

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, October 02, 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 Special Town Meeting Warrant Draft, Discussion Regarding Informational Session, Review of FY2025 Budget Planning Documents & Review of the Financial Management Policies, Review of Police Station Parcel Subdivision Proposal

Old Business

<i>Agenda Item</i>	<i>Section</i>
Review of Financial Management Policy Draft- Revenue Turnover- 3 rd Reading	1
Review of Financial Management Policy Draft- Invoice Payment- 3 rd Reading	2
Review of Financial Management Policy Draft- Encumbrances & Accounts Payable- 3 rd Reading	3
Review of Financial Management Policy Draft- Grants Management- 3 rd Reading	4
Review of Special Town Meeting Warrant Draft	5
Discussion Regarding October 11, 2023, Informational Session	6

New Business

<i>Agenda Item</i>	<i>Section</i>
Meeting Minutes: September 13, 2023 & September 18, 2023	7
Review of Police Station Parcel Subdivision Proposal	8
Review of FY2025 Budget Planning Documents	9
Review & Issuance of 7 th and 8 th Water Commitment for FY2024	10
Discussion Regarding Responses Received to IP Mill RFP	11
Appointments to the Cemetery Commission	12
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Review of Engineering Proposal for Farley Bridge (E-10-006) with Wendell	14
Review of Custodian Position Screening Committee Recommendation	15
Discussion Regarding Proposed Bench Placement Near French King Bridge	16

Other Business

Signing of the Treasury Warrant

Anticipated Next Meeting Dates

Wednesday, October 11, 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
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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 October 02, 2023.

.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 to the Treasurer as soon as reasonably possible, but no more than one (1) week after receipt.

.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

12 Main Street
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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 October 02, 2023.

.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 check must be mailed directly to the vendor. The Town Treasurer must approve any exceptions.
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-less~~ than a majority of members as the authorized signatory/signatories.

.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, organization 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

FIN-003

12 Main Street
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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 October 02, 2023.

.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 October 02, 2023.

.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.

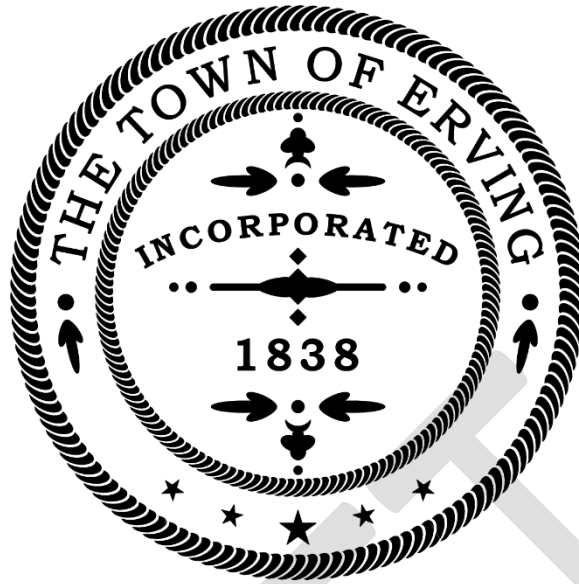
.08 Compliance with all Internal Financial Management Practices

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.



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

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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: Approval [Vote: Aye (5), Nay (0)]

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: Approval [Aye (5), Nay (0)]

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

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: Approval [Aye (5), Nay (0)]

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	\$39,000.00	\$ 856,234.00
Total Wastewater Fund	\$ 1,053,466.00	\$39,000.00	\$1,092,466.00

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: Approval [Aye (5), Nay (0)]

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 approval of a 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.

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

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS: Approval [Aye (5), Nay (0)]

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 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 6: RAISE & APPROPRIATE INTO THE CAPITAL STABILIZATION ACCOUNT

To see if the Town will vote to raise and appropriate the additional sum of Nine Hundred Fifty-five Thousand Dollars and No Cents (\$955,000.00), 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: Approval[Aye (4), Nay (0), Absent (1)]

FINANCE COMMITTEE RECOMMENDS: Approval [Aye (5), Nay (0)]

Article Information: Approval of this article would raise and appropriate the sum of \$955,000 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 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 7: APPROPRIATE FOR CAPITAL IMPROVEMENTS

To see if the Town will vote to appropriate the sum of Fifty-five Thousand Dollars and No Cents (\$55,000.00), from the Capital Stabilization Fund, for the capital improvement projects itemized

below and related expenses, subject to Select Board approval, or take any other action relative thereto.

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

SUBMITTED BY: Select Board

CAPITAL PLANNING COMMITTEE RECOMMENDS: Approval[Aye (4), Nay (0), Absent (1)]

FINANCE COMMITTEE RECOMMENDS: Approval [Aye (5), Nay (0)]

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 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 2/3 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: Approval [Aye (5), Nay (0)]

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 2/3 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: Approval [Aye (5), Nay (0)]

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 FUND

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 Fund, 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: Approval [Aye (5), Nay (0)]

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 fund. This article is meant to replenish funds used from the general stabilization fund 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.

ARTICLE 11: APPROPRIATION FOR THE CAPITAL STABILIZATION FUND

To see if the Town will vote to close the special article appropriations, listed below, and appropriate the unspent balances, in the aggregate sum of Twenty-six Thousand Dollars and No Cents (\$26,000.00), into the Capital Stabilization Fund, or take any other action relative thereto.

Line	Account	Description	Balance
1	01-301-905-57800	EES Track	\$14,000
2	01-310-910-57800	EES Event Chair Replacement	\$12,000
		Total	\$26,000

SUBMITTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS:

CAPITAL PLANNING COMMITTEE RECOMMENDS: Approval [Aye (4), Nay (0), Absent (1)]

***Article Information:** Approval of this article would transfer the unspent funds from special articles that were previously appropriated for capital projects at the Elementary School. The School Committee has requested the closeout of the articles, and the Capital Planning Committee recommends that they are closed, with the unspent balances appropriated into the Capital Stabilization fund, so that the funds can be used for future capital investments. 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 **2nd** day of **October 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

Assessed Value	Residential and Open Space (R/O) Tax Bill from FY2023	Estimated Residential and Open Space Tax Impact for Fiscal Year '24 without an override	Increase from FY2023	Estimated Residential and Open Space Tax Impact for Fiscal Year '24 with an override
\$150,000.00	\$1,200.00	\$1,231.50	\$31.50	\$1,413.00
\$175,000.00	\$1,400.00	\$1,436.75	\$36.75	\$1,648.50
\$200,000.00	\$1,600.00	\$1,642.00	\$42.00	\$1,884.00
\$225,000.00	\$1,800.00	\$1,847.25	\$47.25	\$2,119.50
\$250,000.00	\$2,000.00	\$2,052.50	\$52.50	\$2,355.00
\$275,000.00	\$2,200.00	\$2,257.75	\$57.75	\$2,590.50
\$300,000.00	\$2,400.00	\$2,463.00	\$63.00	\$2,826.00
\$325,000.00	\$2,600.00	\$2,668.25	\$68.25	\$3,061.50
\$350,000.00	\$2,800.00	\$2,873.50	\$73.50	\$3,297.00
\$375,000.00	\$3,000.00	\$3,078.75	\$78.75	\$3,532.50
\$400,000.00	\$3,200.00	\$3,284.00	\$84.00	\$3,768.00
\$425,000.00	\$3,400.00	\$3,489.25	\$89.25	\$4,003.50
\$450,000.00	\$3,600.00	\$3,694.50	\$94.50	\$4,239.00
\$475,000.00	\$3,800.00	\$3,899.75	\$99.75	\$4,474.50
\$500,000.00	\$4,000.00	\$4,105.00	\$105.00	\$4,710.00
\$600,000.00	\$4,800.00	\$4,926.00	\$126.00	\$5,652.00
\$700,000.00	\$5,600.00	\$5,747.00	\$147.00	\$6,594.00
\$800,000.00	\$6,400.00	\$6,568.00	\$168.00	\$7,536.00
\$900,000.00	\$7,200.00	\$7,389.00	\$189.00	\$8,478.00
\$1,000,000.00	\$8,000.00	\$8,210.00	\$210.00	\$9,420.00
\$1,500,000.00	\$12,000.00	\$12,315.00	\$315.00	\$14,130.00
\$2,000,000.00	\$16,000.00	\$16,420.00	\$420.00	\$18,840.00

Tax Increase from FY2023 to FY2024 No Override R/O 2.63%

Tax Increase from FY2023 To FY2024 with Override R/O 17.75%

Tax Burden: 10.41% Cost to Residential \$190,607.10

Updated: 9/22/2023

Increase from FY2023	Commercial Industrial and Personal Property (CIP) Tax Bill from FY2023	Estimated Commercial, Industrial and Personal Property Tax Impact for Fiscal Year '24 without an override	Increase from FY2023
\$181.50	\$1,971.00	\$2,269.50	\$298.50
\$211.75	\$2,299.50	\$2,647.75	\$348.25
\$242.00	\$2,628.00	\$3,026.00	\$398.00
\$272.25	\$2,956.50	\$3,404.25	\$447.75
\$302.50	\$3,285.00	\$3,782.50	\$497.50
\$332.75	\$3,613.50	\$4,160.75	\$547.25
\$363.00	\$3,942.00	\$4,539.00	\$597.00
\$393.25	\$4,270.50	\$4,917.25	\$646.75
\$423.50	\$4,599.00	\$5,295.50	\$696.50
\$453.75	\$4,927.50	\$5,673.75	\$746.25
\$484.00	\$5,256.00	\$6,052.00	\$796.00
\$514.25	\$5,584.50	\$6,430.25	\$845.75
\$544.50	\$5,913.00	\$6,808.50	\$895.50
\$574.75	\$6,241.50	\$7,186.75	\$945.25
\$605.00	\$6,570.00	\$7,565.00	\$995.00
\$726.00	\$7,884.00	\$9,078.00	\$1,194.00
\$847.00	\$9,198.00	\$10,591.00	\$1,393.00
\$968.00	\$10,512.00	\$12,104.00	\$1,592.00
\$1,089.00	\$11,826.00	\$13,617.00	\$1,791.00
\$1,210.00	\$13,140.00	\$15,130.00	\$1,990.00
\$1,815.00	\$19,710.00	\$22,695.00	\$2,985.00
\$2,420.00	\$26,280.00	\$30,260.00	\$3,980.00

Tax Increase from FY2023 to FY2024 No Override CIP

Tax Increase from FY2023 to FY2024 with Override CIP

Tax Burden: 89.59% Cost to CIP

Estimated Commercial, Industrial and Personal Property Tax Impact for Fiscal Year '24 with an override	Increase from FY2023
\$2,319.00	\$348.00
\$2,705.50	\$406.00
\$3,092.00	\$464.00
\$3,478.50	\$522.00
\$3,865.00	\$580.00
\$4,251.50	\$638.00
\$4,638.00	\$696.00
\$5,024.50	\$754.00
\$5,411.00	\$812.00
\$5,797.50	\$870.00
\$6,184.00	\$928.00
\$6,570.50	\$986.00
\$6,957.00	\$1,044.00
\$7,343.50	\$1,102.00
\$7,730.00	\$1,160.00
\$9,276.00	\$1,392.00
\$10,822.00	\$1,624.00
\$12,368.00	\$1,856.00
\$13,914.00	\$2,088.00
\$15,460.00	\$2,320.00
\$23,190.00	\$3,480.00
\$30,920.00	\$4,640.00

2.51%

17.66%

\$1,640,392.90

Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Wednesday, September 13, 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: Debra Smith, Jacob Smith, Benjamin Fellows (Linda Downs-Bembury and Peter Mallet absent)
School Committee Present: Mackensy Bailey, C. Mark Blatchley, Jennifer Eichorn, Katelyn Mailloux-Little (Erik Semb absent)

At 6:38 PM **Chairman Smith** called the joint meeting of the Select Board, Finance Committee, Capital Planning Committee and School Committee to order.

