

TOWN OF ERVING

SELECT BOARD / WATER COMMISSIONERS

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, September 18, 2023

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 Finance Committee and Capital Planning Committee- Review of FY2024 Departmental Request & Special Town Meeting Warrant Draft

Old Business

<i>Agenda Item</i>	<i>Section</i>
Review of Financial Management Policy Draft- Revenue Turnover- 2 nd Reading	1
Review of Financial Management Policy Draft- Invoice Payment- 2 nd Reading	2
Review of Financial Management Policy Draft- Encumbrances & Accounts Payable- 2 nd Reading	3
Review of Financial Management Policy Draft- Grants Management- 2 nd Reading	4
FY2024 Financial Review with Departments	5
Review of Special Town Meeting Warrant Draft	6
Review & Issuance of Special Town Election Warrant	7

New Business

<i>Agenda Item</i>	<i>Section</i>
Meeting Minutes: September 06, 2023	8
Review and Issuance of the 6 th Water Commitment for FY2024	9

Other Business

Signing of the Treasury Warrant

Executive Session: pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares (American Federation of State, County, and Municipal Employees, Council 93) (Water & Wastewater Unit).

Executive Session: pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares (New England Benevolent Police Association, Local 121) (Police Unit).

Anticipated Next Meeting Dates

Monday, October 02, 2023- 6:30PM Monday, October 16, 2023- 6:30PM

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
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FIN-001

Policy

Revenue Turnover 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

To safeguard the Town assets and maximize cash flow, the Town establishes this policy that provides guidelines for all departments to turn over receipts to the Treasurer. Included are details of internal controls designed to provide reasonable assurance that the Town’s revenues are properly and timely secured, recorded, and deposited in Town bank accounts.

.03 Applicability

This policy pertains to all cash, check, credit card, and other forms of payment received by all Town departments for taxes, excise, fees, federal and state government receipts, and charges. It applies to the individuals within each department assigned responsibility for handling payments.

.04 Policy

Each department that receives payments is responsible for instituting and employing internal controls designed to ensure that all receipts are recorded accurately, kept secure from loss or theft, and turned over **timely** to the Treasurer **as soon as reasonably possible, but no more than one (1) week after receipt**. ~~Each department must turn over at least weekly and must do so immediately whenever cash is received.~~

.05 Procedures

The following procedures are designed to manage the handling of payments uniformly and efficiently throughout the Town.

A. Receiving Payments

- a. Town department staff must issue a receipt for every collection received, even when the payer attempts to refuse it. As is the exception, Treasurer’s Office staff need only issue

receipts for cash payments. However, all department staff without exception must identify cash payments as such in their receipt books. All staff must immediately endorse each check "For Deposit Only." Every department collecting payments shall secure all payments in a locked cashbox or safe until completing a turnover to the Treasurer.

- b. Each department head is responsible for overseeing the processing, recording, record retention, and turning over of collected receipts to the Treasurer's Office. To the extent practicable, separate individuals should be tasked with separate duties, such as:
 - i. receiving payments,
 - ii. turning receipts over to the Treasurer.

B. Turning Over Revenues

- a. Departmental staff will create a turnover package by filling out a standard Schedule of Departmental Payments (i.e., the turnover form) with department employee signature. All receipts should correlate to the turnover form.
- b. Turnovers shall be delivered to the Treasurer's Office at Town Hall. Non-cash turnovers may be submitted in the lockbox outside the Treasurer's Office. Any turnover containing cash must be submitted in person to the Treasurer's Office during normal business hours and shall not be left in the lock box.
- c. When the Treasurer's Office has accepted the turnover, the department employee will receive a copy of the turnover form signed by a Treasurer's Office staff member. The department employee will retain one turnover copy on file. The Treasurer's Office staff will also provide a copy to the Town Accountant. The Town Accountant shall refuse to accept any turnover form that does not have the signature of a Treasurer's Office staff member.
- d. All departments that receive payments for special revenue accounts should review their quarterly special revenue reports against their turnover copies to verify that all receipts turned over to the Treasurer's Office are accurately recorded in the appropriate general ledger accounts and report any discrepancies to the Town Accountant.

C. Receiving Turnovers

- a. When presented with a turnover, a Treasurer's Office staff member will count the receipts in the presence of the department turning over. Any inaccuracies on the turnover form will be corrected and initialed by both parties. A Treasurer's Office staff member will then sign two turnover copies and give the departmental employee one copy. Upon receipt, the Treasurer's Office will secure the receipts, which will be recorded in the cashbook and deposited weekly or more often as needed.
- b. To the extent practicable, separate individuals should be tasked with separate duties, such as:
 - i. receiving the turnovers,
 - ii. recording the revenues in the cashbook, and
 - iii. depositing the money in the bank.
- c. The Treasurer's Office will enter the receipt data in the accounting software and provide the Town Accountant with a copy of all turnovers processed.

D. Reconciliation

- a. In accordance with the Town's Reconciliation policy, the Treasurer will reconcile the cashbook with bank statements and provide a summary of cashbook balances to the Town Accountant monthly.

.06 Auditing

All cash management activity is subject to review by the Town Administrator and the independent financial auditor as necessary.

DRAFT



TOWN OF ERVING

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FIN-002

Policy

Invoice Payment Process 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

To establish policies and procedures for the effective handling and efficient timely payments of vendor obligations incurred in order to efficiently fulfill department responsibilities on behalf of the Town. The policy applies to all departments, boards and commissions incurring departmental expenses necessary, reasonable and directly related to the conducting of Town related Business.

.03 Definitions

Schedule of Departmental Bills Payable- The Schedule is an organized listing of approved purchases of goods and services that the department, board or commission has committed to paying on behalf of the Town. Only lawful purchases for which the Town has received the goods or services can be presented for payment. The Schedule is submitted to the Town Accountant/Auditor for review and processing.

Vendor Warrant: The Warrant is produced by the Town Accountant, reflecting the payments to vendors for goods and services for which the accountant has been provided sufficient evidence that the amounts to be paid to the vendors are valid obligations, for goods and services received within the fiscal year.

.04 Policy

When a department, on behalf of the Town, has incurred expenses that are reimbursable by the Town, the department shall submit a Schedule of Departmental Bills Payable. The schedule shall be approved and signed by the department head and turned over along with the original receipt/invoice to the Accounting

Office. Documents submitted to the Accounting Office without prior authorization and supporting documentation will not be processed and will be returned to the responsible department, board or commission. Vendor payments shall be made directly to the vendor. Any checks being held for the department head becomes the responsibility of that department to ensure payments are distributed to the proper vendor.

.05 Procedures

The following procedures are to be followed by each department, board and commission when submitting their Schedule of Departmental Bills.

1. Review the invoice. To avoid double payments, the Town will only pay from original invoices. If a payment stub is not supplied with the original invoice but is required with payment by the vendor, then an additional photocopy of the invoice should accompany the original invoice. In the case of construction projects, original copies of the pay application are acceptable.
 - a. The approving authority must check to be sure that no sales tax is being charged to the Town. Sales tax is non-payable, as the Town is a tax-exempt entity.
 - b. The approving authority must ensure that only the current balance on the original invoice is being paid. If there is a past balance forwarded on the invoice, it is the department heads responsibility to follow up with the vendor to reconcile payments and outstanding invoices. If a past invoice has not been processed, an original invoice must be obtained and submitted through this process for payment.
2. All invoices must be signed by the department head to certify that, the goods have been received, services have been provided, delivery is satisfactory, and that the supporting documents are accurate, complete and in compliance with all related laws and regulations.
3. Prepare a Schedule of Departmental Bills Payable listing all bills to be paid with signature of approval by the department head or board majority. The schedule must include account name and expense account number to be charged, vendor name, invoice number and date, amount to be paid to that vendor, and the total amount for the schedule.
4. All invoices shall be paid on one (1) schedule, whenever possible, but a separate schedule for each department.
5. The Schedule of Departmental Bills Payable is to be submitted to the Accounting Office by the date and time set by the Town Accountant, in order to be included on the Vendor Warrant for payment to be made in the following period. Any late submittals will not be processed until the following warrant.
6. All payments made by checks must be mailed directly to the vendor. The Town Treasurer must approve any exceptions.
- ~~6.7.~~ Payments made by electronic fund transfer (EFT) will be processed directly by the Town Treasurer to the vendor.

.06 Authorized Signatories for Schedule of Departmental Bills

The Town Account's Office shall maintain a listing by name and position with a signature for each municipal official authorized to make payments. It is the responsibility of each department head and/or elected boards to provide this listing to the Town Accountant and to notify the office of any changes that have been made.

Elected boards shall approve their Schedule of Departmental Bills Payable. A majority of the board is required to sign the Schedule of Departmental Bills Payable, unless they have voted to approve one member as the authorized signatory.

