

Copy of Approved Meeting Minutes
Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Monday, February 26, 2024
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

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

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

Review Asbestos Removal Professional Services Proposal – Wastewater Department, Historical Building and Fire Station 2

Town Administrator, Bryan Smith, explained the process for removal from site, disposal, and necessary paperwork and stated that it would be a one-day collection. Bryan informed the Select Board members that \$20,000 for this project was a special article approved at the Annual Town Meeting. **Selectman Bastarache** made a motion to award the contract for ASB pipe removal to Strategic Environment Services, 362 Putnam Hill Road, Sutton, MA 01590 in the amount of \$9,565.00 and authorize Wastewater Superintendent, Peter Sanders, to execute all contracts as needed, seconded by **Chairman Smith**. **Vote:** Unanimously approved. **Chairman Smith** made a motion to engage Atlas, 73 William Franks Drive, West Springfield, MA 01089 for Hazardous Materials Consulting Services, Proposal #23-13691 for Erving Fire Station #2 in the amount of \$1,500.00 and to authorize Town Administrator, Bryan Smith to sign all documents necessary, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

Review of Meeting Minutes of March 13, 2023

The Board tabled for a future meeting.

Review of Meeting Minutes of January 29, 2024

Selectman Bastarache made a motion to approve the meeting minutes of January 29, 2024, as written, seconded by **Chairman Smith**. **Vote:** Unanimously approved.

Review of Meeting Minutes of February 5, 2024

The Board tabled for a future meeting.

Review and Potential Appointment to Cultural Council Vacancy - Letter of Interest from Catherine Glennon

Selectman Bastarache made a motion to appoint Catherine Glennon to the Cultural Council effective February 26, 2024, with the term ending June 30, 2026, seconded by **Chairman Smith**. **Vote:** Unanimously approved.

Review and Potential Appointment to Council on Aging Vacancy - Letter of Interest from Leo Parent, Jr.

Chairman Smith made a motion to appoint Leo Parent, Jr. to the Council on Aging effective February 26, 2024, with the term ending June 30, 2025, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

Review and Issuance of Water Commitment #10

Chairman Smith made a motion to approve FY24 Water Commitment #10 for final water use charges at 48 River Road for \$42.38 and 3 Central Street for \$43.71 for a total commitment of \$86.09, seconded by **Selectman Bastarache**. Vote: Unanimously approved.

Discussion Regarding Former IP Mill RFP Questions for Addendum

Town Administrator, Bryan Smith, explained that the Town has been asked if there would be an interest in making an available parcel to be part of the RFP process. He explained that the parcel is town-owned and is approximately 1.58 acres. He explained that it is part of the embankment that supports Papermill Road. **Chairman Smith** suggested revisiting the topic a little later in the meeting when the Capital Planning Committee and Finance Committee have joined them.

Review of Health & Safety Plan Policy – Use of Town Provided Vehicles & Equipment, Excavation and Trenching - 1st Read

The Select Board members conducted a first reading of the draft Town Provided Vehicles & Equipment policy, and draft Excavation & Trenching policy. Select Board members agreed to have the second reading at the next meeting.

Review Surplus Equipment Request – Library

The Select Board members conducted a first reading of the surplus property request from the Public Library that includes, 1- acoustic guitar, 1- Egyptian framed art, 1- desktop hanging file folder rack, 2- furniture moving pads with wheels, 1- large format printer, 1- paper cutter, 1- iMac, 3- Dell desktop all-in-one, 6- Kindles. **Selectman Bastarache** suggested maybe the guitar could be transferred to another department, maybe the school music department for example. The Select Board members agreed to table and discuss at the next meeting.