FY2024 Financial Review & Review of Special Town Meeting Warrant Request

Chairman Smith gave a summary about the upcoming discussion today regarding where the Departments are now, following FY2024 decreases and shifts and what a Proposition 2 ½ override might look like. He also explained the processes of the special election and the special town meeting timelines and the informational session before the special town meeting; on October 11, 2023. Deb Smith asked about availability of the Moderator and Town Counsel for the special town meeting. **Chairman Smith** and **Selectman Bastarache** discussed the example from the Town of Norwood for the Proposition 2 ½ override special election. In discussing the necessity of the proposition, **Chairman Smith** expressed the need for additional staff in the administrative office of Town Hall, supporting the administrative office and all the departments, based on the current workload and potential increase in the future. **Chairman Smith** suggested a placeholder of \$65,000.00 plus benefits. The Board had no concerns with the need. The Board discussed the sustainability amount moving forward to FY2025. **Selectman Bastarache** proposed setting the placeholder at the full year amount for FY2024 at \$65,000.00, **Selectman Loynd** agreed; Finance Committee Chair Deb Smith expressed support of that proposal as well.

The Boards reviewed and discussed the tally sheet for the departmental and school proposed increases to the FY2024 budget and reasons behind the increases, including potential additional positions. The Boards went into great discussion about the needs, capacity and sustainability for the FY2024 and beyond, for the 2 ½ override budget figure. Principal Assessor, Jacquelyn Boyden, approached the Boards about the potential hire of an assistant in the Assessor's office and the potential cost of that position due to her future retirement plans. Jacquie explained the reasoning behind the need to have a Principal Assessor and assistant in the office. **Selectman Loynd** suggested accounting for the 10–15-hour position for the assistant assessor position. **Chairman Smith** encourages and appreciates if all Boards can write a support letter to present to the taxpayers. **Chairman Smith** explained the process of the special town meeting and the special election(s). Jacquelyn Boyden explained how the assessor's office figures the levy tax rate with and without the override.

Review of the Draft Special Town Meeting Warrant

The Boards reviewed the Special Town Meeting Warrant scheduled for Wednesday, October 18, 2023, at Erving Elementary School. Bryan reminded the Boards that the Elementary School has nothing on this warrant. The School Committee said that they won't need to be at the next joint meeting.

Meeting Minutes

At 9:41 PM **Chairman Smith** made a motion to adjourn the joint meeting of the Select Board, Finance Committee, Capital Planning Committee and School Committee and to continue with the Select Board meeting. Debra seconded. **Vote:** Unanimously approved.

Review of Special Election Warrant

The Select Board members reviewed the draft Special Town Election warrant. Bryan asked the Select Board members how they would like to phrase the purpose of the override in the ballot question as they reviewed the guidance from the State. **Selectman Bastarache** suggested the wording “to fund operating expense and capital expenditures.” The Select Board members expressed agreement. The Select Board will review a revised warrant on Monday, September 18, 2023, with the plan to approve.

Surplus Equipment Request- Recreation Department- 3rd Reading

The Select Board members conducted a third 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 made a motion to surplus the Recreation equipment as presented on the various disposition requests with the disposition as recommended for each, with the first right of refusal for internal departments before continuing with disposition. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

Review of Meeting Minutes for September 06, 2023

The Select Board members passed over this agenda item.

Request to Establish and Appoint Custodian Screening Committee

The Select Board members reviewed a memorandum from Bryan requesting the establishment of a five (5) member preliminary screening committee for the Custodian position. **Chairman Smith** made a motion to establish the Custodian Screening Committee and appoint five members, Selectman Scott Bastarache, Finance Committee Chair Deb Smith, Foreman Thomas Duffy, Senior Custodian Rebecca Walsh, and Superintendent Glenn McCrory, to said committee. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Request to Establish and Appoint Equipment Operator Screening Committee

The Select Board members reviewed a memorandum from Bryan requesting the establishment of a five (5) member preliminary screening committee for the Equipment Operator position. **Chairman Smith** made a motion to establish an Equipment Operator Screening Committee of five members, and appoint Selectman Scott Bastarache, Finance Committee Chair Deb Smith, Foreman Thomas Duffy, Equipment Operator Cody Pease, and Superintendent Glenn McCrory. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Review of Financial Management Policy Drafts- Invoice Payment- 1st Reading

The Select Board members conducted a first reading of the draft Invoice Payment policy. **Selectman Loynd** suggested amending Section .05 to add language that addresses electronic fund transfers. The

Meeting Minutes

Select Board members expressed agreement. The Select Board will conduct a second reading at the next meeting.

Review of Financial Management Policy Drafts- Grants Management- 1st Reading

The Select Board members conducted a first reading of the draft Grants Management policy. The Select Board members requested grammatical changes in Section .04. Bryan will make the grammatical revisions. The Select Board will conduct a second reading at the next meeting.

Review of Financial Management Policy Drafts- Revenue Turnover- 1st Reading

The Select Board members conducted a first reading of the draft Revenue Turnover policy. In Section .04, **Selectman Loynd** requested the deletion of the word “timely” and to add “as soon as reasonably possible, but no more than one week after receipt.” **Selectman Loynd** suggested deleting the next sentence entirely. The Select Board members expressed agreement. The Select Board will conduct a second reading at the next meeting.

Review of Financial Management Policy Drafts- Encumbrances & Accounts Payable- 1st Reading

The Select Board members conducted a first reading of the draft Encumbrances and Accounts Payable policy. The Select Board members expressed no concerns with the draft as presented. The Select Board will conduct a second reading at the next meeting.

Review of Deadline Extension Request for Senior Housing Development RFP

The Select Board members considered a request to extend the submission deadline for the Care Drive Senior Housing Development request for proposals (RFP) to October 25, 2023. **Selectman Bastarache** explained that he had no concerns about the request. The Select Board members expressed agreement. **Selectman Bastarache** made a motion to amend the Care Drive Senior Housing request for proposals by changing the deadline for submissions to 3:00PM on Wednesday, October 25, 2023. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Executive Session

At 10:03 PM **Chairman Smith** made a motion to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (7) to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, for the review and consideration of a housing rehabilitation loan forgiveness application and supporting documentation which includes confidential information protected by law. **Selectman Bastarache** seconded. **Chairman Smith** stated that the Select Board would not return to Regular Session. **Roll call vote:**

Selectman Loynd	Aye
Selectman Bastarache	Aye
Chairman Smith	Aye

The Select Board did not return to Regular Session

Respectfully submitted,

Elizabeth Sicard
Administrative Assistant

Meeting Minutes

Board: Select Board / Water Commissioner's Meeting
Date: Monday, September 18, 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
Capital Planning Committee Present: Debra Smith, Jacob Smith, Benjamin Fellows, Peter Mallet (Linda Downs-Bembury absent)

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

Review of Financial Management Policy Draft- Revenue Turnover- 2nd Reading

The Select Board members conducted a second reading of the draft Revenue Turnover policy. Bryan Smith, Town Administrator, reviewed the revisions made after the first reading as informed by the Select Board feedback and the Town Treasurer. The Select Board members expressed no concerns with the revised draft. The Select Board will conduct a third reading at the next meeting.

Review of Financial Management Policy Draft- Invoice Payment- 2nd Reading

The Select Board members conducted a second reading of the draft Invoice Payment policy. Bryan reviewed the revisions made after the first reading in Section .05 regarding electronic fund transfers. **Selectman Bastarache** requested that "org" is changed to read "organization" in Section 07. **Chairman Smith** requested that Section 06 is clarified regarding elected officials designating authorized signatories for anything less than a majority of the board members. The Select Board will conduct a third reading at the next meeting.

Review of Financial Management Policy Draft- Encumbrances & Accounts Payable- 2nd Reading

The Select Board members conducted a second reading of the draft Encumbrances and Accounts Payable policy. The Select Board members expressed no concerns with the draft as presented. The Select Board will conduct a third reading at the next meeting.

Review of Financial Management Policy Draft- Grants Management- 2nd Reading

The Select Board members conducted a second reading of the draft Grants Management policy. The Select Board members reviewed the grammatical revisions that were made because of the feedback given at the last meeting. **Chairman Smith** discussed the acknowledgement of the statutory authorities for other boards and commission that are listed in Section 03. Bryan asked if the Select Board wants to address gifts in a separate policy or in the same policy with grants. The Select Board members agreed to address gifts in a separate policy. The Select Board members expressed no concerns with the revised draft as presented. The Select Board will conduct a third reading at the next meeting.

Regarding future financial management policy topics, **Chairman Smith** suggested establishing a vendor authorization policy that focuses on a division of duties. **Chairman Smith** discussed concerns about the potential for fraud such as changes of addresses. Bryan will review with the financial team and propose a draft policy.

Meeting Minutes

Review of Meeting Minutes of September 06, 2023

The Select Board members reviewed the meeting minutes of Wednesday, September 06, 2023. **Selectman Bastarache** made a motion to approve meeting minutes from Wednesday, September 06, 2023. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Review and Issuance of the 6th Water Commitment for FY2024

The Water Commissioners reviewed the 6th Water Commitment for FY2024 for final water use charges at 48 River Road, in the amount of \$40.00. **Commissioner Bastarache** made a motion to approve the 6th Water Commitment for final charges at 48 River Road in the amount of \$40.00. **Commissioner Loynd** seconded. **Vote:** Unanimously approved.

Review & Issuance of Special Town Election Warrant

The Select Board members reviewed the draft Special Town Election warrant. The Select Board members discussed their preference for using a numeric date in the ballot question. The Select Board members expressed no other concerns with the draft warrant. The Select Board will revisit the review of the warrant at the end of the meeting.

Recess

At 6:54PM **Chairman Smith** made a motion to recess the meeting and resume at 7:00 PM. **Selectman Bastarache** seconded. **Vote:** Unanimously approved.

At 7:03 PM **Chairman Smith** called the meeting back to order with the Joint meeting of the Select Board, Finance Committee and Capital Planning Committee.

