

Approved as Amended
6/3/13

Select Board Minutes
Town of Ashfield
January 9, 2013 Meeting

Present: Selectmen: Ron Coler and Paultette Leukhardt
Executive Administrator: Mary Fitz-Gibbon

The meeting was convened at 7:07 pm. Ms. Leukhardt announced the meeting was being recorded.

Minutes: A motion was made by Ms. Leukhardt, seconded by Mr. Coler, and voted, to accept the minutes of December 19, 2012. There was discussion of the portion of the meeting with David Kulp on January 2, 2013 to note that the Mission statement was going to be amended. Mr. Kulp was going to return with a list of potential members for the Technology Committee which he proposed the Board create. A motion was made by Ms. Leukhardt, seconded by Mr. Coler, and voted, to accept the minutes of the January 2, 2013 meeting. Ms. Fitz-Gibbon will check the document list to be sure that all of them are listed for both 1/2/2013 and 12/19/2012.

Appointments:

Elmer's Store: Present - Nan Parati A motion was made by Mr. Coler, seconded by Ms. Leukhardt, and voted, to approve the use of Town Hall on February 16 & 17 to hold Winklepicker 2013.

A second motion was made by Mr. Coler, seconded by Ms. Leukhardt, and voted, to approve the use of Town Hall on January 19, 2013 from noon until midnight for a concert sponsored by Elmer's Store.

Double Edge Theater: Present – Sarah Cormier

Double Edge theatre is applying for a grant that requires the support of the Town. Sarah said that the Shelburne Business Association is participating with the theater troupe for a similar grant that it is applying for in Shelburne Falls. She said support would involve a commitment to work together to develop a project for the summer of 2014. The theater group would like to bring events into town, possibly doing things at the lake or the farmers' market. The group already has several letters of support. She requested that the Board sign letters of support this evening, as the application is due tomorrow. Ms. Fitz-Gibbon took a moment to print out a letter for the Board to sign. Ms. Leukhardt recalled that the Town had a Cultural Council that might be interested in this program.

Franklin County Regional Housing Authority: Present – Robin Sherman

Ms. Sherman came prepared to share statistics regarding contracts with other towns. Of the 20 towns now in the program 13 have agreed to the new contract. 100% of the Towns have agreed to the financing structure. (24% and 2%) Ten of the 12 towns have agreed to a forgiveness clause. Ms. Leukhardt had some reservations about the forgiveness provision.

Ms. Sherman explained that most of the towns have directed that returned funds go back into the program for reuse. She encouraged the Board to opt to recycle all funds for new housing improvement projects as there is a waiting list of Ashfield residents requesting assistance. However, Ms. Leukhardt prefers that the Town have a choice for reuse of funds. Ms. Sherman said she was not willing to check with the Town on a check by check basis. What she needed at this point was some direction from the Town. Her suggestion was that at the end of a year a report would be provided showing what monies were in the fund and what the waiting list looked like. At that point, the Town could decide to continue

to keep the returned funds available for reuse or change the way returned funds are allocated. Ms. Robins said funds that the Town wishes to “take out” must be used for another CDBD approved use unless they have become unrestricted, as described at an earlier meeting. Ms. Sherman said the annual report would be coming out in March.

Mr. Coler said he was comfortable with this, as he pointed out, the source of this money is not from the Town; it is grant money that should not be included in the Town’s budget for use for other purposes, especially since there is a waiting list. **He made a motion, seconded by Ms. Leukhardt, and voted, to endorse the Housing Revolving Loan Program agreement between the Town of Ashfield and the Franklin County Regional Housing and Rehabilitation Authority.** The Board completed and signed the agreement.

FRTA – The representative scheduled to attend was unable to be present. However, some information was provided. FRTA transportation is available to persons in Ashfield over the age of 60. The Town pays \$1,115 per year for the service. It is matched by the state so that the Town actually has \$3,200 in transit services available. Access to the service is through the Senior Center in Shelburne. In the past year 84 one-way trips were provided to Ashfield elders. Mr. Wickland, a council member, said those trips were in private cars and did not involve an FRTA vehicle. The Town can increase the services by contributing more money (to be matched by the state). The FRTA has contributed a van to Ashfield for elder transportation, which according to FRTA has not been utilized as intended. However, Mr. Wickland said the van has been and continues to be used. FRTA also has a program for persons on MassHealth, available regardless of age, and a Med-ride program.