Review of Bridge Street & Maple Avenue Procurement Recommendation

Highway Superintendent, Glenn McCrory, joined the Select Board members. Town Administrator, Bryan Smith, reviewed the procurement recommendation from the engineers and verified the base bid numbers. Bryan explained that eight (8) vendors bid and that the three (3) lowest bids were put forward. **Selectman Bastarache** made a motion to award A. Martins & Sons Construction, Inc. for the Bridge Street Wall Replacement and Maple Avenue Roadway Improvements Project in the amount of \$707,810.00 for the Base Bid, and authorize Town Administrator, Bryan Smith to execute all documents necessary, seconded by **Chairman Smith**. Vote: Unanimously approved.

Review and Approval of Upper Pioneer Valley Veterans Services MOA

Selectman Bastarache made a motion for the Town of Erving to remain a member of the Upper Pioneer Valley Veterans' Services District by renewing the existing intermunicipal agreement, effective July 1, 2024, through June 30, 2026, and to authorize Jacob Smith, Select Board Chair, to execute all necessary agreements, seconded by **Chairman Smith**. Vote: Unanimously approved.

Joint Meeting with Finance Committee & Capital Planning Committee: Review of FY2025 Budget Requests: Education

Chairman Smith called the joint meeting with the Finance Committee and Capital Planning Committee to order at 7:00 PM. Finance Committee members Debra Smith, Daniel Hammock, Thomas Duffy, and Benjamin Fellows, as well as Capital Planning Committee members Linda Downs-Bembury and Peter Mallet joined the meeting.

Review of FY2025 Operating and Capital Budget Requests – Health & Human Services and Culture & Recreation

Review of the Board of Health & Health Agent Services Budget Request

Board of Health Chair, Jeffrey McAndrews joined the joint meeting to present the FY2025 operating budget request of \$59,608.00. Jeff briefly touched on several services that are being such as the Health Nursing Program through the FRCOG (Franklin Regional Council of Governments) that has been very successful, which includes the foot clinic and vaccine clinics. He mentioned that the Nursing Program is looking into specialized foot care for seniors and that it is currently in the discussion stage. Jeff stated that the Board of Health and the Health Agent continue to work on open correction/condemnation orders and active housing court cases. Jeff explained that our Health Agent shares services with the towns of Northfield and Shutesbury and recently placed an order for covid supplies that will be provided to the public. Jeff explained that the Board of Health fees have not changed in over 20 years and the Board will be reviewing them to try to be more in line with surrounding communities. He mentioned that the Board of Health recently agreed to contract with the Mosquito Control District Program for surveillance and monitoring. Jeff explained that through the Franklin Regional Council of Governments our Health Agent will soon be equipped with a new inspection software complete with inspection equipment and explained that the local Board of Health members will be receiving laptops and tablets to help meet the needs of online trainings that are now being required by the State Department of Public Health. Jeff explained the budget increase of \$600.00 for the Clerk to have a Town provided phone, and talked about the budget for the Health Agent expenses including mileage, training, certifications, etc. **Selectmen Bastarache** asked about the percentage of where services are being used per town for the Health Agent. Jeff explained that it has been broken down by percentage and he can provide that separately but stated that the requested \$59,608.00 budget does not reflect the assessment for the shared services. He explained that under the current assessment percentages, Erving will be responsible for \$23,843.20 after all assessments have been collected from Northfield and Shutesbury. The Select Board thanked Jeff for his presentation.

Review of Senior Services Budget Request

Senior & Community Center Director, Paula Betters joined the joint meeting to present the FY2025 operating budget request of \$182,780.00. Paula explained that one of the goals is to offer more lunches. Paula stated that she and Activities Coordinator, Dulcie McAndrews, will be going for their ServSafe certification so that they can offer lunches from LifePath. Paula stated that Dulcie will be bringing in more programs and that the Senior & Community Center calendar is filling up. Paula reviewed upcoming activities and events. Paula shared that 50-60 people are coming to the Center daily. She explained that they want to plan more bus trips and expand afternoon offerings, new programs, and hope to bring in new people. Paula stated that the FY2025 budget is level-funded and went on to explain that she moved monies around between accounts to help keep the budget level-funded. Paula explained that the Purchases of Service line is for instructors. The Select Board thanked Paula for her presentation.

