



Town of Erving, MA  
February 2024

# Town Planner

## Community & Position Profile

### Overview

The Town of Erving, Massachusetts is seeking candidates for the full-time, benefitted position of Town Planner. The successful candidate will work on a variety of planning projects that include land use, infrastructure improvements, economic development, and cultural and recreation opportunities. The Town Planner works in close cooperation with Town departments and groups such as Highway, Recreation, Planning Board, Conservation Commission, and Zoning Board of Appeals. The Town Planner will work to engage community stakeholders to develop plans, budgets, goals, and make policy recommendations. This is a public facing position that works directly with co-workers, citizens, property owners, and our regional and State officials. The ideal candidate is comfortable working in a mutually supportive teamwork environment.

### Community

The Town of Erving was incorporated in 1838 and has the distinction of being the last Franklin County Town to be incorporated. Bound to the south and west by the Millers and Connecticut rivers, Erving's industrial development began as a mill town and later with energy production. Erving is 14.39 square miles in area and represents a mix of residential homes, small and large businesses, restaurants, recreational and tourist destinations and large tracts of open farmland and forests. Erving State Forest, which includes Laurel Lake, is located within the boundaries of the Town of Erving. Erving State Forest has over 1,895 acres of land that includes hiking trails, camping sites, fishing, boating, snow shoeing and picnicking. The Town services are offered through the staffing and maintenance of our Town Hall, Police Station, Fire Stations, Highway Department, Elementary School, Public Library, Senior & Community Center, Wastewater Department, Water Department, and our municipally owned parks and forest land.

## Community Demographics & Information

According to the U.S. Census Bureau, demographic information for Erving includes:

Total Population (2020 Census):	1,665
Total Households (2022 ACS Estimate):	677
Median Household Income (2022 ACS Estimate):	\$70,560.00
Poverty (2022 ACS Estimate):	8.1%
Employment Rate (2022 ACS Estimate):	61.8%
FY2024 Town-wide Operating Budget	\$13,032,347.00
FY2024 Town-wide Capital Improvement Budget	\$1,066,000.00

## Challenges & Opportunities

The successful candidate will be the Town's second individual to hold the Town Planner position. The position has been engaged in a multitude of community improvement projects in recent years to respond to infrastructure needs and community interests. Some of the Town's critical infrastructure such as bridges, culverts, sewer mains and water mains are approaching the end of their useful life span and are in different stages of repair and/or replacement. Like many Massachusetts communities with aging infrastructure, these challenges provide opportunities for the Town to engage with residents and officials to discuss current and anticipated needs, to work to incorporate climate resiliency, to explore economic development opportunities, and to forge new partnerships.

**Senior Housing:** The Town has long sought a senior housing development to complement the campus style neighborhood that includes the Elementary School, Public Library, and Senior & Community Center. The Town has identified a developer and is working through the initial stages to bring the project to the Town Meeting for approval.

**Public Art:** The Town has recently worked to embrace the benefits of public art and the Town Planner is currently engaged in a project with the Public Library for a new temporary art installation for spring 2024.

**Former Mill Site:** The Town continues to work towards the redevelopment of the former International Papermill property and adjacent land. This effort has involved partnerships with several State and regional stakeholders that include MassDevelopment and the Franklin Regional Council of Governments.

**Budget:** For FY2024, the Town Planner is overseeing an operating budget appropriation of \$84,210.00, in addition to ongoing grant awards.

## Recent Planning Projects

(Grant or State/Federal Funding Source)

### Completed:

- Hammock Park Playground Renovation
- Central, Gunn, Park & Pratt Streets Sidewalk Improvements  
(Complete Streets)
- West Main Street Public Electric Vehicle Chargers (National Grid)
- Public Art Project- Hybrid Heron (FirstLight Sustains)
- Papermill Road Pumpstation (MassWorks)
- ADA Transition Plan (MOD Americans with Disabilities Act)
- Zoning Bylaw Update (Rural & Small Town)
- Wheelock Street Culvert Replacement Project (Rural & Small Town)
- Police Station Public Electric Vehicle Charger (MassEVIP)





### In Progress:

- Former IP Mill Redevelopment & Demolition ([MassDevelopment Site Readiness](#))
- Church Street Bridge Replacement Project ([Franklin County Transportation Improvement Program](#))
- Historic Structures Inventory ([Mass Historical Commission Survey and Planning](#))
- Senior Housing Development on Care Drive
- Public Art Project at the Library ([NEFA Making it Public](#))
- Swamp Road Bridge Replacement Design ([MassDOT Small Bridge Program](#))

### Upcoming:

- Open Space & Recreation Plan Update
- Municipal Vulnerability Preparedness Plan Update
- Hazard Mitigation Plan Update
- Veterans Memorial Field Renovation

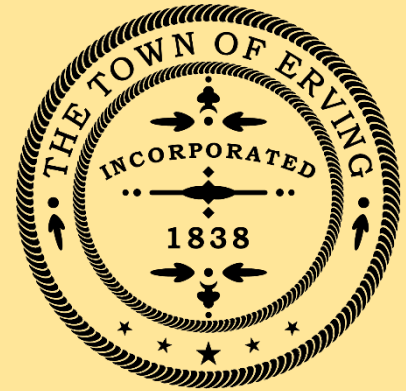
## Compensation & Benefits

### Compensation

Anticipated hiring range is \$34.47/hour to \$36.57/hour and is commensurate with education and experience. Increases are granted as determined by the Select Board and voted at the Annual Town Meeting in accordance with Classification and Pay Plans/Personnel Policies of the Town.

### Benefits

Excellent benefits include health insurance with an employer contribution towards the premium of 84%, vacation leave, sick leave, military leave, 12 paid holidays, and 3 paid personal days.



## How to Apply

An application form is available at:  
[www.erving-ma.gov/employment](http://www.erving-ma.gov/employment)

Interested candidates should send a completed application form, résumé, and cover letter to:

Town of Erving  
Attn: Bryan Smith  
12 East Main Street  
Erving, Massachusetts 01344

or in a PDF format via E-mail to [careers@erving-ma.gov](mailto:careers@erving-ma.gov) with the subject line "Town Planner Search."

Completed applications will be accepted on a rolling basis until the position is filled, with a preference application date of  
**Thursday, February 22, 2024**

A CORI check will be performed on the successful candidate.

The Town of Erving is a drug-free workplace. The Town of Erving is an Affirmative Action/Equal Opportunity Employer.