.07 Accountants Office Review of Payables

The Town Accountant, or designee, shall review all invoices submitted for payment for the following:

- Mathematical accuracy
- Vendor name and remittance address
- Sales tax has not been charged
- Discounts have been utilized
- Verification of fund, org and account code charged
- Sufficiency of funds
- Confirm expenditure is not fraudulent, unlawful or excessive.

In the instance under MGL 41 section 56 in the case of insufficient funds or suspicion of fraudulent, unlawful or excessive expenditures, the invoices shall be removed from the warrant by the Town Accountant and the invoices shall not be paid until budgeted funds are transferred or expenditure is researched for appropriateness.

.08 Adjustments, Corrections & Credits

If it is determined that an adjustment must be made to the accounting system for any reason (i.e. incorrect account number reported, amounts attributed to account numbers, etc.) a written request must be sent to the Accounting Office requesting the correction. The request must include the original account number, the corrected account number and the amount.

Any credits due to a vendor error that have already been charged to the account number will be reimbursed, providing proper documentation supporting the credit is submitted along with a memo stating the reason for the credit. Otherwise, all reimbursements or credits will be deposited as revenue to the general fund

.09 Approval of the Vendor Warrant

The Town Accountant and a majority of the Select Board must sign the Vendor Warrant prior to payments being disbursed by the Treasurer. Without approval, payments to vendors shall not be issued.



TOWN OF ERVING

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FIN-003

Policy

Encumbrances & Accounts Payable 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

To establish policies and procedures for the effective handling and efficient timely payments of obligations of the Town to the vendors for purchases made on behalf of the Town that are incurred and may not have been received or billed for prior to the close of the fiscal year. All departments, boards and commissions incurring necessary expenses that may not have been received or billed prior to the end of the fiscal year.

.03 Definitions

Encumbrances – an encumbrance is a commitment to expend funds for performed contracts for goods and services. The commitment must be evidenced by a purchase order, procurement form, or written contract between the Town and the vendor. End of the year encumbrances usually occur because goods have not been delivered or the services of a contract have not been completed by June 30 of the fiscal year in which the PO or contract was signed. Encumbrances cannot be used for an undetermined liability that might occur in the future because of something that happened this fiscal year.

Accounts Payable – accounts payable differ from encumbrances in that the goods have been received or the services have been rendered prior to June 30 (but the invoice has not been received in time to process in the final warrant of the fiscal year). Typically, this is clearly reflected on the invoice since the invoices usually specify the dates of service or delivery.

.04 Policy

When a department on behalf of the Town has incurred expenses that are reimbursable by the Town in which the supplies have not been delivered but incurred or has been delivered and not invoiced prior to June 30th of the current fiscal year, the department shall submit a memo requesting an encumbrance for an accounts payable. The memo shall be approved and signed by the department head. Documents submitted

to the accounting office without proper authorization and supporting documentation will not be processed. Upon receipt of the invoice it is required to specify on the Schedule of Departmental Bills Payable those items that had previously been encumbered or requested as an accounts payable.

The Town Accountant will provide an End of Year Memo to all department heads, boards and commissions to provide deadline dates for that specific year as a guideline to all employees.

.05 Procedures

1. The detailed list of encumbrances and accounts payable must be submitted to the Accounting Office by June 30th of each year.
2. Invoices may be submitted for payment through July 13th of the following fiscal year to be processed by July 15th
3. A detailed list of remaining goods and services performed but not paid as of July 15th, must be submitted to the Accounting Office.
4. Review the invoice. To avoid double payments, we only pay from original invoices. Refer to the Invoice Payment Process Policy for guidance.
5. All invoices must be signed by the department head to certify that the goods have been received, services provided, delivery is satisfactory and the supporting documents are accurate, complete and in compliance with all related laws and regulations.
6. Attach procurement data form as required by the Uniform Procurement Act if they have not already been forwarded to the Chief Procurement Officer.
7. Prepare a Schedule of Departmental Bills Payable listing all bills to be paid with the signature of approval by the department head or Board majority. The schedule must include account name and expense account number to be charged, vendor name, invoice number and date, amounts to be paid to that vendor and the total amount for the schedule.
 - a. In addition, the schedule must indicate the items that had previously been encumbered or requested as an account payable.
8. Several bills can be paid on one schedule but a separate schedule for each department.

.06 Further Guidance

Encumbered funds cannot be repurposed for new expenses in the new fiscal year. Encumbered funds that are not expended as anticipated will be closed out to the General Fund. The unappropriated balance in the General Fund is then available to the voters for appropriation.



TOWN OF ERVING

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FIN-010

Policy

Grants Management 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

To establish policies and procedures for the effective handling and efficient management of special grant revenues from Federal, State, private or non-profit sources. Grant sources can provide the Town with critical opportunities to augment services and make investments into capital infrastructure. While grant sources can provide opportunity, they add administrative responsibilities to departments with existing budget constraints. The opportunities must be balanced with the ability to meet the necessary administrative obligations.

.03 Town Boards Authorized to Accept Gifts and Grants

The Select Board recognizes the authority of Town boards, commissions, committees, departments or officials to accept gifts or grants as provided by statute. The following Town boards, commissions, committees, departments or officials are authorized to accept gifts and grants of money, tangible personal property and/or real estate to the extent set forth in their respective authorizing statutes:

- A. The Select Board is authorized to accept gifts and grants of money and tangible personal property on behalf of the Town (MGL C. 44, § 53A, 53A1/2)
- B. The School Committee is authorized to accept gifts and grants of money for educational purposes (MGL C.44, § 53A, and C.71, §37A); and of tangible personal property as a matter of Town Policy

- C. The Board of Library Trustees is authorized to accept gifts and grants of money for library purposes (MGL C.78, §7, 11) and for purposes of library construction or renovations (MGL C.78, §19K); and of tangible personal property as a matter of Town Policy
- D. The Conservation Commission is authorized to accept gifts and grants of money, tangible personal property and real property for conservation and parkland purposes, subject to the approval of the Select Board (MGL C.40, §8C)
- E. Any other Town board, commission, committee, department, or officer is authorized to accept grants and gifts of money and to expend such funds for their designated purpose, subject to the approval of the Select Board (MGL C.44, §53A)
- F. Any other Town board, commission, committee, department or officer as authorized by any other statute

.04 Matching Funds, In-kind Contributions, and Ongoing Obligations

When a board, commission, committee, department, or officer (“responsible department/board”) seeks grant funding for projects and/or services, it is critical that the Town is fully aware of any requirements such as matching funds, in-kind contributions, or any ongoing financial obligations that will need to be sustained beyond the project period.

- A. If a grant requires matching funds, the responsible department/board is required to seek approval from their appointing authority to commit those funds for the project. If matching funds are not readily available, a Town Meeting request may be necessary. Matching funds must be encumbered and/or transferred to an appropriate account for reporting and tracking purposes. This prevents funds promised to the grantor from being spent on any other expenditure.
- B. If a grant requires in-kind contributions of staff time or materials, the responsible department/board must ensure that the department has the capacity to follow through with this commitment, including the required tracking of this time. If the in-kind contributions rely on commitments from other departments, the responsible department/board is required to get a formal commitment from the other departments to ensure that they understand the nature of the commitment and can participate in the required tracking.

If the proposed grant project creates an on-going commitment, it is critical that the responsible department/board has notified other departments, appointing authorities, and officials before the grant application is submitted. Ongoing commitments can be a range of responsibilities, such as annual maintenance and eventual replacement of capital assets or the establishment of a new service that citizens will expect to maintain in future years but will require future changes to the budget. A grant proposal that contemplates hiring new staff members can create ongoing obligations in the form of wages, benefits, and unemployment.

.05 Additional Requirements of the Grantor

Grantors occasionally have specific requirements that grantees must comply with in order to use and receive reimbursements for grant funds. This can include requirements related to:

- promotion and advertisement of the project funded by the grant with the use of specific images or logos;
- specific procurement requirements that are in addition to Massachusetts General Law requirements;
- Contractual obligations for selected vendors that will be paid with these funds and act as contractual conditions;
- Financial auditing requirements, usually applicable for Federal grantors

It is the responsibility of the department/board that is applying for the grant funds to understand all of these requirements and to actively communicate these expectations to the appropriate Town board (Section .03) before the grant funded projects and procurements are commenced.

.06 Notification of Grant Request or Award

All responsible department/boards will notify the Town Accountant and Town Treasurer of all grant awards using the provided notification form. The notification form must be submitted with all required fields answered. The form must include copies of the grant application, the award letter, the proposed budget, and the signed contract. Incomplete notification forms will be returned to the department that has submitted them without being processed. The Town Accountant will process all the complete forms and will create the necessary revenue and expense codes for departmental use.

