

Town of Ashfield
Select Board Meeting Minutes
July 25, 2016

A Select Board Meeting was held at the Ashfield Town Hall in the Committee Room on July 25, 2016 at 7:00 PM. Previous SB meeting was held on July 11, 2016. There was one audio recorder at the meeting. Approximately 10 audience members were present at the meeting.

Select Board: Chair - Todd Olanyk and Tom Carter

Interim Town Administrator: Kayce Warren

Chair Olanyk called meeting to order at 7:02 pm.

1. REVIEW MINUTES, WARRANTS

A. Minutes

The Select Board reviewed the Minutes from July 11, 2016 (Document 2). Chair Olanyk made a motion to accept as written, Carter seconded; unanimously approved (2-0-0).

B. Warrants

Payroll Warrant, WP17-03, dated July 25, 2016 (Document 3)	\$27,173.12
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Vendor Warrant, W17-03, dated July 25, 2016 (Document 4)	\$98,152.53
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2. PUBLIC COMMENT

Duncan Colter and Karen Lavallee from the Board of Health briefly discussed the property located at 136 Buckland Road. The house has been condemned and must be secured and cleaned to be habitable. In order to assist the town with the process and recoup some of the costs, the Board of Health contacted the Attorney General's Office for assistance through the Abandoned Housing Initiative. The Board of Health met with Julie Datres, Assistant Attorney

General and recommends the Select Board meet with her as well. Their understanding is that the Abandoned Housing Initiative provides a conduit through a receivership program to have the house repaired and made livable. Warren has contacted Attorney Datres and tentatively scheduled her to present the program to the Select Board on August 22, 2016. Chair Olanyk asked Warren to confirm that appointment. Warren suggested that the Highway Department could assist the Board of Health with securing the building. She has asked the Highway Superintendent for help.

3. APPOINTMENTS WITH SELECT BOARD

Tom Poissant presented an update on Highway and Transfer Station operations.

A. Transfer Station

The Select Board and Poissant reviewed the Transfer Station receipts report and the HRMC and FCSWMD reports and charts (Document 5), and the HRMC Member Town Fee Comparison Report (Document 6).

There was a \$9,200 difference in receipts from FY2015 and FY2016. Poissant stated that he would like to purchase small trash bags as a test program. Chair Olanyk responded that discussion of small trash bag requests had expanded to a larger discussion of fees as the Town is facing the landfill closure and increased operational costs at the Transfer Station. Poissant noted that a reconfiguration of the Transfer Station site should help operationally and suggested that the Select Board wait to make further changes to the fees until after the Community Compact project is complete. Carter would like estimated costs completed before there is a change in fees. Chair Olanyk asked whether the reconfiguration would eliminate the need for two attendants. Poissant stated that in comparison with other Towns, Ashfield does not have two attendants, but that he felt that an additional person would allow the town to better monitor activities. Carter recommended that the Select Board hold off on changes to the fee schedule and purchase of small bags until after the Community Compact activities (the Corrective Action Design and Standard Operation Procedures) are

completed, then act at the next Annual Town Meeting. Chair Olanyk agreed.

B. FRCOG Sign-making Program

Poissant notified the Select Board that the FRCOG has purchased a sign-making machine, which is located at Greenfield DPW. He recommended participation in the program because federal sign regulations compliance will be required by 2018, which will require replacement of road signs and safety signs. Poissant suggested that the Select Board appoint him to the Sign-making Oversight Committee. Carter reminded everyone that Ashfield's street signs were unique and that he thought most residents would want them to remain so. He does not agree with the state and federal government forcing towns to comply in such a way as to affect the character of the Town.

Chair Olanyk made a motion to sign the FRCOG Sign-making program agreement (Document 7) and appoint Tom Poissant as the representative to the Sign-making Oversight Committee; Carter offered a friendly amendment requesting that the Select Board send a letter to the Town's Representative and Senator to convey their distaste about the regulations; Carter seconded the motion with the amendment.

After further discussion, Carter offered to send that letter to detailing the Select Board's view on the sign regulations. Chair Olanyk called the motion on the table for vote. **VOTE (2-0-0)**; unanimous.

C. Chapter 90 & Bridges

Poissant asked the SB to sign two CH90 project requests. Carter made a motion to approve the Chapter 90 Project requests as presented (Document 8) in the amount of \$279,428.45, Chair Olanyk seconded, **VOTE (2-0-0)**; unanimous.

