

**Town of Ashfield**  
**Select Board Meeting Minutes**  
**July 11, 2016**

The Select Board Meeting was held at the Ashfield Town Hall in lower Hall on July 11, 2016 at 7:00 Pm. There was two audio recorder at the Meeting. Approximately 1 audience members were in attendance at the meeting

**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 7:03 PM

**Warrants:**

Vendor Warrant W16-28 dated July 11, 2016 (**document 2**)

Vendor Warrant W17-02 dated July 11, 2016 (**document 3**)

Payroll Warrant WP17-02 Dated July 11, 2016 (**document 4**)

**Minutes:**

**6/13/2016: MOTION:** Coler makes a motion to approve the minutes of 06/13/2016 as written, seconded by Olanyk. **VOTE: 3-0-0 (document 5)**

**6/29/2016: MOTION:** Carter makes a motion to approve the minutes of 6/29/2016 as written, seconded by Coler with a friendly amendment with spelling change of Ash. **VOTE: 3-0-0 (document 6)**

No appointments with the Board

**FRCOG Regional Sign-making Program Contract: (document 7)** Highway Superintendent Poissant is in favor of this program as it will be cheaper as we bring the Town Street signs up to State compliance. FRCOG is also looking for a rep for the Sign Oversight Committee Warren suggests that Poissant be that person. Coler makes a motion to authorize the Chair to sign contract and appoint Poissant as the Town Rep. on the Committee, No second. Carter explains he will not second the motion as he feels there is nothing wrong with the signs that

Ashfield has now after a discussion regarding the Street signs the Town already has, Olanyk decides to table until another meeting asking Warren to invite Poissant to a meeting to discuss this issue as well as have a discussion and update regarding the Highway Department.

**State Primary Election Warrant: (document 8)** Town Clerk Ann Dunne has drafted the State Primary Election Warrant for September 8, 2016 that needs the signatures of the Select board. Board votes with their signatures.

**Recommendations for the Town Clerk Ann Dunne application for the Justice of the Peace. (document 9)** Warren explains Ann is asking for the recommendation from the Board members as well as herself for her application to apply for Justice of the Peace. The three Board members and Warren sign the application and Warren will write a letter for Ann as well.

**Appointment of Bill Feinstein to the Cultural Council: MOTION:** Carter makes a motion to appoint Bill Feinstein to the Cultural Council, seconded by Coler. **VOTE: 3-0-0**

**MTRSD Employee Tiffany Henry Exemption letter: (document 10)** Tiffany Henry holds two paying positions at Mohawk therefore the district Towns are being asked to approve the ethics exemption. The Board has a discussion regarding why this is being done, they have never seen this come across the Boards table. Warren is asked to draft and send an email as to why this is being done. **MOTION:** Olanyk makes a motion to approve the exemption for MTRSD Employee Tiffany Henry, seconded by Carter. **VOTE: 3-0-0**

**WWTP Engineering Services Contract-David Prickett Consulting, LLC (document 11)** This contract is still with Town Counsel for review. Warren advises that it looks to be a very standard contract however both herself and Betty Nichols would like Town Counsel's ok first. **MOTION:** Carter makes a motion to authorize the Chair Todd Olanyk to sign the WWTP contract upon Town Counsel's approval, seconded by Coler. **VOTE: 3-0-0**

**Resignation of Officer Trisha Carlo: (document 12)** **MOTION:** Olanyk makes a motion to accept the resignation of Trisha Carlo from the Ashfield Police Department dated July 7, 2016, seconded by Coler. **VOTE: 3-0-0**

Carter brings the Boards attention to another Police Department issue. Carter advises he was contacted by Nancy Hoff owner of Ashfield Hardware regarding bills from the Department that have not been paid and were from back in October

and December of 2015. Carter questions Warren if she had time to get this straightened out with Chief Wilder, she advises that she has spoken with Wilder and the Accountant one was a personal bill and the other was a Town and the issue has been resolved.

**Utility Agreements with Verizon and WMECO/Eversource** (broadband): David Kulp would like the Board to agree to have Town Counsel review these agreements prior to signing them the \$5000.00 grant will be used to pay the Legal fees. After review by Town Counsel Kulp and Warren will work together on the agreements getting them forwarded to Bond Counsel when complete. **MOTION:** Carter makes a motion to forward the agreements to Town Counsel for review with the fees being paid from the \$5000.00 grant, seconded by Olanyk. **VOTE: 3-0-0**

Warren gives a quick update regarding bond counsel advising that Town Clerk has completed her part and already sent it off to Bond counsel. What's left needs to be completed by herself and the Treasurer. Hopefully this can be finished by the end of the week.