.06 Reimbursements

In the case of “draw down” or reimbursement grants, it is the department/board’s responsibility to request these reimbursements in a timely fashion to maintain positive cash flow. In addition, the grant should be tracked and reconciled on a regular basis, so that the responsible department/board is aware of the original grant amount, the reimbursement total to date, variance and what needs to be spent by the end of the grant period. All grant funds should be spent as indicated in the grant application and in accordance with the grant contract. The Town Accountant can be a resource for reconciling grant accounts. If reimbursement requests have been submitted, notification should be sent to the Town Treasurer and Town Accountant.

.07 Reporting

Most grants require regular reporting such as monthly, quarterly, annually and/or a final report. It’s critical to submit complete reports on time so that future grant funding is not jeopardized. The grant contract should clearly outline the expected reporting periods and if there is a specific format that reports must be submitted in. It is the responsibility of the responsible department/board to comply with these requirements in a timely manner. If the report requires documentation from other offices, such as proof of payment and cashed checks, requests for such documentation should also be done in a timely manner to avoid unnecessary delays or compliance issues.

.08 Compliance with all Internal Financial Management Practices

Grants management includes compliance with all internal financial management practices. All grant funds, whether awarded upfront or received as a reimbursement, will be submitted to the Town Treasurer on a Schedule of Departmental Payments form, identifying the correct revenue account codes. All accounts payable expenses will be submitted to the Town Accountant for processing on a Schedule of Departmental Bills Payable, identifying the correct expenses account codes. Similarly, all associated payroll records will be submitted to the Town Treasurer, identifying the correct payroll account codes.

Compliance with these existing procedures will ensure timely payment to vendors and employees and will keep the accounts current with revenues.

.09 Grant Closeout

Grants are to be closed out in accordance with the contractual period stated in the grant documents. The Accounting Office will close out grant funds in accordance with those periods unless the responsible department/board has secured a project extension and that approval has been documented and submitted to the Town Accountant. The responsible department/board will provide the Town Accountant with timely notification of the grant closeout and if there are any unanticipated issues.

From: [Jacquelyn Boyden](#)
To: [Select Board](#); [Bryan Smith](#)
Cc: [Finance Committee](#); [Capital Planning Committee](#)
Subject: 2 1/2 Override Sheets
Date: Thursday, September 14, 2023 5:25:35 PM
Attachments: [FY2024 1.831 Million Override.pdf](#)
[FY2024 1.831 Million Override Impact Only.pdf](#)
[Value Range and Tax Bill Impact.pdf](#)

Hello:

I made a slight error on the Override Sheet but caught it when I changed the amount. It was the impact on an average Single Family. It is \$338.51 with a 1,831,000 million override.

I have made an attempt to give you what I think you are looking for using the Norwood example. I guess my question is: Do you want to let the taxpayers know that the estimated increase of taxes for the total amount or just the override. It appears that Norwood just used what the Override would cost the taxpayers. Please let me know what your preference is.

I have attached three PDF's:

1. Excel Spreadsheet using the Overall impact with the updated numbers.
2. Excel Spreadsheet using just the Override impact.
3. Word Doc with tables for the impact on the various assessed values. This is just for the Override Impact. Please excuse the spacing - tables are not my strong suit.

I am out tomorrow but will be available to make changes on Monday. I am away on Tuesday the 19th but back in the office on the 21st. Please note that I will be unavailable the next week. It is the Northfield Mountain Hydro LLC ATB case and I will be commuting to Boston those four days.

Sincerely,

Jacquelyn M. Boyden, MAA

Principal Assessor

Town of Erving

Phone: 413-422-2800 Ext 1107

Mobile: 413-800-6547

Web: www.erving-ma.gov

Email: jacquelyn.boyden@erving-ma.gov

12 East Main Street Erving MA 01344

Notice:

When writing or responding, please remember that the Massachusetts Secretary of State has determined that email is a public record and subject to the Public Records Law, M.G.L. c. 66, and further covered by Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521.

This communication may contain privileged or other confidential information. If you are not the intended recipient or believe that you have received the communication in error, you are strictly prohibited from printing, copying, distributing, disseminating, or otherwise using this communication. Please discard this e-mail and any attachments, and notify the sender immediately.

FY2024 1.831 MILLION 2 1/2 OVERRIDE

	VALUE	PERCENT BY CLASS	SINGLE TAX RATE	TAX RATES	TAX LEVY =	MRF SHIFT	TAX RATES
			100%		\$14,210,290.00	65%	
RESIDENTIAL	156,785,160	15.99%	15.99%	\$14.49	\$2,272,128.36	10.39%	\$9.42
OPEN SPACE	310,600	0.03%	0.03%	\$14.49	\$4,501.21	0.02%	\$9.42
COMMERCIAL	9,141,450	0.93%	0.93%	\$14.49	\$132,477.77	0.99%	\$15.46
INDUSTRIAL	464,701,440	47.39%	47.39%	\$14.49	\$6,734,446.81	50.56%	\$15.46
PERS PROP	349,623,290	35.66%	35.66%	\$14.49	\$5,066,735.86	38.04%	\$15.46
TOTALS	980,561,940	100.00%	100.00%		\$14,210,290.00	100.00%	
CIP EQUALS		83.98%				83.98%	
			100.00% % SHIFT			106.68% % SHIFT	
			83.98% CIP			89.59% CIP	
			16.02% RO EQUALS			10.41% RO EQUALS	

The values are based on the LA4 FY2023 Values.

The Tax Levy is based on the projected FY2024 Levy Limit without New Growth included and includes the 1,813,000 Override

This an increase of 1.42 per 1000 for Resident and Open Space from FY2023 Tax Rate. This includes the potential .21 Increase per 1000 based on May 2023 ATM.

This is an increase of 2.32 per 1000 for CIP from FY2023. This includes the potential .33 increase per 1000 from the May 2023 ATM.

Based on the 65% shift, Residential and Open Space will carry 10.41% of the tax burden and Commercial, Industrial and Personal Property will carry 89.59% of the total burden.

Residential and Open Space Impacts Based on FY23 Values		Commercial, Industrial and Personal Property Impacts Based on FY23 Values	
Tax Impact on Residential every \$100,000 in value	\$941.98	Tax Impact on CIP every \$100,000	\$1,545.96
Average Single Family Value (DOR Data for FY2023)	\$238,352.00	Average Commercial Value	\$400,000.00
FY2023 Average Tax Bill	\$1,906.82	FY2023 Average Tax Bill	\$5,256.00
Estimated FY2024 Tax Bill using 65% MRF and Average Single Family Value NO OVERRIDE	\$1,956.87	Estimated FY2024 Tax Bill Using 65% MRF & Average Commercial Value NO OVERRIDE	\$5,388.00
Estimated FY2024 Tax Bill using 65% MRF & Average Single Family Value WITH OVERRIDE	\$2,245.23	Estimated FY2024 Tax Bill using 65% MRF & Average Value WITH OVERRIDE	\$6,183.85
Estimated Increase from 2023 Tax Bill w/o Override	\$50.05	Estimated Increase FY2023 Tax Bill W/o Override	\$132.00
Estimated Increase from FY2023 with Override	\$338.41	Estimated Increase with Override	\$927.85

FY2024 1.831 MILLION 2 1/2 OVERRIDE IMPACT ONLY

	VALUE	PERCENT BY CLASS	SINGLE TAX RATE	TAX RATES	TAX LEVY =	MRF SHIFT	TAX RATES
			100%		\$1,831,000.00	65%	
RESIDENTIAL	156,785,160	15.99%	15.99%	\$1.87	\$292,764.40	10.39%	\$1.21
OPEN SPACE	310,600	0.03%	0.03%	\$1.87	\$579.98	0.02%	\$1.21
COMMERCIAL	9,141,450	0.93%	0.93%	\$1.87	\$17,069.80	0.99%	\$1.99
INDUSTRIAL	464,701,440	47.39%	47.39%	\$1.87	\$867,735.43	50.56%	\$1.99
PERS PROP	349,623,290	35.66%	35.66%	\$1.87	\$652,850.39	38.04%	\$1.99
TOTALS	980,561,940	100.00%	100.00%		\$1,831,000.00	100.00%	
CIP EQUALS		83.98%				83.98%	
				100.00% % SHIFT 83.98% CIP 16.02% RO EQUALS		106.68% % SHIFT 89.59% CIP 10.41% RO EQUALS	

The values are based on the LA4 FY2023 Values.

This is just based on 1,831,000 Override

This an increase of 1.21 per 1000 for Resident and Open Space from FY2023 Tax Rate.

This is an increase of 1.99 per 1000 for CIP from FY2023.

