

**Town of Ashfield**  
**Select Board Meeting Minutes**  
**November 28, 2016**

The Select Board Meeting was held at the Ashfield Town Hall in Lower Hall on November 28, 2016 at 7:00 PM. There was one audio recorder at the Meeting. Approximately 3 audience members were in attendance at the meeting. Previous SB Meeting was held on 11/15/2016.

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

**Interim Town Administrator:** Kayce Warren

**Asst. Municipal Clerk/Scribe:** Lynn Taylor

Olanyk calls the meeting to order at 7:02 PM.

**Warrants:**

Vendor Warrant W17-12 Dated November 28, 2016 (**document 2**)

Payroll Warrant WP17-12 Dated November 28, 2016 (**document 3**)

**Minutes:**

**Minutes of 11-15-2016: MOTION:** Carter makes a motion to approve the minutes of 11-15-2016 as submitted, Seconded by Olanyk. **VOTE: 2-0-0 (document 4)**

**Tax Classification Hearing with the BOA:** Jenn Morse, Assessor's Clerk, gives a PowerPoint presentation regarding the tax rate. This year evaluations have gone up, if the Board votes to keep the single tax rate for Ashfield the new tax rate will be \$16.22. **MOTION:** Olanyk makes a motion to approve a single tax rate for the Town of Ashfield, Seconded by Carter. **VOTE: 2-0-0 (document 5)**

**Acting Police Chief Gendron, Department update:** Gendron has drafted per Select Board request a letter regarding Police Chief Position Part Time Vs Full Time. (**document 6**) there is discussion in regards to the amount of training that is required the Board asked Gendron to get in touch with Mass Chiefs Association as they would be interested in drafting a letter regarding the issue of training. Gendron will contact the Deerfield Chief on this matter. The recommendation in writing from Gendron is still to hire a full time Officer having part time Officers to fill in. He also expresses his thought of posting the job internally and see who

expresses interest, right now the Department has two qualified Officers who may be interested. There is also a brief discussion regarding the mold remediation issue and them having access to the department unsupervised. Beth Bezio advises that there are a lot of issues with allowing people in the Department unsupervised. There will be more discussion going forward.

**Bridget Rodrigue, Town Clerk, Public Records update:** Rodrigue gives the Board an overview of the new public records law that will go into effect January 1, 2017. We will have 10 business days to respond to the request and 25 days to fulfill any request. The State is asking or encouraging Towns to have as much information as possible available on the Websites in order to direct people there. Minutes, contracts, grants, votes, etc. should be put on the website. Rodrigue advises that the current Website is not adequate to do this and she has already contacted someone in regards to a new website. She also advises that an Access Officer needs to be appointed to handle these request she advises that it usually is the Town clerk, also Auxiliary Officers need to be appointed for example the Fire Chief, Police Chief, etc. Rodrigue if appointed as Primary Access Officer would be in charge of training the Auxiliary Officers.

**MOTION:** Olanyk makes a motion to appoint the Town Clerk as the Primary Access Officer and authorize her to appoint Auxiliary Officers, Seconded by Carter. **VOTE: 2-0-0**

**Highway Laborer recommendation: (document 7)** Highway Superintendent Poissant has drafted a memo recommending the Board hire Bryan Mollison to fill the position. Interviews were conducted by Forman Taylor and Superintendent Poissant. **MOTION:** Carter makes a motion to authorize Poissant to make an employment offer to Bryan Mollison, Seconded by Olanyk. **VOTE: 2-0-0**

**Treasurer Hire recommendation: (document 8)** Town Administrator Warren has drafted a memo recommending the Board hire Angelina Bragdon for the Treasurer position. Ted Murray, Laura Blakesley, and Kayce Warren conducted the interviews. **MOTION:** Olanyk makes a motion to authorize Warren to make an employment offer to Angelina Bragdon for the Treasurer position, Seconded by Carter. **VOTE: 2-0-0**

**Mold Abatement update:** Warren has been in contact with claims Department at MIA they will cover up to \$25000.00 towards the mold remediation. Warren supplied the Board with a copy of estimate for the removal from ServiceMaster in the amount of \$23,233.52. **(document 9)** there is discussion on this issue and

Board decides to hold a meeting on 12/14/2016 @ 6:30 PM for any concerned parties Green Committee, Building Committee, etc. to discuss and come up with a plan for the remediation.

**MDEP Small Town Environmental Partnership:** Warren advises that she has looked into this and it looks like it won't be anything for the Town as it is just technical assistance no monies attached. Carter suggests getting the information to the Water District and AWWTP to see if it may be anything they are interested in.

**MBI Communications:** David Kulp has drafted a letter to Peter Larkin Chair of MBI Board he would like the Board to sign and mail the letter. **(document 10)** He advises that there are a few other Towns that are going to use this letter he drafted and send to Larkin. After a discussion it is decided that they will hold off on sending the letter and Kulp will make a phone call to Bill Ennen also of MBI to have a verbal conversation.

**Broadband Financing:** nothing to report

**MLP Advisory Board:** Carter has not yet had time to draft a charge for the Board.

**FY18 Budget Preparation:** Warren is working on getting a memo ready to be sent out to Department heads which will include a Capital Request Form **(document 11)** Carter would like to see another form or at least have something in the Memo asking Departments to look ahead for 3 Years past FY 18 in regards to Capital Purchases. FY19, FY20, FY21.

**Town Administrator Contract: (document 12)** There is a brief discussion regarding Comp. time and how that will be tracked. **MOTION:** Carter makes a motion to sign the Town Administrator Contract with Kayce Warren, Seconded by Olanyk. **VOTE: 2-0-0**

**Town Administrator Report:** Warren brings the FY17 Holiday schedule to the Board for review. Warren has a discussion regarding floater holidays she feels there needs to be a clearer definition. The Board has a couple of date changes they would like Warren to make. They also would like to get input from the Personnel Board. **MOTION:** Carter makes a motion to approve the schedule with the amendments, seconded by Olanyk. **VOTE: 2-0-0 (document 13)** Warren reminds the Board of the Public Session regarding the BEST recommendation that will take place on 12/12/2016 at Sanderson.

**Mail:** letter from Executive Office of Housing and Economic Development regarding the MassWorks grant that we were not awarded. **(document 14)**

**Public comment:** Jim Wagener Apple Valley resident who lives in Buckland comes before the Board asking them to reconsider the closure of Apple Valley Rd. due to the bridge problem. He feels for him to come up to the center of Town using the Ashfield Mountain route will be very dangerous. He would like to see the Town fill the whole in or simply just put a piece of plate steel over the hole. The Board explains that it needs to be closed in the best interest of the Town it is just too dangerous to keep it open during the winter months. Wayne Wickland advises he respects the MBI letter yet disappointed as a resident of Ashfield that there is issue with the build being privately owned. Olanyk advises the RFP from MBI will not affect Ashfield.

**Next Select Board Meetings:**

December 14, 2016 at 6:30 PM and December 27, 2016 at 7:00 PM

**Document List:**

1. Agenda for 11/28/2016
2. Vendor Warrant W17-12 Dated November 28, 2016
3. Payroll Warrant WP17-12 Dated November 28, 2016
4. Minutes of 11-15-2016
5. Tax Classification Hearing handout
6. Letter regarding Police Chief Position Part-time vs. Full-time
7. Highway Laborer recommendation
8. Treasurer Hire recommendation
9. Estimate for the removal of mold from ServiceMaster