**Select Board Priorities List: (document 13)** Town Administrator Position, Broadband, Dam & Retention wall, Personnel Manual, transfer Station, town Hall Steeple, Town Hall Offices, Financial Policies, Records Management.

### **Interim Town Administrators Report:**

Highland Ambulance will be having an Open House on July 17<sup>th</sup> and would like the Select Board to go. Spencer Tim President of Highland Ambulance would like to recognize and thank Doug and Penny Mollison for all of their work with the project.

Nancy Garvin from Town Hall Building Committee would like the Board to declare the broken piano that cannot be repaired surplus so the building Committee may remove it from the stage. The Committee will have the other piano repaired. **MOTION:** Olanyk makes a motion to declare the irreparable piano surplus, seconded by Coler. **VOTE: 3-0-0**

Warren met with Tom Poissant and Kathleen Casey from HRMC this morning regarding the Transfer Station and the purchase of bags. Poissant will gather more information as will Casey and be putting them in a spreadsheet for the Board to review at the next meeting. Coler would like to see the bottom line data for the Transfer Station. Coler brings up the suggestion that the other Board members visit the Buckland dump if they have not been to see how it operates, Coler throws out

the thought of looking into Ashfield joining the Buckland dump as its close to Ashfield and if possible may make more financial sense than putting tons of money into the Ashfield Transfer Station. Warren is asked to find out the hours of the Buckland dump and email to the Board Members.

Warren has not yet drafted the Procurement Memo for the Boards review.

FRTA is looking for an Ashfield Representative Warren is asked to contact Franklin Wickland to see if he would be interested in the position.

Carter questions Warren as to the progress of getting the books for FY16 closed. Warren advises that today a few unexpected bills arrived therefore the Finance Committee will have to meet and a few encumbrances need to be done but should be completed soon.

### **SB Reports:**

Carter advises that he received an email from David Newell this evening at 5:12 PM regarding the VOKE Schools a Smith Voke student has moved back to Town for the upcoming school year so that could possibly change the numbers. Newell questions whether to look into a recent resident issue regarding a Smith Student as the "Pad" will be used up. After a brief discussion **MOTION:** Carter makes a motion to advise Warren to draft a letter to David Newell expressing that the Board has no interest in revisiting this issue, seconded by Olanyk. **VOTE: 3-0-0**

Carter tells the other Board members of a meeting he had about 3 weeks ago with Joe Markarian and Clarke Rowell regarding bonds vs State House notes. Clarke advises that Bonds are not the way for Ashfield to proceed that they should use State House notes instead.

Coler advises his work on the MassWorks grant is moving forward he will be working with Warren on writing the letters.

Coler also advises that today the invasive weeds removal in the lake has started they have only 6 days to work. Coler and Olanyk have a discussion regarding the bags of weeds that make great compost Olanyk is interested in a few bags.

Olanyk will be attending the MCAP meeting tomorrow and will report back to the Board at the next meeting. He asks Warren to add it to the next agenda.

There is a brief discussion regarding the advertising of a replacement for the Highway position left vacant by Luke Pantermehl. Warren has been in contact with Poissant regarding this issue.

**Public comment:** Chris Lynch from Matrix has a brief discussion regarding Broadband advising that Matrix would still willing to build in Ashfield. He advises that the board should be sure and look at all the numbers as he feels they are still not correct. They should be checking with Assessors as well as the Highway Superintendent for information

**Items not anticipated:** Poissant is requesting a transfer of \$13.89 from Transfer Station Expenses to Transfer Station Utilities. **MOTION:** Carter makes a motion to sign the transfer with their signatures, seconded by Coler. **VOTE: 3-0-0 (document 14)**

Next SB meeting will be July 25, 2016 @ 7 PM Coler and Taylor will not be at the meeting.

Olanyak makes a motion to adjourn @ 8:42 PM, seconded by Coler. **VOTE: 3-0-0**

Adjourned @8:42 PM.

**Document List:**

1. Agenda for July 11, 2016
2. Vendor Warrant W16-28 dated July 11, 2016
3. Vendor Warrant W17-02 dated July 11, 2016
4. Payroll Warrant WP17-02 Dated July 11, 2016
5. Minutes of 06/13/2016
6. Minutes of 6/29/2016
7. FRCOG Regional Sign-making Program Contract
8. State Primary Election Warrant
9. Recommendations for the Town Clerk Ann Dunne application for the Justice of the Peace
10. MTRSD Employee Tiffany Henry Exemption letter
11. WWTP Engineering Services Contract-David Prickett Consulting. LLC
12. Resignation of Officer Trisha Carlo
13. Select Board Priorities List
14. Request for Transfer for the Transfer Station