Based on the 65% shift, Residential and Open Space will carry 10.41% of the tax burden and Commercial, Industrial and Personal Property will carry 89.59% of the total burden.

Residential and Open Space Impacts Based on FY23 Values		Commercial, Industrial and Personal Property Impacts Based on FY23 Values	
Tax Impact on Residential every \$100,000 in value	\$121.37	Tax Impact on CIP every \$100,000	\$199.20
Average Single Family Value (DOR Data for FY2023)	\$238,352.00	Average Commercial Value	\$400,000.00
FY2023 Average Tax Bill	\$1,906.82	FY2023 Average Tax Bill	\$5,256.00
Estimated FY2024 Tax Bill using 65% MRF and Average Single Family Value NO OVERRIDE	\$1,956.87	Estimated FY2024 Tax Bill Using 65% MRF & Average Commercial Value NO OVERRIDE	\$5,388.00
Estimated FY2024 Tax Bill using 65% MRF & Average Single Family Value WITH OVERRIDE	\$2,245.28	Estimated FY2024 Tax Bill using 65% MRF & Average Value WITH OVERRIDE	\$6,184.00
Estimated Increase from 2023 Tax Bill w/o Override	\$50.05	Estimated Increase FY2023 Tax Bill W/o Override	\$132.00
Estimated Increase from FY2023 with Override	\$338.46	Estimated Increase with Override	\$928.00

Current Levy: 12,379,290

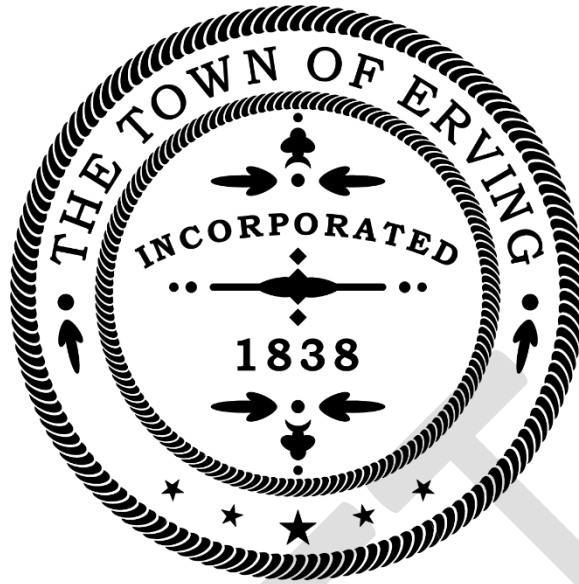
Override Increase 1,831,000

Total Levy: 14,210,290

	Residential and Open Space (RO)	Commercial, Industrial and Personal Property (CIP)
Current Tax Rates FY 2023:	\$8.00	\$13.14
Levy Percentages:	10.41%	89.59%
New amounts raised:		
Tax rate impact of Override amount:	293,344.38	1,537,655.62
Tax rate impact No Override:	1.21	1.99
	.21	.33

Value Range and Tax Bill Impact

Assessed Value	R/O Impact Override Only	CIP Impact Override Only
238,352	\$288.41	\$474.32
275,000	\$332.75	\$547.25
300,000	\$363.00	\$597.00
325,000	\$393.25	\$646.75
350,000	\$423.50	\$696.50
375,000	\$453.75	\$746.25
400,000	\$484.00	\$796.00
425,000	\$514.25	\$845.75
450,000	\$544.50	\$895.50
475,000	\$574.75	\$945.25
500,000	\$605.00	\$995.00
600,000	\$726.00	\$1,194.00
700,000	\$847.00	\$1,393.00
800,000	\$968.00	\$1,592.00
900,000	\$1,089.00	\$1,791.00
1,000,000	\$1,210.00	\$1,990.00
1,500,000	\$1,815.00	\$2,985.00
2,000,000	\$2,420.00	\$3,980.00



SPECIAL TOWN MEETING

Wednesday, October 18, 2023

Time: 7:00 PM

Location: 28 Northfield Road, Erving, MA 01344

*Please bring this copy with you to the
Special Town Meeting.*

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Erving, should contact the office of the Select Board as soon as possible but no later than 48 hours before the scheduled event.

The office of the Select Board is located at 12 East Main Street, Erving, MA 01344.

Email: administrator@erving-ma.gov | Phone: (413) 422-2800



TOWN OF ERVING

12 East Main Street, Erving, MA 01344
Tel. (413) 422-2800 | Email: administrator@erving-ma.gov

SPECIAL TOWN MEETING WARRANT

Special Town Meeting | Table of Contents

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COMMONWEALTH OF MASSACHUSETTS

Franklin, ss.

Town of Erving Constables, Town Clerk, and Administrative Assistant: In the name of the Commonwealth, you are directed to notify and warn the said inhabitants qualified to vote in Town affairs to meet on the grounds of the Erving Elementary School located at 28 Northfield Road, Erving, Massachusetts 01344 on

Wednesday, October 18, 2023, at 7:00 PM

Qualified inhabitants will meet then and there to vote on the following articles in the Warrant:

ACCOUNTS PAYABLE OF A PRIOR YEAR: FY2023

ARTICLE 1: APPROPRIATION FOR FY2023 EXPENSES

To see if the Town will vote to authorize the expenditure of Eight Hundred Twenty Dollars and Fifty Cents (\$820.50) from the FY2024 Water Enterprise Fund appropriation, and to authorize the expenditure of One Hundred Ninety-six Dollars and Fifty Cents (\$196.50) from the FY2024 Conservation Commission appropriation, for the purpose of paying Fiscal Year 2023 invoices from the identified line items, as listed below, or take any other action relative thereto.

Table with 4 columns: Line, Department/ Agency, Vendor, Amount. Rows include Conservation Commission (Minuteman Signs, \$196.50) and Water Department (Housatonic Basin, \$820.50). Grand Total: \$1,017.00

SUBMITTED BY: Town Administrator

FINANCE COMMITTEE RECOMMENDS: [Vote: Aye (), Nay ()]

Article Information: In the above listed instance(s), invoice(s) were identified and/or received after the start of Fiscal Year 2024 and after the books for FY2023 were closed. Approval of this article will authorize the Town to pay the above referenced vendors in the amounts indicated. Approval for expenditures in a previous fiscal year requires a 9/10 approval at Special Town Meeting per MGL Chapter 44 Section 64.

FISCAL YEAR 2024 OPERATING BUDGET

ARTICLE 2: AMEND FY2024 ELECTED OFFICIAL COMPENSATION

To see if the Town will vote to amend the fiscal year 2024 Elected Official Compensation, as is detailed in the table below, approved in Article 6 of the May 10, 2023 Annual Town meeting, by an additional Fourteen Thousand Five Hundred Fifteen Dollars and Eighty Cents (\$14,515.80) for

a fixed sum of One Hundred Seventy-six Thousand Eight Hundred Twenty-eight Dollars and Thirty Cents (\$176,828.30) and vote that the following salary and compensation be paid from this sum to the following Elected Officials of the Town, as provided by Section 108, Chapter 41 of the General Laws, as amended, or take any other action relative thereto:

	Original Detail	Proposed Amendment	Amended Wage Total	Wage per Member	Chair Stipend
Assessor (3)		\$0.00	\$ 11,718.00*	\$ 3,881.00ea	\$75.00
Board of Health (3)		\$0.00	\$ 3,075.00*	\$ 1,000.00ea	\$75.00
Library Trustees (3)		\$0.00	\$ 3,075.00*	\$ 1,000.00ea	\$75.00
Moderator (1)		\$0.00	\$ 350.00*		
Planning Board (5)		\$0.00	\$ 5,075.00*	\$ 1,000.00ea	\$75.00
Recreation Commission (5)		\$0.00	\$ 5,075.00*	\$ 1,000.00ea	\$75.00
School Committee (5)		\$0.00	\$ 7,090.00***	\$ 1,403.00ea	\$75.00
Select Board/Water Commissioners (3)	\$ 12,451.00	\$0.00			\$250.00
from Water Department	\$ 879.00				
Total Salary			\$ 13,330.00	\$ 4,360.00ea	
Tax Collector (1)	\$ 17,304.00	\$1,778.40			
Certification Award	\$ 1,000.00				
From Water Department	\$ 2,026.00				
Total Salary			\$22,108.40		
Town Clerk (1)	\$25,956.00	\$3,174.60			
From Census Work	\$ 1,000.00				
Total Salary			\$30,130.60		
Treasurer (1)	\$60,827.00	\$9,562.80			
Certification Award	\$ 1,000.00				
From Water Department	\$ 1,875.00				
Total Salary			\$ 73,264.80		
Tree Warden (1)		\$0.00	\$ 2,536.50		
Total Elected Official Salary			\$176,828.30		

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: [Aye (), Nay ()]

Article Information: This article outlines the compensation amounts for elected officials. This proposed change for the Town Clerk, Tax Collector and Treasurer salaries is related to the revised compensation scheduled for FY2024 and the funding will be sourced from the existing special article that was approved at the Annual Town Meeting. Approval of this article requires a majority vote.

