

**Board:** Select Board / Water Commissioner's Meeting  
**Date:** Monday, June 12, 2023  
**Location:** Senior & Community Center, 1 Care Drive, Erving, MA 01344

**Select Board Present:** Jacob Smith, William Bembury, Scott Bastarache  
**Finance Committee Present:** Debra Smith, Thomas Duffy, Charles Zilinski, Daniel Hammock, Benjamin Fellows  
**Capital Planning Committee Present:** Benjamin Fellows, Linda Downs-Bembury, Peter Mallet, Jacob Smith, Debra Smith

At 6:37 PM **Chairman Smith** called the meeting to order.

**Surplus Equipment Request- Recreation Commission- Zilinski Dugouts- 3rd Reading**

The Select Board members conducted a third reading of the surplus property request for the dugout structures at Zilinski Memorial Field. The Select Board members discussed support for approving the request. **Selectman Bembury** made a motion to approve the surplus property disposition request for the Recreation Commission for the removal of wooden dugouts at Zilinski Park; the dugouts are in poor shape and are a safety hazard and will be destroyed. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

**Surplus Equipment Request- School Dept- Tilt Skillet- 2nd Reading**

The Select Board members conducted a second reading of the surplus property request for a tilt skillet at the School Department. The Select Board members discussed a preference for making the equipment available for public auction, in as is condition. The Select Board will carry the topic for a third reading at the next meeting.

**Review of Hazard Communication Policy Draft – 3rd Reading**

The Select Board members conducted a third reading of the revised Hazard Communication Plan Policy. **Chairman Smith** explained that the Safety Committee has reviewed the draft policy and the OSHA requirements and the table for each facility is necessary. **Selectman Bastarache** expressed concern about including tables in the policy that may change more often than the policy needs to be reviewed. Jacquelyn Boyden, in her capacity as IT Coordinator, joined the meeting and explained the discussion that occurred at the Safety Committee meeting, including recommendation for the Safety Committee to provide an annual review. The Select Board members discussed the option to appoint a position to maintain and update Appendix A as necessary. The Select Board will carry the topic for a fourth reading at the next meeting.

**Review of Meeting Minutes for May 22, 2023**

The Select Board members reviewed the meeting minutes for Monday, May 22, 2023. **Selectman Bembury** made a motion to accept the meeting minutes of May 22, 2023, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

**Review of Meeting Minutes for June 05, 2023**

The Select Board members reviewed the meeting minutes for Monday, June 05, 2023. **Selectman Bembury** made a motion to accept the meeting minutes of June 05, 2023, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

### Review of Meeting Minutes for June 08, 2023

The Select Board members reviewed the meeting minutes for Thursday, June 08, 2023. **Selectman Bembury** made a motion to accept the meeting minutes of June 08, 2023, as written. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

### 2023 Reappointments for Boards, Commission, & Representatives

The Select Board members reviewed the recommendations from Bryan Smith, Town Administrator, on the reappointment of members to boards, commissions, committees and representatives. **Chairman Smith** explained that even if the Select Board makes the recommended appointments, there would still be the following vacancies:

- |   |                             |
|---|-----------------------------|
| • Cable Advisory Committee                                | three (3) members           |
| • Council on Aging  | four (4) members            |
| • Cultural Council  | two (2) members             |
| • Franklin Regional Council of Governments Representative | one (1) Select Board member |
| • Franklin Regional Transportation Authority              | one (1) Select Board member |
| • Historical Commission                                   | two (2) members             |
| • Public Works Feasibility Committee                      | one (1) member              |
| • Zoning Board of Appeals                                 | one (1) member              |

Upon review, **Selectman Bastarache** made a motion to appoint:

