

Board: Select Board / Water Commissioner's Meeting
Date: Monday, January 22, 2024
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

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

At 6:07 PM **Chairman Smith** called the meeting to order.

Executive Session

At 6:07 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 return to Regular Session. **Selectman Loynd** seconded.
Roll Call Vote:

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|-----------------------------|-----|
| Selectman Bastarache | Aye |
| Selectman Loynd | Aye |
| Chairman Smith | Aye |

Regular Session

At 6:43 PM **Chairman Smith** called the Select Board meeting back to order in Regular Session.

Approval of Federal FY2023 Emergency Management Performance Subgrant Award

The Select Board members reviewed the federal FY2023 Emergency Management Performance subgrant award to the Emergency Management Department in the amount of \$2,700.00. After a brief discussion between Philip Wonkka, Fire Chief and Emergency Management Director, and the Select Board members, the Select Board members expressed no concerns. Bryan Smith, Town Administrator, indicated there was a need for signatures. **Selectman Bastarache** pointed out one correction, asking for a change from "Ervin" to "Erving". **Selectman Bastarache** made a motion to approve the Federal FY2023 Emergency Management Performance Subgrant in the amount of \$2,700.00 and authorize Chief Wonkka as signatory for the grant, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review of Flags, Banners, & Signs on Governmental Flagpoles, Buildings & Properties Policy Draft- 3rd Reading

The Select Board members conducted a third reading of the Flags, Banners, Signs on Governmental Flagpoles, Buildings & Properties policy draft. Grammatical changes were made in sections .07 and .08 as requested from a prior meeting. **Selectman Bastarache** made a motion to adopt the Flags, Banners, and Signs on Governmental Flagpoles, Buildings and Property Policy as written effective January 22, 2024, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review of Meeting Minutes of March 27, 2023

The Select Board members reviewed the meeting minutes for March 27, 2023. **Selectman Bastarache** made a motion to approve the minutes of March 27, 2023, as written, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review of Meeting Minutes of January 09, 2023

The Select Board members passed over this agenda item.

Review of Meeting Minutes of December 18, 2023

The Select Board members passed over this agenda item.

Review and Potential Appointment of Conservation Commission Vacancy Letter of Interest- Maureen Black

The Select Board members reviewed a memorandum from Bryan recommending the appointment of Maureen Black to the Conservation Commission. The Select Board members expressed support for proceeding with the appointment. **Selectman Bastarache** made a motion to appoint Maureen Black as a member of the Conservation Commission, effective January 22, 2024, with a term ending June 30, 2025. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Discussion Regarding Renewal of Wastewater Agreement with Montague

Water & Wastewater Superintendent Peter Sanders joined the Select Board for discussion. **Selectman Loynd** pointed out that in terms of the current contract the verbiage should be changed from 'Board of Selectmen' to 'Select Board' and to change the tonnage as they've changed. **Selectman Loynd** expressed his willingness to work with Peter on the agreement. **Chairman Smith** made a motion that **Selectman Loynd** represent the Town of Erving in negotiations and discussions with Montague moving forward, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved.

Police Department Letter of Recognition – Officer Bryant

The Select Board agreed to pass over this agenda item until a future meeting.

Discussion Regarding Former IP Mill Redevelopment RFP

The Select Board reviewed the memorandum from Bryan regarding multiple interested parties in redevelopment of the former IP Mill and the suggestion of releasing a Request for Proposals (RFP). The memorandum also gave a suggested timeline for site visits. **Selectman Bastarache** expressed no major changes other than dates, before releasing. Bryan informed the Select Board members that pre-registration is required for site visits. **Selectman Bastarache** made a motion to authorize release of the Former IP Mill Redevelopment RFP with amended dates. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Review of Non-Union Police Department Personnel Compensation Schedule

The Select Board members conducted an initial review of proposed changes to the compensation schedule for non-unit Police Department Personnel. **Chairman Smith** recommended carrying the discussion to a future meeting.

Public Hearing: Review of Public Layout for Bridge Street and Maple Avenue & Order of Layout

At 7:01 PM **Chairman Smith** called the public hearing to order. The Select Board members expressed no concerns regarding the layouts. Several residents from Maple Avenue attended the public hearing to get clarification of the layout. The Select Board explained the proposed layout and what would happen once the resurfacing takes place. Town Administrator, Bryan Smith, gave clarification by explaining (using a visual map) to each resident separately, and how it will affect their property. One resident expressed concern that the fire pond will be problematic, and Bryan offered a site visit with them to address their concerns. **Chairman Smith** explained the timeline and said that the bulk of the work will take place during the summer. **Chairman Smith** explained that the Town is waiting on procurement and bids to move forward.

With no more questions or concerns being raised, **Chairman Smith** made a motion to close the public hearing at 7:16 PM, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Chairman Smith made a motion to order the layouts as proposed, seconded by **Selectman Bastarache**. **Vote:** Unanimously approved. Bryan announced that the next step is the vote at the January 31, 2024, Special Town Meeting.

Review of Town Planner Position Description

The Select Board members discussed many views on what the position of the Town Planner should look like moving forward. The Board agreed that the position should be filled sooner rather than later. **Selectman Bastarache** mentioned that the position should include economic development. Concerns were expressed that the responsibilities of the position should not fall on staff members of the Town. Senior Housing Committee member Jacquelyn Boyden expressed concern that the Senior Housing Committee needs the Town Planner for requesting grant funding opportunities for the senior housing project, and as the Planning Board Chair, they need a Planner for the Zoning Bylaw changes and mentioned that Recreation will need to pursue a grant-writer for the Veteran's Park field. Jacquie feels it is imperative that the Select Board not wait to start the hiring process. **Selectman Bastarache** recommended advertising the position as it is currently and stated that realistically we may need to limit the number of projects until the Town has the bandwidth moving forward. Town Administrator, Bryan Smith, mentioned that the Town can investigate the model of using the Franklin Regional Council of Governments (FRCOG) grant writing services. Current Town Planner, Mariah Kurtz, expressed that the position should include economic development. She explained that most Town Planners work with the Planning Board and that this position was currently supporting additional boards. Mariah also recommended that applicants should be made aware of all the meetings they may be expected to attend, and that public speaking is expected at meetings as well. Mariah suggested that it is clarified that the position must have access to reliable transportation. **Chairman Smith** stated that they may have to redefine the position. Bryan said that he can have draft advertisements ready for the next meeting. **Chairman Smith** spoke of the Select Board members reviewing the description again and hopes that they can amend and approve by next week.

Review of Proposed Personnel Policies & Procedures Manual Draft

After brief discussion the Select Board Members agreed to pass over this agenda item until a future meeting.

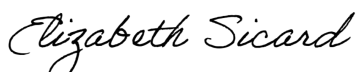
Next Meeting

Budget meeting next Monday, January 29, 2024, at 7:00 PM.

Adjournment

At 8:15 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Elizabeth Sicard
Administrative Assistant