FY2024 Review and Review of STM Warrant

Chairman Smith provided overview of the review that occurred at the last joint meeting. Chairman Smith noted that a revised Proposition 2 ½ override impact sheet has been provided by the Assessing Office. **Chairman Smith** discussed the estimated cost of diesel fuel for the Wastewater Department and noted that Peter Sanders, Wastewater & Water Superintendent, has estimated a cost of \$3.54 per gallon, for an estimated total cost of \$29,500.00 as well as approximately \$2,000 for propane fill ups at the generators. **Chairman Smith** noted that the boards had discussed needing approximately an additional \$12,000.00 for fuel in the Wastewater Department and that the additional funds, if approved, should cover the estimated need.

The boards reviewed the revised charts from Jacquelyn Boyden, Principal Assessor. Charles asked Jacquie to include estimations for the FY2024 tax rate if the proposed Proposition 2 ½ doesn't pass. Daniel noted that the Assessor's summary provides a lot of information on the estimated impacts and discussed wanting to ensure that voters understand how it will impact their situation. Jacquelyn explained the approach used in preparing the impact estimations and the review of the example from the Town of Norwood. **Chairman Smith** suggested a simple explanation of FY2023 tax impact, the FY2024 tax impact based on the annual Town Meeting approval, and the estimated impact based on the proposed Proposition 2 ½ override. **Selectman Bastarache** expressed agreement and suggested calculating every \$100,000.00 in value. Debra expressed a preference for the model that Jacquelyn has drafted and asked for inclusion of homes values below \$200,000.00.

Jacquelyn discussed the approach to presenting the estimated impact for the commercial, industrial, and personal property (CIP) classes and wanting to make sure that businesses can find the information that will apply to them. **Selectman Bastarache** and Jacquelyn discussed modifying the draft to provide totals

Meeting Minutes

at the current tax rate and the potential tax impact rate. **Chairman Smith** discussed support for including the shift information but suggested a different format for the presentation. Debra discussed the goal of sending the estimated tax impact information to the voters and to have it ready for the informational session. Charles asked for the percentage increase to be indicated as voters have requested this information at past town meetings. Debra asked to follow the example from the Planning Office and mail a notice to residents regarding the informational session. **Chairman Smith** expressed agreement and discussed the planned mailing with the Special Town Meeting warrant. Debra expressed concern that the request is significant and that participation at the Select Board meetings has been limited. Debra discussed the goal of allowing citizens to have opportunities to be heard. **Selectman Loynd** expressed agreement and discussed wanting to make sure that the information that is shared is factual. **Chairman Smith** discussed wanting to have the website updated with information about the proposal. Debra will serve as liaison on the communication for the office staff.

Chairman Smith reviewed upcoming important dates, including the information session on October 11, 2023, the next joint meeting on October 2, 2023, the Special Town Meeting on October 18, 2023, and the Special Town Election October 23, 2023. Jacquelyn offered the opportunity to list the dates in the October edition of the Around Town newsletter.

Chairman Smith asked what is needed for information to discuss potential impacts if the proposed Proposition 2 ½ override is not approved. **Selectman Bastarache** expressed hesitation about speculating about potential reductions without completing an in-depth review with the Department heads. Daniel discussed the viewpoint that the proposal should be presented as maintaining existing services and phrased positively. **Chairman Smith** expressed agreement about phrasing positively and expressed concern about being too vague about the rationale. Daniel discussed the benefits for having government restrained with the previous of Proposition 2 ½ and the reality that it may make sense to ask voters to consider an increase as price increases have occurred across the board. Daniel discussed the hope that the voters will engage in the conversation.

Thomas asked about what will happen if the proposed Proposition 2 ½ override is voted down, specifically how to approach discussing cuts or how to consider a future override proposal. **Chairman Smith** discussed the posting requirements for an election and Special Town Meeting of another meeting, or an election is determined to be necessary. Bryan expressed concern about voter fatigue if multiple meetings and elections are scheduled to address similar issues. **Chairman Smith** noted that concern and the need to address this proposal so that the FY2025 budget planning process can begin.

Review of Special Town Meeting Warrant Draft

The Select Board, Finance Committee and Capital Planning Committee members reviewed the draft Special Town Meeting warrant.

Article 1: Appropriation for FY2023 Expenses: The boards reviewed the draft article language. **Chairman Smith** clarified that the source of funds, if approved, would be the current FY2024 appropriations. No concerns were expressed.

Article 2: Amend FY2024 Elected Official Compensation: The boards reviewed the draft article language to amend elected official compensation for the Tax Collector, Treasurer, and Town Clerk. **Chairman Smith** explained that these positions were revised during the compensation review process for FY2024 and the funding for amended compensation is Ina Special Article, but it requires approval at Town Meeting to set elected official compensation. No concerns were expressed.

Meeting Minutes

Article 3: Amended FY2024 General Operating Budget: The boards reviewed the draft article language that would amend the FY2024 operating budget for functions in general government, public safety, public works, health and human services, culture and recreation, and employee benefits, by the aggregate amount of \$687,000.00 if the proposed Proposition 2 ½ override is approved. No concerns were expressed.

Article 4: Amended FY2024 Wastewater Department Enterprise Fund: The boards reviewed the draft article language that would amend the FY2024 Wastewater Department operating budget by \$39,000.00 if the proposed Proposition 2 ½ override is approved. Chairman Smith explained that it must be addressed in a separate article because it is an enterprise fund. No concerns were expressed.

Article 5: Raise & Appropriate for Continuing Annual Appropriations: The boards reviewed the draft article language that would fund additional continuing appropriations for FY2024 if the proposed Proposition 2 ½ override is approved. **Chairman Smith** explained that the article would provide \$25,000.00 for the Assessors' legal defense, restore \$100,000.00 to the Assessors' overlay account, and provide the Finance Committee with \$25,000.00 for grant opportunity matching funds. No concerns were expressed.

Article 6: Raise & Appropriate for Capital Improvements: The boards reviewed the draft article language that would appropriate \$55,000.00 for capital improvements if the proposed Proposition 2 ½ override is approved. **Chairman Smith** explained that he would prefer this article to be written to source the funds from the Capital Stabilization Account, regardless if the proposed Proposition 2 ½ override is approved. The members of the boards expressed agreement.

Article 7: Appropriation for the Capital Stabilization Account: The boards reviewed the draft article language that would raise and appropriate \$900,000.00 into the Capital Stabilization Account if the proposed Proposition 2 ½ override is approved. **Chairman Smith** explained that he would recommend amending that amount to \$955,000.00. The members of the boards expressed agreement. Bryan will revise the article.

Article 8: Establishment of a Special Education Reserve Fund: The boards reviewed the draft article language that would establish a Special Education Reserve fund for the School Department, if approved. No concerns were expressed.

Article 9: Appropriation to the Opioid Stabilization Fund: The boards reviewed the draft article language that would transfer the settlement funds received by the Town before June 30, 2023, into the newly established Opioid Settlement Stabilization fund, if approved. No concerns were expressed.

Article 10: Appropriation for the General Stabilization Account: The boards reviewed the draft article language that would transfer \$100,000.00 that was recently received for the library construction project, into the General Stabilization account. **Chairman Smith** explained that this final payment from the State was anticipated as part of the overall funding of the project as presented to the voters. No concerns were expressed.

Finance Committee Recommendation: Daniel made a motion to recommend approval of all articles. Thomas seconded. **Vote:** unanimously approved.

Meeting Minutes

Capital Planning Committee Recommendation: Benjamin made a motion to accept the capital articles as amended. Peter seconded. **Vote:** unanimously approved.

Daniel expressed appreciation that the Select Board, Finance Committee, Capital Planning Committee Board of Assessors, and other Town officials are all working well together. Daniel discussed his long history with the Town and noted that the high level of coordination and collaboration.

At 8:15 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.

Review & Issuance of Special Town Election Warrant (revisited)

Selectman Bastarache made a motion to accept the Town of Erving election ballot for Monday, October 23, 2023, as amended. **Selectman Loynd** seconded. **Vote:** Unanimously approved.

Executive Session

At 8:16 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. **Chairman Smith** stated that he does so declare. (American Federation of State, County, and Municipal Employees, Council 93) (Water & Wastewater Unit); and immediately following,

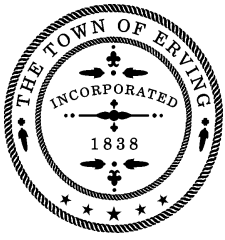
to enter Executive Session pursuant to Massachusetts General Law Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to collective bargaining ...if an open meeting may have a detrimental effect on the bargaining ... position of the public body and the chair so declares. **Chairman Smith** stated that he does so declare. (New England Benevolent Police Association, Local 121) (Police Unit). **Chairman Smith** stated that the Select Board will not return to Regular Session. **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



TOWN OF ERVING

Department of Community Planning

12 East Main Street
ERVING, MASSACHUSETTS 01344

413-422-1105 | mariah.kurtz@erving-ma.gov

August 18, 2023

To: Select Board
From: Mariah Kurtz, Town Planner
Re: Police Station Parcel RFP & Division
CC: Bryan Smith, Town Administrator; Robert Holst, Chief of Police

Ask

Is the Select Board supportive of dividing parcel 1-3-24 (71 French King Highway), which the Police Department is currently located at, to create a new building lot and to release a Request for Proposals for uses compatible with public safety and municipal uses?

Background

In November 2022, I heard that the Friends of the Franklin County Dog Shelter were searching for a new shelter location as their current location is no longer suitable for their needs. Upon reaching out to them, I learned that their list of needs appeared compatible with the parcel of land which is currently the Police Station. After discussing the opportunity with Chief Holst, we organized a site visit with the Friends and the Franklin County Sheriff's Office, who runs the dog shelter. They were very excited about the location of the property and felt that it would be suitable for their long term needs if they could construct a new building there. In January they wrote a letter outlining their interest. Due to our busy schedule I was not able to bring it to you all to consider until now.

Parcel 1-3-24 is 6.2 acres and when the Police station was built in 2003 the driveway was stubbed out and built wide enough to eventually become a public road. The property is in the French King zoning district which allows commercial kennels by Special Permit and most municipal uses by right. Direct abutters include:

- Massachusetts Department of Transportation
- Town of Erving
- Prondecki Investment Trust Fund
- New England Central Railway

I believe that having another public safety or government adjacent use in Erving would be a benefit to Erving as well as our county as a whole. If the Select Board is interested in pursuing this further the next steps would be as follows:

- Survey a road layout extending from the existing driveway stub to give the new parcel frontage.
- Divide the property either through an ANR or by accepting a new road layout and subdivision plan. The property would be divided in a way to ensure the Police Department parcel remains large enough that it could be expanded in the future if needed.
- Write a Request for Proposals
- 2 legal ads consecutive weeks
- Convey the property to the selected proposer either through a sale or long term land lease

The proposer would be responsible for:

- Filing a Special Permit application with the Planning Board for a Commercial Kennel use
- Filing any other permitting paperwork necessary



To: Mariah Kurtz, Erving Town Planner and Town of Erving Selectboard
From: Board of Directors, Friends of the Franklin Co. Regional Dog Shelter, Inc.
Date: January 31, 2023
Subject: Town of Erving, Parcel 1-3-24 at 71 French King Highway

Friends of the Franklin County Regional Dog Shelter, Inc. respectfully requests the Town of Erving consider subdividing Town land and selling 4-acres of a subdivision of parcel 1-3-24 at 71 French King Highway for construction of a new shelter facility.

