



Ashfield Select Board Meeting

Monday, February 27, 2017, 7:45 pm

Ashfield Town Hall, 412 Main Street, Ashfield MA 01330

Olanyk convened the Select Board meeting at 7:45 pm, with one recording device in use.

Present: Todd Olanyk, Chair, Ron Coler, Tom Carter

Also Present: Town Administrator Warren

Murray convened the Finance Committee meeting at 7:50 pm.

Finance Committee Present:

Ted Murray, Chair, Melinda Gougeon, Carol Lebold, Carl Satterfield, Mary Fitz-Gibbon (8:05 pm)

Audience members present, Amy Shapiro, George Stephan, Nancy Garvin, Stuart Harris, Doug Cranson, Donna Scott, Wayne Wickland, Tom Poissant, Juliet Jacobson, David Kulp, Brian Clark, Jennifer Morse (Assessors' Administrator), Bridget Rodrigue (Town Clerk), Rebecca Herzog (Treasurer).

Minutes

A. **January 31, 2017** (Document 2)

Select Board

Motion to accept minutes as submitted: Coler

Second: Olanyk *Vote (2-0-1), Carter abstained*

Finance Committee

Motion to accept minutes as submitted: Gougeon

Second: Satterfield *Vote (4-0-0),*

B. **February 13, 2017** (Document 3)

Select Board

Motion to accept minutes as submitted: Olanyk

Second: Coler *Vote (3-0-0)*

Finance Committee

Motion to accept minutes as submitted: Lebold

Budget Discussion/Decision Items

A. Public Works (Highway, Transfer Station, Dam, Tree work, etc.) – Poissant

Superintendent Poissant outlined the FY2018 budgets, as seen in the attached budget worksheets (Document packet 4).

Highway

He noted increases of 2% to both labor and roads. Chair Olanyk asked how the winter roads number was determined—a three-year average? Poissant replied that it was initially determined by using a three-year average, but had been level-funded with the exception of labor increases year-to-year.

Highway Capital

He noted that a pickup truck and York rake (old but functions) were scheduled to be replaced. After encountering significant bridge repairs and anticipating high costs to complete that work, Poissant requests that money be set aside for bridge-related work. Seed funds for these activities could allow the Town to complete some repairs, but also begin engineering work that might be necessary to obtain grants. The Select Board and Finance Committee discussed whether funds could be added to this account every year for on-going work.

Finance Committee Member Satterfield suggested that capital items be spaced out further apart for affordability. Finance Committee Chair Murray noted that the replacement each year of capital items for highway as debt exclusions, while an account like this seems more of a line item. Coler noted that he thought that this appropriation should be a line item, not a capital item.

Chair Olanyk asked whether all equipment replacement is spread out over the course of 20 years. He wondered whether money should be allocated toward those replacement costs in the event that there was a spike; a rolling capital structure. Carter noted that the Superintendent would need to create an accurate inventory to develop a plan. He also stated that once one was created, the boards should consider rolling these high cost items into a prospective Bond issuance.

Chair Olanyk thought the Town has an accurate federal aid bridge inventory, but wondered whether there was an accurate inventory of the smaller crossings.

Chair Murray wondered if perhaps the amount should start lower; perhaps a modest amount of \$20,000 for bridge-related analysis.

Lake Dam Maintenance

Carter suggested that the Retention Wall funds be carried over to FY2018.

Motion to not fund FY2018 Retention Wall funds (Line Item #001-422-5840) and carry FY2017 funds over: Carter

Second: Coler Vote (3-0-0)

Ashfield Lake Pond

Coler clarified that Lake Dam Maintenance is for the Ashfield Lake Pond, but is there is an additional account, Ashfield Lake Dam Inspection. Coler asked Poissant to remove the note on the Ashfield Pond Dam budget sheet in Tom P's budget submission.

Transfer Station

Transfer Station expense only has a 2% increase for labor and a modest increase for utilities. Carter ask why have we only spent approximately 50% of the current budget. Poissant noted that the FY2017 labor amount was incorrect, asked Warren to revise budget sheet. Based on that Poissant will recalculate a 2% increase for FY2018 and re-submit.

Transfer Station improvements. After review, Poissant is submitting a request for \$70,000. This includes the anticipated \$50,000 for remediation and improvements (as required by DEP), as well as additional funds for unanticipated costs such as consulting.

Hilltown Resource Management is down.

Tree Warden

Stipend is level-funded. Poissant has increased expenses to \$20,000 based on his estimate of necessary tree work for the coming fiscal year.

B. General Government –

Assessors

Amy Shapiro and George Stephan presented the Assessors budgets, as attached (Document packet 5). Stipends have not changed.

Morse explained that certain expenses have increased modestly (mapping software) but there were additional needs. She noted that the Assessors have requested an increase to allow for full access to property records cards online. By adding this feature, it would meet the increasing needs for access to public records. Morse explained that requests for property records cards are a public record, thereby necessitating documentation and response in manner now required by changes to the law. Morse and the Assessors also noted that after some discussion with the Town Administrator, it would be advantageous to re-allocate the costs for Point and Real Prop Software to the proposed Contracted Services account. Warren explained that moving these expenses would allow more complete contract oversight.

A request to increase the hours of the Assessors Administrator from 17 ¾ to 19 hours, plus a 2% increase. They explained that the additional hour and fifteen minutes would allow more work to be accomplished.

