

TOWN OF ERVING
Meeting of the
SELECT BOARD / WATER COMISSIONERS
Followed by a Joint Meeting of the
SELECT BOARD, FINANCE COMMITTEE
& CAPITAL PLANNING COMMITTEE
 To be held at the Senior & Community Center
 1 CARE DRIVE, ERVING, MASSACHUSETTS 01344

Jacob A. Smith, Chair
 Scott Bastarache
 James Loynd
Select Board

Bryan Smith
Town Administrator

Meeting Agenda
Monday, March 11, 2024

This meeting is open to the public.

Scheduled Business

<i>Time</i>	<i>Agenda Item</i>
6:30 PM	Call to Order
7:00 PM	Joint Meeting with the Finance Committee & Capital Planning Committee- Review and Discussion Regarding FY2025 Operating & Capital Budget Requests and Recommendations

Old Business

<i>Agenda Item</i>	<i>Section</i>
Review of Health Safety Plan Policy- Use of Town Provided Vehicles-2 nd Read	1
Review of Health Safety Plan Policy- Excavation & Trenching- 2 nd Read	2
Review Surplus Equipment Request- Public Library- 2 nd Read	3
Review & Discussion Regarding FY2025 Operating & Capital Budget Requests and Recommendations	4

New Business

<i>Agenda Item</i>	<i>Section</i>
Review of Meeting Minutes: March 13, 2023 & February 05, 2024	5
Review Surplus Equipment Request- Recreation- 1 st Read	6
Review of Potential Annual Town Meeting Warrant Requests	7
Review of Draft Town Code of Bylaws	8
Discussion Regarding Route 2 Sidewalk-Wastewater Rd to Erving Papermill	9

Other Business

Signing of the Treasury Warrant

Anticipated Next Meeting Dates

Monday, March 18, 2024

Monday, March 25, 2024

Note: These agenda items and estimated times are those reasonably anticipated by the Chair. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion. Estimated agenda times may need to be changed on the night of the meeting for the sake of expediency. Section numbers correspond to agenda packets and are not an indication of the order of the agenda

Town of Erving

Select Board Public Meeting Participation Guidance

The Select Board welcomes residents to communicate questions, comments or concerns. Participants at Select Board meetings are notified that the meetings are both video and audio recorded, and comments provided will become part of the record. While offering public input, it is important that the Select Board is also allowed enough time to conduct their other business. The following guidelines have been established to make the best use of time at Select Board meetings.

1. To request time on the Select Board agenda, persons must contact the Town Administrator at (413) 422-2800, Ext.1102 or at SBRequests@erving-ma.gov by noon on the Tuesday before the meeting.
 - a. Requests will be submitted to the Chairperson for consideration and scheduling.
 - b. Supporting documentation related to the request must be provided to the Administrator's office by noon on the Thursday prior to the meeting. The Chairperson may remove requested agenda topics that are made without supporting documentation.
2. The Select Board encourages public participation as follows:
 - a. Town residents can bring comments before the Select Board that require discussion and are on the agenda, only after being recognized by the Chair. If your issue is not on the agenda, you may bring it up under "Future agenda items".
 - b. "Topics not anticipated" should be brought to the Chair for possible consideration prior to the meeting.
 - c. Please try to keep your comments short and to the point.
 - d. If it appears that the topic(s) being discussed will consume longer than the time allocated then, at the discretion of the Chair, the matter will be placed on an upcoming Select Board meeting agenda.
 - e. If you believe that your topic will require more time or desire to make a more formal presentation than is allowed under these guidelines, please contact the Town Administrator to ask to be put on a future agenda so that we can properly allocate enough time.
 - f. You are free to ask questions or to make your point for all to consider. However, engaging in active debate with Select Board or audience members will not be allowed.
 - g. All comments and questions must be directed to the Chair of the Select Board per MGL Chapter 30A, Section 20(g).
 - h. Participants are expected to speak from the presenter/guest table.
3. Employees and Board members who have business with the Select Board should be placed on the agenda beforehand (see Item # 1.).
4. Anyone wishing to contact the Select Board in writing may do so at:

Town of Erving, Attn: Select Board, 12 East Main Street, Erving, Massachusetts 01344

Alternatively, members of the public can complete a Select Board submission form at the meeting sign in table and office staff member will follow up.

The Select Board appreciates your cooperation in honoring these guidelines.

From Massachusetts Attorney General Official Website

What public participation in meetings must be allowed?

Under the Open Meeting Law, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. Any member of the public also has a right to make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the Chair and must comply with reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The Chair is required to inform other attendees of such recording at the beginning of the meeting.

While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the Chair. An individual is not permitted to disrupt a meeting of a public body, and at the request of the Chair, all members of the public shall be silent. If after clear warning, a person continues to be disruptive, the Chair may order the person to leave the meeting, and if the person does not leave, the Chair may authorize a constable or other officer to remove the person.



TOWN OF ERVING

12 Main Street
Erving, Massachusetts 01344
Telephone: (413) 422-2800
Facsimile: (413) 422-2808
Email: administrator@erving-ma.gov

HSP-0__

Plan

Use of Town Provided Vehicle & Equipment Plan Policy

Approved: _____ Date: _____
Select Board Chair, Jacob A. Smith

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.01 Issue Date / Effective Date

This policy is issued and effective on _____.

.02 Purpose

This program provides safety requirements for all employees that are driving and operating a Town provided vehicle or equipment.

.03 Policy

It is the policy of the Town that all vehicles and heavy equipment shall only be used for municipal purposes, in accordance with the respective policies and procedures of the department or agency that the vehicle and/or heavy equipment that it has been assigned to. Further, Town provided vehicles and heavy equipment will only be operated by employees that are authorized by the respective department supervisor, who possess the required state and/or federal license(s), and who maintains the validity of the required license(s).

.04 Pre-Trip Inspection

Daily each employee that is authorized to operate a Town provided vehicle or heavy equipment is responsible for completing a pre-trip inspection, prior to operating the vehicle or heavy equipment. The inspection form is to be kept in accordance with the directive given by each department's supervisor. The daily inspection form is in Appendix A.

.05 Maintenance

All vehicles and heavy equipment shall be maintained and kept in a clean, safe, and dependable condition. Authorized employees are responsible for maintaining the cleanliness of the vehicle during their use and for reporting any maintenance concerns to the respective department supervisor in a timely manner of any concerns.

.06 Accidents

Any Town provided vehicle or heavy equipment that is involved in an accident, with or without property damage, will be reported to the department supervisor. The department supervisor is responsible for completing all necessary forms and reporting the accident to the Town Administrator's office.

.07 Use of Seatbelts

Use of a seatbelt is mandatory while driving and operating all Town provided vehicles and heavy equipment.

.08 Use of Backup Cameras

All Town provided vehicles and heavy equipment, that are equipped with backup cameras will be used in conjunction with all mirrors when a spotter is not available. Prior to moving the vehicle or heavy equipment, the authorized employee will complete a walk around the vehicle or heavy equipment to check for obstructions and safety concerns.

.09 Program & Plan/Policy Review

The Town's Safety Committee will be responsible for annually reviewing this policy and the Hazard Communication program review and recommend revisions to the Select Board as necessary.