The Franklin County Regional Dog Shelter (FCRDS) is a community organization created in 2012 by Sheriff Christopher Donelan to solve the problem of housing and caring for abandoned animals, and to support residents in caring for their animals. We work closely with law enforcement when they pick up stray dogs (66% of shelter admissions), and with legal cases of animal cruelty, dog attacks, etc. (13.4% of shelter admissions).

An empty 2,000 sq. ft. DPW garage at 10 Sandy Lane, Montague, MA was converted to a dog shelter with 8 indoor kennels, but the building is now severely inadequate due to structural issues, roofing and insulation problems, poor layout, limited capacity, and industrial park expansion all around.

The non-profit Friends of Franklin County Regional Dog Shelter, Inc. was established to fund the new shelter project through grants and donations.

Based on a Needs Assessment conducted by *Shelter Planners of America*, we are seeking a parcel of land with the following features:

- Approx. 4 acres of relatively flat land without drainage concerns;
- Easy access (i.e., on a major roadway) for Franklin Co. and other Massachusetts residents whom we serve;
- Ability to acquire a zoning permit for a kennel;
- Close proximity to utilities: water, sewer, and electricity;
- Areas for walking dogs on the parcel and adjacent parcels;
- A reasonable distance from residential or other areas where neighbors might be bothered by barking, especially at night;
- Limited possibilities for future residential development close by.

A portion of parcel 1-3-24, behind the Erving Police Department at 71 French King Highway, is ideally situated for our new shelter to serve residents and law enforcement across Massachusetts.

Due to the problems with our current shelter facility and considerations related to the new construction, this project must be underway by Spring 2023.

Paul A. Montero
Professional Land Surveyor
P.O. Box 20 ~ 101 Northeast Fitzwilliam Road
Royalston, Massachusetts 01368

Telephone: (978) 249-5879

P R O P O S A L

The property for this survey is located at 71 French King Highway in Erving, Franklin County, Massachusetts, and recorded at the Franklin District Registry of Deeds in Book 3150, Page 261. The property is not shown on a recorded survey map. The owner of record is the Town of Erving.

The project is to provide a survey to locate, and subdivide the boundary described in the deed, and to record a map of the survey showing the results at the Franklin District Registry of Deeds upon approval of the local Planning Board.

The survey shall verify or set corner marks at the boundary of the property. The survey may also mark points along the lines of the property with four feet tall "grade" stakes.

All property surveys require research into the prior deeds and deeds of adjoining property. The survey shall also research the status of any easements, highways and rights-of-way as they affect the property.

Corner marks shall be set with a steel rod and an aluminum disk stamped with the surveyor's identification or drilled holes in rock. The described information and other improvements found on the property shall show on a map suitable for recording. The recording fee is included in this estimate. Local fees are not included.

The estimate for this project, as described, will not exceed \$6,500.00, with 50% being a retainer, and the remainder due at the time of the delivery of the map. The project will begin immediately upon receipt of the retainer and one signed copy of this proposal. If no action is taken for thirty days this proposal may expire.

Paul A. Montero

August 8, 2023

Paul A. Montero, Professional Land Surveyor 49308

August 8, 2023

(Client signature)

(Date)

COMMONWEALTH OF MASSACHUSETTS
TOWN OF ERVING

OFFICE OF THE BOARD OF WATER COMMISSIONERS
Water Commissioners Warrant to the Collector
Final Water Use Charges 7th **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 One Hundred Sixty-four Dollars and Two Cents (\$164.02) for final charges at 3 River Road (#68), for total charges of One Hundred Sixty-four Dollars and Two Cents (\$164.02).

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 2nd day of October 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	
68	1128920330	Water Rate	Usage	23,400	23,400	Water	\$164.02
JOHNSON YVONNE		Read Date	Reading Type			Total:	\$164.02
3 RIVER RD	Current Bill	9/20/2023	3,751,800	FIN			
Route 1	Last Billed	3/20/2023	3,728,400	ACT			

Report Totals

1 Account(s)	Receivable Name	Total
	Water	\$164.02
	Receivable Totals:	\$164.02

Account Usage Verification Report

Account	Owner	Service Location	Parcel Identifier	Route				
68	JOHNSON YVONNE	3 RIVER RD	0-3-12	1				
Meters Number:	1128920330	Rate	Read Date	Reading	Type	Usage	Variance	
Status:	Active	Water Rate	Pending	9/20/2023	3,751,800	FIN	23,400	216%
		Water Rate	Last Billed	3/20/2023	3,728,400	ACT	7,400	
	Rate Totals:	Water Rate		23,400				
Report Totals	Rate	Accounts	Usage					
	Water Rate	1	23,400					

Account Debit Verification Report

Account	Owner	Service Location	Receivable	Amount	Usage
68	JOHNSON YVONNE	3 RIVER RD	Water	\$164.02	23,400
				\$164.02	
Report Totals:			1 Account(s):	\$164.02	

Receivable Summary Totals

Receivable Name	Total
Water	\$164.02
Receivable Totals:	\$164.02

Receivable Detail Totals

Receivable Name	Total
Water	\$164.02
Receivable Totals:	\$164.02

**Town of Erving Water Department
Michele Turner, Water Collector**

12 East Main Street
Erving, MA 01344
TU and TH 10:00 am to 3:00 pm
Phone 413-422-2800 X 1104

JOHNSON YVONNE
3 RIVER ROAD
ERVING, MA 01344-

**Remittance Coupon Please Return
With Payment**

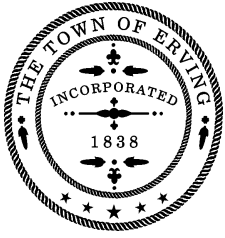
Account Number: 68

New Charges: \$164.02
Credits: \$0.00
Past Due: \$1,408.87
Interest: \$181.31
Total Due: 11/01/23 \$1,754.20

Account #	Service Location	Parcel Identifier	Billing Date	Due Date	Total Due
68	3 RIVER RD	0-3-12	10/2/2023	11/1/2023	\$1,754.20

Meter Readings				Usage Summary		New Charge Summary			
Meter	Date	Type	Read	Rate	Total Usage	Charge	Quantity	Amount	Total
1128920330	9/20/2023	FIN	3,751,800	Water Rate	23,400	Water		\$164.02	\$164.02
1128920330	3/20/2023	ACT	3,728,400						

Tax Payer Message	Rate Information
FINAL Water Read	\$5.30 PER 1,000 GALLONS



TOWN OF ERVING

Department of Community Planning

12 East Main Street
ERVING, MASSACHUSETTS 01344

413-422-1105
Email: mariah.kurtz@erving-ma.gov

September 27, 2023

To: Select Board
From: Mariah Kurtz, Town Planner; Jennifer Eichorn, Treasurer

Former IP Mill Request for Proposals (Second Round RFP) Results Summary

On September 27, 2023 at 3:00PM all submissions for the Former IP Mill Redevelopment Requests for Proposals were due. One proposal was received from Aries Mattress Recycling Inc of Montague, MA. While the required 5 hard copies of the proposal and 1 digital copy were received, none of the required attachments were included as part of the proposals. The required attachments are:

- Corporate Resolution
- Tax Compliance Statement
- Certificate of Non-Collusion
- Disclosure of Beneficial Interest

A sealed monetary bid was included and remains unopened.



AUGUST 2023

Proposal

F20230816: FORMER INTERNATIONAL PAPER MILL SITE REDEVELOPMENT



Presented To
Bryan Smith

Presented by
Catherine Healey

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7	Proposed Development	14	Financial Feasibility
8	Proposed Timeline	15	Contact Information



About Aries Mattress Recycling, Inc.

Aries Mattress Recycling Center is at the forefront of a sustainable revolution in mattress disposal. We understand the pressing need to address the environmental challenges posed by discarded mattresses. Our center will combine advanced recycling techniques, responsible practices, and a commitment to preserving our planet to transform how mattresses are handled.

Our mission is to divert mattresses from landfills, repurpose valuable materials, and contribute to the circular economy.

Our vision at Aries Mattress Recycling Center is to create a world where no mattress goes to waste. We envision a future where mattress disposal is an opportunity to reduce environmental burden and promote resource preservation. We are dedicated to shaping a sustainable path for the mattress industry through innovation and eco-conscious practices.

Aries Mattress Recycling Center will collaborate with mattress manufacturers, retailers, and communities to establish efficient collection and recycling systems. By working together, we create a seamless process for responsible mattress disposal. Our outreach initiatives educate the public about the importance of mattress recycling, empowering individuals to be part of the solution.



Aries Mattress Recycling Team

Hey there! We're all about the family at Aries Mattress Recycling Center. Imagine a dad, his son, and his daughter teaming up to revolutionize mattress recycling – that's us! We're on a mission to give old mattresses a green makeover. Each of us brings unique strengths, whether managing the business or diving into hands-on recycling. Choosing us isn't just about supporting a family venture; it's about joining our journey to create a more sustainable world, mattress by mattress!

Organization and Management

Catherine, the CFO of Aries Mattress Recycling, I oversee financial planning, reporting, and risk management. My role involves optimizing cash flow, evaluating investments, and ensuring compliance. I'm committed to aligning our financial strategies with sustainability goals and fostering strong partnerships.

Ralph, the CEO of Aries Mattress Recycling, I am responsible for steering the company towards its vision and mission. I lead the development and execution of our strategic plans, ensuring our operations are aligned with our environmental sustainability objectives. I foster innovation, nurture partnerships, and drive growth while committed to financial health and responsible business practices. My role involves making critical decisions, managing resources, and cultivating a collaborative and purpose-driven organizational culture to advance our position as a leader in mattress recycling and sustainable practices.

Sr. Ralph, the Chief Operating Officer (COO) of Aries Mattress Recycling, I am pivotal in the company's daily operations and long-term success. My responsibilities encompass a range of critical functions to ensure our recycling operations' efficient and effective functioning. One of my primary tasks involves overseeing the entire operational process, from collecting mattresses to their responsible recycling and repurposing. This consists of streamlining operations, optimizing workflow, and identifying areas for operational improvement to meet our sustainability goals.

