

Approved as amended
3-0-0
SB 2-25-13

Town of Ashfield - Select Board

Meeting Minutes

February 18, 2013

The Select Board meeting was held on Wednesday February 18, 2013 at the Ashfield Town Hall. The meeting was called to order at 7:00 p.m. by Tom Carter. There were five recorders in use. Approximately six audience members were present.

Select Board – Tom Carter, Chair; Paulette Leukhardt, Ron Coler,

Executive Administrator – Mary Fitz-Gibbon

Old Business

Review Tech Committee Mission Statement - Appoint Committee Members – Sign Town Clerk Appointment Forms (Document 1 – Email from David Kulp /Technology Mission Statement)- Mission statement was reviewed by the board. Carter suggested adding that the committee should report to and run any plans by the Select Board. **MOTION:** A motion was made by Coler that they form the Technology Committee with the mission statement as submitted by David Kulp with the additional bullet point that the committee will report any and all recommendations to the Select Board; the committee will be made up of David Kulp, Chair, Juliette Jacobson, Andy Smith, Chris Gray and on the same motion dissolve the website committee and telecommunications committee. **VOTE: Carter – Aye, Leukhardt- Aye, Coler- Aye**

Open Meeting Law Complaint dated 1/14/13, extension letter, response - Extension letter received, need to receive a second extension. This complaint was filed by Suzanne Corbett. At this time waiting for town counsel consult on a change made to a response letter to this complaint.

Open Meeting Law Complaint dated 1/22/13, extension letter, response - This complaint was filed by Deborah Nicholson. Discussion ensued on proper detailed posting method: more specific detail on reason for Executive Session in the posted notice. All board members in agreement that Carter will sign the response to the Open Meeting Law Violation Complaint that has been prepared.

Select Board Report for Annual Town Report- Document 2 – Leukhardt presented her draft for the Select Board Report for the Annual Town Report as an offered replacement for the draft presented at a previous meeting by Coler. In discussing her approach to the Select Board Report Leukhardt suggested that what is needed is an electronic binder and ways to keep public documents requests and minutes up to date. Carter felt that digitizing records is an issue to be brought before the Finance Committee. Carter brought the discussion back to the Annual Town Report. Coler asked if the chair would be willing

to take the two versions of the Select Board Report draft and work with them to develop one report since Coler and Leukhardt see the legal issues of the last year very differently and would be unable to come to an agreement. Leukhardt stated that she could not put her name on a document that named people filing numerous Open Meeting Law complaints against and document requests of town boards, that she was not disputing the facts in Draft 1 but feels that it is inappropriate and uncomfortable. Draft copies will be forwarded to Carter for revision and will be brought to the 2/25/13 meeting.

New Business

Town Clerk Elections Schedule, State and Local- Document 3 - Town Clerk correspondence regarding State Primary – April 30, Annual Town Election – May 4 and State Election – June 25

Special Town Meeting - Schedule date; discuss items for inclusion on a warrant - Document 4 - Expense Reports, Discussion on possible dates and looming deadlines. Mary distributed current expense report. Mary to draft a warrant for the 2/25 meeting for a Special Town Meeting to be held on Wednesday March 13, 2013. The warrant should have three articles (possibly more) including an appropriation for town counsel funds and an article for the additional administrative needs due to the public document requests and Open Meeting Law Violation Complaints. **MOTION:** Coler made a motion that the executive administrator draft a warrant for 3/13 that could be presented at next week's meeting, seconded by Leukhardt **VOTE: Carter- Aye, Leukhardt- Aye, Coler- Aye.**

Northampton Cycling Club Request - Document 5 - Letter from Northampton Cycling club regarding Tour of the Hilltowns on July 20, 2013. Letter read by Carter. Mary will forward the letter to the police chief, fire department and highway department. Response to the letter from the departments will be brought to the 2/25/13 meeting.

Minutes

Discussion on the format of the minutes moving forward.

February 6 minutes - Jenn Morse received the edits and will implement them for the 2/25/13 meeting
January 23 minutes - reviewed by Coler and Leukhardt, changes made and will be brought to the 2/25/13 meeting for approval.

Mary reported that the following minutes have been entered in the Town Clerk's Select Board minutes record-book as well as posted to the website: 10/24/12, 11/7/12, 11/20/12. 12/12/12, 1/9/13 and 12/5/12 minutes are almost complete. Leukhardt stated that 12/19/12 and 1/2/13 are outstanding, waiting on document lists. Priscilla Phelps has also completed 1/9/13. Mary to get the 8/23/12 meeting recording to Jennifer to complete.

MOTION: Coler made a motion to make minutes more brief and manageable and try to stay on top of them every week, seconded by Leukhardt. **VOTE: Carter- Aye, Leukhardt- Aye, Coler- Aye**

Massachusetts Public Document Request from Suzanne Corbett dated Feb. 10, 2013. Response to include minutes of the Select Board meeting at which Fire Truck bids were opened and the winning bid accepted along with any other relevant documents. An estimate of costs (excepting minutes which are provided without charge) and time required will be sent, once prepayment is received the documents will be provided.

Liaison Reports

Highway Department - Discussion on the retirement of an employee and the upcoming hiring process. Coler spoke to Tom Poissant regarding past practice for hiring. Leukhardt stated that the Personnel Committee would be willing to help.

Discussion

Coler stated that an Executive Session needs to be scheduled.

Leukhardt discussed the Personnel Board's accomplishments including the recently redesigned employee time sheet, a form for use in yearly employee performance reviews, and ongoing efforts to develop revisions and updates to Town Personnel Policies.

MOTION: A motion was made by Leukhardt and seconded by Coler to adjourn the meeting at 9:24 p.m.
VOTE: Carter – Aye, Leukhardt – Aye, Coler- Aye

Document List

1. Email from David Kulp/Technology Mission Statement/List of Committee Members
2. Leukhardt Draft #2 - Select Board Report for Annual Town Report
3. Town Clerk correspondence regarding upcoming State and Local Elections
4. Expense Report
5. Northampton Cycling Club letter regarding Tour of the Hilltowns
6. Approved 2-18-13 Minutes: Draft with corrections as approved