DRIVER'S VEHICLE INSPECTION REPORT

Check ANY defective item and provide details under "Remarks."

Date: _____

Vehicle/Equipment No.: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> Air Compressor
<input type="checkbox"/> Air Lines
<input type="checkbox"/> Battery
<input type="checkbox"/> Brake Accessories
<input type="checkbox"/> Brakes
<input type="checkbox"/> Carburetor
<input type="checkbox"/> Clutch
<input type="checkbox"/> Defroster
<input type="checkbox"/> Drive Line
<input type="checkbox"/> Engine
<input type="checkbox"/> Fifth Wheel
<input type="checkbox"/> Front Axle
<input type="checkbox"/> Fuel Tanks
<input type="checkbox"/> Heater | <input type="checkbox"/> Horn
<input type="checkbox"/> Lights
Head- Stop
Tail-Dash
Turn Indicators
<input type="checkbox"/> Mirrors
<input type="checkbox"/> Muffler
<input type="checkbox"/> Oil Pressure
<input type="checkbox"/> On-Board Recorder
<input type="checkbox"/> Radiator
<input type="checkbox"/> Rear End
<input type="checkbox"/> Reflectors
<input type="checkbox"/> Safety Equipment
Fire Extinguisher
Flags-Flares-Fuses
Spare Bulbs & Fuses
Spare Seal Beam | <input type="checkbox"/> Springs
<input type="checkbox"/> Starter
<input type="checkbox"/> Steering
<input type="checkbox"/> Tachograph
<input type="checkbox"/> Tires
<input type="checkbox"/> Transmission
<input type="checkbox"/> Wheels
<input type="checkbox"/> Windows
<input type="checkbox"/> Windshield Wipers
<input type="checkbox"/> Other |
|---|--|--|

Trailer (s) No(s).: _____

- | | | |
|---------------------|--------------|-----------|
| Brake Connections | Hitch | Tarpaulin |
| Brakes | Landing Gear | Tires |
| Coupling Chains | Lights- All | Wheels |
| Coupling (King) Pin | Roof | Other |
| Doors | Springs | |

Remarks: _____

- Condition of the above vehicle is satisfactory

Driver's Signature: _____

- Above defects Corrected
- Above defects need NOT be corrected for safe operation of vehicle

Mechanic's Signature: _____

Date: _____

Driver's Signature: _____

Date: _____



TOWN OF ERVING

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HSP-0__
Plan

Excavation and Trenching Safety Plan Policy

Approved: _____ Date: _____
Select Board Chair, Jacob A. Smith

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.01 Issue Date / Effective Date

This policy is issued and effective on _____.

.02 Purpose

This program provides safety requirements for all excavation and trenching activity, regardless of whether it is a planned project or emergency.

.03 Responsibility

The employer is responsible for protecting employees from cave-in at excavation sites. The employer must ensure that a daily inspection is conducted by a designated Competent Person who has completed training to identify excavation hazards and has authority to stop work and make corrections. The employer must provide training to employees and ensure that cave-in protection systems are provided when required.

.04 Requirements for Cave-in Protection

Each excavation will provide safe work conditions to protect employees from cave-in.

- A. **Required for Deeper than 5 feet:** A cave-in protection system is required when employees enter an excavation deeper than 5 feet. A cave-in protection system could include trench boxes, shoring, or sloping. The only time cave-in protection is not required in an excavation deeper than

5 feet deep is if the excavation is made entirely in stable rock. Cave-in protection is always required in excavations over 5 feet deep for Type A, B or C soils.

- B. **Required for Less than 5 feet:** A cave-protection system is required for an excavation less than 5 feet deep when examination of the ground indicates a potential for cave-in.
 - a. The Competent Person makes this determination in the daily inspection. The Competent Person must complete the Daily Inspection Worksheet in Appendix A.
 - b. Example signs of potential cave-in include, but are not limited to:
 - i. Water accumulation
 - ii. Upward flow of water into cut
 - iii. Water seeping out of soil
 - iv. Tension cracks or fissures
 - v. Sliding of walls
 - vi. Bulging wall or floor
 - vii. Undermined structures that are not supported
 - viii. Significant vibration or surcharge loads from nearby equipment or traffic
 - ix. Wet mud
- C. **Not Required for Less than 5 feet:** Cave-in protection is not required when an employee enters an excavation less than 5 feet deep and the daily inspection by the Competent Person provides no indication of cave-in potential. Complete the Daily Inspection Worksheet in Appendix A to show that site conditions have been evaluated.

.05 Selecting Cave-in Protective System Per Soil Type

Soil type is used, in addition to ground conditions, to determine effective shielding (trench box), shoring, or sloping.

- A. **Assume Type C:** Public works departments may choose to assume all soil is Type C when selecting trench box, shoring, or sloping the site. A manual and visual soil test to classify soil is not required when soil is assumed to be Type C. For Type C soil, you must slope out 1.5 feet on each side for each 1 ft. of depth (i.e. 34 o from horizontal). Designs for Type C soil are provided in the OSHA excavation standard 29 CFR 1926.652. Benching is not permitted in Type C soil.
- B. **Type A, B:** The Competent Person must conduct at least one visual and manual soil test if Type C soil is not assumed. Record these results on the Daily Inspection Worksheet. Then refer to the manufacturers tab data or engineered plan to ensure that the shoring or trench box is adequate for the soil type on the site and the depth of excavation.
- C. **Cave-In Protection Systems:** The following equipment is available to the department as owned, through rental, or loan agreement.

Task	System
Up to 20 Feet Deep	Trench box model number: MLSB-612 Manufacturer: American Shoring Grave Shoring model number: ASI-230443 Manufacturer: American Shoring

	Shoring system Manufacturer: List specs for distance between shores: Shoring system Manufacturer: List specs for distance between shores: Sloping Type C soil: 1 ft. high to 1-1/2 ft. horizontal run on each side (34°) Type B soil: 1 ft. high to 1 ft. horizontal run on each side (45° slope) Type A soil: 3/4 ft. high to 1 ft. horizontal run on each side (53°) Type A soil (short-term): 1/2 ft. high to 1 ft. horizontal each side (63°)
More Than 20 Feet Deep	Engineered system required by Professional Engineer

.06 Daily Site Inspections

A. Daily Inspection

- a. Each crew will have a designated person with knowledge and training to be the “Competent Person.” The employer gives authority to the Competent Person to correct hazards at the site.
- b. The “Daily Inspection Worksheet” is completed by the designated Competent Person before any worker is allowed to enter a trench, even if the site is less than 5 feet deep (See Appendix A for worksheet).

B. Repeating the Daily Inspection: A reinspection is conducted using the Inspection Worksheet at the beginning of every shift, AND as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence.

C. Verifying the Daily Inspection:

- a. The Daily Inspection Worksheet is returned to the department Superintendent at completion of the job. The Superintendent will review the Inspection Worksheet and review the safety conditions which occurred during the project with employees to evaluate the effectiveness of the trench safety program.
- b. The Superintendent will conduct on-site inspections of excavation sites periodically to ensure that daily inspections are conducted, and cave-in protective systems are provided.

