

Copy of Approved Meeting Minutes
MEETING MINUTES

Board: Erving Board of Selectmen
Date: Wednesday, March 21, 2018
Location: Senior & Community Center, 1 Care Drive, Erving, MA

Selectmen Present: Jacob Smith, William Bembury, Scott Bastarache

Recreation Commission: Renee Tela, Eric Eichorn, Jeffrey Rollins

Recreation Assistant Search Committee: Thomas Duffy

Also Present: Bryan Smith, James Paulin, Glenn McCrory, Tabetha McLellan, William Smith,
David Finn, Kristin Finn, Avis Suddy, Terri Evans, Thomas Ryan

Press: Katie Nolan, Montague Reporter

At 5:48 PM **Chairman Smith** called the meeting to order.

Recreation Assistant Position Search Status Update

At 5:48 PM **Chairman Smith** called the joint meeting of the Board of Selectmen, Recreation Commission, and Recreation Assistant Search Committee to order.

Chairman Smith read aloud a memorandum from Bryan Smith, Administrative Coordinator that reviewed the search process. In response to the position advertisement the Town received six (6) applications. The Search Committee reviewed all application materials and assessed them on the minimum and preferred qualifications listed in the position description and advertisement. The Search Committee invited three (3) candidates to interview. One (1) candidate withdrew from the interview process. After the interview process, the Search Committee voted unanimously to recommend the two (2) interviewees as finalists; Michelle Fisher and William Fitzpatrick. Based on the performance during the interview and experience, the Committee would recommend that the position is offered to William Fitzpatrick.

Erik Eichorn, Recreation Commissioner, spoke to the professional experience in the recreation field for William Fitzpatrick. Glenn McCrory asked if the position would have set work hours. Erik explained that the hours will be flexible to accommodate evening and weekend work. Renee Tela, Recreation Commission Chair, discussed the skills that were desired for the position which included computer skills, experience using social media to promote programs and 1 to 3 years' experience, preferably in youth programming. **Selectman Bembury** noted that the candidate was clear that he was willing to be readily available to communicate with the Recreation Commission and Town Departments.

The Board decided that they were willing to accept the recommendation of the Search Committee and did not need a second round of interviews. The Search Committee recommended a starting rate of \$15.25 per hour. **Chairman Smith** made a motion to appoint William Fitzpatrick to the position of Recreation Assistant at a starting rate of \$15.25 per hour, with a 90 day probation and pending pre-employment screening. **Selectman Bastarache** seconded. Unanimously approved.

Chairman Smith made a motion to dissolve the Recreation Assistant Search Committee. **Selectman Bastarache** seconded. Unanimously approved.

At 5:59PM **Chairman Smith** made a motion to adjourn the joint meeting with the Recreation Commission and the Recreation Assistant Search Committee and to continue with the Board of Selectmen meeting. **Selectman Bastarache** second. Unanimously approved.

Opportunity Zone Application

Chairman Smith reviewed a memorandum regarding the Opportunity Zone Application from Bryan Smith, Administrative Coordinator. The deadline to apply has been extended to Monday, March 26, 2018. Additionally, the Board of Selectmen of the Town of Warwick have decided to support Erving's application,

though they are not interested in the program for their community. It is believed that the Town of Wendell is in a similar position. Bryan has left a message for the Town Coordinator in Wendell and expects to have confirmation by Thursday.

Route 63 Streetscape & Pedestrian Improvement Meeting

At 6:01 PM the Board opened the meeting regarding the Route 63 Streetscape & Pedestrian Improvement project to discuss the specific impacts to residential property owners in the municipal layout. Affected property owners were notified of the meeting by certified mail.

Bryan Smith, Administrative Coordinator, presented an overview of the project and the proposed work. Noted goals for the project are to improve the aesthetics of the streetscape, improve sidewalk heights and slopes to address concerns of storm water management, replace sidewalk ramps to meet ADA requirements, and to realign crosswalks to reduce the time a pedestrian would need to spend in the street to cross. Bryan reviewed the project from its beginning at the intersection of Gunn and Lester Streets along Route 63 until Care Drive.

Property owners raised concerns about storm drains that are below grade and serve as tripping hazards, sections of sidewalk that are damaged and below grade so that water pours onto private property, and areas where water pools at the driveway aprons. Bryan explained that the project is meant to address these concerns. Questions about existing trees in the grass belt were raised. Bryan explained that several trees in the grass belt are slated to be removed as they are damaged or in the way of overhead utility lines. Bryan explained that in most cases the Town would be hesitant to replant trees in the grass belt as it is narrow in many places and can damage the sidewalk panels. It is likely that trees can be offered to residents if they would like to have them planted in their front yards.

At 6:29 PM **Selectman Bastarache** left the meeting to attend the Capital Planning Committee meeting.

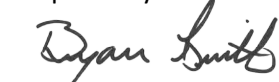
Bryan reviewed procedural next steps. The project is funded by the Federal Government as part of the scenic byways program and is being overseen by the Massachusetts Department of Transportation (Mass DOT). The Town of Erving is responsible for meeting with and securing the necessary temporary and permanent easements to allow the project to move forward in the municipal layout which includes properties adjacent to Lester and Moore Streets. Bryan explained that property owners can choose to complete a certificate of donation if they are not interested in compensation for the easements on their property or property owners can request an appraisal. Bryan explained that property owners have the right to fair compensation and if requested the Town will hire an appraiser to determine fair compensation for the impacted property.

At the end of the presentation, property owners met one-on-one with Bryan and **Chairman Smith** to look at the construction plans and discuss the impacts to their specific properties. Files were updated. Property owners who wanted to sign certificates of donation completed the form and property owners who wanted a follow up meeting scheduled appointments for site meetings to occur on Friday, March 23, 2018.

Adjournment

At 7:56 PM **Chairman Smith** made a motion to adjourn. **Selectman Bembury** seconded. Approved.

Respectfully Submitted,



Bryan Smith
Administrative Coordinator