ARTICLE 3: AMENDED FY2024 GENERAL OPERATING BUDGET

To see if the Town will vote to amend the FY2024 General Operating Budget, approved at the Annual Town Meeting on May 10, 2023, in Article 5, by raising and appropriate the additional sum of Six Hundred Eight-seven Thousand Dollars and No Cents (\$687,000.00) conditioned on

the approval of a levy limit override ballot question, by the following itemized amounts, for the purpose of general operating expenses, or take any other relative action thereto.

Line	Divisions	Amount	Proposed Amendment	New Total
1	General Government	\$ 1,355,443,359.00	<u>\$90,000.00</u>	<u>\$1,445,359.00</u>
2	Public Safety	\$ 1,095,893.00	<u>\$125,000.00</u>	<u>\$1,220,893.00</u>
3	Public Works	\$ 750,487.00	<u>\$92,000.00</u>	<u>\$842,487.00</u>
4	Health & Human Services	\$ 297,690.00	<u>\$5,000.00</u>	<u>\$302,690.00</u>
5	Culture & Recreation	\$ 383,218.00	<u>\$25,000.00</u>	<u>\$408,218.00</u>
6	Benefits	\$ 1,859,400.00	<u>\$350,000.00</u>	<u>\$2,209,400.00</u>
	Grand Total	\$ 5,742,047.00	<u>\$687,000.00</u>	<u>\$6,429,047.00</u>

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: [Vote: Aye (), Nay ()]

Article Information: Approval of this article would appropriate the sum of \$687,000.00 to amend the FY2024 operating budget. The Select Board, Finance Committee and Capital Planning Committee have met over several months to review the FY2024 budget and to consider the long-term sustainability of the budget. The proposed amendments are conditional upon approval of a levy limit override that will be presented to voters as a ballot measure at a Special Town Election. Approval of this article requires a majority vote.

ARTICLE 4: AMENDED FY 2024 WASTEWATER DEPARTMENT ENTERPRISE FUND

To see if the Town will vote to amend the FY2024 Wastewater Department Enterprise Budget, approved at the Annual Town Meeting on May 10, 2023, in Article 11, by raising and appropriating the additional sum of Thirty-nine Thousand Dollars and No Cents (\$39,000.00) conditioned on the approval of a levy limit override ballot question, by the following itemized amounts, for the purpose of general operating expenses of the Wastewater Department, or take any other relative action thereto.

	Amount	Proposed Amendment	New Total
Town of Montague and other receipts	\$ 236,232.00	\$0.00	\$ 236,232.00
Town of Erving (raise & appropriate)	\$ 817,234.00	<u>\$39,000.00</u>	<u>\$ 856,234.00</u>
Total Wastewater Fund	\$ 1,053,466.00	<u>\$39,000.00</u>	<u>\$1,092,466.00</u>

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: [Aye (), Nay ()]

Article Information: This article approves the amendment for the FY2024 operating budget for the Wastewater Department and will allow the Town to raise the necessary funds through means stated. The Select Board, Finance Committee and Capital Planning Committee have met over

several months to review the FY2024 budget and to consider the long-term sustainability of the budget. The proposed amendments are conditional upon approve of levy limit override that will be presented to voters as a ballot measure at a Special Town Election. As an enterprise fund, unspent revenue at the close of the fiscal year will remain with the fund. Approval of this article requires a majority vote.

ARTICLE 5: RAISE & APPROPRIATE FOR CONTINUING ANNUAL APPROPRIATIONS

To see if the Town will vote to raise and appropriate the additional sum of One Hundred Fifty Thousand Dollars and No Cents (\$150,000.00), conditioned on the approval of a levy limit override ballot question, for the continuing annual appropriations and special articles itemized below for the purposes stated, or take any other action relative thereto.

<u>Line</u>	<u>Dept.</u>	<u>Account #</u>	<u>Description</u>	<u>Amount</u>
<u>1</u>	<u>Assessors</u>	<u>01-141-902-57800</u>	<u>Assessments Defense</u>	<u>\$25,000</u>
<u>2</u>	<u>Assessors</u>		<u>Assessors Overlay</u>	<u>\$100,000</u>
<u>3</u>	<u>Finance Committee</u>	<u>TBD</u>	<u>Grant Opportunity Match</u>	<u>\$25,000</u>
<u>Grand Total</u>				<u>\$150,000</u>

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: [Aye (), Nay ()]

Article Information: The FY2024 continuing appropriation & special article plan outlined above is a continuation of the sound financial planning that the Town has engaged in over the past few years. The amounts requested are consistent with previous appropriations and allow the Town to meet the service obligations for the stated purposes. The Select Board, Finance Committee and Capital Planning Committee have met over several months to review the FY2024 budget and to consider the long-term sustainability of the budget. The proposed amendments are conditional upon approve of levy limit override that will be presented to voters as a ballot measure at a Special Town Election. Approval of this article requires a majority vote.

ARTICLE 6: RAISE & APPROPRIATE FOR CAPITAL IMPROVEMENTS

To see if the Town will vote to raise and appropriate the additional sum of Fifty-five Thousand Dollars and No Cents (\$55,000.00), conditioned on the approval of a levy limit override ballot question, for the capital improvement projects itemized below and related expenses, subject to Select Board approval, or take any other action relative thereto.

<u>Line</u>	<u>Account #</u>	<u>Description</u>	<u>Amount</u>
<u>1</u>	<u>01-422-901-57800</u>	<u>Misc. Bridge Repairs</u>	<u>5,000</u>
<u>2</u>	<u>01-422-904-57800</u>	<u>Highway Road Work/Improvements</u>	<u>50,000</u>
<u>Grand Total</u>			<u>\$55,000</u>

SUBMITTED BY: Select Board

CAPITAL PLANNING COMMITTEE RECOMMENDS: [Aye (), Nay ()]

FINANCE COMMITTEE RECOMMENDS: [Aye (), Nay ()]

Article Information: The FY2024 capital improvement plan presented above is the result of the work of the Capital Planning Committee after reviewing requests made by departments. Some

requests are “recurring requests” that appear annually to maintain a consistent investment while other capital requests are one-time requests. The Select Board, Finance Committee and Capital Planning Committee have met over several months to review the FY2024 budget and to consider the long-term sustainability of the budget. The proposed amendments are conditional upon approve of levy limit override that will be presented to voters as a ballot measure at a Special Town Election. Approval of this article requires a majority vote.

ARTICLE 7: APPROPRIATION FOR THE CAPITAL STABILIZATION ACCOUNT

To see if the Town will vote to raise and appropriate the additional sum of Nine Hundred Thousand Dollars and No Cents (\$900,000.00), conditioned on the approval of a levy limit override ballot question, into the Capital Stabilization Account, or take any other action relative thereto.

SUBMITTED BY: Select Board

CAPITAL PLANNING COMMITTEE RECOMMENDS: _____ [Aye (), Nay ()]

FINANCE COMMITTEE RECOMMENDS: _____ [Aye (), Nay ()]

Article Information: Approval of this article would raise and appropriate the sum of \$900,000 and deposit the sum into the capital stabilization account for use on future capital projects that will require Town Meeting approval. The Select Board, Finance Committee and Capital Planning Committee have met over several months to review the FY2024 budget and to consider the long-term sustainability of the budget. The proposed amendments are conditional upon approve of levy limit override that will be presented to voters as a ballot measure at a Special Town Election. Approval of this article requires a majority vote.

LOCAL ADOPTION OF MASSACHUSETTS GENERAL LAW PROVISIONS

ARTICLE 8: ESTABLISHMENT OF A SPECIAL EDUCATION RESERVE FUND

To see if the Town will vote to accept the provisions of Chapter 40, Section 13E of the Massachusetts General Laws to establish a Special Education Reserve Fund to be utilized in the upcoming fiscal years, for the general purposes of funding, without further appropriation, unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation, all as provided for by law; such funds to be distributed after a majority vote of the School Committee and a majority vote of the Select Board only; to raise and appropriate, and/or transfer from available funds a sum of money for the Special Education Reserve Fund, and provided that the balance in such Reserve Fund shall not exceed two (2) per cent of the annual net school spending amount established for the Erving School District; and the Treasurer may invest the monies in the manner authorized in Chapter 44, Section 44 of the Massachusetts General Laws, and any interest earned thereon shall be credited to and become part of the fund; or take any other action relative thereto.