.07 Work Procedures

A. Utilities:

- a. Digsafe (811) called for underground utilities. Confirmation number kept on file.
- b. Exposed utilities are supported or removed.
- c. Maintain 10 ft. clearance to overhead powerlines when operating trucks or equipment.
- d. To prevent sudden flooding, block or reduce pressure in water mains that could be exposed and accidentally damaged during excavation. Pressure should be reduced even if the actual tasks do not involve planned contact with the water main.

B. Wet Conditions:

- a. Water accumulation is controlled before employees are authorized to enter excavation.
- b. Surface water is diverted or controlled.
- c. Re-inspection is conducted after a rain event.
- d. Employees are ordered to exit if water seeps from floor or walls or if water accumulation is not able to be continuously controlled.

C. Undermined Structures:

- a. Adjacent foundations, telephone poles, etc. are braced before employees are authorized to enter excavation.
- b. Adjacent sidewalks, pavement, walls, etc. are fully supported. When a structure becomes unsupported or unstable in any way, employees are ordered to exit the excavation.
- c. Exposed underground utility pipes are supported.

D. Edge of Excavation:

- a. Spoils are kept more than 2 ft. from the edge.
- b. Top of trench box/shoring reaches grade level, or extends 18" above grade if any portion of the trench is sloped.
- c. Bottom of trench box/shoring is not more than 2 ft. above bottom of excavation. The 2 ft. allowable rise is not allowable if free-flowing soil comes in at the gap.
- d. Trench boxes are installed in a manner to restrict lateral or other hazardous movement of the shield in the event of sudden lateral loads.
- e. Ladder in place for trenches deeper than 4 ft. and placed so that egress is available without traveling more than 25 feet.
- f. Workers prohibited from "riding bucket" into or out of excavation.
- g. The weight of adjacent trucks and equipment are kept a safe distance away from edge to prevent surcharge loading or vibration.
- h. Provide a warning system to prevent mobile equipment from falling over the trench edge.

E. Hazardous Atmosphere:

- a. Where oxygen deficiency (< 19.5% oxygen) or a hazardous atmosphere exists or could be expected to exist, the atmosphere in the excavation must be tested before employees enter excavations > 4 ft. deep.
- b. Test air for Oxygen, Carbon Monoxide, Hydrogen Sulfide, flammable levels and VOCs in landfills, underground fuel, or other contaminated soils.
- c. Test air at all levels. Do not assume that toxics are heavier than air.
- d. Test the air for Carbon Monoxide if gas/diesel powered tools are brought into or used adjacent to the excavation. Ventilate.
- e. Control dust when cutting concrete or asbestos pipe. Follow Department of Labor Standards and DEP procedures for asbestos cement pipe.

F. Work Zone Traffic:

- a. Traffic is controlled in accordance with the Manual on Uniform Traffic Control (MUTCD), using MUTCD signs and devices. Close street to traffic if possible.
- b. Use adequate warning signs, cones and taper per MUTCD and MassDOT.
- c. Check blind spots before any vehicle or piece of heavy equipment is moved at the site, use spotters when necessary, and conduct circle checks of DOT vehicles moving off the site.

G. Exposure to Falling Loads:

- a. Employees are not permitted to work under raised loads.
- b. Employees are required to stand away from equipment that is being loaded or unloaded.

H. Personal Protective Equipment:

- a. The following Personal Protective Equipment (PPE) is required:
 - i. ANSI Class 2 or Class 3 high-visibility reflective clothing, for all work that is located in, or adjacent to a road.
 - ii. Hardhat
 - iii. Boots that address the hazards on site.
 - iv. Safety glasses when activities could cause projectiles.
 - v. Hearing protection when concrete / metal cutting tools are used.
 - vi. Respirator when concrete or asbestos cutting is conducted.

- I. **Unattended Trench– Public Risk:** Trenches will not be left unattended or pose a hazard to the public. Unattended trenches must be backfilled, covered, or otherwise protected per Department of Professional Licensure (formerly Department of Public Safety) regulation 520 CMR 7.00.

.08 When Municipal Employees work with a Private Contractor

Private contractors often conduct work on municipal property. Municipal employees should not enter an excavation created by a private contractor unless the municipality’s designated Competent Person has conducted an inspection and authorized municipal employees to enter.

.09 Employee Qualifications

- A. The designated Competent Person must have completed “Trench Competent Person” training, per OSHA 29 CFR 1926.269 and have authority from employer to stop work, and order that cave-in protective systems be installed, and site hazards are corrected, before work continues.
- B. Other employees on site must have completed “Trench Safety” awareness training.
- C. Laborers assigned to use a grinder, saw, or other power tool must have completed training which reviews the Owner’s Manual instructions for use and maintenance of the tool.
- D. Laborers assigned to disturb Asbestos Cement Pipe must have completed “Asbestos Cement Pipe” training.
- E. Equipment operators must have a current Massachusetts Hoisting License issued by Massachusetts Department of Professional Licensure (formerly Department of Public Safety).

.10 Program & Plan/Policy Review

The Town’s Safety Committee will be responsible for annually reviewing this policy and the Hazard Communication program review and recommend revisions to the Select Board as necessary.

Name: _____ Inspection date/time _____	Name: _____ Date: _____ Signature: _____
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DRAFT

Library Surplus / Recycling

February 2024

The library has the following items to get rid of.

Surplus items that may be of interest:

- Acoustic guitar
- Egyptian framed art
- Desktop hanging file folder rack
- Furniture moving pads with wheels (2) (seen in picture under printer)

To be recycled/discarded:

- Large format printer
- Paper cutter with broken handle
- iMac
- Dell desktop all in one (3)
- Kindle (6)

Pictured but not available: coats, blue plastic storage bin, rolled calendar



FY 25 Capital Planning Requests

Recommended Requests –

1. **IP Mill Demolition – \$4,000,000 (\$600,000 Grant, \$3.4M Town)** - Committee recommends moving forward with this request. At this time the committee feels a debt exclusion should be sought with a 3yr term. If the one-time debt exclusion is unsuccessful, then we recommend auction of the property.
2. **Update Rec and Open Space Plan – \$25,000** - this plan needs to be current to apply for things such as the PARC grant. Expires in 2025. There is some grant funding that may be available, though we would front full cost up front.
3. **Plow Truck Replacement - \$100,000** – Due to rust/rot and temporary repair this would fall under a safety concern.
4. **IT Computer Replacements - \$35,000** – would update 13 computers.
5. **Feasibility Study Vets Field - \$45,000** – committee agrees this should move forward. The committee expressed concern based on other capital requests received about having several large projects (water tower and Zilinski Field overhaul) going at one time. Will revisit rec’s plans for upcoming fiscal years if a successful PARC grant is obtained.
6. **POTW #1 Fencing - \$63,600** – DEP requirement.
7. **Senior Housing Matching Funds - \$448,188** – The committee supports moving forward with the senior housing project and this request. The exact source of funds still needs to be determined.
8. **Care Drive Pump Station - \$1,000,000** – This is needed for senior housing. The exact source of funding is yet to be determined.
9. **Hazard Mitigation Plan - \$25,000** – Expiring soon and needs to be current for grant opportunities.