Town Hall Building Committee

Stuart Harris, Chair of the Town Hall Building Committee, presented a revised budget (from the packet), as attached (Document packet 6).

He explained that the Green Communities Committee has agreed to pay for the exterior door, so the Committee revised the budget to include the costs for adjustments to be made to the exterior stair landing (\$600). Also included are repairs in the clerk's office (\$2200) and tread covers for the entry stairs could be reduced (\$2500).

Harris noted that capital costs (see capital request submitted in late January) including new storm windows and sash repairs should be prioritized for energy management and building upkeep. The storm windows should be done first, followed by sash repairs. He also said that the Town Hall Building Committee continues to be concerned about areas of the building foundation that may require repairs to prevent water inflow/infiltration. The Committee has no idea what a poured concrete foundation would cost. Satterfield requested that the Town Hall Building Committee submit and estimate for the foundation, and other projects. Carter reminded everyone that even if \$25,000 were budgeted on an annual basis, the Town would still never catch up on maintenance needs. He reminded everyone that at one point purchase of building in town had been considered as a solution to space and maintenance issues in the Town Hall. Harris stated that the Town Hall Building Committee is opposed to that solution and would prefer to retain the Town Hall as the town office location. Coler asked the Town Hall Building Committee to submit and estimate for costs to renovate to stay in the building.

Treasurer

Treasurer Rebecca Herzog presented the Treasurer's budget including expenses, as attached (Document packet 7). Expenses include the cost for cash management software, something that the Town does not currently have. Warren stated that the Auditors had suggested some sort of cash management system to facilitate balancing funds between the Treasurer and Accountant. Chair Murray and Carter noted that \$7,200 seemed expensive. This system was quoted by the same company that the FRCOG Accounting Services, which would allow time savings for input of information. Herzog stated that the quote was received very recently and that she was planning to contact the vendor and discuss the implementation costs as they seemed high. Coler asked Herzog to investigate whether there were additional fees and/or charges, annual support.

Town Clerk

Town Clerk Rodrigue presented several budget line items; see attached (Document packet 8). This coming year the Town will only have one election; hence a decrease. Clerk expenses

increased for dues, training, and mileage costs. Overall, Town Clerk budgets have been level-funded or decreased.

Information Technology

David Kulp explained that the IT Committee voted to turn over the IT budget to the Town Administrator, with the exception that any purchase of \$2,000 or more be approved by them. Budget sheet attached (Document 9). Warren noted that the Town Clerk and IT Committee had been investigating transition to a new website provider at a cost of \$3,000. This more robust and user-friendly website would allow offices, boards, and committees to better manage access to information and documents, which has been the state's suggestion since changes to the public records law were announced. Warren explained that the IT budget was not final as she wanted to re-allocate some expenses to this new account, Contract Services, while specific information technology items should remain in the IT budget.

Chair Olanyk asked Kulp if there were any updates on MBI/Broadband. Kulp stated that after meeting with Representative Kulik, Senator Hinds, and officials at MBI, it looked as though MBI may release the professional services funds to the towns.

Chair Olanyk suggested to Chair Murray that due to the late hour, the committees address the Debt Exclusion and Shelburne Senior Center items, and table other business for the next meeting. Chair Murray concurred.

C. Senior Center Capital Request

Chair Murray relayed that he had been asked to add this item to the agenda by the Buckland Finance Committee. Buckland is experiencing considerable budget constraints and may only be able to fund \$5,000 each year for three years, of the \$15,000 request for funding for the Shelburne Senior Center FY2018 capital request. Chair Murray then stated that he had talked to Joe Judd in Shelburne and it appears that they plan to fund the original amount. He asked whether Ashfield was willing to fund \$15,000. Carter noted the building project itself should probably be funded through debt exclusion by each Town, but that there was no allowance for that in the current three-town agreement.

The Select Board discussed the purchase of a Highway Department pickup truck as a debt exclusion. Warren reminded the Select Board that the question must be approved at the Select Board meeting on March 6, 2017. Satterfield questioned whether it was allowable to do a ballot question, but at this stage of budget review, was not sure the boards could make this decision right now.

Motion to debt exclude the cost for a highway department pickup truck: Olanyk

Second: Coler

Vote (3-0-0)

The Select Board asked Warren to develop the language for the next meeting.

Carter presented a back of the envelope budget calculation for discussion. He noted that since the estimated costs for Broadband are several years old, the boards should consider funding Broadband at \$120,000 this year.

Warren passed out a draft budget report.

Upcoming meetings

The next budget meeting will be March 13, 2017. Chair Olanyk notified the Select Board and Finance Committee that he will be out of town.

Adjourn – 11:17 pm

Select Board

Motion to adjourn at 11:17 pm: Coler

Second: Olanyk Vote (3-0-0)

Finance Committee

Motion to adjourn at 11:17 pm: Satterfield

Second: Gougeon Vote (5-0-0)

Respectfully submitted,

Kayce D. Warren, Town Administrator

Document List:

1. Agenda(s)
2. January 31, 2017 Meeting Minutes
3. February 13, 2017 Meeting Minutes
4. Highway Superintendent Budget Packet
5. Assessors Budgets
6. Town Hall Building Committee Budgets & Revised Capital Project Request
7. Treasurer Budgets
8. Town Clerk Budgets
9. Information Technology
10. Governmental Budgets
11. FRCOG Assessments
12. Back of Envelope Budget Calculation
13. FY2018 Draft Budget Report