SUBMITTED BY: School Committee

FINANCE COMMITTEE RECOMMENDS: _____ [Vote: Aye (), Nay ()]

Article Information: Approval of this article would establish a Special Education Reserve Fund that would allow the School Committee to appropriate available funds into the Reserve Fund. The Fund is meant to provide the School District with capacity to address unanticipated special education costs throughout the school year without further appropriation. Expenditures from the Fund require approval by both the School Committee and the Select Board. Approval of this Article requires a majority vote.

STABILIZATION FUND ARTICLES

ARTICLE 9: APPROPRIATION TO THE OPIOID SETTLEMENT STABILIZATION FUND

To see if the Town will vote to transfer the sum of Twenty-two Thousand Seven Hundred Sixteen Dollars and Eighty-five Cents (\$22,716.85) from available funds into the Opioid Settlement Stabilization Fund, or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: [Vote: Aye (), Nay ()]

Article Information: Approval of this article would transfer the sum of \$22,716.85 in settlement funds that the Town received in FY2023 into the newly established Fund that was approved at the May 10, 2023 Town Meeting. The previous vote had authorized this transfer, but the Department of Revenue has asked that this vote is taken again. This approval does not address the expenditure of funds. That will require Town Meeting approval. Approval of this article requires a majority vote.

ARTICLE 10: APPROPRIATION FOR THE GENERAL STABILIZATION ACCOUNT

To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars and No Cents (\$100,000.00) into the General Stabilization Account, by transferring from available funds received from the Massachusetts Board of Library Commissioners for receiving LEED certification for the Library construction project, or take any other action relative thereto.

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: [Vote: Aye (), Nay ()]

Article Information: Approval of this article would transfer the stated funds from the Massachusetts Board of Library Commissioners, in the amount of \$100,000, into the general stabilization account. This article is meant to replenish funds used from the general stabilization account for the construction of the Erving Public Library. This funding was anticipated during the grant application and approval process and was anticipated for funding towards the project. Approval of this article requires a majority vote

In addition, you are hereby directed to serve the above warrant and to post attested copies as directed by vote of the Town at least fourteen (14) days before said meeting. Fail not and make do return of this warrant with your doings thereon to the Town Clerk for the day of said meeting.

Given under our hands this day of **September 2023**.

Jacob A. Smith, Chairman

Scott Bastarache

James Loynd

Erving Select Board

POSTING REQUIREMENT CERTIFICATION

FRANKLIN SS TOWN OF ERVING

I have served the above warrant by posting attested copies, as directed by vote of the Town, at least fourteen (14) days before the time of holding said meeting.

Date

Erving Constable

COMMONWEALTH OF MASSACHUSETTS

Franklin, ss.

TOWN OF ERVING
ELECTION BALLOT

Monday, October 23, 2023

To either of the Constables, Town Clerk or Administrative Assistant of the Town of Erving:

Greetings: In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Erving, qualified to vote in town affairs to meet in the meeting room at the Town Hall, 12 East Main Street, Erving, MA 01344 in Erving Center on Monday, October 23, 2023, at 10:00 AM then and there to bring their votes for the following ballot questions:

Question 1: Levy Limit Override (G.L. c. 59, § 21C(g)):

Shall the Town of Erving be allowed to assess an additional \$1,831,000.00 in real estate and personal property taxes for the purposes of funding operating expenses and capital expenditures for the fiscal year beginning July first, 2023?

Yes ___ No ___

The polls will close at 8:00 PM.

In addition, you are hereby directed to serve the above warrant and to post attested copies as directed by vote of the Town at least seven (7) days before said meeting. Fail not and make do return of this warrant with your doings thereon to the Town Clerk for the day of said meeting.

Given under our hands this 18th day of September 2023.

Jacob A. Smith, Chair

Scott Bastarache

James Loynd

Erving Select Board

POSTING REQUIREMENT CERTIFICATION

FRANKLIN SS TOWN OF ERVING

I have served the above warrant by posting up attested copies, as directed by vote of the Town, at least seven (7) days before time of holding said Election.

Date

Authorized Signature

Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Wednesday, September 06, 2023
Location: Senior & Community Center, 1 Care Drive, Erving, MA 01344

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

At 7:03 PM **Chairman Smith** called the meeting to order.

Surplus Equipment Request- Battery Backup- 3rd Reading

The Select Board members conducted a third reading of the surplus equipment from the Administration Office request regarding one (1) APC battery backup unit from Town Hall. The Select Board members discussed having no concerns with the request. **Selectman Bastarache** made a motion to deem the one APC battery backup unit surplus and dispose of it in any proper manner allowed. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Surplus Equipment Request- Town Hall Draperies- 3rd Reading

The Select Board members conducted a third reading of the surplus equipment request from the Administration Office regarding Town Hall draperies (6 sets, 12 panels total). The Select Board members discussed having no concerns with the request. **Selectman Bastarache** made a motion to deem the Town Hall draperies, twelve panels total, surplus and offer them free, first-come-first-serve, and if not taken to be recycled with textiles. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Surplus Equipment Request- Recreation Department- 2nd Reading

The Select Board members conducted a second reading of the surplus equipment request from the Recreation Commission regarding the following items:

- One (1) metal playground balance beam, located at Zilinski Field, recommended as scrap metal;
- Three (3) swing set frames, chains, and seats located at Zilinski Field, recommended as scrap metal;
- Forty (40) mats & one (1) practice dummy, estimated value \$150.00;
- One (1) metal batting cage frame & net, located at Zilinski Field, recommended as scrap metal; and
- One (1) seesaw & one (1) sound tube, located at Zilinski Field, recommended as scrap metal.

Chairman Smith discussed the expectation that they are made available to town departments for use before they are made publicly available. The Select Board will conduct a third reading at the next meeting.

Review of Meeting Minutes for August 07, 2023

The Select Board members passed over this agenda item.

Review of Meeting Minutes for August 17, 2023

The Select Board members reviewed the meeting minutes for Thursday, August 17, 2023. **Chairman Smith** made a motion to approve the meeting minutes of August 17, 2023, as written. **Selectman Loynd** seconded. **Vote:** **Selectman Bastarache** abstained. Approved by majority.

Review of Meeting Minutes for August 21, 2023

The Select Board members reviewed the meeting minutes for Monday, August 21, 2023. **Selectman Bastarache** made a motion to approve the meeting minutes for Monday, August 21, 2023, as written. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Review of Town-wide Phone Service Proposal

The Select Board members reviewed a memorandum from Bryan Smith, Town Administrator, regarding a multi-year proposal for Town-wide business phone services. **Chairman Smith** provided an overview of the proposal, noting that it is for a three (3) year agreement. **Selectman Bastarache** asked if the Town has options in regard to the term. **Chairman Smith** clarified that the term is part of package and securing the rates that are included as part of the proposal. **Selectman Bastarache** made a motion to engage Comcast for Business Voice Edge services, for a term of 36 months and to authorize Bryan Smith to execute all necessary agreements. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Joint meeting with Finance Committee & Capital Planning Committee- FY2024 Financial Review & Review of Special Town Meeting Warrant Request

At 7:08 PM **Chairman Smith** called the joint meeting of the Select Board, Finance Committee and Capital Planning Committee to order. Finance Committee members Debra Smith, Charles Zilinski, Thomas Duffy, and Benjamin Fellows, along with Capital Planning Committee member Peter Mallet, joined the meeting.

FY2024 Financial Review with Departments

The Select Board, Finance Committee and Capital Planning Committee members discussed a summary of the FY2024 budget amendment requests they had heard from various departments.

Town Clerk & Elections: **Chairman Smith** raised concern that the Town Clerk's elections budget would not be sufficient to cover up to two (2) special elections and suggested budgeting \$6,000.00. The members expressed general agreement.

Police Department: The boards discussed the Police Department budget request. **Selectman Bastarache** estimated the need for an additional \$50,000.00 for wages, \$15,000.00 for academy training, and miscellaneous \$10,000.00 for a total departmental increase of \$75,000.00. The members expressed general agreement.

Fire Department: The boards discussed the request for additional staffing in the Fire Department with an FY2024 request for \$15,000.00. **Selectman Bastarache** discussed his understanding of Chief Wonkka's proposal. Debra explained that according to her notes, Chief Wonkka was requesting and additional \$15,000.00 for FY2024 for wages and approximately \$50,000.00 for FY2025. **Chairman Smith** suggested budgeting \$35,000.00 for FY2024 to ensure capacity exists for FY2025 as well. The Select Board members expressed agreement.

Assessor's Office: the boards summarized that the Assessor's Office has requested \$125,000.00 for the overlay and for legal defense.