**Catherine
Healey**

CFO
604-872-3234

Ralph Hillock

CEO
413-834-2643

**Sr. Ralph
Hillock**

COO
413-834-7164

Facility Design and Layout

The design and layout of the proposed mattress recycling center will be meticulously crafted to create a seamless and inviting experience for customers while maximizing operational efficiency. Central to our design is integrating a dedicated drop-off location with ample parking, ensuring visitors' convenience and supporting our sustainability commitment.

Maximizing Operational Efficiency

Customer-Focused Drop-Off Location: Our facility embraces a customer-centric approach by providing a designated drop-off area that streamlines the process for individuals seeking to recycle their mattresses.

This area offers:

Easy Access: The drop-off location is strategically positioned at the facility's entrance, allowing visitors to access the recycling center conveniently.

Signage and Direction: Clear signage and directional markers guide visitors to the drop-off point, ensuring a smooth and intuitive experience.

Quick and Efficient Process: Trained staff will be available to assist customers with unloading their mattresses and guide them through the recycling process, minimizing wait times.

Ample Parking: To accommodate visitors and create a comfortable experience, our facility offers generous parking options:

Visitor Parking: A dedicated parking area adjacent to the drop-off location provides ample space for visitors to park while recycling their mattresses.

Accessible Spaces: Reserved accessible parking spaces ensure that individuals with disabilities can easily access the facility.

Mission and Vision

Aries Mattress recognizes the critical need for dedicated warehouse space to operate efficiently and fulfill our mission of responsible mattress recycling. Establishing a well-designed warehouse is essential to streamline our advanced recycling processes, ensuring seamless deconstruction and material recovery from discarded mattresses. With ample warehouse space, we can optimize our operations, store incoming mattresses, and effectively sort and process materials. This essential infrastructure will enable us to maximize resource recovery, minimize waste, and contribute significantly to our goal of revolutionizing mattress sustainability.

**Department of Environmental Protection
SWGP - General Permit for Recycling, Composting, or Digestion The
general Permit for the Aries Mattress Recycling facility was approved on
5/23/2023**



Proposed Development

20230816: FORMER INTERNATIONAL PAPER MILL REDEVELOPMENT

The proposed mattress recycling center aims to address the pressing need for sustainable waste management and environmental conservation within our community. This innovative project envisions the demolition of Buildings 1 and 5, the selective preservation of Buildings 2, 4, 6, 7, and 8, and the establishment of a state-of-the-art facility dedicated to mattress recycling.

At its core, the project seeks to promote a circular economy by reducing mattress waste through recycling and preserving historical and architecturally significant structures that contribute to the area's cultural heritage. Through meticulous planning, environmental compliance, and outreach initiatives, the mattress recycling center will serve as a beacon of sustainability and education.

Aries Mattress Recycling is excited and honored to collaborate with The Town of Erving on the transformative project "20230816: Former International Paper Mill Redevelopment." This partnership reflects our commitment to sustainable urban development,

environmental responsibility, and community enhancement.

We look forward to working closely with The Town of Erving to bring this vision to life and create a project that will inspire, educate, and positively impact the community and beyond.

Redevelopment

Building Number

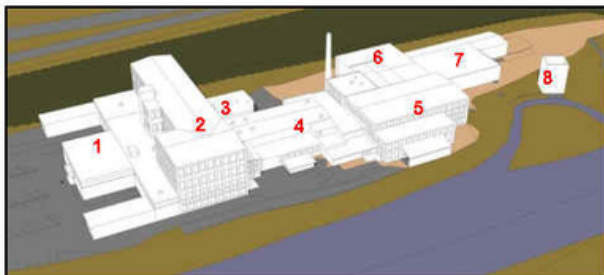


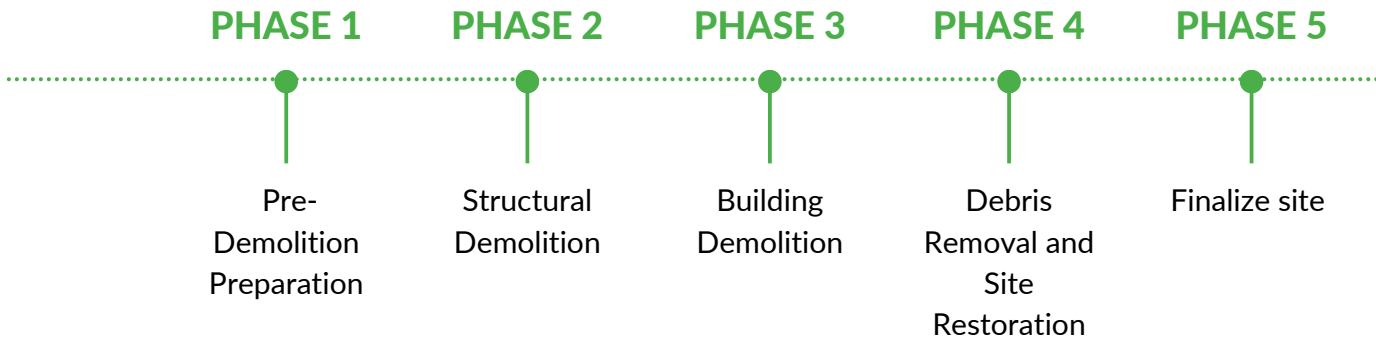
Image: Architectural illustration from Former International Paper Mill Feasibility Study, December 2015.

One redevelopment scenario is presented for the Town's consideration.

Scenario include (to varying degrees):

- Reuse of the site for commercial, industrial or mixed uses (i.e. not for residential).
- This innovative project envisions the demolition of Buildings 1 and 5, the selective preservation of Buildings 2, 4, 6, 7, and 8, and the establishment of a state-of-the-art facility dedicated to mattress recycling.

Proposed Timeline

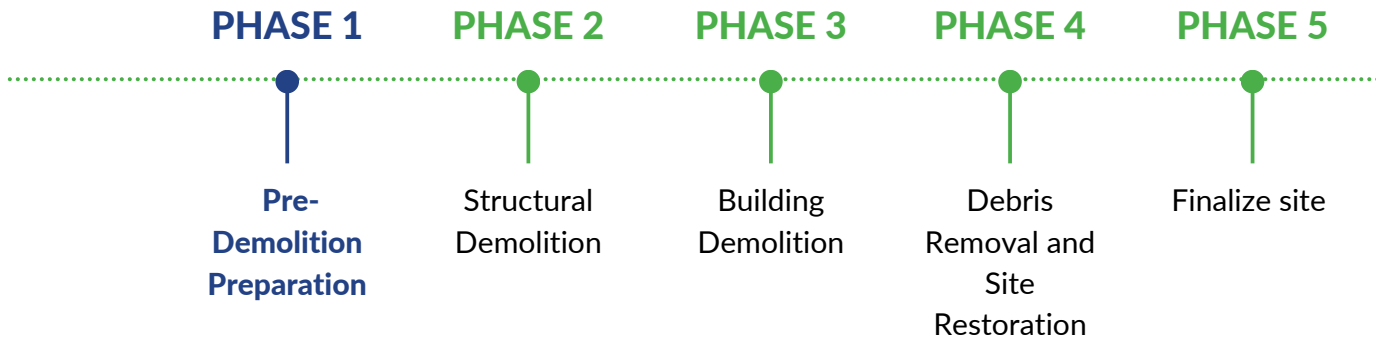


The timeline for building demolition and removal on a 6.0-acre project area can vary based on factors such as the complexity of the structures, permitting processes, weather conditions, availability of resources, and the chosen demolition method. Here's our general outline of what the timeline might look like:

Note: The extended 10-year timeline allows for a more gradual and phased approach to building demolition and site restoration. This extended duration can account for any potential delays, seasonal variations, and the availability of resources.

We will regularly review and update the timeline as the project progresses, considering factors like regulation changes, advances in demolition technology, and any unforeseen challenges.

Pre-Demolition Preparation



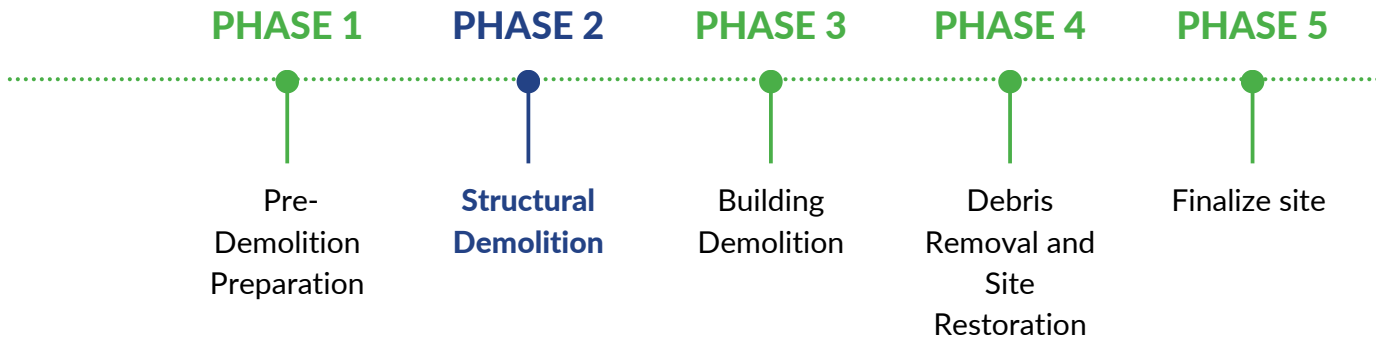
Senn II Excavating will be taking proactive measures to initiate the project effectively. To begin, we are conducting an in-depth site assessment to gather comprehensive data about the specific project area. Simultaneously, we are entering into early discussions with regulatory authorities to gain insights into the required permits and any potential environmental considerations that need attention.

Furthermore, we are initiating preliminary budgeting and resource allocation for the forthcoming demolition project. This step ensures a clear understanding of the financial aspects and helps plan resource distribution efficiently.

By combining these strategies, Senn II Excavating ensures a well-informed and organized start to the project, contributing to its successful execution in the long run.

We will regularly review and update the timeline as the project progresses, considering factors like regulation changes, advances in demolition technology, and any unforeseen challenges.

Structural Demolition



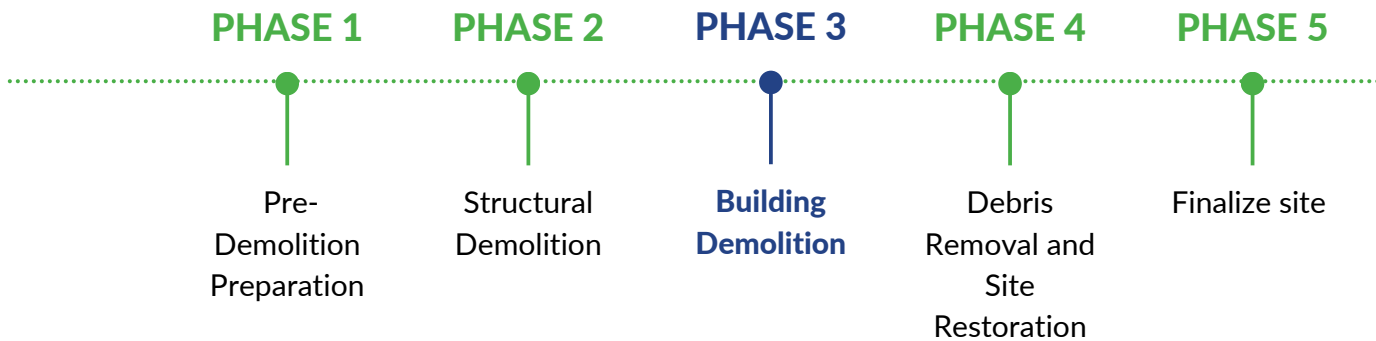
Senn II Excavating adopts a strategic approach to demolition, commencing with the targeted removal of non-structural elements within the buildings. This initial phase involves extracting fixtures, non-load-bearing walls, and interior components to create a clear working space.