FY24 Hold Over Additional Funding Request –

1. **Security Upgrades at PD – Additional \$130,000 Request \$(100,000 approved FY24)** – After quotes obtained funding is not adequate. An additional \$130,000 is needed. This is a safety and security issue with high priority. This will bring the total to \$230,000 for the request.

Non-Recommended Requests –

1. **Animal Control Van – \$36010.44** – The Committee felt the cost was too much based on current call volume and that the regional plan wasn’t far enough along in planning to consider recommending this at this time.
2. **Cemetery (Creation of New or Expansion) – \$???** - With no figures provided we cannot approve at this time.
3. **Shared Use Path Feasibility Study - \$34,000 (\$6,800 Match is our cost)** – This was low on our priority list at this time. Felt other projects were of higher need. Grant as been applied for can revisit once grant status is determined.
4. **2015 F550 Dump Truck Replacement - \$125,000** – Glenn stated this could wait another year if needed. The committee would recommend pushing this to FY26.
5. **Pearl B. Care Building - \$10,000** – This is more for maintenance, recommend moving to operating budget.
6. **PD Cruiser Replacement - \$71, 894.40** – After reviewing maintenance records for existing cruiser committee and current condition of the cruiser, felt this request could be moved to FY26.
7. **Library Lighting Controls - \$3-5,000** – This amount doesn’t fall into capital. Funding may be available in other sources.

Totals –

Without IP Mill and Senior Housing - \$423,600

With IP Mill and Senior Housing - \$5,271,788

FY2025 Budget Revenue Sources

ESTIMATES

updated 1-26-2024

General Fund	FY2025
Revenue	
Previous Fiscal Year Levy Limit	\$ 12,422,348
2.5% Allowed by Law	\$ 310,559
Amendment from Previous Fiscal Year New Growth	\$ -
New Growth Estimate	\$ -
Estimated Funds Available to Raise & Appropriate	\$ 12,732,907
Assessors Overlay	\$ (200,000)
State Charges	\$ (229,009)
State Receipts	\$ 749,619
Local Estimated Receipts Projected	\$ 240,000
General Fund Free Cash (as of 10-23-2023)	\$ 769,827
Total Estimated General Fund Revenue	\$ 14,063,344

Wastewater Enterprise Fund	
Retained Earnings Balance (as of 10-23-2023)	\$ 1,018,566
FY2025 Raise & Appropriation	\$ -
FY2025 Estimated Montague Receipts	\$ -
Total Estimated Wastewater Fund Revenue	\$ 1,018,566

Water Enterprise Fund	
Retained Earnings Balance (as of 10-23-2023)	\$ 228,891
FY2025 Estimated Receipts Revenue	\$ -
Total Estimated Water Enterprise Fund Revenue	\$ 228,891

PEG ACCESS Fund	
Fund Balance (as of June 30, 2023)	\$ 104,803
FY2025 Estimated Receipts Revenue	\$ 15,500
Total Estimated PEG Access Fund Revenue	\$ 120,303

Trust Funds	
General Stabilization Balance (as of June 30, 2023)	\$ 10,951,377
Capital Stabilization Balance (as of June 30, 2023)	\$ 862,896
OPEB Trust Balance (as of June 30, 2023)	\$ 6,082,817
Cemetery Perpetual Care Expendable (as of June 30, 2023)	\$ 24,222
Conservation Fund (as of June 30, 2023)	\$ 9,215
Total Trust Fund Balances	\$ 17,930,527

Note: State receipts and charges have been revised as the Governor presented her FY2025 proposed budget and released estimated cherry sheet numbers. These are subject to change and will be updated as the House and Senate work through the budget process. At this time I am not projecting new growth based on feedback from the Assessor's Office and we are anticipating no significant changes in local receipts.

Water receipts are not estimated until April after the spring water meter readings are complete and the full year of consumption data is available for the formula.

The agreement with Montague for the treatment of wastewater is up for negotiation which may have an impact on the anticipated receipts.



Erving FY2025 Budget Development Calendar

This document is subject to change as new information becomes available.

Month	Date	Action/Meeting	Location & Time
October 2023	Mon. Oct 30, 2023	Joint Select Board, Finance Committee & Capital Planning Committee Meeting: Discuss budget goals and guidance	Senior & Community Center at 7:00 PM
	Tue. Oct 31, 2023	FY2025 Budget goals & guidance sent to Departments along with Capital Improvement Request forms, Operating Budget Request & Instructions	
November 2023	Tue. Nov. 07, 2023	Department, Board & Commission Workshop for budget planning	Public Library at 10:00 AM
	Thu. Nov. 09, 2023	Department, Board & Commission Workshop for budget planning	Town Hall at 2:00 PM
	Thu. Nov. 23, 2023	Holiday- Thanksgiving Day	
December 2023	Mon. Dec. 11, 2023	Departmental Capital & Operating Budget Requests Due	Town Administrator's Office by 5:00 PM
	Thu. Dec. 14, 2023	Capital Planning Committee Meeting to review open capital special articles- Department Heads to attend and provide project status updates.	Public Library at 7:00 PM
	Mon. Dec. 25, 2023	Holiday- Christmas Day	
January 2024	Mon. Jan. 01, 2024	Holiday- New Years Day	
	Thu. Jan. 04, 2024	Capital Planning Committee meeting to review new FY2025 capital requests	Town Hall at 7:00 PM
	Mon. Jan 08, 2024	Select Board Meeting- Regular business	Senior & Community Center at 6:30 PM
	Mon. Jan 08, 2024	Finance Committee Meeting- Review FY2025 Budget Requests	Town Hall at 6:30 PM
	Thu. Jan 11, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- Public Works & Public Safety Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
	Mon. Jan 15, 2024	Holiday- Martin Luther King Jr. Day	
	Mon. Jan 22, 2024	Select Board Meeting- Regular business	Senior & Community Center at 6:30 PM
	Mon. Jan 29, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- General Government Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
February 2024	Mon. Feb. 05, 2024	Select Board Meeting- Regular Business	Senior & Community Center at 6:30 PM
	Mon. Feb 05, 2024	Finance Committee Meeting- Review FY2025 Budget Requests	Town Hall at 6:30 PM
	Mon. Feb. 12, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- Education Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
	Mon. Feb. 19, 2024	Holiday- Presidents Day	
	Thu. Feb. 22, 2024	Select Board- Regular Business	Senior & Community Center at 6:30 PM
	Mon. Feb. 26, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- Culture & Recreation, Health & Human Services, and any remaining Capital & Operating budget presentations	Senior & Community Center at 7:00 PM
March 2024	Fri. Mar. 01, 2024	Responses to all outstanding FY2025 budget questions are due from departments	Town Administrator's Office by 5:00 PM
	Mon. Mar. 04, 2024	Select Board meeting- Regular business	Senior & Community Center at 6:30 PM
	Mon. Mar 04, 2024	Finance Committee Meeting- Review FY2025 Budget Requests	Town Hall at 6:30 PM
	Thu. Mar 07, 2024	Capital Planning Committee Meeting- Finalize FY2025 recommendations	Town Hall at 7:00 PM
	Mon. Mar. 11, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- FY2025 proposed Capital & Operating budget Review & Recommendation	Senior & Community Center at 7:00 PM
	Mon. Mar 18, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting- FY2025 proposed Capital & Operating budget Review & Recommendation	Senior & Community Center at 7:00 PM
	Mon. Mar 25, 2024	Joint Select Board, Finance Committee & Capital Planning Committee Meeting-	Senior & Community Center at 7:00 PM



Erving FY2025 Budget Development Calendar

This document is subject to change as new information becomes available.

