

**Town of Ashfield**  
**Select Board Meeting Minutes**  
**October 17, 2016**

The Select Board Meeting was held at the Ashfield Town Hall in Lower Hall on October 17, 2016 at 7:00 Pm. There was one audio record at the Meeting. Approximately 6 audience member were in attendance at the meeting. Previous SB Meeting was held on 10/03/2016.

**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 7:03PM

**Warrants:**

Vendor Warrant W17-09 Dated October 17, 2016 (**document 2**)

Payroll Warrant WP17-09 Dated October 17, 2016 (**document 3**)

**Minutes:**

**SB Minutes of 10/03/2016: MOTION:** Olanyk makes a motion to approve the minutes of 10/03/2016 as submitted, seconded by Carter. Coler has one spelling change. **VOTE: 3-0-0 (document 4)**

**Double Edge Theatre-Adam Bright:** Letter dated 10/8/2016 Thanking Town for their help in applying for the National Endowment Grant in which they received \$75,000.00(**document 5**) Draft Letter to Local Cultural Councils announcing that Ashfield will be serving as primary partner for Double Edge Theatre’s Town Spectacular. (**document 6**) Adam gives an overview of the spectacular event that they would like to hold on June 3<sup>rd</sup>, 4<sup>th</sup> 2017. This event will be free of charge and

open to the public and will be held in various places around the Town Center examples, Town Common, Lake, old Highway Barn, tennis courts, etc. With all venues coming together for a parade down Main Street which would have to be closed during the time of parade. Adam advises he would be coming before the Board about every six weeks to keep them apprised of the planning of the event. Coler advises that he has many questions and concerns but will not discuss them at this time as the planning is just getting started.

**VEAC Update-David Newell:** Newell starts by giving the Board a brief update of the latest things pertaining to VEAC. Newell brings to the Board a draft motion pertaining to a vote that was taken on preferred VOKE schools applications submitted to the Superintendent of Schools by students (**document 7**). The Superintendent feels that the vote taken is not clear enough and would like it re-voted. After a discussion and comparing the voted motion and the motion presented by Newell the Board keeps the original motion. Newell will advise the Superintendent of the Board's decision. Newell starts a conversation regarding the BEST Committee. Asking the Board their thoughts about using Sanderson Academy for other things if the School ends up being closed at some point in the future. The Board decides that this should not be discussed as it's not on the agenda and the BEST Committee has to come up with a plan before they will comment further.

### **Hilltown Resource Management-Kathleen Casey, Transfer Station**

**Improvements:** Casey distributes a draft proposal for The Community Compact Grant. She gives an overview of the contract which includes the training she will be conducting with the Transfer Station Attendants. She would like to start in the Fall of 2016 With Waste Ban training Part 1 oil, paint/related materials, January 2016 Waste Ban training Part 2 other components, March 2017 Standard Operating Procedures contingent on the completion of Tighe and Bond Corrective Action Design. These trainings will not exceed \$4100.00 unless the Town authorizes to go outside of the scope. This contract has been sent to Town counsel. **MOTION:** Carter makes a motion to authorize the Chair to sign the Community Compact Grant HRMC Best Management Practices Proposal dated 9/30/2016, seconded by Coler. **VOTE: 3-0-0 (document 8)**

**Ashfield Lake Drawdown Draft Operating Procedure:** Coler distributes a packet containing winter draw down guidance for Ashfield Lake, Practical guide to Lake Management in Massachusetts, and stream stats. (**document 9**) Coler asks

the Board to review and be ready to discuss at the next meeting 10/31/2016. He will send copies to Con Comm., EMD, and Poissant.

**Financial Policies: (document 10)** Warren advises at the last Finance committee they made a few minor changes. Warren is asking for the Board to review and approve the document. MOTION: Coler makes a motion to accept and approve the Financial Policies FY2017 asking the Chair to initial each page, seconded by Carter. **VOTE: 3-0-0**

**Select Board Response to MBI policy change:** The First response of the Board after attending last Finance Committee meeting was to not write a letter to Peter Larkin MBI Board chair pertaining to recent revisions to the last mile policy. Kulp advises the board that they should draft and send a letter to Larkin Warren and Kulp have already been working on a letter. After a brief discussion they decided to send a letter. MOTION: Olanyk makes a motion to authorize the chair to sign the letter to Larkin drafted by Warren and Kulp, seconded by Carter. **VOTE: 3-0-0**

**Broadband Financing: nothing new to report**

**MLP Advisory Committee:** Carter makes a motion for Warren to contact the Finance Committee, IT committee, and Assessors asking them to choose a representative to serve on the MLP Board, Seconded by Olanyk. **VOTE: 3-0-0**

**Salary Study Request for Responses to review: (document 11)** Warren has a draft for the Board to review. Board looks at the draft quickly asking Warren to make a few minor changes, however will review before the next meeting. Warren will put on the agenda for 10/31/2016.