- Philip Wonkka, for a term of July 1, 2023 ending June 30, 2024, to the Ambulance Advisory Representative;
- David Brule, for one-year effective July 1, 2023 ending June 30, 2024, as Archaeological Preservation Officer;
- Warren Boyden and Theresa Dodge, terms of one-year each effective July 1, 2023 ending June 30, 2024 as Board of Registrars;
- Peter Mallet, term of three-years starting July 1, 2023 ending June 30, 2026, to the Capital Planning Committee;
- Mariah Kurtz, term of one-year starting July 1, 2023 through June 30, 2024, to the Comprehensive Economic Development Strategy Committee Representative;
- Carolyn Berg and David Brule, each for terms of three-years, July 1 2023 through June 30, 2026, to the Conservation Commission;
- Gary Betters and Joseph Bucci, terms of three-years starting July 1, 2023 through June 30, 2026, on the Council on Aging;
- Leslie Brown, term of three-years starting July 1, 2023 through Jun 30, 2026, to the Cultural Council;
- Richard Newton and Philip Wonkka, each term of one-year starting July 1, 2023 through June 30, 2024, to the E-911 Planning Committee;
- Pamela Bouthillier, Rebecca Miller and Joyce Newton, all terms of one-year starting July 1, 2023 through June 30, 2024, as Election Tellers;
- Leslie Brown for a term of one-year, July 1, 2023 through June 30, 2024, as an Election Warden;
- Nancy Kruzlic for a term of one-year, July 1, 2023 through June 30, 2024, as the Election Clerk;
- Mariah Kurtz, one-year, July 1, 2023 through June 30, 2024, as the Franklin Regional Planning Board Representative;
- Jacquelyn Boyden, one-year, July 1, 2023 through June 30, 2024, Franklin County Cooperative Inspection Representative;

- Bryan Smith, one-year, July 1, 2023 through June 30, 2024, Franklin County Solid Waste Management District Representative;
- Bryan Smith, one-year, July 1, 2023 through June 30, 2024, Franklin Regional Council of Governments Alternate Representative;
- David Brule, Kelly Loynd and John Rice, each for one-year, July 1, 2023 through June 30, 2024, as the Golden Cane Committee;
- David Brule, three-years, July 1, 2023 through June 30, 2026, on the Historical Commission;
- Jason Bassett, one-year, July 1, 2023 through June 30, 2024, as a Mutual Aid Police Officer;
- Jacquelyn Boyden and Joseph Bucci, each for a term of one-year, July 1, 2023 through June 30, 2024, on the Open Space Committee;
- Mariah Kurtz, Peter Mallet, Glenn McCrory, and Peter Sanders, each for one-year, July 1, 2023 through June 30, 2024, Public Works Feasibility Committee;
- William Bembury, Gary Betters, Paula Betters, Jacquelyn Boyden, Leslie Brown, George Moonlight Davis, and Jean Galbraith, each for one-year, effective July 1, 2023 through June 30, 2024, on the Senior Housing Committee;
- Gary Betters, Armand Bouthillier, and Daniel Hammock, each for one-year, July 1, 2023 through June 30, 2024, on the Veterans Committee;
- Gary Betters, one-year, July 1, 2023 through June 30, 2024, as Veterans Services Representative; and
- Daniel Hammock, three-years, July 1, 2023 through June 30, 2026, on the Zoning Board of Appeals.

**Selectman Bembury** seconded. **Vote:** Unanimously approved.

#### **Review Proposed Revisions to Assistant Treasurer Position Description**

The Select Board members reviewed the memorandum from Jennifer Eichorn, Treasurer, proposing revisions to the essential functions of the Assistant Treasurer position description and a request to reclassify the position to Grade D on the General Government compensation schedule. The Select Board members discussed wanting to follow up with Jennifer regarding before making the changes and holding the topic until the next meeting.

#### **Review and Issuance of the 15th Water Commitment for FY2023**

The Water Commissioners reviewed the 15<sup>th</sup> Water Commitment for FY2023 in the amount of \$120.00 for backflow water charges. **Commissioner Bembury** made a motion to accept the 15<sup>th</sup> Water Commitment for FY2023 in the amount of \$120.00. **Commissioner Bastarache** seconded. **Vote:** Unanimously approved.

#### **Joint meeting with Finance Committee & Capital Planning Committee- Review STM Warrant Draft, Discuss FY2023 Budget Adjustment(s), Discuss FY2024 Comprehensive Budget Review, Discuss FY2024 Wage Adjustments**

At 7:02 PM **Chairman Smith** called the joint meeting of the Select Board, Finance Committee, and Capital Planning Committee to order. Debra Smith, Thomas Duffy, Charles Zilinski, Daniel Hammock, and Benjamin Fellows of the Finance Committee, as well as Linda Downs-Bembury and Peter Mallet of the Capital Planning Committee joined the meeting.

