

# Town of Erving Capital Planning Committee

12/14/2023 7:00 PM Held at the Erving Public Library

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## In Attendance & Call to Order

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In attendance were committee members Chair Benjamin Fellows, Linda Downs-Bembury, Peter Mallet, Deb Smith. Jacob Smith participated remotely via phone. Also in attendance were Town Administrator Bryan Smith, Highway Superintendent Glenn McCrory, Foreman Thomas Duffy, Chief Robert Holst, Chief Phil Wonkka, Water/Wastewater Superintendent Peter Sanders, Recreation Members Eric Eichorn and Jackie Boyden, School Committee Member Mark Blatchley, Senior/Community Center Director Paula Betters, Cemetery Commission Members Holly Fitzpatrick and Laura Bezio, Community Planner Mariah Kurtz, Library Director Abigail Baines,

The committee was called to order at 7:06pm.

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## Approval of Minutes

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Passed Over.

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## Old Business – Discussion of FY24 Capital Requests

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The committee discussed the elementary school's prior capital requests for the replacement carpeting and phone system upgrades. Both of these projects have been completed. Deb asked if we could request the school committee to close the accounts and return the funding to the capital stabilization account. If the school committee agrees an article will be needed on a future town meeting warrant to move the funds. The school committee previously voted to close the accounts for the walking track and the event chairs and return the funds to capital stabilization. On a motion by Jake and seconded by Pete, the committee voted unanimously to close the event chair and walking track accounts and request a town meeting warrant article to transfer the funds to the capital stabilization account.

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## Old Business – Drafting a Vehicle Useful Life/Replacement Policy

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Bryan will draft a policy and present it at our next meeting.

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## New Business – Department Head Presentations for Prior FY Capital Projects

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- Mark Blatchley presented for the School Committee –
  - On September 19<sup>th</sup> the school committee voted to close the Walking Track (\$14,000) and Event Chairs (\$12000).
  - Classroom Furniture Project - \$38419 -the school committee will propose returning the funding.
  - The school committee would like to keep the following funding –
    - Security Upgrades - \$7799.71
    - Window Shades - \$30,000 - No current quotes obtained.
    - Phone Upgrades - \$ 5000 – Capital had discussed previously to ask this account be closed. Project is complete, funding was not used, and any other phone expense should be operating costs.
    - Walk In Freezer - \$ 23078.44 - Bill just arrived this amount will be used to pay it.
- TBD and Future Projects –
  - Roof will need to be done possibly in conjunction with a future HVAC project. The school has been awarded a \$100,000 grant towards exploring the HVAC system and repair/replacement costs.
- Mark Blatchley presented for the Conservation Commission – All of the Con Com's prior capital projects have been completed.

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## New Business – Department Head Presentations for Prior FY Capital Projects - Continued

- Paula Betters for the Senior Center –
  - Senior Center Exit Roofs \$3200 and Senior Comm HVAC \$27K can be closed.
  - Senior Center Fitness Equipment \$6700- remain open for ongoing equipment purchases.
- Chief Phil Wonkka for the Fire Department –
  - Fire Ventilation Update - project is coming in around \$70K so hopefully will have remaining funds to return once project is complete. Hopefully will be completed in March 2024.
  - Two Radio Accts - Would like to leave for a year or two more.
  - FD Portable Pumps, Cab for the Skid Steer, FD Hose/Gear and Defib - Leave – would like to have these remain open.
  - Cab for Gator \$5K, GPS Units \$13.98, and Class A Uniforms can be closed.
- Holly Fitzpatrick for the Cemetery Commission –
  - Working with a company to possibly make space in the center cemetery as well as possibly across the street. Looking at three types of burials traditional, cremains and green. The process for finding/building a new cemetery would be a phased approach.
  - Pete asked if there was any type of buyback program for unused/no longer needed lots. Holly said there wasn't at this time. She further explained you can't incentive this and with Erving's low cost there wouldn't be much interest. Holly also explained that as of January 1<sup>st</sup>, 2024 there will be rate increases and new policies going into place.
- Chief Robert Holst for the Police Department –
  - Police Safety Speed Monitor \$750 – close
  - Cruiser Body Camera – keep.
  - Door Access Security – Project is currently in progress and funding is still needed.
- Peter Sanders for the Water/Wastewater Departments –
  - F250 \$2500, Van \$147, Autoclave \$2200 – can close all three.
  - Water – Copier \$850, Propane Heaters \$3000, and Sampling Stations \$10,000 can close all three.
  - Open Capital - The Tank Mixer project is ongoing and funding is still needed.
  - Lead Service Line Replacement is ongoing and line checking should be starting this spring.
  - Removal of asbestos pipe is ongoing funding still needed.
  - Mission Software is ongoing.
  - Upgrade the sewer line from school to care drive - \$149,000 - Bryan would like it to remain as the funding could possibly be put towards the upgrades needed for the possible senior housing project.
- Glenn McCrory for the Highway Department –
  - Mountain Road - \$4870 – would like to keep
  - Bridge St - Ongoing, out to bid in January.
  - Street Light Repair - Needs to Remain,
  - Street Light Expansion - \$162,
  - Plow Truck/Sander \$5K left but waiting on final invoice. Once the invoice is paid Glenn would like to keep open with remaining balance to put towards future vehicle.
  - Solar Message Board & Trailer \$1560 – would like to keep
  - Trench Box/Shield \$5200 – this can be closed.
  - DPW Loader - Lease payment deducted from this line, so it needs to remain open.
  - Maple Ave Landfill - Not Glenns
  - Roll Off Dumpster - \$5,000 can be closed.