Mr. Coler would like to know more about the program. Mr. Perlman said FRTA has a Board of Directors and Ashfield has a place on it. He said a good place to ask questions is to attend Board meetings. He said there is almost no communication between the FRTA staff and its directors; the Board learns from persons attending meetings and asking questions. Ms. Leukhardt said she had recently agreed to be the Town’s representative to the FRTA and has attended a meeting.

Mr. Wickland recalled that three or more years ago, FRTA came to Ashfield with a proposal that he thought would cost \$27,000. He thought there should be a record of this.

MassCultural Contract: Notice of the local cultural council award of \$3,870 from Massachusetts Cultural Council for cultural activities was discussed. [Each year in October the council receives applications from persons or organizations desiring funding for cultural projects. During November the local council usually decides what projects to fund.] **A motion was made by Ms. Leukhardt, seconded by Mr. Coler, and voted, to sign the Mass Cultural Council Contract to accept \$3,870.**

Agricultural Preservation Restriction: Mr. Coler reported that he has spoken to Ron Hall regarding what was sufficient notice for holding an APR hearing. Mr. Hall said putting it on the agenda was sufficient. Open the hearing, present the applicant, show the map, then ask if anyone has any comment, close the hearing and complete the paperwork. There were comments from Mr. Perlman and Mr. Wickland indicating that abutters should be notified. The hearing was scheduled for January 23rd, notices will go out to abutters If required, Ron will inquire again.

Request from Town Clerk: To solve a problem, due to lack of notification, the Town Clerk has submitted a process for the Board to follow when establishing committees or making appointments to them. She

has drawn up a simple form for use. There was some discussion about the terms of appointments; most are for one year. The Clerk also had concern about the size of committees. Large committees have larger quorums; when quorums cannot be met, the work of committees is delayed.

Liaison Reports:

Highway Department: Mr. Coler reported that work on Smith Road has been delayed due to snow. Mr. Poissant feels confident he can secure an extension of time for this project. The department is having motor problems with the older pick-up. Mr. Coler is interested in a MEMA grant for potential hazard mitigation. It appears that this is not available for maintenance or rehab of roads, but can be used for culvert improvements (i.e. increasing the size of a culvert to remove a hazard created by a culvert that's too small), property acquisition, etc. The money comes from the 2011 snowstorm event. There is a requirement for a plan. Mr. Poissant reportedly has applied for this twice before, once for some rehab work on the spillway area of the lake.

Town Office: Town hall folks are in the process of establishing a standard operating procedure for rerquests for Public Records.

Open Meeting Law Records Meeting tomorrow night at FRCOG – A session on Open Meeting Law, will replace a training session that the Town would have to pay for. The Board is hopeful that as many town officials as possible will attend. Letters will be sent to encourage attendance at a meeting in May.

Audit: Word has been received from Scanlon Associates, that DOR will accept a combined 2011 and 2012 audit.

Mail:

Massachusetts Historical Commission (MHC)- preservation grant opportunity
DHCD – District Local Technical Assistance (40B housing) Ms. Fitz-Gibbon will scan and send out for review next meeting.

Concern about town hall being closed on Fridays- responded to by Town Clerk

Letter re: Transition to fully subsidized vouchers for section 8 residents in the Ashfield House – forward to Robin Sherman for clarification and to Assessors (FYI)

Budget : At the last meeting time was spent making account names on accounting and excel sheets match. The biggest culprit in a distinction between stipends and salaries. Ms. Leukhardt will go through the accounts again to be sure no changes were missed.

Schedule for next week: Ms. Leukhardt reviewed items for next week's meeting. Updating the excel sheet at the end of the meeting seems to be a good way to stay on top of things.

At 9:54 pm, Ms. Leukhardt announced that the Board would go into executive session to discuss pending litigation. A roll call vote: Mr. Coler –Y, Ms. Leukhardt – Y. Ms. Leukhardt announced that the Board would not reconvene in open session.

Respectfully submitted,
Priscilla Phelps

Document List:

1. Contract with Mass. Cultural Council

2. Information regarding FRTA
3. E-mail regarding Town Hall hours
4. Information and letter of support for Double Edge Theatre
5. Town Hall use application for Elmer's Store
6. Letter from USDA
7. Draft copy of Housing Rehabilitation Revolving Loan Fund Agreement
8. Memorandum from Ron Coler regarding Agricultural Preservation Restriction

NOTE: These draft minutes were discussed, amended, and approved at the Select Board meeting dated _6/03/2013 and filed in the folder of actual date of said minutes.