#### **Review and Issuance of Special Town Meeting Warrant Draft**

The Select Board, Finance Committee and Capital Planning Committee members reviewed the Special Town Meeting warrant draft, proposed to be held on Wednesday, June 28, 2023, at 7:00 PM.

**Article 1: Revolving Fund Transfer to Continuing Appropriation for Veterans Field:** The Select Board, Finance Committee, and Capital Planning Committee members reviewed draft Article 1. Jacquelyn Boyden, Recreation Commissioner, joined the meeting to explain the request for Article 1. Jacquelyn explained that the Recreation Revolving fund has a statutory limit of \$10,000.00 for an unexpended fund balance that can be carried forward into a new Fiscal Year. The request is to ask the voters to appropriate the anticipated excess funds of \$10,000.00 into a continuing appropriation special article for improving Veterans Memorial Field. Jacquelyn discussed the plans of renovating and improving Veterans Memorial Field. Jacquelyn explained that the Recreation Commission plans to contract with a grant writer to pursue a State PARC grant and noted the need for matching funds. Debra asked for an explanation of how the Recreation Commission uses the Revolving Fund, noting that she believes other Recreation Departments in other communities structure their programs to be more self-funding. Jacquelyn explained that she cannot speak about how the Recreation Commission has structured program costs and fees in the past but explained that the Commission is working to improve the tracking of expenses and attributing costs to programs. Jacquelyn discussed intentions to review program fees to ensure a greater cost share with program participants. Debra asked for an update on the Recreation Commission's strategic plan regarding park improvements. Jacquelyn explained that the Recreation Commission experienced a loss of membership that prevented the Commission from having a quorum to hold meetings. Jacquelyn explained that the Commission has been reconstituted in the last few months with additional members and the members are working to finalize the review of the strategic plan. Benjamin noted that the Recreation Commission has existing appropriations for capital improvements in the parks that remain outstanding. Jacquelyn acknowledged the concern and reviewed a memorandum that she prepared to explain the status of projects. Jacquelyn discussed the plan for playground improvements at Zilinski Memorial Field as well as the planned removal of the dugouts and the replacement with improved fencing and the potential installation of benches. Jacquelyn explained that the Riverfront Park electrical project is partially complete, and the Commission would like to complete it during FY2024. Regarding Park Street Park, Jacquelyn discussed the need to complete the sidewalks and install safety bollards and the project should be complete.

Benjamin asked for more information about planned improvements for Veterans Memorial Field. Jacquelyn discussed working from the initial strategic plan and the need to work with a designer to finalize the vision for the park. Jacquelyn explained that once the plan is finalized, the Recreation Commission would bring the project forward for consideration. Debra expressed concern with the years that have passed since some of the appropriations were made by the voters and that the money may not be sufficient for their intended uses. Benjamin explained that he would like the Recreation Commission to set their priorities and outline a timeline for completing them. Jacquelyn discussed the plan for installing the volleyball court, noting that she has submitted that request to the Buildings & Grounds staff, and then would focus on installing the new swing sets, improving the playground surface, and addressing the dugouts at Zilinski Memorial Field. Jacquelyn explained that the electrical service work at Riverfront Park would come next and noted that the Park Street Park improvements should be able to be completed soon. Benjamin noted that there is funding to improve the tennis courts at Veterans Memorial Field and asked if that project is proceeding. Jacquelyn explained that the Recreation Commission will need more time to review and can come back with an update at a later date. **Chairman Smith** raised concern about the Recreation Commission proceeding to contract with a grant writer to seek a PARC grant when there are so many outstanding projects. Jacquelyn acknowledged the critique and asked for a year to make the appropriate progress on the outstanding items. Jacquelyn explained that both existing members and new Recreation Commission members are working together to finish processes. **Chairman Smith** expressed appreciation for the honest responses.