Month	Date	Action/Meeting	Location & Time
April 2024		FY2025 proposed Capital & Operating budget Review & Recommendation	
	Mon. Apr. 01, 2024	Select Board Meeting- Approval of Annual Town Meeting Warrant	Senior & Community Center at 6:30 PM
	Mon. April 15, 2024	Holiday- Patriots Day	
May 2024	Wed. May 08, 2024	Annual Town Meeting	Elementary School at 7:00 PM

Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Monday, February 05, 2024
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

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

At 7:04 PM **Chairman Smith** called the meeting to order.

Review of Non-Union Police Department Personnel Compensation Schedule

The Select Board members reviewed the proposed FY2024 Non-union Police Personnel compensation Schedule. **Selectman Bastarache** stated he had no concerns, and it is the same as the process as all other departments. The Select Board members discussed and confirmed that the policy would be effective retroactively to July 1, 2023. **Selectman Bastarache** made a motion to adopt the Non-Union Police Department Personnel Compensation Schedule as presented effective July 1, 2023, seconded by **Selectman Loynd**. Vote: All in favor

Discussion Regarding 2024 Almost Anything Goes Program

The Select Board members discussed the 2024 Almost Anything Goes residential bulky waste collection program and a proposal to host a collaborative collection event with the Franklin County Solid Waste Management District. Town Administrator, Bryan Smith, explained the changes in Erving's ability to collect waste at Public Works and the need to direct residents to transfer stations in other communities. Bryan stated that the Franklin County Solid Waste Management District has offered to host their "Clean Sweep" event site in Erving this May and October where Erving residents, along with County residents in neighboring towns, could bring their items for disposal for a fee. This option would provide Erving residents with an in-town collection option and our colleagues in the Solid Waste Management District would handle the logistics with the disposal vendors. The Select Board members discussed the idea of using the Senior and Community Center parking lot for this event. Bryan stated that if the Select Board members agree, the information can be added to the Almost Anything Goes flier. The Select Board agrees.

Selectman Loynd recused himself from the meeting at 7:16 PM.

Review and Potential Appointment of Historical Commission Vacancy Letter of Interest – Kelly Loynd

Town Administrator, Bryan Smith explained that he received a letter of interest from Kelly Loynd to be appointed to the Historical Commission. **Selectman Bastarache** made a motion to appoint Kelly Loynd to the Historical Commission effective February 5, 2024, with a term ending on June 30, 2026, seconded by **Chairman Smith**. Vote: passed by majority.

Selectman Loynd rejoined the meeting at 7:18 PM.

Discussion Regarding Town Planner Position Preliminary Screening Committee

Town Administrator, Bryan Smith, presented a request for the Select Board to appoint a 5-member preliminary screening Committee for the upcoming vacancy of the Town Planner position, made up of One (1) Select Board member, Town Administrator, one (1) department head and two (2) community members. The Select Board members agreed with Bryan's recommended makeup of the screening committee. Bryan will put out a request for interest.

Selectman Loynd recused himself from the meeting at 7:23 PM.

Meeting Minutes

Discussion Regarding Surveying Services for Care Drive ROW and Subdivision

Town Administrator, Bryan Smith, explained what transpired at the last meeting of the Senior Housing Committee with Rural Development Inc. (RDI) and that there were changes made to the conceptual layout. Bryan and the Select Board members discussed the changes and the request to engage professional surveying services to prepare descriptions for the proposed road alterations and lot divisions. After discussion about the proposal for services, **Selectman Bastarache** made a motion to engage Edward C. Muszynski, PLS for surveying services for the Care Drive Housing Project for \$10,000.00 plus any additional fees for bound provided, and authorize Town Administrator, Bryan Smith to execute all paperwork, seconded by **Chairman Smith**. **Vote:** Approved by majority.

Selectman Loynd rejoined the meeting at 7:40 PM.

Surplus Equipment Request – Community Planning

The Select Board received a surplus request from the Recreation Commission for a tent. Recreation Commission member, Jacquelyn Boyden, stated that there is no value to the tent as it is in disrepair. A second surplus request was received from Community Planning for an office chair that is old, of no value, and no longer needed. Based on the recommendations of the departments, **Selectman Bastarache** made a motion to deem the office chair as surplus property and offer it for free to residents on a first come, first served basis, seconded by **Selectman Loynd**. **Vote:** Unanimously approved. **Selectman Bastarache** made a motion to deem the tent surplus property and dispose of it properly, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Review of Proposed Personnel Policies & Procedures Manual Draft

The Select Board members reviewed the revised Personnel Policies & Procedures manual draft. **Selectman Bastarache** expressed that he would like to get the policy moved forward even if not in 100% agreement. The Select Board members discussed wanting to review the proposed Personnel Bylaw language to ensure that there are no discrepancies between the proposed bylaw and the current draft of the Personnel Policies & Procedures manual. The members reviewed the Overtime section and discussed the methodology of calculating overtime (time off vs. time worked). They discussed the meal break change (opting out) and agreed it can be revoked at any time. They agreed that holiday time is not included in the calculation for overtime unless there are hours worked on a holiday, and then time and a half would be calculated. Under the Holiday section they made a change to the verbiage, deleting the word “unscheduled”. Town Administrator, Bryan Smith, noted that the Select Board members agreed that in calculating overtime, sick, personal and vacation time would be inclusive. The Select Board members discussed the Compensation Time section and agreed that compensation time must be paid out within 30 days of being earned. The Select Board members discussed the reorganization of the FMLA wording and it seemed contradictory; **Chairman Smith** reworked the verbiage. **Selectman Bastarache** made a motion to adopt the Personnel Policies & Procedures Manual as amended, numbered ADM-140 with an issue date of February 5, 2024, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Next Meeting

The Select Board members discussed holding the next meeting with the Finance Committee and the Capital Planning Committee for FY2025 Education budget request presentations, on February 12, 2024, at 7:00 PM.

Meeting Minutes

Adjournment


Chairman Smith made a motion to adjourn the meeting at 8:20 PM, seconded by **Selectman Loynd**. **Vote:** Unanimously approved.

