

Board: Select Board / Water Commissioner's Meeting
Date: Monday, February 05, 2024
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

Select Board Present: Jacob Smith, James Loynd, Scott Bastarache

At 7:04 PM **Chairman Smith** called the meeting to order.

Review of Non-Union Police Department Personnel Compensation Schedule

The Select Board members reviewed the proposed FY2024 Non-union Police Personnel compensation Schedule. **Selectman Bastarache** stated he had no concerns, and it is the same as the process as all other departments. The Select Board members discussed and confirmed that the policy would be effective retroactively to July 1, 2023. **Selectman Bastarache** made a motion to adopt the Non-Union Police Department Personnel Compensation Schedule as presented effective July 1, 2023, seconded by **Selectman Loynd**. Vote: All in favor

Discussion Regarding 2024 Almost Anything Goes Program

The Select Board members discussed the 2024 Almost Anything Goes residential bulky waste collection program and a proposal to host a collaborative collection event with the Franklin County Solid Waste Management District. Town Administrator, Bryan Smith, explained the changes in Erving's ability to collect waste at Public Works and the need to direct residents to transfer stations in other communities. Bryan stated that the Franklin County Solid Waste Management District has offered to host their "Clean Sweep" event site in Erving this May and October where Erving residents, along with County residents in neighboring towns, could bring their items for disposal for a fee. This option would provide Erving residents with an in-town collection option and our colleagues in the Solid Waste Management District would handle the logistics with the disposal vendors. The Select Board members discussed the idea of using the Senior and Community Center parking lot for this event. Bryan stated that if the Select Board members agree, the information can be added to the Almost Anything Goes flier. The Select Board agrees.

Selectman Loynd recused himself from the meeting at 7:16 PM.

Review and Potential Appointment of Historical Commission Vacancy Letter of Interest – Kelly Loynd

Town Administrator, Bryan Smith explained that he received a letter of interest from Kelly Loynd to be appointed to the Historical Commission. **Selectman Bastarache** made a motion to appoint Kelly Loynd to the Historical Commission effective February 5, 2024, with a term ending on June 30, 2026, seconded by **Chairman Smith**. Vote: passed by majority.

Selectman Loynd rejoined the meeting at 7:18 PM.

Discussion Regarding Town Planner Position Preliminary Screening Committee

Town Administrator, Bryan Smith, presented a request for the Select Board to appoint a 5-member preliminary screening Committee for the upcoming vacancy of the Town Planner position, made up of One (1) Select Board member, Town Administrator, one (1) department head and two (2) community members. The Select Board members agreed with Bryan's recommended makeup of the screening committee. Bryan will put out a request for interest.

Selectman Loynd recused himself from the meeting at 7:23 PM.

Discussion Regarding Surveying Services for Care Drive ROW and Subdivision

Town Administrator, Bryan Smith, explained what transpired at the last meeting of the Senior Housing Committee with Rural Development Inc. (RDI) and that there were changes made to the conceptual layout. Bryan and the Select Board members discussed the changes and the request to engage professional surveying services to prepare descriptions for the proposed road alterations and lot divisions. After discussion about the proposal for services, **Selectman Bastarache** made a motion to engage Edward C. Muszynski, PLS for surveying services for the Care Drive Housing Project for \$10,000.00 plus any additional fees for bound provided, and authorize Town Administrator, Bryan Smith to execute all paperwork, seconded by **Chairman Smith**. **Vote:** Approved by majority.

Selectman Loynd rejoined the meeting at 7:40 PM.

Surplus Equipment Request – Community Planning

The Select Board received a surplus request from the Recreation Commission for a tent. Recreation Commission member, Jacquelyn Boyden, stated that there is no value to the tent as it is in disrepair. A second surplus request was received from Community Planning for an office chair that is old, of no value, and no longer needed. Based on the recommendations of the departments, **Selectman Bastarache** made a motion to deem the office chair as surplus property and offer it for free to residents on a first come, first served basis, seconded by **Selectman Loynd**. **Vote:** Unanimously approved. **Selectman Bastarache** made a motion to deem the tent surplus property and dispose of it properly, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review of Proposed Personnel Policies & Procedures Manual Draft

The Select Board members reviewed the revised Personnel Policies & Procedures manual draft. **Selectman Bastarache** expressed that he would like to get the policy moved forward even if not in 100% agreement. The Select Board members discussed wanting to review the proposed Personnel Bylaw language to ensure that there are no discrepancies between the proposed bylaw and the current draft of the Personnel Policies & Procedures manual. The members reviewed the Overtime section and discussed the methodology of calculating overtime (time off vs. time worked). They discussed the meal break change (opting out) and agreed it can be revoked at any time. They agreed that holiday time is not included in the calculation for overtime unless there are hours worked on a holiday, and then time and a half would be calculated. Under the Holiday section they made a change to the verbiage, deleting the word “unscheduled”. Town Administrator, Bryan Smith, noted that the Select Board members agreed that in calculating overtime, sick, personal and vacation time would be inclusive. The Select Board members discussed the Compensation Time section and agreed that compensation time must be paid out within 30 days of being earned. The Select Board members discussed the reorganization of the FMLA wording and it seemed contradictory; **Chairman Smith** reworked the verbiage. **Selectman Bastarache** made a motion to adopt the Personnel Policies & Procedures Manual as amended, numbered ADM-140 with an issue date of February 5, 2024, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Next Meeting

The Select Board members discussed holding the next meeting with the Finance Committee and the Capital Planning Committee for FY2025 Education budget request presentations, on February 12, 2024, at 7:00 PM.

Adjournment

Chairman Smith made a motion to adjourn the meeting at 8:20 PM, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Respectfully submitted,

Elizabeth Sicard

Elizabeth Sicard
Administrative Assistant