Debra expressed support for amending the proposed article language to appropriate \$18,000.00 into a special article for park projects and suggested closing the tennis court project out as the work will likely be part of the comprehensive project at Veterans Memorial Field. Debra also suggested not closing the grant writer special article and giving the Recreation Commission FY2024 to make progress on the outstanding projects. **Chairman Smith** expressed agreement. **Chairman Smith** summarized the recommended edits to Article 1, changing the proposed purpose to reflect general park improvements. Debra suggested that old capital planning articles that were funded for the Recreation Commission but have not been completed should be closed with balances returned to the Capital Stabilization Fund. Bryan explained an article can be drafted for the Town Meeting warrant article to appropriate the surplus funds into the Capital Stabilization Fund. The Select Board and Finance Committee members expressed agreement that they would like to proceed in that manner. James Loynd asked for clarity regarding the outstanding electrical work for Riverfront Park. Jacquelyn explained that the work was originally conducted by a licensed Commission member but was not completed and the remaining work would require a site walk with an electrician to clarify the scope of it to be completed. James asked about the potential benefits of a PARC grant in regard to the Town's required investment. Linda explained that the grant allows Erving to receive 52 % share from the State for an approved project. Bryan explained that the anticipated work for Veterans Memorial Field is expected to cost more than \$800,000.00 and Mariah added that the PARC grant can provide a maximum award of \$500,000.00 per project. Returning to the revisions for the proposed Article 1, **Chairman Smith** summarized that the amount to transfer will be revised to read "\$18,000.00" and the purpose will be amended to reflect general park improvements. The Select Board, Finance Committee, and Capital Planning members expressed agreement.

**Article 2: Appropriation for Water Capital Improvement:** The Select Board, Finance Committee, and Capital Planning Committee members reviewed the draft Article 2 and the recommendations from the previous meeting and no concerns were expressed.

**Article 3: Rescind the Borrowing Authorization for Lead Service Line Inventory & Replacement Plan Project:** The Select Board, Finance Committee, and Capital Planning Committee members reviewed the draft Article 3 and the recommendations from the previous meeting and no concerns were expressed.

**Article 4: Rescind the Borrowing Authorization for Church Street Bridge:** The Select Board, Finance Committee, and Capital Planning Committee members reviewed the draft Article 4 to rescind the borrowing authority for the Church Street Bridge, with the funding that is being provided through the regional Transportation Improvement Plan. **Chairman Smith** discussed the concern about rescinding all or part of the borrowing authority without the project awarded and the potential for needing some additional funding to award the project. **Chairman Smith** suggested removing the draft article from the warrant and waiting to address the borrowing authority until the project is awarded. The Select Board, Finance Committee and Capital Planning Committee members expressed agreement to removing Article 4 from the warrant.

**Article 5: A Vote to Authorize Acquisition of Rights In Land Parcels:** The Select Board, Finance Committee, and Capital Planning Committee members reviewed draft Article 5. **Chairman Smith** explained that Town Counsel has reviewed the draft article and proposed some revisions to secure temporary easements for the project, including clarity in the article information that a 2/3 vote is required. All proposed revisions are displayed in red font. No concerns were expressed.

**Article 6: Amend and Recodify the Zoning Bylaw:** The Select Board, Finance Committee, and Capital Planning Committee members reviewed draft Article 6 regarding the proposed revisions to the Zoning Bylaw as proposed by the Planning Board.

**Chairman Smith** summarized the revisions that had been discussed to the draft Special Town Meeting warrant. **Chairman Smith** noted that the meeting is scheduled for 7:00 PM on June 28, 2023. **Chairman Smith** asked if the Special Town Meeting should be held at the Senior & Community Center or at the Elementary School. After discussion, the Select Board, Finance Committee and Capital Planning Committee members expressed agreement to schedule the Special Town Meeting to occur at the Elementary School.

**Capital Planning Committee Recommendation for Article 1:** Linda made a motion to recommend approval of the article as amended. Peter seconded. **Capital Planning Committee vote:** Unanimously approved.

**Finance Committee Recommendation for Article 1:** Benjamin made a motion to accept the article as amended. Charles seconded. **Finance Committee vote:** Unanimously approved.

At 7:56 PM Peter Mallet recused himself from the Capital Planning Committee.

**Capital Planning Committee Recommendation for Article 4:** Jacob Smith made a motion to recommend Article 4, as amended. Linda seconded. **Capital Planning Committee vote:** Approved.

**Finance Committee Recommendation for Article 4:** Charles made a motion to accept the new Article 4, as amended. Benjamin seconded. **Finance Committee vote:** Unanimously approved.

**Select Board Approval of the Special Town Meeting Warrant:** **Selectman Bastarache** made a motion to approve the Special Town Meeting, dated Wednesday, June 28, 2023, held at 7:00 PM at the Erving Elementary School, as amended. **Selectman Bembury** seconded. **Select Board vote:** Unanimously approved.

