

Town of Ashfield
Select Board Meeting Minutes
October 31, 2016

The Select Board Meeting was held at the Ashfield Town Hall in Lower Hall on October 31, 2016 at 7:00 Pm. There was one audio record at the Meeting. Approximately 1 audience member were in attendance at the meeting. Previous SB Meeting was held on 10/17/2016.

Select Board Members: Todd Olanyk-Chair, Tom Carter –Vice Chair, Ron Coler

Interim Town Administrator: Kayce Warren

Asst. Municipal Clerk/Scribe: Lynn Taylor

Olanyk calls the meeting to order at 7:01 PM

Warrants:

Vendor Warrant W17-10 Dated October 31, 2016 (**document 2**)

Payroll Warrant WP17-10 Dated October 31, 2016 (**document 3**)

Minutes:

SB Minutes of 10/12/2016: MOTION: Carter makes a motion to approve the minutes of 10/12/2016 as written, Seconded by Olanyk. **VOTE: 2-0-1 (RC)** (**document 4**)

SB Minutes of 10/17/2016: MOTION: Carter makes a motion to approve the minutes of 10/17/2016 as amended, Seconded by Coler. **VOTE: 3-0-0** (**document 5**)

Ashfield Lake draw down procedure: Coler distributes an information packet pertaining to the drawdown of the Lake (**document 6**) there is a short discussion regarding the drawdown procedure and the time line for the starting of the draw down and the time frame for filling the lake back up. The drawdown cannot start before November 1 and maintain the drawdown depth until approx. March/April then gradually start filling the lake again. **MOTION:** Coler makes a motion to accept the procedure guidelines authorizing the Chair to sign on behalf of the Select Board and to implement them immediately, seconded by Carter.

VOTE: 3-0-0

Excess Capacity: Warren advises that she has spoken with Assessors and Accountant and there is no excess capacity for this year.

MOTION: Carter makes a motion to declare the Warrant for Special Town Meeting (currently scheduled for November 15, 2016, at 7:00 PM at the Ashfield Town Hall) on October 31, 2016, to be opened, seconded by Coler. **VOTE: 3-0-0**

Special Town Meeting Warrant: (document 7) Board reviews the draft of the Town Meeting Warrant. Article 8 pertaining to the black mold remediation in Town Hall leads into a lengthy discussion, the Board also goes to the basement with Poissant Highway Superintendent and Kyle Taylor to look at the water situation which is the cause of the mold. The Board takes of articles 11 & 12. Warren reprints the Warrant with the changes the Board members sign six copies.

MOTION: Carter makes a motion to declare the Warrant for the Special Town Meeting (currently scheduled for November 15, 2016 at 7PM at the Ashfield Town Hall) on October 31, 2016 closed, seconded by Coler. **VOTE: 3-0-0**

Treasurer Job Description: (document 8) Board reviews job description that has already been reviewed by the Personnel Board and the current Treasurer.

MOTION: Carter makes a motion to approve the Treasurers job description as presented, Seconded by Coler. **VOTE: 3-0-0** Warren advises she will advertise no later than the end of this week.

Appointments of Election Workers: Appointment list from Town Clerk **(document 9)** Ron Coler, Nina Coler, and Sandy Lilly as Election Officers.

MOTION: Carter makes a motion to Appoint Ron Coler, Nina Coler and Sandy Lilly as Election Officers for term of November 8, 2016 to August 31, 2017, seconded by Coler **VOTE: 3-0-0**

Town Hall Use Application for New Years Potluck: (document 10) MOTION: Olanyk makes a motion to approve the Town Hall Use Application submitted by Ricki Carroll for the New Years Potluck, Seconded by Carter. **VOTE: 3-0-0**

Double Edge Theater support letter for Mass Humanities Grant: (document 11) Board signs the Letter with their signatures.