Community Planning Office: The boards summarized that the Community Planning Office requested \$5,000.00 for surveying and consultation funds. **Chairman Smith** asked about establishing the \$25,000.00 grant match fund that has been discussed over the last few years. The boards discussed the recommendation to assign the fund to the Finance Committee to oversee its use. Bryan explained the

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considerations of an annual operating appropriation versus a special article. **Chairman Smith** suggested proposing as a special article. **Selectman Bastarache** expressed agreement.

Information Systems Department: **Chairman Smith** explained that the FY2024 IT budget will be reviewed for next meeting.

Highway Department: **Chairman Smith** summarized that the Highway Department has requested a total of \$92,000.00 for the FY2024 operation budget and wages.

Wastewater Department: the boards discussed the Wastewater Department requests for line-item amendments for FY2024. Debra summarized that according to her notes, the amendment would total \$39,000.00.

Senior & Community Center: the boards discussed the Senior Center request of an additional \$5,000.00 for programming funds in FY2024.

Public Library: the boards discussed the Library Department's request of an additional \$1,500.00 for programming funds in FY2024. Debra suggested increasing the request to \$1,800.00 to appropriate \$300 to materials to maintain the 20% budget requirement.

Benefits: **Selectman Bastarache** discussed the Treasurer's estimate of \$21,000.00 per employee for benefits packages. **Selectman Bastarache** discussed his understanding of the hiring plans for the School Department, including the hiring of a van driver as well as one (1) to two (2) additional staff members. Debra discussed wanting to better understand the School Department's hiring plans, for benefits eligible positions, for FY2024. **Selectman Bastarache** suggested budgeting for ten (10) additional hires, town-wide, to create capacity within the budget for benefits plan changes and life events. Debra asked for a better understanding of how many departments are hiring, which were benefits eligible last year and what positions are not covered. Bryan discussed the additional scenario of employees transitioning to retiree status and back filing the position with a new hire that may take benefits. **Selectman Bastarache** discussed the importance of restoring capacity within the benefits budget. **Chairman Smith** explained that there was approximately \$70,000.00 remaining at the end of FY2023. **Chairman Smith** asked what the Treasurer's original FY2024 health insurance line-item request was, Bryan explained that \$1,360,000.00 had been requested. **Chairman Smith** discussed wanting further feedback from Treasurer on the buffer that had been maintained in the account. Bryan will follow up with the Treasurer. **Selectman Loynd** explained that he believes that the School Department was planning to hire six (6) or seven (7) positions in FY2024. Bryan will follow up with the School Business manager and the Treasurer to better understand the School Department's plans and the need for benefits capacity. **Chairman Smith** restated that he is looking for the following questions to be answered:

- How many positions are being hired for?
- How many anticipated to be hired with benefits eligibility?
- What is needed for additional capacity?

Chairman Smith suggested using a place holder of \$154,000.00 until further guidance is received.

Board of Health: **Chairman Smith** summarized that the Board of Health has not made a request for FY2024 but noted that there may be changes in future years.

Administration Office & Select Board: **Chairman Smith** explained that he hasn't met with Bryan yet and that he would like the full Select Board to discuss current and future needs.

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Capital Improvements: **Chairman Smith** summarized that the Highway Department had requested the restoration of \$55,000.00 for road work and bridge improvements that was cut from the FY2024 Capital Plan requests. **Chairman Smith** asked Benjamin to report out from the Capital Planning Committee meeting. Benjamin stated that the Capital Planning Committee would like to establish a minimum threshold of \$750,000 in annual funding for capital investments, of which \$250,000.00 would be programmed for emergent needs. Benjamin noted that the Committee reviewed several years of capital spending and the annual average was approximately \$1,200,000.00. Debra discussed the multiyear look back, explaining that the Committee reviewed FY2017 to the current year. Debra noted that some of the appropriations included funding for the Library construction project. **Selectman Bastarache** asked about a review of funding sources and raised concern about the size of the raise and appropriation request. Debra discussed the funding of capital projects and the annual use of Free Cash. **Chairman Smith** added the need to consider the ongoing operational costs for debt services if borrowing is a preferred method of capital improvements. Regarding Free Cash, **Selectman Bastarache** asked if the Town is certifying approximately 5% of the annual budget, as per policy. Bryan answered “yes, or greater” in some years. **Selectman Bastarache** discussed wanting to work to balance the Capital Improvement plan with Free Cash as a funding source. Benjamin discussed wanting to review the multiyear plan with departments and asking departments to present their requests with other department heads present to consider the town-wide priorities. **Selectman Loynd** expressed support for the proposal and the emphasis on transparency. **Chairman Smith** noted that the request of a \$750,000.00 annual threshold is not inclusive of big construction projects or a debt service.

Chairman Smith discussed some of the goals of the Capital Planning Committee for the coming budget cycle, including the development of a new vehicle replacement policy to reassess the Town’s current approach. Benjamin expressed agreement and additionally discussed adjusting the request approach for multiyear projects to include contingency and escalation factors.

Chairman Smith clarified that \$1,250,000.00 is the annual ask. Benjamin agreed and clarified that \$250,000.00 of that appropriation would be deposited into the Capital Stabilization fund. Debra explained that the goal of funding the Capital Stabilization fund, noting that there is funding, but not enough to fund the larger projects that are anticipated. **Selectman Bastarache** acknowledged the request and discussed the logistics of appropriating to the Capital Stabilization fund and then developing an appropriation article from Capital Stabilization for projects. **Selectman Bastarache** and Benjamin discussed the development of a policy around the funding and appropriation of funds. **Selectman Bastarache** discussed the importance of explaining the Capital Improvement Plan to the residents so that they can make informed votes at the Town Meeting. **Chairman Smith** expressed uncertainty about the availability of Free Cash in tight economic years to be used as a primary funding source for capital investments.

Selectman Bastarache summarized that he has a total of \$1,813,000.00 in additional requests and noted that there is no guarantee that it will be funded as well as the importance of having a conversation with department heads about the current year. **Selectman Bastarache** added that it will be time to begin the FY2025 budget planning process soon and that cuts would need to be addressed if the proposed Proposition 2 ½ override does not pass.

Selectman Bastarache restated his desire to have the School Committee members actively participate in this discussion. **Selectman Bastarache** referred to the example from the Town of Norwood and the explanation that was provided to voters. **Chairman Smith** expressed agreement and noted that the

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voters need to understand would have to be reduced if the School Department budget remains funded at the level that was approved for FY2024 and the Proposition 2 ½ override doesn't go through. Debra restated her request for an informational session to be scheduled for community members in advance of the Special Town Meeting and the Special Election. The members of the boards discussed the next steps. **Selectman Bastarache** suggested tentatively scheduling October 16, 2023, for the Special Town Meeting, with the Special Election scheduled for a date in November 2023. **Selectman Bastarache** discussed the rationale for holding the Special Town Meeting first and allowing conversation with voters on the floor. **Chairman Smith** suggested scheduling the Special Town Meeting for Wednesday, October 18, 2023, and discussed the need to allow time for planning and holding the informational session. Thomas suggested scheduling the Special Town Meeting and the Special Election for the same week. Debra expressed support for holding them both in the same week. Thomas suggested the second to last week of October. **Chairman Smith** suggested scheduling the Special Town Meeting for Wednesday, October 18, 2023, and the Special Election on Monday, October 23, 2023. **Chairman Smith** added that the Select Board could also schedule a meeting the day of October 18, 2023. The boards discussed the opportunity to notify voters if the election needs to be cancelled and rescheduled. Debra discussed scheduling a joint meeting for October 18, 2023, and using that meeting to begin considering next steps toward FY2025.

Chairman Smith asked if the Proposition 2 ½ override request for the demolition of the former IP Mill site should be addressed or if it is on this Special Town Meeting warrant or if the topic should be addressed later in the year. Bryan summarized the options for addressing a Proposition 2 ½ override question to the voters and the ability for the Town to set the tax rate for the fiscal year. **Chairman Smith** asked if questioned whether to ask voters the vote their preferences between more than one option. Debra explained that she felt conflicted as it is an overwhelming and very serious topic and expressed concern about further overwhelming voters with both topics. Peter and Thomas both agreed. Debra asked about addressing the demolition request for the former IP Mill site after December 2023. Bryan explained that it would likely have to be addressed for FY2025. **Selectman Bastarache** expressed agreement and discussed concern for overwhelming voters. **Selectman Bastarache** discussed his preference for focusing the Proposition 2 ½ override conversation on the operating budget, even though it is important to continue to make progress on the former IP Mill site. Debra discussed wanting to see the results of the request for proposals (RFP) and allowing the Select Board to have the time to conduct a review of proposal and then addressing after the holiday season. Peter discussed the potential for scheduling a Special Town Meeting in spring 2024, if it is necessary. **Chairman Smith** suggested that the topic of a potential Proposition 2 ½ override for the former IP Mill site could be addressed at the Annual Town Election so that it doesn't cost additional funding. The Select Board, Finance Committee and Capital Planning Committee members all expressed agreement to hold the topic until calendar year 2024.