#### **Discussion Regarding FY2023 Budget Adjustments**

**Chairman Smith** explained that there are no requested FY2023 budget adjustments for the Select Board and the Finance Committee to consider at this time.

At 7:58 PM Thomas Duffy recused himself from the Finance Committee.

#### **Discussion Regarding Wage Adjustments for FY2024**

The Select Board and Finance Committee members reviewed the June 11, 2023, memorandum from the Finance Committee outlining their proposal for adjustments to the compensation schedules for Town employees. **Selectman Bastarache** discussed the goals of adjusting the Town's compensation plan to assist with attracting and retaining employees, noting that compensation for bargaining group members would need to be addressed separately through the negotiation process. The Select Board and Finance Committee members reviewed the proposal to reduce the number of steps on the compensation table from fifteen (15) steps to ten (10) steps by removing the first five (5) steps which would increase the starting pay for each grade. **Selectman Bastarache** discussed considerations with transferring employees from the current compensation schedule to the proposed compensation tables, providing the example that employees that are currently placed between steps one (1) to four (4) would be transitioned to step

six (6) which would become the first step on the proposed tables. **Selectman Bastarache** noted that the proposed tables would still be limited to step ten (10) which was the current step fifteen (15). Debra explained the Finance Committee proposal that provides for 3% in between steps and 4% base wage adjustments.

**Selectman Bastarache** explained that based on the proposal, it is estimated that the proposed changes would cost approximately \$150,000. **Selectman Bastarache** noted that the estimate does not include contract employees. **Selectman Bastarache** noted that there is some existing capacity already factored into departmental budgets but expressed concern about having sufficient capacity to fund the entire proposal. **Selectman Bastarache** discussed wanting to make the change to 3% in between steps for employees as it works towards unifying with other employee groups. **Selectman Bastarache** suggested increasing reviewing a proposal with 3% in between steps and 2% base wage adjustments. Debra asked for an estimate of the projected overage based on the current proposal from the Finance Committee. **Selectman Bastarache** estimated that it would be approximately \$30,000.00. Benjamin asked for clarification on the available funding for wage adjustments. **Chairman Smith** explained that the Town has \$120,000.00 in a special article and that the FY2024 budget that was approved included a step increase of approximately 2%. **Chairman Smith** restated that conversation about bargaining group negotiations cannot be had at tonight's meeting. Daniel discussed the Finance Committee's proposal and wanting to work towards adjustments. **Chairman Smith** discussed his review of the proposed changes to the compensation tables and raised concern that the adjustments that were used to calculate step six (6) may not be correct. **Selectman Bastarache** and **Chairman Smith** compared numbers and discussed the complexities of compounding percentages and the impact on the proposed tables. **Selectman Bastarache** discussed concerns of the compounding.

#### **Recess**

At 8:45 PM **Chairman Smith** made a motion to recess until 9:00 PM. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

At 9:07 PM **Chairman Smith** called the meeting back to order.

After revising the proposed compensation tables to consider both a 4% base wage adjustment and 3% in between steps option, **Selectman Bastarache** explained that he estimates that the cost would be \$179,832.04. **Chairman Smith** expressed support and discussed his belief that the capacity exists within the budget to make the adjustments. Bryan confirmed that belief. Charles discussed his reflection on the Finance Committee proposal and the discussion during the meeting and explained that he believes that the proposed cost, being approximately \$30,000.00 beyond the initial estimates seems too high. **Chairman Smith** acknowledged the concern but explained his perspective on the impact. **Chairman Smith** discussed wanting to work towards being more market competitive. **Selectman Bastarache** explained he believes that the proposed changes would help to address the historical anomalies and that based on the review of other towns, the proposal seems competitive. **Selectman Bastarache** expressed concern that it may be too significant of a proposed change. Debra asked to have the Town Administrator and Treasurer review and recreate the proposed compensation tables one final time to ensure there are no mistakes. **Chairman Smith** expressed agreement and discussed wanting to review the revised drafts at the next meeting. Benjamin discussed his support for considering a 4% base wage adjustment and 3% in between steps option. For comparison purposes, **Chairman Smith** explained that the option for a 2% base wage adjustment and 3% in between steps is estimated the cost around \$150,000.00. Daniel and Benjamin each stated their preferences. Debra discussed wanting to review both options in greater detail but expressed her preference for the 4% base wage adjustment. **Selectman Bastarache** discussed base wage adjustment

and the goals of addressing starting rates, addressing the impacts of inflation and his belief that the proposed table adjustments help to address them. Both Benjamin and **Selectman Bastarache** discussed wanting to review both options in table format. Bryan will work with the Treasurer to prepare two options, one with a 2% base wage adjustment and one with a 4% base wage adjustment, both with 3% step increases, and both removing the first five (5) steps so that the tables reflection a new ten (10) step approach. The Select Board and Finance Committee members will review at the next meeting.