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## New Business – Department Head Presentations for Prior FY Capital Projects - Continued

- DPW Dry Storage Building – Glenn would like to know if a portion of this funding can be used towards the purchase of a mobile office trailer. The committee was in favor of this, make sure the amount requested covered all aspects including site prep, furniture, wiring, etc need to make space functional.
- Eric Eichorn and Jacquie Boyden for the Assessors –
  - AP Software - will be moving to cloud early next year so would like that to remain.
- Eric Eichorn and Jacquie Boyden for the Recreation Commission –
  - Tennis Courts at Vets Park, \$63,000, Roofs/Bath House at Zilinski Field, \$1700 and Riverfront Park Water Tower, \$4700, can be closed.
  - Volleyball Court at Zilinski Field will be installed this spring. ADA compliance work will begin this spring.
  - Riverfront Electrical Park \$23K Working with Tech School to complete the electrical at pavilion. H
  - Hammock Park renovation and improvements - just need to finish walkway highway will do when they do other small walkways.
  - Zilinski Park Dugouts – work is ongoing.
  - Parc Grant Writer – would like to have a feasibility study instead of PARC Grant writer. They feel this is truly the next step and not the grant writer. Both Zil & Vets are being surveyed to determine boundaries. They will present an updated version of the recreation plan. They need to start at ground zero and scrap the 25yr plan, re-inventory everything and go from there. PARC Grant Writer can be closed out.
- Mariah Kurtz for Community Planning –
  - Wheellock St Culverts Project is completed. Came in under budget.
  - IP Mill - MA Development would like to see progress. They feel we need to either start moving forward with the funding or return the money. \$3.4 M for full demo. Discussion on when and how to move forward with IP Mill Demo and timing of STM & Vote. Mariah feels if we can present MA Development with a plan of action, they will be ok allowing funding to remain in place. We should plan on June 30th as the deadline to either move forward or return funding to them.
- Bryan Smith for all other outstanding projects –
  - Final Software in progress, planning January 1 launch.
  - Historical Building Funding is still needed.
  - Computers - Ongoing will consume remainder of funding.
  - Erving Center Village Planning, Town Wide Signage, Historic Inventory Project, Subdivision Regulations, Permanent Record Restoration, Railroad Crossing for PanAm, Mothball Usher Site – Keep all of these.
  - Town Hall Phones and Town Hall Lighting - Close,
  - IP Mill, Town Hall Feasibility Study \$149,000, Equipment for Meetings \$16,000 – Keep both.
  - The Double Barrell Syphon will need to have some repairs done on this and \$27K would probably not be enough so could close out and redo in future.
  - Deb expressed frustration that the Ridge Rd lights are not done. They were presented as a safety issue and after residents' concerns/complaints were heard the projects was stopped. Deb feels presenting as a safety issue and not moving forward feels disingenuous. Residents can express concerns but those concerns should not stop safety improvements from moving forward.

## Adjournment & Next Meeting Dates

On a motion made by Pete and seconded by Linda the Capital Planning Committee voted unanimously to adjourn at 9:39 pm.

Respectfully Submitted By

Debra L. Smith