Poissant notified the Select Board that he foresees issues with several bridges in town. He may present a Chapter 90 request for engineering

design for bridge repairs. Poissant does not think a box culvert would be allowed due to stream crossing regulations.

D. Backhoe Purchase

Carter asked if the new backhoe had been purchased. Poissant replied that he was collecting quotes. Warren asked if he had review the state contract vendors for that type of equipment and Poissant has done that. He will advise the Select Board of his recommendation once the quote process is complete.

E. Highway Department Vacancy

Carter asked when Poissant planned to put the vacancy out for the Laborer/Equipment operator. Poissant plans to put it out and have someone hired by the fall.

4. DISCUSSION/DECISION ITEMS

A. Chair Olanyk read into the record the retirement notification of Police Chief Wilder into the record (Document 9).

Carter made a motion to accept Chief Wilder's retirement letter, Chair Olanyk seconded; **VOTE (2-0-0)**; unanimous.

The Select Board discussed their approach to filling the position. Carter suggested that they explore a regional approach since some of the smaller towns around seem to be facing similar difficulties. They wondered which the abutting towns might consider collaboration—Conway, Goshen, Hawley?

Carter asked Beth Kaczenski Bezio for her comments. She replied that the department needs a full-time chief and that even as a corporal she does not have the same authority to administer effectively. She also noted that the workload is more than she expected last fall. Carter asked Ted Murray, in the audience for his comments. He described his experience several years ago as a Select Board member when the Board considered a similar proposal with Buckland and Shelburne. Murray noted that the sticking point seemed to be administrative structure with several Police Chief's already in place.

Murray thought this might be a good time to explore sharing the administrative structure of police service since Ashfield will be without a chief soon. Carter asked the Select Board to consider, with Beth's input, having an interim chief to handle the administrative work throughout the hiring process.

The Select Board will consider looking for an interim, then longer term structural changes to the department.

- B. Chair Olanyk read into the record the resignation of the Town Clerk, Ann Dunne (Document 10).

Chair Olanyk made a motion to accept her resignation with regret; Carter seconded, **VOTE (2-0-0)**; unanimous.

Warren explained that her initial understanding that the Select Board appointed an Assistant Town Clerk was incorrect; that the current Town Clerk must appoint an Assistant Town Clerk. She had already discussed appointing Lynn Taylor as Town Clerk, upon recommendation of Dunne and requested that Ann do so as soon as possible. Warren noted that Taylor is familiar with the elections process, so it is a good fit. The Select Board concurred. Warren explained that Dunne will support activities in the office as needed, setting her own schedule with Taylor to complete tasks. Warren requested that the Select Board appoint Taylor as the Alternate to the Board of Registrars, as is routinely done for the Town Clerk.

Carter made a motion to appoint Lynn Taylor as an Alternate to the Board of Registrars, Chair Olanyk seconded, **VOTE (2-0-0)**; unanimous.

Warren suggested beginning a hiring process to include review of the job description, posting, receipt and review of resumes by a screening committee, interviews by the screening committee, with a recommendation of finalists to the Select Board for public interviews. She noted that she had discussed the job description with Dunne, who recommended a complete overhaul. Carter asked if Dunne had reviewed the current job description and made any recommendations; Warren stated she had not, but that Dunne had sent a synopsis of the state's description of duties and responsibilities.

Warren took the opportunity to discuss the prospective Town Clerk hire with during the Personnel Board meeting the prior week. Since the Personnel Board's charge is to assist the Select Board in development of job descriptions, it seemed a good opportunity. The Personnel Board is willing to help and understands the time constraints facing the Select Board. Warren has several example job descriptions (Hadley and Sunderland for example), but noted that there are differences between elected and appointed/hired positions that should be taken into account. Carter asked Warren to obtain job descriptions from smaller towns in the area (Cummington, Buckland, Shelburne). The Select Board asked Warren to work the position description up with Personnel Board in next few days, then call the Chair 48 hours before anticipated completion. Chair Olanyk will call a meeting for the Select Board to approve the changes to the job description in order to be able to get the posting out by August 8, 2016.

C. Election Worker Appointments

The Board reviewed the list of election workers submitted by the Town Clerk (Document 11).