At 9:30 PM Thomas Duffy and Peter Mallet rejoined the meeting.

#### **Discussion Regarding Comprehensive Review for FY2024**

The Select Board, Finance Committee and Capital Planning Committee members reviewed a March 2023 memorandum that outlines the FY2024 budget request reductions that were made to balance the proposed budget. **Selectman Bastarache** explained that he wanted to have a comprehensive review with the members of the Select Board, Finance Committee and School Committee to determine if any of the reductions are imperative to restore and to develop a long-range plan for the next five (5) fiscal years. Debra expressed agreement and discussed wanting to hear from all department heads. **Chairman Smith** expressed concern about the reduction in funding that was intended to support the Cadet program and training in the Police Department and explained that he does not want to wait until FY2025 to address the funding request. **Chairman Smith** also discussed wanting to hear from Glenn McCrory, Highway Superintendent, about the anticipated road work improvements that are planned for FY2024. **Chairman Smith** raised a concern about underfunding a capital project line-item in the Wastewater Department operating budget, noting the significant cost of some recent repairs at wastewater. **Selectman Bastarache** expressed agreement and suggested that the comprehensive review could focus on the short-term needs in FY2024 along with a conversation about the long-term vision for FY2025 and beyond. **Selectman Bastarache** expressed concern about completing the comprehensive work in a period of ninety (90) days. Daniel explained that he also wants to hear from department heads and wants to address the annual funding capacity for Other Post Employment Benefits (OPEB) liability as well as funding for capital projects. Daniel expressed hope that the voters will find these items to be important too. **Chairman Smith** suggested asking departments to provide feedback for review at the June 26, 2023, meeting. **Chairman Smith** suggested breaking the request into a short-term and long-term request. Debra expressed concern about breaking the requests into more than one proposed Proposition 2 ½ override request and frustrating residents. Bryan asked for a representative of the Select Board and/or Finance Committee to work with him to finalize the guidance that will be sent to department heads. Debra agreed to work with Bryan on the guidance.

At 9:50 PM Debra made a motion to adjourn the joint meeting of the Select Board, Finance Committee, and Capital Planning Committee and to continue with the Select Board meeting. Charles seconded. **Vote:** Unanimously approved.

#### **Review of Conflict-of-Interest Policy Draft**

Bryan explained that the Town does have a Conflict-of-Interest policy in place and that he is working to finalize contract documents for that involves Federal funding and they are reviewing the Town's policy to ensure that it incorporates all the Federal requirements. Bryan explained that the topic was listed on the agenda as a placeholder if there were requested policy edits for the Select Board to consider. Bryan will update the Select Board as the review is completed.

**Review of Hazard Communication Policy Draft – 3rd Reading (revisited)**

The Select Board revisited the topic. **Chairman Smith** explained that the listing in Appendix A is an OSHA requirement for the policy. **Chairman Smith** asked Bryan to have the Appendix A completed and return it to the Select Board for further review. **Chairman Smith** further asked if the policy could identify a position that is responsible for updating the appendix and if so, what the notification process would look like. Bryan explained that it is permissible to identify a position to maintain the appendix and suggested that the policy should be reviewed regularly and noted that the proposed draft identified the Safety Committee as the group that would review and propose edits to the Select Board. The Select Board members noted that they still must identify a position to serve as Safety Health Officer. Bryan will prepare the revisions to the draft policy for the Select Board to review.


**Review Proposed Revisions to Assistant Treasurer Position Description (revisited)**

The Select Board members explained that they conducted an initial review of the proposed revisions and currently do not have any questions. The Select Board will revisit the topic on June 26, 2023.

**Adjournment**

At 9:55 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. **Vote:** Unanimously approved.

Respectfully submitted,



Bryan Smith  
Town Administrator