

Town of Ashfield
Select Board Meeting Minutes
December 7, 2016

A Select Board Meeting was held at the Ashfield Town Hall in the Committee Room on December 7, 2016 at 6:30 PM. There was no audio recorder at the meeting. No audience members were present at the meeting.

Select Board: Chair - Todd Olanyk and Tom Carter

Town Administrator: Kayce Warren

Chair Olanyk called meeting to order at 7:05 pm.

- A. No Minutes
- B. No Warrants
- C. No Appearances
- D. Town Administrator's Report

Warren advised the Select Board members that after observing training and workload of the new Tax Collector, Lynn Taylor, she will need more time to complete the duties than originally discussed—15 hours per week. Warren discussed with Taylor the fact that she cannot go over 40 hours in a week, otherwise the Town would be required to pay overtime. She and Taylor are working out a plan to shift some responsibilities to the Town Clerk in order to accomplish the work. Warren noted that Ms. Rodrigue is familiar with how to scribe minutes, having performed that task in her previous positions. Warren has discussed this with Rodrigue and the Town Clerk is willing to take on the regular meeting scribe duties.

Carter asked how Warren planned to pay for change. Warren advised the Select Board she has discussed it with the Town Accountant and they plan to

transfer funds between accounts beginning in May. Carter asked what the rate for the scribe work would be. Warren will discuss that with Rodrigue. Warren also noted that Rodrigue is willing to assist with clerical work that Warren would normally have Taylor assist with, as budget season begins. Carter asked whether it would make more sense to hire someone to simply scribe minutes. Warren would prefer to utilize a staff member familiar with the needs of the office. Warren stated that Rodrigue would like to pick up more hours to offset the loss of wages experienced when she accepted the Town Clerk's position.

Chair Olanyk clarified that the shift in responsibilities was intended to meet the clerical needs in the office, not to guarantee the Town Clerk more hours. Carter concurred.

E. Treasurer Position Recommendation

Warren presented the recommendation from the Treasurer Screening Committee to hire Ms. Rebecca Herzog. She requested that the Select Board vote to allow her to offer Ms. Herzog the position tonight. Warren advised the Select Board that Herzog thinks the duties can be accomplished in 15-16 hours per week. If offered the position Herzog is willing to make adjustments in her schedule to meet the needs of the Town of Ashfield.

Carter asked whether Herzog will be working in the office. Warren confirmed that she plans to be in one day during open hours and probably Fridays. Warren will negotiate that with Herzog if she accepts the position.

Carter moved that the Select Board authorize the Town Administrator to offer Rebecca Herzog the position of Treasurer, Chair Olanyk seconded; VOTE (2-0-0), unanimously approve.

Warren excused herself at 7:15 pm to call Herzog immediately. Warren returned five minutes later and advised the Select Board that Herzog will review the offer letter. Herzog plans to come into the office on December 8th to discuss it with Warren. Warren asked if, pending successful

negotiations with Herzog, the Select Board would be willing to finalize the appointment as soon as possible. Chair Olanyk requested that an appointment item be added to the agenda for the meeting on December 12, 2016.

F. Adjourn

Carter made a motion to adjourn the meeting at 7:35 pm, seconded by Chair Olanyk, VOTE (3-0-0); unanimously approved.

Document List

1. Agenda
2. Recommendation Memo from Treasurer Search Committee