Town Hall Scent Issue: Coler distributes a packet of information pertaining to the scent issues in Town Hall. **(document 12)** The research he did and presented goes back to 2012. The board has a discussion on the issue Coler thought it should go back to the building committee again, yet after the end of the discussion the Board

drafts its own Guidelines and approves it as follows. **MOTION:** Olanyk makes a motion to approve the Ashfield Select Board Fragrance Guideline it reads as follows “In an effort to keep Town Hall accessible, we ask that everyone in and using Town Hall be considerate of others concerning the use of scented products.” ,Seconded by Coler. **VOTE: 3-0-0**

Police Chief Position Discussion: Warren reminds the Board that they have a meeting with Gendron on November 7th for this discussion. Olanyk cannot make meeting will meet on November 14th. After a very brief discussion the Board asks Warren to reach out other Towns about their Police Chief Positions.

Salary Study: (document 13) very brief discussion. **MOTION:** Carter makes a motion to approve the RFP for Salary Study, Seconded by Coler. **VOTE: 3-0-0**

Broadband Financing: The Finance committee had a recent meeting also attended by Carter, Olanyk, Warren, and Laura Blakesley Treasurer to have a discussion with potential local investors to Broadband.

MLP Advisory Board: There was a brief discussion about forming the MLP Board. Carter will be the representative from the SB. Carter is going to contact Mark Graves to see if he would be interested in being the member at large.

Town Administrator Contract: Warren informs the Board of her findings in regards to Town Administrator Contracts from other Towns. 20 Towns responded back to her 18 Towns offered their Town Administrators 3 yr. contracts with 6 month notice of intent if the contract was not going to be renewed. There is a brief discussion with the Board deciding to offer Warren the 3 yr. contract with a 6 month notice of intent as she had requested in the last SB Meeting. Warren informs the Board she is not ready to sign the Contract at this time she would like more time to review and possibly add a few things.

Interim Town Administrators Report:

-The Assessors would like to set a date for the Tax Classification hearing. Board would like to have it on the 15th following the STM

- The Assessors would like to advise the SB that they are up holding taxpayers to the deadline date of October 1st for filing Chapter land applications. Board will most likely be getting complaints from taxpayers.

-Interim Administrators Priorities list

-Ron Coler is hoping to hear about the Mass Works grant by the next meeting.

Mail:

- Email from Martha Thurber inviting SB member to represent Town in Mohawk Trail Regional School Committees personnel Negotiations. **(document 14)** Olanyk will try to attend for Ashfield.

- Email from David Kulp regarding FTTH project update **(document 15)**

-Information packet from Mohawks Business Manager regarding proposed bond issue: December 2016 five year debt schedule.**(document 16)** **MOTION:** Carter makes a motion to send an email to Mohawks Business Manager that the SB is in favor of proposed debt program, seconded by Olanyk: **VOTE: 3-0-0**

Public comment: none

MOTION: Olanyk makes a motion to adjourn at 10:12 Pm, seconded by Carter.
VOTE: 3-0-0

Meeting adjourned at 10:12 PM.

Document List:

1. Agenda for SB Meeting 10-31-2016
2. Vendor Warrant W17-10 Dated October 31, 2016
3. Payroll Warrant WP17-10 Dated October 31, 2016
4. SB Minutes of 10-12-2016
5. SB Minutes of 10-17-2016
6. information packet pertaining to the drawdown of the Lake
7. STM Meeting Warrant
8. Treasurer Job Description
9. Appointments of Election Workers
10. Town Hall Use Application for New Years Potluck
11. Double Edge Theater support letter for Mass Humanities Grant
12. Packet of research information pertaining to the scent issues in Town Hall
13. RFP for Salary Study
14. Email from Martha Thurber inviting SB member to represent Town in Mohawk Trail Regional School Committees personnel Negotiations
15. Email from David Kulp regarding FTTH project update

16. Information packet from Mohawks Business Manager regarding proposed bond issue: December 2016 five year debt schedule
- 17.