Respectfully submitted,

Elizabeth Sicard
Administrative Assistant

DRAFT

Surplus Property Disposition Request

Department/Board/Committee <u>Recreation Commission</u>	Request Date: <u>2/24/2024</u>
Item(s) to be disposed of: <u>Tennis Courts and Fence at Veteran's Field</u>	
Estimated Value of Item: <u>Trash and recycle the fence</u>	
Description of Item: <u>See attached fixed asset sheet with item descriptions; including make, model, and serial #</u>	
Reason for Request: <u>The Tennis courts are currently is disrepair and unable to be used. We have plans to do a complete renovation of the Park and in the redesign will have tennis courts but not in the current location.</u>	
Recommended Disposition: <u>We have spoken with Glenn McCrory and the DPW will demolish the tennis courts and fence.</u>	
 Department Head Signature	<u>2/24/24</u> Date

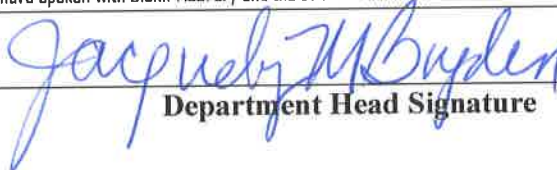
Select Board Review

Board Decision:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Board Comments: 	
Select Board Signatory	Date

Chief Procurement Officer

Method of Disposition:	Under \$10,000	\$10,000 or More
	<input type="checkbox"/> Advertise Newspaper	<input type="checkbox"/> Sealed Bids
	<input type="checkbox"/> Advertise on Website	<input type="checkbox"/> Public Auction
	<input type="checkbox"/> Seek Bids	<input type="checkbox"/> Advertise on Website
	<input type="checkbox"/> Scrap Value	<input type="checkbox"/> Governmental/ Charitable Entity
Date(s) advertised: _____	Other info: _____	
Sold to: _____	\$ Sold for: _____	
Date disposed of: _____	Receipt attached: _____	
Chief Procurement Officer Signature	Date	

Surplus Property Disposition Request

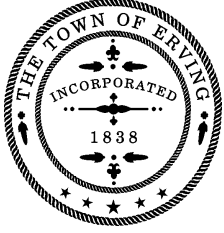
Department/Board/Committee <u>Recreation Commission</u>	Request Date: <u>2/24/2024</u>
Item(s) to be disposed of: <u>Dugouts and Fence including Bleachers</u>	
Estimated Value of Item: <u>zero</u>	
Description of Item: <u>See attached fixed asset sheet with item descriptions; including make, model, and serial #</u>	
Reason for Request: <u>Dugouts are in disrepair and we no longer use the field. Fence is old and needs to come down for our renovations of Veteran's Field</u>	
Disposition: <u>We have spoken with Glenn McCrory and the DPW will demolish the fence and the Fire Chief is willing to use the dugouts for fire practice</u>	
 Department Head Signature	<u>2/24/24</u> Date

Select Board Review

Board Decision:	Approved <input type="checkbox"/>
	Denied <input type="checkbox"/>
Board Comments:	
Select Board Signatory	Date

Chief Procurement Officer

Method of Disposition:	Under \$10,000	\$10,000 or More
	<input type="checkbox"/> Advertise Newspaper	<input type="checkbox"/> Sealed Bids
	<input type="checkbox"/> Advertise on Website	<input type="checkbox"/> Public Auction
	<input type="checkbox"/> Seek Bids	<input type="checkbox"/> Advertise on Website
	<input type="checkbox"/> Scrap Value	<input type="checkbox"/> Governmental/ Charitable Entity
Date(s) advertised: _____	Other info: _____	
Sold to: _____	\$ Sold for: _____	
Date disposed of: _____	Receipt attached: _____	
Chief Procurement Officer Signature		Date



TOWN OF ERVING

SELECT BOARD

12 East Main Street
ERVING, MASSACHUSETTS 01344

Tel. 413-422-2800

Fax 413-422-2808

Email: administrator@erving-ma.gov

Jacob A. Smith, Chair
Scott Bastarache
James Loynd
Select Board

Bryan Smith
Town Administrator

March 08, 2024

To: Select Board

From: Bryan Smith, Town Administrator

RE: Potential Town Meeting Topic Requests

As we prepare for the Annual Town Meeting and a potential Special Town Meeting in June 2024, there are several topics that I would like to bring to the Select Board's attention for consideration.

Multi-Year Agreement Authorizations

- The Board may want to request authorization for a new 10-year agreement with the Town of Montague for the treatment of wastewater from Millers Falls. The current agreement expires this year.
- The Board may want to request authorization for a new 10-year agreement with the Franklin County Regional Housing & Redevelopment Authority for the administration of the Town's housing rehabilitation revolving loan fund program. The current agreement expires this year.

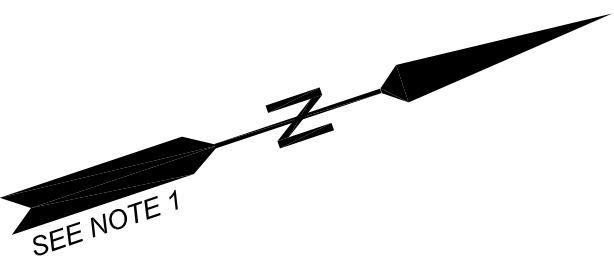
Bylaws

- The Board may want to present the proposed codification of Town Bylaws to voters for adoption. This project has been in the works since 2019. The Zoning Bylaws have already been adopted as part of the Code and do not need to be represented unless changes are proposed. Any changes that are proposed would have to go through the Planning Board's public hearing process. Regulations are handled by the authorized regulatory board. To allow us to complete the implementation of the project, I would recommend that the remaining bylaws are presented to the voters for adoption in the new Code structure.

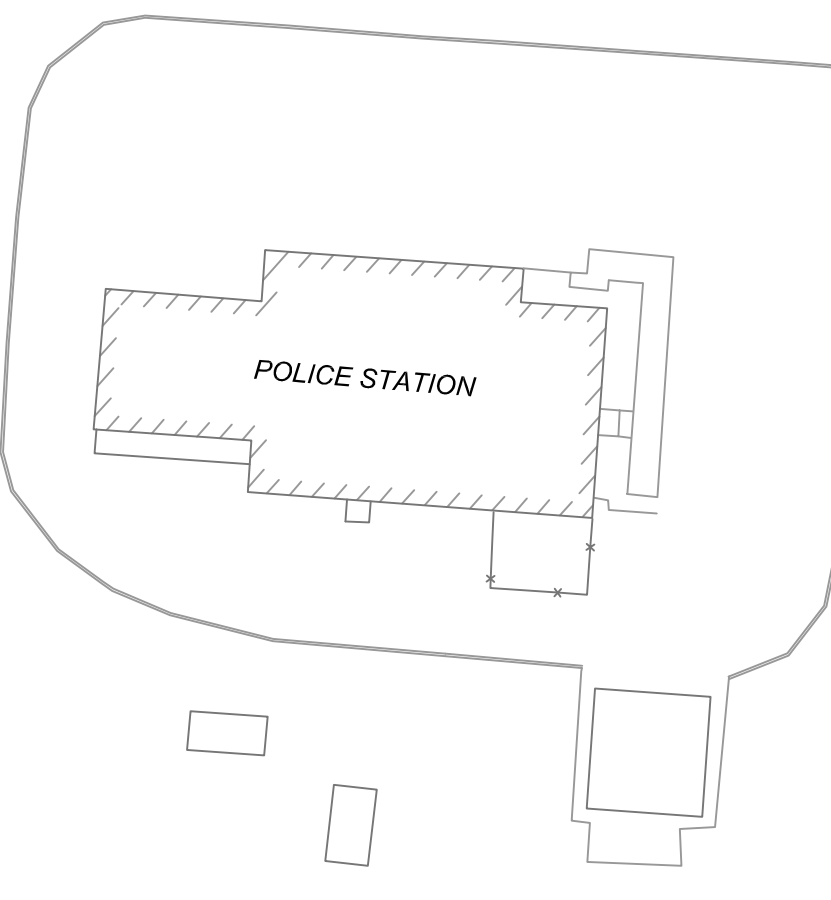
Property Transactions

- While surveying the parcel that the Police Station is built on, we came across a deed discrepancy that dates to the 1930's. The same discrepancy was passed through each subsequent deed, including the deed that the Town has had from the 1990's. The recommended solution to correct the deed discrepancy may be to ask the voters to use eminent domain to take the proposed Parcel A on the included map to clarify the title.

