

Town of Ashfield
Select Board Meeting Minutes
October 3, 2016

The Select Board Meeting was held at the Ashfield Town Hall in lower Hall on October 3, 2016 at 7:00 Pm. There was one audio record at the Meeting. Approximately 3 audience member were in attendance at the meeting. Previous SB Meeting was held on 9/19/2016.

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 7:03PM

Warrants:

Vendor Warrant W17-08 Dated October 3, 2016 (**document 2**)

Payroll Warrant WP17-08 Dated October 3, 2016 (**document 3**)

Minutes:

SB Meeting Minutes 9/19/2016 5PM Meeting (document 4): MOTION: Carter makes a motion to approve the minutes of 9/19/2016 as written, seconded by Olanyk. **VOTE: 3-0-0**

SB Meeting Minutes 9/19/2016 7PM Meeting (document 5): MOTION Coler makes a motion to approve the minutes of 9/19/2016 as written, seconded by Olanyk. **VOTE: 3-0-0**

Chief David Gendron Police Department update: Gendron and Corp. Bezio are at the meeting to update the Board on the Police Dept. Gendron presents a letter to the Board asking for the appointment of two part-time Officers Mark J. Ruddock and Daniel E. Thibault also Kyle Walker as an Auxiliary Officer to the department (**document 6**). **MOTION:** Carter makes a motion to appoint the two part-time Officers and one Auxiliary Officer as presented in Gendron’s letter dated October 3, 2016, seconded by Coler. **VOTE: 3-0-0.**

The 2013 cruiser is in the shop for a fuel pump recall. Both cruisers have been moved up to the Highway Department when they are not in use. Bezio has been

working very hard including getting the Fall Festival schedule worked out. Gendron has been in contact with the State Police advising them of the situation and they are very willing to jump in when needed for coverage.

Budget lines are at about 57 % expended to date some is due to unforeseen issues with the Explorer, and more coverage being put on to compensate for the lack of fulltime Chief.

Carter suggests to Gendron and Bezio to consider some set Office hours for the Department.

Invasive Weeds Policy Decision: Board has a brief discussion regarding the Invasive weeds in the lake and how to proceed. The Board unanimously agrees to move forward with the drawdown of the lake along with the “dash”. **MOTION:** Olanyk makes a motion to move forward with planning the drawdown for invasive weeds removal, seconded by Carter. **VOTE: 3-0-0** Coler will get in contact with Angela for the Policy and report back to the Board. Mary Link joined the meeting after the discussion was over however Olanyk allows Link to speak to the invasive weeds issue. Link advises that there is a lot of the fanwort in the swimming area even though it had not shown up on other GPS report and is very happy they decided not to use chemicals.

Hilltown Networks Contract: (document 7) **MOTION:** Carter makes a motion to renew the contract with Hilltown Networks as presented, seconded by Olanyk. **VOTE: 3-0-0**

Town Clerk Appointment: Appointment Letter (**document 8**) Olanyk makes a motion to appoint Bridget Rodrigue as Town Clerk for the Town of Ashfield, Carter friendly amendment also appoint to the Board of Registrars, seconded by Coler. **VOTE: 3-0-0**

Financial Policies: not available Warren advises the Board they should be ready by October 17 meeting

Highway Department Laborer/Equipment Operator: Personnel Board met Tom Poissant also attended the meeting to discuss the job description. **MOTION:** Olanyk makes a motion to approve the Highway Department Laborer/Equipment Operator job description with changes made at this meeting, seconded by Carter. **VOTE: 3-0-0 (document 9)**

