

Town of Ashfield
Select Board Meeting Minutes
August 4, 2016

A Select Board Meeting was held at the Ashfield Town Hall in the Committee Room on August 4, 2016 at 6:30 PM. Previous SB meeting was held on July 25, 2016. There was one audio recorder at the meeting. There were not audience members present at the meeting.

Select Board: Chair - Todd Olanyk, Tom Carter, Ron Coler

Interim Town Administrator: Kayce Warren

Chair Olanyk called meeting to order at 6:36 pm.

1. REVIEW MINUTES, WARRANTS

A. None

2. APPOINTMENTS

A. None

3. DISCUSSION/DECISION ITEMS

A. Town Clerk Job Description

Chair Olanyk noted that this version of the job description had been sent out subsequent to a Personnel Board Meeting on Tuesday, August 2, 2016. Carter thanked Warren and Priscilla Phelps, Chair of the Personnel Board for putting together a draft of the Town Clerk Job Description so quickly. He stated that the Personnel Board discussed the draft paragraph by paragraph and with some changes/additions to the first draft, approved and recommended this version (Document 2) for review by the Select Board. Chair Olanyk stated that he had read through the job description and found it acceptable. Coler agreed that he was pleased with the document. He did ask that upon approval, a footer be added to include a signature line on every page. Warren asked if a header that identified the date of approval as well as an initial line would be sufficient and Coler agreed that would be acceptable.

Carter made a motion to approve the Town Clerk Job Description as presented, Coler seconded, **VOTE (3-0-0)**; unanimous.

B. Assistant Town Clerk Stipend

Chair Olanyk asked the Town Administrator how much of a stipend she suggested be paid, what the expected service duration, and whether the duties were substantial. Warren recommended a stipend of \$200.00 per week for the additional responsibilities of Assistant Town Clerk undertaken by Lynn Taylor, currently the Assistant Municipal Clerk. She noted that the workload is more substantial than previously performed by Taylor while assisting the Select Board after resignation off the previous Town Administrator. In Warren's estimation, the hiring process could minimally take eight weeks, probably longer, which means that the bulk of the work for the September 8th Primary will need to be done by Taylor. Coler asked whether the former Town Clerk had been assisting up to this point. Warren stated that Ms. Dunne had been very helpful assisting Taylor. The SB discussed appointing an Interim Town Clerk. Warren reminded the members that it was her understanding that appointment by the Town Clerk prior to her employment separation of Taylor as Assistant Town Clerk allowed the Town to meet the needs of the office through the hiring process.

Chair Olanyk made a motion to set the stipend of \$200.00 per week for Lynn Taylor to perform additional duties of the Assistant Town Clerk, Coler seconded, **VOTE (3-0-0)**; unanimous.

4. INTERIM TOWN ADMINISTRATOR'S REPORT

A. None

5. MAIL

A. None

6. ITEMS UNANTICIPATED

A. Appointment of Two Election Workers

Warren explained that the Assistant Town Clerk had asked that the Select Board appoint two additional Election Workers earlier today. Taylor is scheduling workers for the upcoming primary and has both Irene Branson and George Stephan are willing to serve in this capacity. In order for Taylor to finalize her schedule, these appointments would be very helpful.

Carter made a motion to appoint Irene Branson and George Stephan as Election Workers, Coler seconded, **VOTE (3-0-0)**; unanimous.

7. UPCOMING MEETINGS

The next scheduled meetings will be this upcoming Monday, August 8, 2016.

8. ADJOURN

Coler made a motion to adjourn the meeting at 7:00 pm, seconded by Chair Olanyk, **VOTE (3-0-0)**; unanimous.

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Document List

1. Meeting Agenda
2. Draft Job Description approved and recommended by Personnel Board on 8/2/16