

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, March 11, 2024  
**Location:** Senior & Community Center, 1 Care Drive, Erving, MA 01344

**Select Board Present:** James Loynd, Scott Bastarache (Interim Chair), (Jacob Smith absent)  
**Finance Committee Present:** Daniel Hammock, Thomas Duffy, Benjamin Fellows (Debra Smith absent)

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

#### **Review of Health & Safety Plan Policy – Use of Town Provided Vehicles & Equipment – 2<sup>nd</sup> Reading**

The Select Board members conducted a second reading of the draft Town Provided Vehicles & Equipment Policy. **Selectman Loynd** requested an amendment to section .08 in the second sentence to delete "prior to" and replace with "When practical,". **Chairman Bastarache** suggested in the 'Inspection Report' section, to break down into two lists: a heavy machinery list, and vehicle list. Town Administrator, Bryan, Smith, indicated that he would re-work it with the Department Heads. **Chairman Bastarache** expressed that he is okay with the content and it's okay as is, but if the Department Heads want to change it for more specificity, then that would be preferred. **Chairman Bastarache** reiterated that there would be another read anyway. The Select Board members agreed to have the third reading at the next meeting.

#### **Review of Health & Safety Plan Policy – Excavation & Trenching – 2<sup>nd</sup> Reading**

**Selectman Loynd** suggested changing section .04, C., last sentence to add "*Designated Competent Person*" to complete the Daily Inspection Worksheet..., and to section .05, B., second sentence to add "*Designated Competent Person*" to record these results on the Daily Inspection Worksheet. Town Administrator, Bryan Smith, will make the amendments. **Chairman Bastarache** suggested that maybe the Daily Inspection Worksheet can be two sheets instead of one. The Select Board members agreed to have a third reading at the next meeting.

#### **Review Surplus Equipment Request – Library – 2<sup>nd</sup> Reading**

The Select Board members agreed to table this agenda item and discuss at the next meeting.

#### **Review of Meeting Minutes for March 13, 2023**

The Select Board members agreed to table this agenda item to the next meeting.

#### **Review of Meeting Minutes for February 5, 2024**

**Chairman Bastarache** made a motion to approve the February 5, 2024 meeting minutes, as written, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

#### **Review Surplus Equipment Request – Recreation – 1<sup>st</sup> Read**

Town Administrator, Bryan Smith, explained the details of the requests. Highway Superintendent, Glenn McCrory, joined the Select Board members. The items requested for surplus are:

- Tennis Courts and Fence at Veterans Field (request asks for disposal)
- Dugouts and Fence, Including Bleachers (request asks for disposal)

Glenn explained that the dugouts and fencing are in disrepair. He said that that none of the fencing at Veterans Field can be re-used, and the dugouts, if not used for fire practice by the Fire Department, will be disposed of. Glenn explained that the asphalt from the tennis courts will be recycled. The Select Board members agreed to carry the request to the next meeting for a second reading.

### **Discussion Regarding Route 2 Sidewalk – Wastewater Road to Erving Papermill**

Town Administrator, Bryan Smith, explained the Town’s work with the Massachusetts Department of Transportation (MassDOT) and recently met to discuss the layout and plan for the redesign of Route 2 in Erving Center. He mentioned that the abutters do not see a need for the sidewalk from the Wastewater Treatment Plant driveway to Erving Papermill. **Chairman Bastarache** expressed that he sees no concerns with removing the sidewalk, but that it is the decision of MassDOT. The Select Board members agreed that the sidewalk has not been used in decades. Bryan indicated that he would relay the feedback to the design team.

### **Review of the Potential Annual Town Meeting Warrant Requests**

The Select Board members agree with the proposed potential Annual Town Meeting warrant articles thus far.

### **Joint Meeting with Finance Committee & Capital Planning Committee: Review and Discussion of FY2025 Operating Budget Requests and Recommendations**

Due to the absence of Jacob Smith, Debra Smith, and Peter Mallet, and only the attendance of Linda Downs-Bembury, there was not a quorum for the Capital Planning Committee to meet this evening.

**Chairman Bastarache** called the joint meeting with the Finance Committee to order at 7:01 PM. Finance Committee members Daniel Hammock, Thomas Duffy, and Benjamin Fellows were in attendance. Benjamin Fellows made a motion to nominate Daniel Hammock to be Chair in the absence of Deb Smith, seconded by Thomas Duffy. **Vote:** Unanimously approved.

Ben Fellows went on to review the list of the recommended and non-recommended FY2025 Capital Planning requests that was provided in advance by the Finance Committee and Capital Planning Committee. **Chairman Bastarache** asked Ben why there were totals with and without the proposed capital projects related to the former IP Mill and Senior Housing. Town Administrator, Bryan Smith, explained that there are potential grant sources to support the Senior Housing project. **Chairman Bastarache** asked the Finance Committee: “If funding sources fall through, does the Finance Committee and Capital Planning Committee not support moving forward?” Ben expressed that without the Capital Planning Committee present he did not feel comfortable answering the question. **Chairman Bastarache** stated that Bryan will go over the list of recommended requests and compare against the funding sources. **Chairman Bastarache** expressed that he would also like **Selectman Smith** to be in attendance to discuss the recommendations further. Reflecting on the FY2025 budget presentations, Finance Committee member Ben Fellows suggested that the time allotted for the department budget request presentations weren’t long enough and recommended maybe 30 minutes. **Chairman Bastarache** announced the next joint meeting would be on March 18, 2024. Town Administrator, Bryan Smith, explained the process and strategy for the March 18, 2024, meeting.

At 7:29 PM **Chairman Bastarache** made a motion to adjourn the joint meeting with the Finance Committee and continue with the Select Board meeting, seconded by Finance Committee Chair, Daniel Hammock. **Vote:** unanimously approved.

### **Review of Draft Town Code Bylaws**

Town Administrator, Bryan Smith, discussed the progress with the bylaw codification project, the funding that the voters approved for the project, and the process moving forward. He stated that there was concern about the chapter and section format and that he’d discussed the matter with the vendor. He explained that with the current format there are limitations to expand sections when updating data over

time. Bryan mentioned that he'd spoken to the vendor this morning and the vendor will provide a proposal for reformatting the sections of concern. He also stated that the vendor will review the draft and give feedback if there are inconsistencies with legal statutes and that the verbiage must match throughout. Bryan explained that it will include bylaws, then rules and regulations, in that order. He explained that the appendices would contain adoptions at Town Meetings and are separate from the bylaws and that regulatory Boards approve rules and regulations and not by Town Meeting vote. Bryan also explained that the Zoning Bylaws have already been approved at Town Meeting and will become part of the project but will not be reviewed or edited by the vendor. Bryan asked **Chairman Bastarache** when the Select Board would like to bring it to Town meeting. **Chairman Bastarache** stated that it depends on the timing; that if the project is complete and the Annual Town Meeting warrant is not too full, maybe the Annual Town Meeting, but if revisions take longer, it makes sense to hold off for a June Special Town Meeting. **Chairman Bastarache** did ask Bryan if once the document is adopted are we able to make changes internally. Bryan agreed to get clarification. **Selectman Loynd** made a recommendation to have a public information session to introduce the project to the residents.

**Chairman Bastarache** made a motion to adjourn the Select Board meeting at 7:51 PM, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Respectfully submitted,



Elizabeth Sicard  
Administrative Assistant