Treasurer/Collector Vacancy: Warren explains the position held by Blakesley is to separate positions held by one person. After a brief discussion the Board decides

to hire a Treasurer up to 25 Hours per week, Warren will start the advertising and hiring process in hopes to have overlap with the current Treasurer. **MOTION:** Olanyk makes a motion to advertise and fill the Treasurer Position for up to 25 hours per week, seconded by Coler. **VOTE: 3-0-0** further discussion continues regarding the Collector Position, after discussion and recommendations from the Accountant and the current Collector the Board unanimously agrees to appoint Lynn Taylor to the Collector Position adding 10 more hours per week. **MOTION:** Carter makes a motion to appoint Lynn Taylor to Interim Tax Collector for the term ending June 30, 2017, effective December 1, 2016, seconded by Coler. **VOTE: 3-0-0**

Pole Bond Insurance Application: **MOTION:** Carter makes a motion to authorize the Chair Olanyk to sign the Pole Bond Insurance contract with the Hanover Group, seconded by Olanyk. **VOTE: 3-0-0 (document 10)**

Broadband financing discussion: The Board engages in a discussion regarding financial issues surrounding broadband. Chris Lynch from Matrix is also at the meeting as an audience member he offers advice/information to the Board. Warren advises the Board that the Finance Committee will be meeting on 10/12/2016 to discuss Broadband Financial issues she feels like some of the Board members should attend. She will post a SB meeting as well so if two or more members end up attending.

MLP Advisory Committee: brief discussion about how the MLP Board should be made up of. Some suggestions are Tech Committee member, Assessors, Finance Committee, SB decision needs to be made soon. Warren is asked to put this on the Agenda for 10/17/2016.

Interim Town Administrator Report: Small Town Summit meeting coming up 10/24/2016 and 10/25/2016 regarding failing infrastructure. Warren suggest a Board member go Olanyk asks the information be sent to him and he will attend. Warren met with Poissant and Kathleen from HRMC will be sending community compact deliverables in amount of \$4100.00. Fin Comm. will be meeting to discuss Broadband on 10/12/2016. Warren has been working on draft procurement cards with Stacy and Laura, also working on road detail sheets with Bezio which Warren will get on a future meeting. At a recent VEAC Meeting Superintendent questioned the Boards vote on preferred VOKE Schools. A letter from Hawley SB Chair came in expressing his desire to discuss sharing a Police Chief if and when the discussion takes place. Park Commission and ZBA have come forward with FY

16 bills that now need to go to a STM. This leads to a conversation regarding Boards and Committees bills and how they are being processed. After a discussion the Board agrees to have Taylor process the Boards and Committees bills as she already processes the Town Hall bills. Warren is asked to contact chairs of the Boards and Committees advising them of the change. Warren will be attending the MMA conference in Boston Jan 20, 2016.

Board has a discussion in regards to Apple Valley Road and its closure for the winter. Should meet with Poissant about getting some barriers and signs made and look into possible closure dates Dec 1, Jan 1?

There is an issue with the Certified Vote for Annual Town Meeting from May 2016 being incorrect in regards to borrowing money for the backhoe. The accountant would not allow Poissant to order the backhoe until the issue is straightened out. It has been sent to DLS by the Treasurer we are waiting for a response, however we may need to take it back to a STM to allow the Treasurer to barrow money for the purchase. Board wants the Backhoe ordered as it takes so long to get one and winter is approaching shortly.

Carter questions how the Compensation Study is progressing. Warren will email the RFP.

Olanyk questions Warren about the Town Administrator Contract, he advises he will have this issue on every agenda until it has been taken care of.

Next SB Meeting will be October 17, 2016

No public comment

Olanyk makes a motion to adjourn the meeting at 10:06 PM, seconded by Carter.

Adjourned at 10:06 PM

Document List

1. Agenda for 10/3/2016
2. Vendor Warrant W17-08 Dated October 3, 2016
3. Payroll Warrant WP17-08 Dated October 3, 2016
4. SB Meeting Minutes 9/19/2016 5PM Meeting
5. SB Meeting Minutes 9/19/2016 7PM Meeting

6. Letter from Chief Gendron regarding appointments of Officers
7. Hilltown Networks Contract
8. Appointment letter for the Town Clerk
9. Highway Department Laborer/Equipment Operator job description
10. Pole Bond Insurance Application