**Special Town Meeting Draft Warrant: (document 12)** Warren would like the Board to review and set the STM for November 15, 2016. Carter would like a place holder put on the Warrant pertaining to excess capacity. Carter also brings up the monies put aside for the pipeline opposition that was not used, how to spend those funds. Also thoughts on what to do with the excess capacity we need to discuss this at the meeting on 10/31/2016.

**Town Administrators Contract: (document 13)** Warren has a draft Town Administrator Contract for the Board to review. She advises that it has been to Town Counsel she has recommended it be a one year contract. Initially the Board agrees with the one year contract, however after further discussion which included Warren who would like a three year contract. The Board decides to have Warren

do some research on contract lengths of other Town Administrators. She will have this information ready for the meeting on 10/31/2017.

**Interim Town Administrator Report:** Previous Town Hall use Application for Maudes Music never came through with the money and has been pulled from agenda. Ricki Carroll was in Town Hall today filing TH use application for New Year's brunch and confronted Warren about scents in Town Hall. Olanyk asks Warren to put this issue on 10/31/2016 agenda. Assessors are thinking they would like to have their classification hearing after STM. Warren advises the Board she will be drafting an internal priorities list as there are so many different things going on, she will forward to the Board.

The Board asks Warren to set up a Select Board meeting for November 7, 2016 @ 7 Pm with the Police Chief for the purpose of discussing the Police Chief position moving forward.

**Mail:**

-letter from Gail Abbott asking the Board not to move forward with the Lake drawdown (**document 14**)

- Email from Emily Boss regarding the Crowningshield property. (**document15**)

- Complaint letter sent to the Park Commission regarding the rope swing at the lake. Board discusses briefly and agree that this does not belong on the SB table as they have no authority. They also are in agreement that this is a liability for the Town. (**document 16**)

- CDBG Grant Closeout letter that needs a signature, Warren does not understand she would like to do some research prior to the Chair signing. MOTION: Carter makes a motion to authorize the Chair to sign off on the CDBG grant for Smith Road after Warren is satisfied, seconded by Coler. **VOTE: 3-0-0 (document 17)**

**Public Comment:**

David Kulp asks the Board for a draft copy of the STM Warrant to get in the Ashfield News before the deadline. Warren will email a copy to David

**Upcoming Meetings:**

October 31, 2016 @7 PM regular SB meeting

November 7, 2016 @7 PM meeting with the Police Chief

November 14, 2016 @7 PM regular SB meeting

November 15, 2016 Special Town Meeting

Olanyk makes a motion to adjourn the meeting @9:55 PM, seconded by Coler.

**VOTE: 3-0-0**

Adjourned @ 9:55 PM

### **Document List**

1. Agenda for 10/17/2016
2. Vendor Warrant W17-09 Dated October 17, 2016
3. Payroll Warrant WP17-09 Dated October 17, 2016
4. SB Minutes of 10/03/2016
5. Thank You letter from Double Edge Theater
6. Draft letter dated 10/13/2016 to Local Cultural Councils on behalf of Double Edge Theater
7. Draft motion pertaining to a vote that was taken on preferred VOKE schools applications submitted to the Superintendent of Schools
8. Community Compact Grant HRMC Best Management Practices Proposal
9. Packet containing winter draw down guidance for Ashfield Lake, Practical guide to Lake Management in Massachusetts, and stream stats
10. Financial Policies FY2017
11. Salary Study Request for Responses
12. Special Town Meeting Draft Warrant
13. Town Administrators Contract
14. Letter from Gail Abbott asking the Board not to move forward with the Lake drawdown
15. Email from Emily Boss regarding the Crowningshield property
16. Complaint letter sent to the Park Commission regarding the rope swing at the lake
17. CDBG Grant Closeout letter
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