- If the Town is to proceed with the proposed development for housing on Care Drive, the Board should consider presenting articles to the voters. It is recommended that the following articles are considered:
 - The alteration of the layout of Care Drive
 - Authorization of the sale or lease of the proposed parcels for housing, with affordability and age restrictions.
 - Authorization to enter into a long-term land lease agreement.



FRENCH KING HIGHWAY (ROUTE 2)
A 1931 STATE HIGHWAY L.O. # 2788



VERMONT CENTRAL RAILROAD
SEE MUTATION MAP # P-2-65

THE COMMONWEALTH OF MASSACHUSETTS
BK 1207 PG 596
PLAN REF 1, 2

THE COMMONWEALTH OF MASSACHUSETTS
BK 1207 PG 597
PLAN REF 1

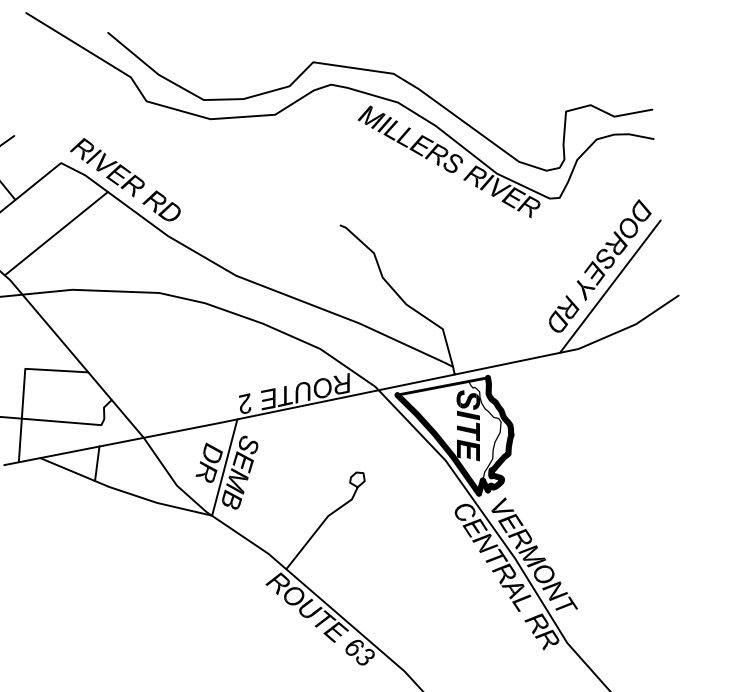
BOUNDARY LINE OF BK 834 PG 163
RIDEL / READOW/
SEE BK 722 PG 400 FOR DESCRIPTION

PARCEL A
LAST RECORD OWNER
FLOREK RIDEL, A.K.A.
FLORIAN READOW
A PORTION OF BOOK 834 PAGE 163
AREA = 1.217 ACRES ±
SEE PARCEL A NOTE

LAND OF THE TOWN OF ERVING
AS ESTABLISHED BY
DESCRIPTION IN CONVEYANCE OF
RIDEL/READOW, TO JOSEPH & JULIA RIDEL
BK 939 PG 425

LAND OF
THE TOWN OF ERVING
BK 3150 PG 261

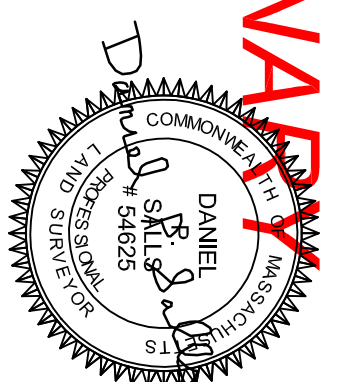
FRANK PROVODEKI INVESTMENT TRUST
BK 7860 PG 5
PLAN REF 1



FOR REGISTRY USE

SURVEYORS CERTIFICATION

I HEREBY CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN COMPLIANCE WITH THE REGULATIONS OF THE REGISTER OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS. I FURTHER REPORT THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR THE DIVISION OF EXISTING OWNERSHIP OR FOR NEW STREETS OR WAYS ARE SHOWN.



Daniel P. Salts
PROFESSIONAL LAND SURVEYOR

PARCEL A TITLE REFERENCE:

LAST RECORD OWNER: FLOREK RIDEL, A.K.A. FLORIAN READOW
DEED BOOK: 834 PG 163 (UNCONVEYED PORTION)
ZONED FRENCH KING (FQ) - NO OVERLAY DISTRICT

GENERAL NOTES:

- 1) THE BEARINGS OF THIS PLAN ARE REFERENCED TO STATE HIGHWAY L.O. # 2788.
- 2) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY BE SUBJECT TO ANY RIGHTS A CURRENT REPORT MAY REVEAL.
- 3) FRENCH KING HIGHWAY - A 1931 STATE HIGHWAY - HERE Laid OUT 60' WIDE BASED ON RECOVERED MONUMENTATION.
- 4) FIELD LOCATIONS OF THE LINES REPRESENTING CENTERLINE OF BROOK ON THIS SURVEY OCCURRED IN THE MONTHS OF OCTOBER AND NOVEMBER 2023. THIS BOUNDARY LINE IS SUBJECT TO CHANGE DUE TO NATURAL CAUSES AND THE LINES ON THIS PLAN MAY BE DIFFERENT FROM THE LINES ON THE GROUND IN THE MONTHS OF OCTOBER & NOVEMBER 2023 UTILIZING A ROBOTIC GEOMAX 290 AND CARLSON R77 DATA COLLECTOR.

SURVEY PLAN REFERENCES:

- 1) * PLAN FROM DEEDS DORSEY LOT DATED DECEMBER 1969 BY E. DEANE AVERY ASSOCIATES FILE #6353. UNRECORDED. COPY OF PLAN ON FILE AT OFFICE OF DANIEL SALTS LAND SURVEYING.
- 2) PLAN OF LAND IN THE TOWN OF ERVING - FRANKLIN COUNTY - TAKEN FOR MAINTENANCE AREA BY THE DEPARTMENT OF PUBLIC WORKS - RECORDED AT THE FRANKLIN COUNTY REGISTRY OF DEEDS PLAN BOOK 28 PAGE 28.
- 3) PLAN OF LAND IN ERVING, MASSACHUSETTS SURVEYED FOR KENNETH E. MITZKOVITZ DATED OCT 15, 1987 BY ALMER HUNTLEY AND ASSOCIATES RECORDED AT THE FRANKLIN COUNTY REGISTRY OF DEEDS IN PLAN BOOK 68 PAGE 87.