Review of Public Library and Board of Trustees Budget Request

At 7:24 PM Finance Committee member, Daniel Hammock, recused himself from the discussion due to a conflict of interest. Library Director, Abigail Baines, joined the joint meeting to present the Public Library's FY25 operating budget request of \$266,788.00 and the FY25 Estimated capital budget project request of \$3,000.00-\$5,000.00. Abby explained the increase in staff to meet the needs of patrons, specifically in Youth Services. Abby reviewed the goals and initiatives provided in her written summary which included assisting patrons in using digital resources, documenting building use practices and the accessibility of meeting rooms for Town Departments and talked about further grant funding for programs and services. Abby stated that there have been approximately 1,000 patrons visiting per month at the Library. Abby

explained that they have new hours and have partnered with other Departments. Abby stated that one of the challenges is keeping up with the needs of the patrons. She explained that they must always have two staff on duty for safety and consistency purposes. Abby explained that they would like to increase the Youth Services Librarian from four days to five days a week. Capital Planning Committee member Linda Downs-Bembury asked if there are enough staff to meet the demands and supports the increase of one more day for the Youth Services Librarian. Abby explained that the Public Library currently has one substitute, and they are in the process of hiring another to help with staffing. Abby talked about the FY25 capital planning budget request of \$3,000.00-\$5,000.00 and the need to gain control of the lighting system, explaining that this is a leftover project from the original opening of the building in 2020. She stated that there are safety risks to be corrected and there is a potential impact with the electric bill. She stated that the number one safety risk is that the lights in the two main bathrooms shut off after 90 seconds, and there is no safety pull cords to be able to get help if a patron is left in the dark. Secondly, she has been getting reports from the community about the lights being on all hours of the night. Abby explained that it would be great to have it addressed in FY24 if possible. The Select Board members agreed that the capital request may not meet the threshold to be a capital project and **Chairman Smith** stated that it could be covered as an operating expense. The Select Board thanked Abby for her presentation.

At 7:41 PM Finance Committee Member Daniel Hammock rejoined the joint meeting.

Review of Recreation Services Budget Request

Recreation Commission members Erik Eichorn, Jacquelyn Boyden and Assistant Breta Petraccia, joined the joint meeting to present their FY25 operating budget request of \$86,135.00 and capital planning request of \$45,000.00. Jacquie described how each of the Recreation Commission members has taken on specific responsibilities which have proven to be successful with activities, events, and programs. Jacquie stated that the Halloween event was very successful and the event with Santa brought in 150+ people. She did describe, however, the challenge with the Summer Park Program as the enrollment decreased down to 20 with a new Director. Jacquie explained that for grounds and parks a playground specialist came in to evaluate what equipment needs to be replaced. Jacquie explained that goals include tracking costs and trying to improve programs year after year and they are promoting the summer concert series. Jacquie explained that the biggest driver is Summer Park. Jacquie stated that they were able to track and breakdown the budget with new software. Regarding wages for Summer Park, Jacquie explained that the Summer Park wages followed the town wage schedule. She explained that to cover some of the expenses for the program they've decided that they must increase the attendance fee and Jacquie and Breta expressed that they can't see how this program can be self-funding as the enrollment is low and the expenses are high (busses, events, and programs). She stated that some of the events are free. Jacquie explained that the Recreation Commission also needed a new tent for the Summer Park Program, and they felt it was more feasible to rent a tent rather than to purchase a new one with the reasoning that there is no need to store it, maintain it, or set up and take down. Jacquie explained that going into FY25 and beyond for Parks and Grounds projects, they are looking ahead to a necessary redesign of the playground at Zilinski Field in FY27, and in FY25, a feasibility study to do a total park redesign at Veterans' Field which will be a multi-year project. She stated that the tennis courts at Veterans' Field have been declared surplus, and there was talk of the prospect of the dugouts being burned as a training exercise for the Fire Department. That has yet to be determined. Finance Committee Chair, Deb Smith, asked what the timeline is for Veterans' Field. Jacquie explained the feasibility study process and the prospect of applying for a PARC grant, explaining that it would involve surveying and breaking out the Veteran Monuments and the Fire Station area. Jacquie also mentioned the goal of taking down the water tower at Riverfront Park to make space for other things. The Select Board thanked Erik, Jacquie, and Breta for their presentation.