Concurrently, we are dedicated to ensuring safety and compliance by undertaking required abatement procedures for hazardous materials within the structures. This proactive step guarantees a secure work environment for our team and minimizes potential environmental impact.

Throughout the initial demolition phases, our experienced team diligently monitors the progress and is prepared to address any unforeseen challenges that may arise. Our adaptive approach and problem-solving capabilities enable us to navigate unexpected situations effectively while keeping the project on track.

Senn II Excavating is committed to executing a controlled and systematic demolition process that prioritizes safety, efficiency, and environmental responsibility by following these comprehensive steps.

Building Demolition



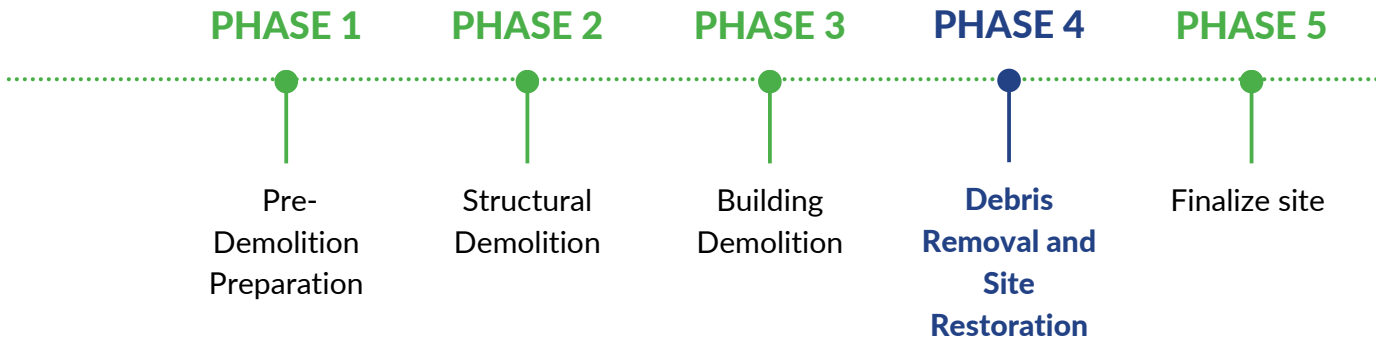
Continuing our building demolition endeavors, Senn II Excavating now shifts its attention to larger structures with lower complexity levels. This phase involves a methodical approach, ensuring these structures' safe and efficient removal while minimizing disruptions to the surrounding environment.

In line with our commitment to environmental sustainability, we are implementing conscientious demolition techniques prioritizing waste reduction and building materials' controlled extraction. This approach minimizes the ecological footprint and contributes to the responsible repurposing of salvaged materials.

Our dedication to safety remains paramount, and we are collaborating closely with experienced demolition contractors. Through seamless coordination and adherence to stringent safety protocols, we are working to maintain a secure work environment and streamline waste management practices.

Senn II Excavating's continued efforts in building demolition underscore our comprehensive approach, blending expertise, eco-consciousness, and safety to ensure the successful execution of each phase.

Debris Removal and Site Restoration

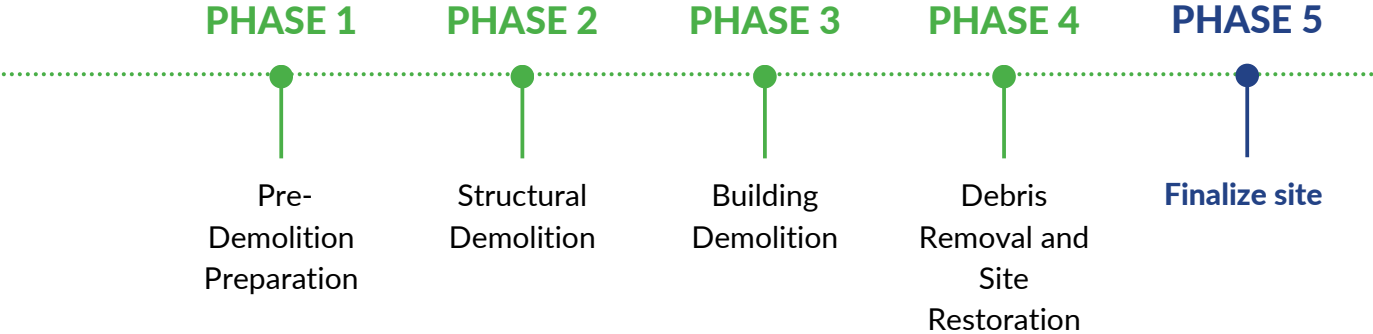


Senn II Excavating primary focus will be on meticulous debris removal and site clearance, ensuring the complete elimination of all demolition waste and materials. Our dedicated efforts aim to leave the site clean and organized, ready for the following stages of development.

Following established waste management practices and regulations, we are committed to responsibly managing the separated materials. We meticulously categorize materials for recycling and disposal, ensuring that each component is aligned with environmental guidelines.

Senn II Excavating is dedicated to achieving a cleared and environmentally responsible site that lays the foundation for future endeavors through our unwavering dedication to thorough debris removal, adherence to waste management regulations, and our commitment to sustainability.

Finalize site



As we progress into Year 10, our focus is on finalizing site grading activities. This milestone marks the land's readiness for future development or utilization. We undertake a comprehensive review of the site restoration process, making necessary adjustments to guarantee that environmental and aesthetic standards are met.

Financial Feasibility

According to the most recent United States census data, the estimated population of Franklin County in 2023 is approximately 70,927. Considering that some households replace their mattresses annually and are interested in responsible disposal, we have assumed a 20% adoption rate. Please consider this income projection as a preliminary assessment, and we are committed to refining our financial estimates through careful research and analysis.

Calculation:

Number of Potential Customers:

Number of potential customers = Population * Percentage of households replacing mattresses

Number of potential customers = 70,927 * 0.20 = 14,185

Potential Income:

Potential income = Number of potential customers * Price per mattress

Potential income = 14,185 * \$25 = \$354,625

Aries Mattress Recycling will partner with the state contract for mattress recycling, which heralds significant financial benefits. This collaboration assures a consistent revenue flow through a guaranteed mattress volume, fortifying our operational prowess. The program's long-term scope empowers intelligent growth planning.

We will be seeking funding from MassDevelopment to support the redevelopment of the Former International Paper Mill site. The requested funds will be allocated toward projects.

The project team will collaborate with local municipal authorities to explore potential grants, tax incentives, or financial assistance programs that support sustainable and community-focused projects.

We are pleased to confirm that the project's funding needs are met through available cash resources. We have successfully sold Allen's Roll Off Container Inc, a prominent dumpster rental company, and have achieved a substantial profit through this transaction. This financial position enables us to move forward without reliance on external financing or debt confidently. Using cash reserves eliminates the burden of interest payments and maintains financial independence.

Our reliance on cash funding mitigates financial risks associated with external borrowing, interest rate fluctuations, and debt service obligations. This approach provides financial flexibility and ensures the project remains financially stable throughout its implementation.

For inquiries, contact us.

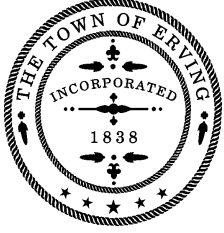
Aries Mattress Recycling INC
Ralph Hillock & Catherine Healey
413-687-5880
9 Vladish Ave
Turners Falls, MA 01376
ariesmattressrecycling@gmail.com

Building Demolition and Removal
Senn II Excavating
413-347-7287
Montague, Ma. 01351
sennexcavating@gmail.com

Rt 2 Home Improvement LLC
Kendrick Craig
603-786-0350
8 Main Rd, Gill, MA 01354
rt2homeimprovement@gmail.com

Adams Plumbing & Heating, Inc
(413) 743-2308
43 Printworks Drive
Adams, MA, 01220
MA Master Plumber License #9052

Tristan Evans Construction
Tristan Evens
603-824-0069
61 Pleasant Street
Greenfield MA 01301
accounting@tristanevansconstruction.com



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

September 22, 2023

To: Select Board

From: Bryan Smith, Town Administrator
CC: Glenn McCrory, Highway Superintendent
Elizabeth Sicard, Administrative Assistant

RE: Cemetery Commission Appointment and Letters of Interest

The Select Board members appointed themselves through October 2, 2023, to continue to serve as the Cemetery Commissioners. As of October 2, 2023, the Select Board should consider extending that appointment or appointing new members. I don't know if the Select Board is considering assigning a liaison to the Cemetery Commission if it has all new membership or if at least 1 Select Board member will continue to serve. I would caution against more than 1 member of the Select Board serving as each meeting would have to be called a joint meeting.

The notice that the Town was seeking volunteers to serve on the Cemetery Commission was shared in the Around Town Newsletter for September 2023. As of September 22, 2023, I have received 5 letters of interest from residents. The letters are enclosed for your review.

The recommended vote language below provides for staggered three-year terms that align with our annual appointment schedule.

Recommended vote language:

A motion to appoint _____ as a member of the Cemetery Commission, effective October 2, 2023 with a term ending June 30, 2024.

A motion to appoint _____ as a member of the Cemetery Commission, effective October 2, 2023 with a term ending June 30, 2025.

A motion to appoint _____ as a member of the Cemetery Commission, effective October 2, 2023 with a term ending June 30, 2026.

From: [Mark Burnett](#)
To: [Bryan Smith](#)
Subject: Re: Cemetery Commission
Date: Thursday, September 7, 2023 9:48:59 PM

Hi Bryan,

Thanks. That makes sense for the SB. They have a lot on their plates, serving many roles. I feel like not that many years ago the town had a cemetery sexton, possibly. Maybe it was a commission, but I know Dan Hammock ran it for years, and I feel like it was by himself. I have many, many relatives up there and have always been interested in having it look nice. It's the least we can do, though I understand cemeteries aren't always a major concern when there are many other departments and projects to think of.

Regards,

Mark

Mark Burnett
6th Grade Teacher
Erving Elementary School

On Sep 7, 2023, at 5:21 PM, Bryan Smith <bryan.smith@erving-ma.gov> wrote:

Hi Mark,

Thanks for your email. I will be sure to communicate your interest to the Select Board.

