413-422-2800 ext. 1112

Fax 413-422-2806

Email: [jennifer.eichorn@erving-ma.gov](mailto:jennifer.eichorn@erving-ma.gov)  
[jean.fountain@erving-ma.gov](mailto:jean.fountain@erving-ma.gov)

Jennifer Eichorn  
Treasurer  
Jean Fountain  
Assistant Treasurer

June 21, 2023

To: Select Board  
From: Jenifer Eichorn, Treasurer

RE: Erving Financial Management Software

The Town conducted a request for proposals (RFP) process for projects anticipated to cost more than \$50,000. The RFP specified the procurement of cloud-based software for financial management, for payroll, accounts payable, budgeting, and capital requests, and support services for a three (3) year contract. The procurement was made available on March 08, 2023 by advertising on the Town website, COMMBUYS, the Goods & Services Bulletin, and in the local newspaper. Questions were due by March 21, 2023, and Addendum #1 was issued on March 23, 2023.

Deadline for bids was April 5, 2023, at 2:00 PM. As of the stated deadline, the Town received three (3) bid submissions from:

- Edmunds-GovTech of 301 Tilton Road, Northfield, NJ 08225 in the amount of \$135,070.00
- Zobrio of 100 Schoosett Street, Pembroke, MA 02359 in the amount of \$223,722.00
- Oracle of 500 Oracle Parkway, Redwood Shores, CA 94065 in the amount of \$81,758.16 plus \$115,000-\$160,000 for implementation charge

The submission from Oracle included alterations to the statutory required language in the attestations regarding non-collusion and many pages of the submission were stamped as confidential. Further, the vendor took exception to the Town's confidentiality agreement that all vendors were told would be a condition of the procurement. Because the statutory language had been altered the submission cannot be accepted. Further the conditional nature of several aspects of the rest of the submission are further reasons that the submission cannot be accepted.

The remaining proposals from Edmund-GovTech and Zobrio, were evaluated using the comparative criteria. The rule for award was to the most advantageous proposal from a responsive and responsible proposer, taking into consideration price and all other evaluation criteria set forth above. We conducted a review process which entailed a demonstration of the product, completion of the Comparison Criteria and interviews of the references. It is my recommendation that the procurement for the Erving Financial Management Software is awarded to Zobrio of Pembroke, MA, as the most advantageous proposal received, for a three (3) term of July 1, 2023, to June 30, 2026 in the amount of \$223,722.

**Suggested Vote Language:**