Review of Pearl B. Care Building and Historical Commission Budget Request

Historical Commissioner Philip Johnson joined the joint meeting to present their FY25 operating budget request of \$14,000.00 and capital request of \$10,000.00. Phil announced that the Historical Commission has reached six (6) out of the seven (7) members needed for a full commission. Phil described a few accomplishments reached by the Commission such as a draft Demolition Delay By-Law and Archaeology Accountability Policy is under review by Town Counsel, they received grant funding for Erving Historical Structures Inventory and advertised for consultants, although received no responses and are working with Massachusetts Historical Commission to advertise again. Phil stated that now that the Historical Commission is responsible for the Pearl B. Care building, they have begun to study the contents of the building, the physical condition of the building and the prospect of its use and public access. Phil explained that it has been winterized for 4 years and that there is damage to sections of the building and is not heated and there is no running water currently. Phil was asked to explain the difference between a Historical Commission and a Historical Society. He explained that the Commission is project oriented, and a Society focuses on the history of the community. Phil explained that they will need money to bring the building up to code for ADA compliance and to fix the damaged sections and thought perhaps it would need a capital request. Deb Smith from the Finance Committee/Capital Planning Committee recommended the request be put into the operating expenses as it is considered maintenance and upkeep. The Select Board thanked Phil for his presentation.

Review of Veteran Services/Ceremonial Services Budget Request

Town Administrator, Bryan Smith, presented the FY25 budget requests for Veteran Services and Ceremonial Services. Under Veteran Services Bryan explained that there is a slight increase in benefits. He talked about the increase of \$600.00 in Professional Contracting Services due to an increase in the assessment from the Upper Pioneer Valley Veterans Services District. He stated other than that, the Veteran Services budget is level funded. For Ceremonial Services, Bryan explained an increase of \$1,000.00 due to the cost of flags having increased. This line covers seasonal decorations and flags throughout town. The Select Board thanked Bryan for presenting on behalf of Veteran and Ceremonial Services.

Budget Calendar

The Select Board, Finance Committee and Capital Planning Committee members agreed that the next joint meeting will be held on March 11, 2024, for FY2025 proposed Capital and Operating budget review and recommendations.

Continue Discussion Regarding Former IP Mill RFP Questions for Addendum

Chairman Smith explained about the 1.58-acre parcel that Bryan had put before the Select Board members in the beginning of the meeting. After a brief discussion, **Chairman Smith** made a motion to make parcel 4-0-35 available as part of the IP Mill Redevelopment RFP Addendum and to extend the submission date to April 4, 2024, and issue said addendum effective February 27, 2024, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

Chairman Smith made a motion to adjourn the joint meeting with the Finance Committee and Capital Planning Committee at 8:58 PM, seconded by Deb Smith. **Vote:** Unanimously approved.

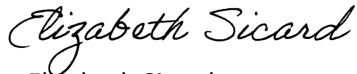
Executive Session

At 8:58 PM **Chairman Smith** made a motion to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open

meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares. **Chairman Smith** stated that he does so declare. (NEPBA 121, Police Unit) **Chairman Smith** stated that the Select Board will not return to Regular Session. **Selectman Bastarache** seconded. Roll Call Vote:

Selectman Bastarache	Aye
Chairman Smith	Aye

Respectfully submitted,



Elizabeth Sicard
Administrative Assistant