The Select Board members currently serve in this capacity and are assessing interest in changing the composition of the Commission.

Respectfully,

<image001.png> **Bryan Smith**
Town Administrator

Town of Erving
Phone (413) 422-2800 ext. 1102
Web www.erving-ma.gov
Address 12 East Main Street, Erving, MA
01344
<[image002.jpg](#)> <image003.jpg>

From: Mark Burnett <burnett@erving.com>
Sent: Tuesday, September 5, 2023 9:19 AM
To: Bryan Smith <bryan.smith@erving-ma.gov>
Subject: Cemetery Commission

Good Morning Bryan,

I am reaching out to let you know I would be interested in serving on the Cemetery Commission. I see there are three vacancies. Is there anyone else on it? Either way, I'd be willing to serve on it.

Best,

Mark

Mark Burnett
6th Grade Teacher
Erving Elementary School

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.

From: [Holly Fitzpatrick](#)
To: [Volunteer in Erving!](#)
Subject: [EXTERNAL]Volunteer opportunity
Date: Monday, September 11, 2023 7:35:13 PM

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Hello,

I am expressing my interest in joining the Cemetery Commission. While I have no experience with cemetery management, I am sure I can learn what is needed and be an asset to the town. I have degrees in Business Administration and Public Policy and Administration. I am detail-oriented and have strong project analysis and management experience as well as significant work experience in multiple sectors.

Please let me know what information you need from me.

Regards,
Holly Fitzpatrick

Get [Outlook for iOS](#)

From: [Laura Bezio](#)
To: [Volunteer in Erving!](#)
Subject: [EXTERNAL]Volunteer Position Letter of Interest
Date: Tuesday, September 12, 2023 10:55:39 AM

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I have reviewed the Board and Commission Vacancies list for September 2023 and I am writing to express an interest in the Cemetery Commission. I understand this will be a newly formed committee and I am interested in serving on that committee and providing my insight/experience in the review of potential sites for a new town cemetery. I previously served on the Cultural Council and am interested in opportunities to serve the Town and hopefully work with an interesting group of people.

Having previously served on the cultural council, I don't like to see available openings. If there are others interested, that is great! If you do not receive other letters of interest, I would be willing to serve on the council as well. I support their work and love learning about the plans for town events.

Thank you for your consideration.

Laura Bezio
25 Pleasant Street
Erving, MA 01344
(413) 475-0477

Dear Select Board Members and Town Administrator,

September 13, 2023

Please let this letter serve as a notice of my desire to serve on one of the three vacant cemetery commission positions for the Town of Erving. I have served this community since 2011, but since moving to town in 2017 it has been a desire of mine to find a way to serve the community in a different capacity and as a volunteer. Over the past few years, I have become more involved and interested in local Government.

I feel that volunteering for a commission such as the cemetery would enhance my understanding of local Government as well as giving back to the community. Although I admit I do not fully understand what the position will require, I do believe I would bring valuable skills to the position. I believe that I am an effective communicator, able to work well with groups of people and able to present to an audience of listeners. I have a wonderful working relationship with the Highway Department, who has played a valuable and key role in overseeing the cemetery. I know this relationship and partnership will continue. I further believe that my experience in writing, reviewing, and updating policies in my current position would be an asset as this position will require establishing rules, regulations and making sure they stay current. In addition, I have years of working with the community as a public servant. Over the past 20 plus years my job has required that I ensure rules, laws and regulations are followed. Over the years I have learned how to conduct this in a way the results in gaining respect as well as compliance. I believe this experience will be valuable when and if the situation arises to where the rules and regulations of the cemetery need to be enforced out of respect of the cemetery and those that are buried there.

I believe it is important for me to acknowledge my current position and job for the Town. In no way would I want my position to interfere or persuade any of you in your decision to select me or not select me. I may not be the best candidate for the position, and I am okay with not being selected.

I thank you all for the consideration,

Robert Holst

Dear Select board,

It may seem that I am interested in many things that come along, and I am, so here is one more.

There is an interesting story behind how I happened to become Cemetery Sexton back in the early 1970s, and an equally interesting story explaining why I kept that job for about 35 years until about 2003 or 2004.

That is the one job I had hoped to hold for 50 years.

Other than being paid to dig graves by hand I never charged anyone and was never paid by the Town, for meeting people at the Cemetery to show them approximately where lots were available, and I kept records of who had which lots, along with the Town Clerk, for many years.

The possibility of having a bit of input on siting a new Cemetery is also an opportunity that does not come along often!

I am interested in being a Cemetery Commissioner and just ask that you consider me for one of the three appointed to that position.

I would be pleased to participate with no pay.

Thank you for considering me!

Dan Hammock

Dan Hammock

912 271 5801

From: [Sharon Pleasant](#)
To: [Bryan Smith](#)
Subject: [EXTERNAL]Grant Budget ` Amendment
Date: Wednesday, September 20, 2023 4:17:23 PM
Attachments: [image001.png](#)
[FY21 ENW Budget Revision #3 to add PI.ERVING.docx](#)

CAUTION: This email originated from outside of the Town of Erving. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the Erving IT Department

Good afternoon, Bryan –

I'm hoping Brian McHugh could get on the selectboard agenda on 09/27 to ask for approval on the Budget Amendment to add program income to the Housing Rehabilitation Activity Program Line.

I've attached a copy of the request – we currently have 2 projects underway in Erving that could be paid from that Program Income , freeing up additional grant money to complete additional projects.

Thank you,
Sharon

Sharon L. Pleasant (she/her)
Community Development Program Manager
Franklin County Regional Housing
and Redevelopment Authority
241 Millers Falls Road, Turners Falls, MA 01376
413.863.9781 x 156
Direct Line 413.223.5215
413-863-9289 Fax



Franklin County Regional Housing and Redevelopment Authority email messages are public records except when they fall under one of the specific statutory exemptions. This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and its attachments, if any, and destroy any hard copies you may have created and notify me immediately.

Budget and Program Revision Form

Community/Grantee: ERVING	Original Award: \$928,267
Program Name/Year: CDF-G-2021-ERVING Grant # 00923	Revision #: B#2 P-number (program revision) B-number (budget revision) E-number (extensions)
Contract End Date: 06/30/2025	Date Revision Submitted: 9 / 28 /23

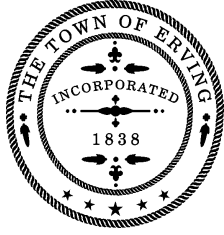
This request is for the following change(s). Grantee check all “Requested” that apply; DHCD will initial those that are approved in the approved column

Grantee Requested	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	DHCD Approved
X	Budget Amendment to increase the grant award to \$_1,105,017.24 by adding an additional \$74,207 in Program Income to 4C Housing Rehabilitation	
	Budget Revision for:	
	<ul style="list-style-type: none"> • Change in administrative dollars 	
	<ul style="list-style-type: none"> • Transfer of funds from construction to non-construction or vice versa 	
	<ul style="list-style-type: none"> • Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds \$100,000 	
	Program Extension (to increase period of availability of funds/period of performance) to ___/___/___	
	<ul style="list-style-type: none"> • This extension will extend period of performance beyond the end of the term of the current grant agreement 	
	Program Revision for:	
	<ul style="list-style-type: none"> • Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served. 	
	<ul style="list-style-type: none"> • Changes in key personnel 	
	<ul style="list-style-type: none"> • For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award 	
	<ul style="list-style-type: none"> • Other, specify 	

This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that the revision or extension requested is not approved unless and until this form is countersigned as “approved” or “approved with revisions” by The CDBG Program Director and returned to me.

	Jacob A. Smith, Select Board Chair
--	---

Authorized Signature for Grantee:	Date / /	Print Name & Title:



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

September 22, 2023

To: Select Board

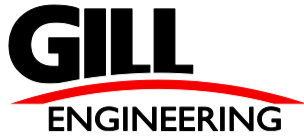
From: Bryan Smith, Town Administrator
CC: Glenn McCrory, Highway Superintendent
Mariah Kurtz, Town Planner

RE: Farley Bridge & Cost Sharing

The Erving Highway Department became aware, during an inspection of the bridge, that there is a need to replace parts of the wooden substructure that supports the bridge surface. The Farley Bridge (E-10—006) is a municipally owned bridge that is jointly owned with the Town of Wendell. In these situations, the decisions to repair or alter the bridge are shared between the two communities. Erving notified Wendell officials of the concern and a site visit was scheduled.

As a result of the site visit, the Town of Wendell, through their Road Commission, has sought an engineering proposal from Gill Engineering Associates of Needham, MA. The enclosed proposal for design phase services to assess the structure, consult with the towns to prepare repair plans and prepare for MassDOT approval. The design phase is expected to cost \$31,183.00.

We wanted to notify the Select Board of the concerns and to obtain guidance on how you would like to proceed.



Gill Engineering Associates, Inc.
 63 Kendrick Street
 Needham, MA 02494
 www.gill-eng.com
 781-355-7100

Client: Town of Wendell
 Wendell Road Commission
 97 Locke Hill Road
 Wendell, MA 01379
Attn: Phil Delorey, Building Official

FEE PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

Erving-Wendell E-10-006=W-15-005
 Farley Road over Millers River
 Bridge Deck Replacement Design

SCOPE OF SERVICES	Labor-Hours					Total	Labor Cost @ Mult. = 2.6 Total
	Principal	Sr. Proj. Manager	Senior Engineer	Engineer	Assistant Engineer		
<i>Hourly Direct Labor Rate</i>	\$88.00	\$83.00	\$58.00	\$44.00	\$38.00		
Design Phase Services							
Data Collection, Review & Coordination with Town	2	4				6	\$ 1,321
Site Visit		8		8		16	\$ 2,642
Structural Calculations							
1. Deck Design		1		16	8	25	\$ 2,837
2. Rating Check		1		24	16	41	\$ 4,542
Plans							
1. General Plan, Notes & Quantities		1		8	8	17	\$ 1,921
2. Deck and Railing Details		1		8	8	17	\$ 1,921
3. Detour Plan		1			8	9	\$ 1,006
Quantity Take-Off Calculations (2 sets)				12	16	28	\$ 2,954
Cost Estimate		1	4		8	13	\$ 1,609
Specifications		1	24			25	\$ 3,835
QC & Submit Draft PS&E for MassDOT Ch. 85 Review		6	6		8	20	\$ 2,990
Incorp Comments and Submit Final Mylars		4	6	6	8	24	\$ 3,245
TOTAL HOURS AND LABOR COST	2	29	40	82	88	241	\$ 30,823

LABOR COSTS	\$ 30,823
DIRECT EXPENSES	
Travel	\$ 200
TOTAL EXPENSES	\$ 360
TOTAL LUMP SUM FEE	\$ 31,183

BASIS OF PROPOSAL / ASSUMPTIONS

- Services to be Provided: Design and preparation of plans, specifications, and estimate for the deck replacement of the existing timber decking and wearing surface. Also include repair detail for the crack in the horizontal railing and a rating check of the existing truss members per the latest rating report.
- Design Standards: Structural design shall comply with 2013 MassDOT Bridge Manual with Interims through 2020 and 9th Edition of AASHTO Bridge Design Specifications.
- Construction Standards: Construction shall comply with MassDOT 2023 Standard Specifications, and the latest Supplemental Specifications and Standard Special Provisions.
- Design Concept: The existing timber deck and timber wearing surface is nearing its useful life. The replacement design will investigate replacing the decking with in-kind timber or a FRP deck in order to minimize weight on the steel truss structure. The bridge is posted at 6 Tons therefore additional dead load shall be limited. It is assumed no repairs will be done to the steel truss, bearings and concrete substructure.
- Traffic Management: The existing bridge shall be closed to vehicular traffic during construction, and a traffic management plan will be provided based upon the town's recommended detour route.
- Specifications: GEA will provide technical specifications, based on MassDOT Standard Specifications. Remainder of General Conditions, Special Conditions and Bid Form will be provided by the Town of Wendell. It is assumed that the Construction Contract, preparation of bid form, advertising for bids, and bid opening will be performed by the Franklin Regional Council of Governments (FRCOG). The town will need reach agreement with FRCOG for these services.
- Exclusions: This scope of work does not include Environmental Permitting, Bid Phase Services, Construction Phase Services, or Resident Engineer/Clerk of the Works Services. If required, these services can be performed by Gill Engineering under a supplemental agreement.