Bryan will begin drafting material for the Special Town Meeting warrant and the Special Town Election warrant for the next joint meeting. The Select Board, Finance Committee and Capital Planning Committee members agreed to tentatively meet on Wednesday, September 13, 2023, and then on Monday, September 18, 2023. **Selectman Bastarache** asked for the joint meeting on September 13, 2023, to include the School Committee. Debra asked about drafting and explanation of the proposed Proposition 2 ½ override, like how the Town of Norwood did. **Selectman Bastarache** expressed agreement and discussed support for producing a summary of the request and letters from the boards explaining why they have made this proposal. Bryan will send the example from the Town of Norwood to the Select Board, Finance Committee and Capital Planning Committee members for review.

Review of Special Town Meeting Warrant Requests

The Select Board, Finance Committee and Capital Planning Committee members reviewed a memorandum from Bryan that outlines the requests for topics to be addressed on a Special Town Meeting warrant. The requests include the payment of bills for a prior year and the request from the School Committee to establish a Special Education Reserve Fund. Bryan explained the purpose of the fund is to help the School Department respond to unanticipated costs in Special Education throughout the year. Both **Selectman Bastarache** and **Selectman Loynd** expressed no concerns about the request. Benjamin added that he also has no concerns with the request.

Additionally, **Chairman Smith** noted that the elected official compensation for officials that workday jobs at Town Hall needs to be amended as a result of the wage adjustments that were approved for FY2024. **Chairman Smith** discussed the need to be approved by the voters as elected official compensation is set at Town Meeting. The Select Board, Finance Committee and Capital Planning Committee will review a draft Special Town Meeting Warrant at the next joint meeting.

At 9:15 PM **Chairman Smith** 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. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Public Works Feasibility Committee Letter of Interest- Thomas Duffy

The Select Board members reviewed a letter of interest from Thomas Duffy to serve as a member of the Public Works Feasibility Committee. **Chairman Smith** explained that the Committee has a vacancy. The Select Board members expressed support for appointing Thomas. **Selectman Bastarache** made a motion to appoint Thomas Duffy as a member of the Public Works Feasibility Committee with a term ending June 30, 2024. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Review of Water Tank Mixer Project Procurement Draft

Peter Sanders, Water & Wastewater Superintendent, joined the meeting to review the draft water tank mixer project scope of work. Bryan discussed the procurement method under MGL Chapter 30 § 39M. Peter explained that he has reviewed the draft specifications and that it matches the field conversations. **Chairman Smith** asked to confirm that the procurement was for a lump sum price and not time and materials and asked if the external pump would be addressed separately. Peter confirmed that the acquisition of a mixing pump would be a separate task. **Selectman Bastarache** asked Peter for clarification, questioning if the current specifications would provide for the installation of the necessary piping to attach the mixing pump with a quick connect. Peter expressed agreement but noted that he is now wondering if the design has considered a method to avoid back siphoning, especially during freezing weather. The Select Board members expressed agreement that they would like that consideration to be included in the design. Further, Peter discussed the plan to use a portable pump. The Select Board members had no further questions or concerns. **Selectman Bastarache** made a motion to approve the release of the request for quotes procurement for the water tank mixer project, amended as necessary and deemed appropriate by the Water Superintendent. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Request to Establish and Appoint Patrol Officer Screening Committee

The Select Board members reviewed a memorandum from Bryan, requesting the establishment and appointment of a Patrol Officer Screening Committee. The Select Board members expressed no concerns with the request. **Chairman Smith** made a motion to establish a Patrol Officer Screening Committee, made up of five members, and appoint the following members: Selectman James Loynd,

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Officer Laura Gordon, Finance Committee Chair Debra Smith, Town Administrator Bryan Smith, and School Committee Chair Mackensity Bailey. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Police Dept. Policy- 1.15 Handling Juveniles- 4th Reading

The Select Board members conducted a fourth reading of the revised Police Department policy 1.15 entitled Handling Juveniles. The Select Board members expressed no further questions or concerns about the revised draft. **Selectman Loynd** explained that he was satisfied with the revisions that have been made. **Selectman Bastarache** expressed agreement. **Selectman Bastarache** made a motion to approve policy and procedure no. 1.15, labeled Handling Juveniles for the Police Department, with an effective revision date of 9/6/2023. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Upcoming Meeting

The Select Board members agreed to tentatively meet next on Wednesday, September 13, 2023, at 6:30 PM.

Executive Session

At 9:27 PM **Chairman Smith** made a motion to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares (American Federation of State, County, and Municipal Employees, Council 93) (Water & Wastewater Unit). **Chairman Smith** stated that he does so declare; and immediately following,

to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares (New England Benevolent Police Association, Local 121) (Police Unit). **Chairman Smith** stated that he does so declare. **Selectman Bastarache** seconded. **Roll call vote:**

Selectman Loynd	Aye
Selectman Bastarache	Aye
Chairman Smith	Aye

The Select Board did not return to Regular Session

Respectfully submitted,

Bryan Smith
Town Administrator

COMMONWEALTH OF MASSACHUSETTS
TOWN OF ERVING

OFFICE OF THE BOARD OF WATER COMMISSIONERS
Water Commissioners Warrant to the Collector
Final Water Use Charges **6th Commitment**, Fiscal Year 2024

To: Michele Turner, Tax/Water Collector for the Town of Erving in the County of Franklin

Greetings:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect Forty Dollars and Zero Cents (\$40.00) for final charges at 48 River Road (#79), for total charges of Forty Dollars and Zero Cents (\$40.00).

Said charges are to be paid to Michele Turner, Town of Erving Tax Collector, or to his/her successor in office, at the times and in the manner provided by General Laws, Chapter 60, Section 2. As Collector, you must provide the Treasurer an account of all charges and fees collected by you. In addition, you are to make written return of said water charges and interest with your water charge list and of your doings thereon at such times as the Water Commissioners shall require.

You are to complete and make up an account of the collection of the whole sum hereon, committed to you, with interest, on or before December 31 of the current year.

The owner of the premises shall be responsible for the payment of all charges for water and service furnished to the property. Under the General Laws of Massachusetts Chapter 40 Section 42A as accepted in Article 7 of the Erving Special Town Meeting June 29, 1992, unpaid water bills become a lien on the property immediately following the due date for such rate or charge and collections will be made by the sale of property. Water bills will be mailed semi-annually. Water bill payment will be due thirty (30) days from the postmarked date of the original bill. Overdue notices will go to property owners and "current occupant" forty-five (45) days after the postmarked date of the original bill. Shut off notices will go to property owners and "current occupant" sixty (60) days after the postmarked date of the original bill. The shut off notice will specify that shut off will occur on or after Monday. Shut off will not occur sooner than seventy-five (75) days from the postmarked date of the original billing. The shut off notice will clearly state the earliest date that shut off can occur. There will be no further notice. Service will be restored as soon as possible, upon payment in full of all amounts due.

The levy and collection of the amounts are hereby committed to you. All interest, charges, and fees as provided by law, also apply. You are to have and to exercise all the powers conferred by the laws of this Commonwealth upon collectors of taxes.

Given under our hands this 18th day of September 2023.

WATER COMMISSIONERS OF ERVING

Jacob A. Smith, Chair

Scott Bastarache

James A. Loynd

Commitment Report

Account Information	Meter Reads And Usage	Usage	Receivable	Amount
79	2014567921 Water Rate	Usage	0	0
ZEWSKI JOHN HEIRS/DEVISEE			Water	\$40.00
48 RIVER RD	Read Date	Reading Type	Total:	\$40.00
Route 1	Current Bill 9/5/2023	492,750 FIN		
	Last Billed 3/20/2023	492,750 AC1		

Report Totals

1 Account(s)	Receivable Name	Total
	Water	\$40.00
	Receivable Totals:	\$40.00

Account Usage Verification Report

Account	Owner	Service Location	Parcel Identifier	Route				
79	ZEWSKI JOHN HEIRS/D	48 RIVER RD	4-1-10	1				
<i>Meters Number:</i>	2014567921	Rate	Read Date	Reading	Type	Usage	Variance	
Status:	Active	Water Rate	Pending	9/5/2023	492,750	FIN	0	-100%
		Water Rate	Last Billed	3/20/2023	492,750	ACT	100	
	Rate Totals:	Water Rate		0				

<i>Report Totals</i>	Rate	Accounts	Usage
	Water Rate	1	0