PARCEL A NOTE

THE ORIGINAL DESCRIPTION IN THE CONVEYANCE OF A 16 ACRE PARCEL BY GEORGE SMITH TO FLORIAN READOW, BK 722 PG 400 (1970), INCOMED THE NORTHERLY BOUNDARY OF PARCEL A AS, NORTHERLY BY THE CENTERLINE OF FRENCH KING HIGHWAY (ROUTE 2), EASTERLY BY THE CENTERLINE OF THE EASTERN BOUNDARY DESCRIBED IN PARCEL A, SOUTHERLY BY THE CENTERLINE OF FRENCH KING HIGHWAY (ROUTE 2), AND WESTERLY BY THE CENTERLINE OF THE FRENCH KING HIGHWAY. BK 778 PG 227 (1931) & BK 783 PG 350, (1933) IDENTIFIES THE NORTHERLY BOUNDARY OF THE RIDEL, TAKING AS "THE SOUTHWESTERLY BOUNDARY LINE OF FRANK T. DORSEY AS DEFINED BY THE CENTER OF A BROOK". THE RECORD DISTANCE BETWEEN THE NORTH AND SOUTH BOUNDARIES OF THE HIGHWAY TAKING IS DESCRIBED AS 616'. MORE OR LESS. IN BK 834 PG 163 (1938), CATHERINE RIDEL, GRANTS TITLE TO FLOREK RIDEL, SOMETIMES DESCRIBED AS FLORIAN READOW. * ONE TRACT OR PARCEL OF LAND* THAT REFERENCES THE 1910 BK 722 PG 400 SMITH/READOW CONVEYANCE BUT INCORRECTLY CITES A DATE OF 3-31-1935 FOR THE TRANSACTION. IN BK 939 PG 425 (1951), FLOREK RIDEL CONVEYS "TRACT 2" IN A DEED TO JOSEPH AND JULIA RIDEL, CITING TRACT 2 AS "BEING A PART OF PREMISES CONVEYED TO ME BY.....BK 834 PG 163". THE SUBSEQUENT DESCRIPTION FOR TRACT 2 TO JOSEPH & JULIA RIDEL IS THE PRESENT DAY DESCRIPTION FOR LAND NOW OF THE TOWN OF ERVING, BK 3150 PG 261. THE CURRENT DESCRIPTION IS DEFICIENT IN DESCRIBING TITLE TO THE NORTHERLY BOUNDARY ESTABLISHED IN EARLIER DEEDS. THE CURRENT POINT OF BEGINNING IS "THE NORTHERLY SIDE OF THE FRENCH KING HIGHWAY AT THE SOUTHEASTERLY CORNER OF THE PARCEL HEREIN CONVEYED AND THE WESTERLY LOCATION LINE OF THE CENTRAL AND VERMONT RAILROAD". THE FIRST COURSE IS THENCE NORTHERLY ALONG THE LINE OF THE RAILROAD TO A RAVINE A DISTANCE OF 79.0 MORE OR LESS (MEASURED 812 ± TO THE TOP OF THE RAVINE BY THIS SURVEY). THENCE WESTERLY ALONG SAID RAVINE AND THE LAND OF FRANK T. DORSEY TO A POINT 51.1 FEET WESTERLY OF THE CENTERLINE OF SAID RAVINE AND THE CENTERLINE OF SAID RAVINE TO THE SAID FRENCH KING HIGHWAY A DISTANCE ALONG BOTH MENTIONED COURSES A DISTANCE OF 800' MORE OR LESS (MEASURED 755' ALONG THE TOP OF RAVINE BY THIS SURVEY, 934' ALONG CENTERLINE OF BROOK). THENCE ALONG SAID FRENCH KING HIGHWAY EASTERLY A DISTANCE OF 360'. MORE OR LESS. TO POINT OF BEGINNING (MEASURED 462.52 ± BY THIS SURVEY, TOP OF RAVINE TO P.O.B., MEASURED 585.34 ± BY THIS SURVEY, CENTERLINE BROOK TO P.O.B.). THE DISCREPANCIES IN MEASUREMENTS VERSUS THE RECORD DESCRIPTIONS CREATE A GAP IN TITLE BETWEEN THE NORTHERLY BOUNDARY AS ESTABLISHED BY THE SOURCE DEED AND THE CURRENT DESCRIPTION IN TITLE (FIRST USED IN BK 939 PG 425, 1951). A SEARCH OF THE FRANKLIN COUNTY REGISTRY OF DEEDS GRANTOR INDEXES OF READOW, RIDEL, RIDER, IN THE RELEVANT TIMEFRAME DID NOT YIELD EVIDENCE OF AN ADDITIONAL CONVEYANCE OF THE REMAINING PORTION OF BK 834 PG 163.

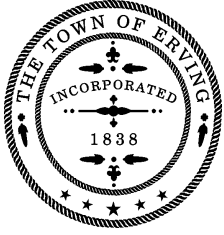
LEGEND

- BOUND FOUND - SEE DESCRIPTION
- I.P. FOUND - SEE DESCRIPTION
- SET 5/8" REBAR W/ YELLOW PLASTIC CAP
- PROP. LINE
- - - - - ABUTTER
- EDGE OF PAVE
- STONE WALL PROPERTY LINE
- INTERIOR STONE WALL
- EDGE OF GRAVEL



PLAN OF LAND
TO BE TAKEN BY THE TOWN OF ERVING
FRENCH KING HIGHWAY
LOCATED IN
ERVING, MASSACHUSETTS
PREPARED FOR
THE TOWN OF ERVING

DANIEL SALTS LANDS SURVEYING
267 AMHERST ROAD SUITE 1 B, SUNDERLAND, MA 01375
(413) 824-8165



TOWN OF ERVING

SELECT BOARD

12 East Main Street
ERVING, MASSACHUSETTS 01344

Tel. 413-422-2800
Fax 413-422-2808
Email: administrator@erving-ma.gov

Jacob A. Smith, Chair
Scott Bastarache
James Loynd
Select Board

Bryan Smith
Town Administrator

March 08, 2024

To: Select Board

From: Bryan Smith, Town Administrator

RE: Route 2 Reconstruction Project – Question about the East Main Street Sidewalk to the Papermill

The Town is working with MassDOT on their redesign plans for Route 2 in Erving Center. The project would pick up from where the project to move Route 2 around the Erving Papermill ended and go through downtown until Mountain Road. The condition of the sidewalk from the Erving Papermill property, along Route 2 to the driveway to the Wastewater Treatment plant, has arisen as a question during the project design process. Its current condition keeps it from being properly maintained and it is too narrow to meet code requirements.

It is our belief that the sidewalk is not in use. We have been in communication with the owners of the Erving Papermill and Stoneville Auto and both entities have indicated that their businesses do not use the sidewalk. The existing sidewalk is very narrow and has very little setback from the travel lane. The sidewalk is in disrepair in several sections and vegetation growth and debris makes it difficult to traverse. The sidewalk is owned by MassDOT, but it has no direct abutters other than the railroad and so it gets very little maintenance. MassDOT would like to know if the Select Board would like the sidewalk to be maintained and improved or if the Town is requesting to have the sidewalk considered for removal.

If the Select Board would like to seek its removal, the Town needs to understand that the process will likely require a petition to the Architectural Access Board, and it may not be granted.

Below is a screenshot of the area. The purple line shows the approximate location of the sidewalk.