SIGNED _____

Gill Engineering Associates, Inc.
 Joseph F. Gill, President

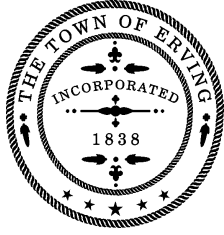
9/12/2023
 Date

AGREED AND ACCEPTED*
 Town of Wendell

Signature Authorized Representative

Date

* Signature constitutes acceptance of attached Terms and Conditions



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
William A. Bembury
Scott Bastarache
SelectBoard

Bryan Smith
Town Administrator

October 2, 2023

To: Select Board
From: Bryan Smith, Town Administrator
CC: Glenn McCrory, Highway Superintendent

RE: Recommendation from the Custodian Screening Committee

In response to the posting, three (3) applications were received by the deadline of September 14, 2023. The Custodian Screening Committee met on Wednesday September 20, 2023, to review all submitted application materials. The Screening Committee decided to invite two (2) candidates to interview based on how well the candidates fulfilled the minimum and preferred qualifications. The Screening Committee met on Wednesday, September 20, 2023, to finalize interview questions.

The Screening Committee conducted two (2) interviews on September 27, 2023. The interviews lasted approximately thirty (30) minutes. The candidates were asked a standard set of questions and follow-up questions based on answers that were given, were provided with the opportunity to present the Committee with information, and to ask any questions they had.

After consideration of the application materials and the interview performance the Screening Committee has unanimously identified a finalist for the Select Board's consideration. That individual is Jamie Wills. Jamie's application materials are attached.

I am happy to schedule an interview if the Board would like to exercise that option. If instead the Board is prepared to make an appointment, I offer the suggested vote language below.

Suggested Vote Language:

A motion to appoint Jamie Wills to the Custodian position at a starting pay rate of Grade B, Step 1, at \$20.60, regularly scheduled for 40 hours a week, with a three (3) month probationary period, pending a medical screening and CORI check, with a start date on or before October 16, 2023.

Jamie Wills

Erving, MA 01344

PROFESSIONAL SUMMARY

Meticulous and ambitious Maintainer (Custodian) with willingness to learn new tasks. Knowledge of HIPAA regulations. Builds rapport with staff and residents to foster smooth and effective department operations. I am team oriented with the ability to work independently.

SKILLS

- Attention to Detail
- Problem Solving
- Verbal and Written Communication
- Buffing, waxing and striping floors
- Cleaning windows
- Shampoo Carpets
- Cleaning general areas, including bathrooms, offices, kitchens, lobbies, labs and break rooms
- Snow removal

WORK HISTORY

- | | | |
|----------------------|-------------------|--|
| • Winn Residential | 6/2023 – Present | Position Held, Leasing Consultant |
| • University of Mass | 9/2013 - 6/2023 | Position Held, Maintainer-1 (Custodial) |
| • Charlene Manor | 10/2005 – 12/2021 | Position Held, Certified Nursing Assistant |

EDUCATION

- Turners Falls High School, Graduated 1997
- Certified Nursing Assistant Program, Training Completed 2002
- Realtor License, Training Completed 2021

APPLICATION FOR EMPLOYMENT



Town of Erving

We consider applicants for all positions without regard to race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information or military service.

(PLEASE PRINT)

Position(s) Applied For <u>Custodian</u>		Date of Application <u>9-4-23</u>	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input checked="" type="checkbox"/> Other <u>Town website</u>	
Last Name <u>Wills</u>	First Name <u>Jamie</u>	Middle Name <u>L</u>	
Address Number <u>9</u>	Street <u>Central St</u>	City <u>Erving</u>	State <u>MA</u> Zip Code <u>01344</u>
Telephone Number(s) [H] _____ [M] _____		Email Address: _____	

Best time to contact you at home is: _____ : Any time AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No
If Yes, state name, relationship and location Pamela McNamara

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* Yes No

Date available for work 9/12/23 What is your desired salary range? \$21.00 per hour

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available ___/___ - ___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SCHOOL	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School	Turners Falls High School		4	Diploma
Undergraduate College				
Graduate/Professional				
Other (Specify)	Certified Nursing Assistant Real Estate license			

WORK EXPERIENCE

Name and Address of Employer & Date of Employment	Position and Duties	Reason for Leaving
Mill Valley Estates 420 Riverglade Dr. Amherst, MA 01002 Phone: Dates (From/To): 6/23 - Present	leasing consultant renting apartments, inspections gardening	40+ minute commute
Umass Amherst 1 College Dr. Amherst, MA 01002 Phone: 800-367-5690 Dates (From/To): 9/2003 6/2023	Maintainer 1 (custodial) Cleaning general areas, including labs, off. ces, bathrooms, lobbies, classrooms, kitchens & breakrooms. Floorcare, windows & shoveling walkways & entrances	Staffing cutbacks/ long Potential layoffs.
Charlene Manor 130 Colrain Rd. Greenfield MA 01301 Phone: 774-3724 Dates (From/To): 10/2005 - 12/2021	CNA resident care. Flow sheets / charting	offered full time at umass.
Phone: Dates (From/To):		

Comments: Include explanation of any gaps of employment:

N/A

Describe any job related training received in the military:

N/A

List professional, trade, business or civic activities and offices held: You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

N/A

CERTIFICATIONS, TRAINING AND PROFESSIONAL LICENSES

List job-related certificates or licenses that you possess, and/or academic and professional achievement awards, publications and special training <i>Exclude those which reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.</i>	Date Awarded

SKILLS

In addition to work history, what other experiences, skills or qualifications would be applicable to position applied for: (Include computer skills, software knowledge, machinery or equipment able to operate, etc).

*Floor Care; buffing, Stripping waxing, high speed & low speed Carpet Shampooing
Vacuuming, washing windows, trash,*

ADDITIONAL COMMENTS

REFERENCES

Please list three employment-related references that are familiar with your work. Do not list friends or family.

Name	Address	Phone	Place of Employment	Position Held
1. Courtney Recore	Greenfield		Cooley Dickinson	office
2. Rebecca Gagnon	Bernardston		Heirloom	Packing
3. Sun Jin Chong	Northampton		UMASS	maintainer

EMERGENCY CONTACT INFORMATION

Full Name: _____	Address: _____	Phone(s): _____
Place of Employment: _____	Address: _____	Phone: _____
Relationship to you: <i>Mother</i>		

Pre-Employment Checks: Certain positions shall require the prospective employee to undergo a physical exam and/or drug and alcohol screening prior to the start of actual employment to ensure the employee's ability to perform the essential functions of the job. The Town of Erving covers the cost of mandated health exams and drug and alcohol screenings.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes No

PLEASE DO NOT RETURN THIS APPLICATION WITHOUT SIGNING THE APPLICANT'S STATEMENT ON THE BACK →

APPLICANT'S STATEMENT:

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may be not changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

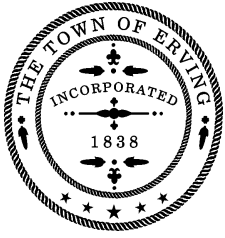
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.



Signature of Applicant

9-4-23

Date



TOWN OF ERVING

Department of Community Planning

12 East Main Street
ERVING, MASSACHUSETTS 01344

413-422-1105 | mariah.kurtz@erving-ma.gov

September 28, 2023

To: Select Board
From: Mariah Kurtz, Town Planner
Re: French King Bridge Reception and Bench

A reception has been scheduled to acknowledge the completion of the French King Bridge safety barrier installation for **October 12, 2023 at 11AM** at the French King Restaurant. Construction is expected to be mostly completed by that point. I have been working with MassDOT Highway Division, MassDOT District 2, Senator Comerford's office, and Representative Whipps office, to put together an agenda of speakers and we are expecting it will be approximately an hour of speaking and that the event will be officially done by 12:30PM. There will be light snacks and soft drinks available. I am prepared to use my Community Engagement account to pay for the event, but MassDOT may have a budget allotted for it already.

Would the Select Board like to have a representative of the Board speak at the event, and if so, who? I am asking speakers to aim for a maximum of 5 minutes of speaking in order to fit everyone in who would like to speak. I also have best practices for speaking that I will be providing to all speakers. Pioneer Valley Coalition for Suicide Prevention will have a table at the event with resources, as well.

There was a request from Stacey Hamel to have a physical installation to acknowledge the installation of the barriers. A bench was decided on as being appropriate. I would like to work with the Franklin Regional Technical School welding department to have their students fabricate and install a custom bench on which the back has the same truss design as the bridge, and their shop teacher is willing to make it a classroom project. The cost for the bench is \$500, significantly less than the cost of our traditional park benches. Glenn has suggested we could pay for the bench out of the 01-192-903-57800 Town Building Maintenance account.

My request is that our custom bench be the same size as our traditional benches with the same anchor pattern so they can be interchangeable if need be. The other option would be for us to install one of our typical benches that we use in our parks and along sidewalks in Town. MassDOT is willing to work with Northern Construction to pay for, and install, the concrete pad.

Does the Board give me permission to file a highway access permit for the bench?

MassDOT is requesting that we file a highway access permit for the installation of the bench, to have it be official. We would be responsible for the maintenance of it going forward. We currently maintain our side of the bridge's landscaping around the parking area. Snow is not currently removed from the bridge's walkways in the winter by MassDOT or by the Town and that expectation would not change.