Susan Stark, newly appointed as an Alternate to the Zoning Board of Appeals, requested that the Select Board consider voting committees and boards as Special Municipal Employees in order to comply with the conflict of interest regulations and allow some flexibility of appointees to work in town. Carter suggested that Town Counsel be consulted prior to making any decision. Chair Olanyk requested that Warren contact Town Counsel and get her opinion, then add this item to the agenda for August 8th.

Carter made a motion to appoint the election workers, tellers, counters on final list as submitted by the Town Clerk, Chair Olanyk seconded, **VOTE (2-0-0)**; unanimous.

D. MCAP Update

Chair Olanyk reported that MCAP met July 12th discuss remaining together as a group and pursue revisions to mission statement and the scope of the organization. They will consider some other logical use for the group to pursue. They have decided to meet on a quarterly basis, too. Olanyk

recommended staying in for another six months to allow the group time to explore its options.

5. INTERIM TOWN ADMINISTRATOR'S REPORT

- A. Warren notified the Select Board that the Vocational Education Advisory Committee (VEAC) continues their work to finalize transportation routes and bussing needs as well as pursue further discussion of the roles and responsibilities of the group. She explained that the committee has successfully worked with MTRSD to control costs, collaborate on the billing and payables, as well as determine that the establishing a specific VEAC role as part of the MTRSD agreement will be instrumental to continued cost savings for all the VEAC towns. Newell has asked to present an update to the Select Board at their next meeting, so that has tentatively been added to the agenda.

Warren also noted that she had discussed a request from David Newell, the clerk and administrative support person on VEAC requested some clarification of his role representing Ashfield. She asked that Ted Murray, Finance Committee Chair, explain further. Murray explained that with Newell's recent resignation from Finance Committee, Newell was concerned that his representation might be changed. Initially that non-voting member representation was supposed to be a Finance Committee member. Newell asked Murray to make his participation official formalize his work with VEAC. Murray thanked Newell for his critical administrative assistance for the Town and VEAC. He had planned to present a request to name Newell the Vocational Education Coordinator to the Finance Committee at their next meeting, but wanted to discuss it since Select Board would change representation of town officials. Carter commended Newell for his assistance, but wondered if a title change is necessary. He suggested that the question be taken to VEAC for consideration before the Select Board makes a decision about changing the role of the Finance Committee representative.

- B. Warren contacted Franklin Wickland to see whether he wanted to represent the town to the Franklin Regional Transit Authority (FRTA). He will consider it, but has not responded. The Select Board would prefer to wait to hear from him.

C. Since Town Counsel advised the Select Board to consider using the new Leverett Personnel Manual as a guide, Warren approached the Personnel Board to discuss it at their meeting on July 21. Personnel Board is reviewing it. The Select Board was pleased and looks forward to the outcome.

6. MAIL

- A. Copy of letter from Charlemont Board of Selectmen on the roles and responsibilities of VEAC (Document 12)
- B. Copy of Lock Lorde Bond Opinion for Broadband Readiness Submission (Document 13)
- C. Copy of the town's Readiness Submission dated 07-22-2016 (Document 14)

7. LIAISON REPORTS

None

8. ITEMS UNANTICIPATED

None

9. UPCOMING MEETINGS

The next scheduled meetings will be August 8 and August 22. September 5 would be a regular date, but since that is Labor Day, Warren suggested that the Select Board consider meeting on September 6. The Select Board agreed to change the date.

10. ADJOURN

Carter made a motion to adjourn the meeting at 9:40 pm, seconded by Chair Olanyk, **VOTE (2-0-0)**; unanimous.⁴

Select Board Meeting Document List – July 25, 2016

1. Agenda
2. Minutes, July 11, 2016
3. Payroll Warrant, WP17-03, dated July 25, 2016
4. Vendor Warrant, W7-03, dated July 25, 2016
5. Transfer Station receipts report and the HRMC and FCSWMD reports and charts
6. HRMC Member Town Fee Comparison Report
7. FRCOG Sign-making program agreement
8. Chapter 90 Project requests
9. Retirement notification of Police Chief, Diane Wilder
10. Resignation of Town Clerk, Ann Dunne
11. List of Election Workers
12. Charlemont Board of Selectmen Letter to VEAC
13. Lock Lorde Bond Opinion Letter for Broadband
14. MBI Readiness Submission