

Approved 3-18-13  
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*Town of Ashfield - Select Board*

*Meeting Minutes*

*February 25, 2013*

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The Select Board meeting was held on Wednesday February 25, 2013 at the Ashfield Town Hall. The meeting was called to order at 7:00 p.m. by Tom Carter. There were five audio recorders and one video recorder in use. Approximately eight audience members were present.

Select Board – Tom Carter – Chair, Paullette Leukhardt, Ron Coler,

Executive Administrator – Mary Fitz-Gibbon

Warrants

*WP13-18 Payroll, total: \$24,562.33; Discussion: Payroll Warrant signed by all Board Members*

*W13-18 Vendor, total: \$294,105.55; Discussion; Vendor Warrant signed by all Board Members*

Appointments

**Pat Droney, Police Chief:** *Medical Marijuana Use Policy (Document 1)* - Discussion with Chief regarding the marijuana use policy. **Motion:** A motion was made by to approve the medical marijuana use policy for the department, seconded by Leukhardt. **VOTE: Carter – Aye, Leukhardt- Aye, Coler- Aye.**

*Grant Application (Document 2)* Grant Application to MIIA in the amount of \$5000 for an in car surveillance system. Discussion on the pro's and uses of the system. Grant does not need to be matched; vendor estimates on system came in around the \$5000 mark. **MOTION:** A motion was made by Coler to be behind the grant and the police chief, seconded by Leukhardt. **VOTE: Carter Aye, Leukhardt- Aye, Coler – Aye.**

*FY2013 Budget - Discussion* on current budget and the shortfall. Shortfall comes from special events and investigations. Chief noted that Officer Diane Wilder spends a lot of personal time working on special projects. Extra monies in the police cruiser account and gas account amount to approximately \$2700. Chief requesting \$6700 to get to the end of the fiscal year. To be discussed under the Special Town Meeting agenda item.

*Discussion:* Chief noted that he recently attended a Leadership Seminar offered by the FBI and led by Dr. Henry Lee. He described it as a worthwhile and good seminar, a lot of networking, he was the only police chief from Western Mass. Covered on Channel 3 in Springfield. Coler thanked Officer Diane Wilder for her extra efforts.

**Tom Poissant, Highway Superintendent:** *FY13 Tree Warden Budget* - Tom noted that there is only \$500 currently in budget and requested an additional \$4200 to remove hazardous trees. **MOTION:** A motion was made by Carter to put in \$4500 for tree removal, seconded by Coler. **VOTE: Carter – Aye, Leukhardt – Aye, Coler- Aye.**

*Winter Roads* - (Document 3) Tom Poissant presented the Board with budget numbers for the Winter Roads account. Tom Carter recommended to prepare to deficit spend and look at the numbers in the spring.

Discussion - Carter brought up employee retiring. Discussion on the process and the involvement of the personnel board ensued. Leukhardt presented the other board members with a copy of the Town Bylaws which includes information on the personnel board's role.

### **Old Business**

*Select Board Report for the Annual Town Report- Carter Version (Document 4)* - Draft of the Report was written by Carter at the request of Leukhardt and Coler. Leukhardt expressed her opinion that the report should not include names of town citizens especially since she feels some of the fault for costs come from the Town (that the board is at fault). Carter stated that he had no problem signing the document and submitting it as Chair of the Select Board. Coler stated that he was good with the document and stated that it was "fair". Leukhardt felt that the wording in the document was harsh. Carter to take the document back to rework and the copy presented at the next meeting will already be in the hands of the Town Clerk.

*Town Hall Use Application: Revised Application (Document 5)* Document was forwarded by the Town Hall Building Committee - Tabled to next meeting requesting a representative on the Building Committee and the Town Hall Steward be present at the meeting.

### **New Business**

*Warrant for Special Town Meeting scheduled for March 13, 2013 – (Document 6)* Carter read through the draft warrant articles. Discussion and explanation of Articles including revision to Article 7 (changed by Mary before signing). *(Document 7)* Final Draft of Warrant was signed by all Board Members.

*Warrant for Town Caucus scheduled for March 19 - (Document 8)* Warrant for Caucus - Carter read the warrant aloud. Warrant signed by all Board Members.

*Select Board Policies - Formal Town Counsel-* Discussion on the policy for Boards/Committees using Town Counsel. **MOTION:** A motion was made by Coler that all committees and boards and their members accessing Town Counsel seek prior permission from the Chair of the Select Board, seconded by Leukhardt. **VOTE: Carter-Aye, Leukhardt- Aye, Coler- Aye.** Legal Counsel - Donna McNicol is town counsel, on occasion when conflict of interest arose or for a second opinion Kopelman and Paige has been consulted. Leukhardt and Coler both agreed that exploring other town counsel would be beneficial to the town.

*Secured Office Access* – Discussion on the need for access codes to the secured offices in Town Hall by members of the Select Board.

### Minutes

*Minutes February 18, 2013 - (Document 9) - MOTION:* A motion was made by Coler to approve the minutes as amended, seconded by Leukhardt. **VOTE: Carter- Aye, Leukhardt- Aye, Coler - Aye**

*Minutes February 6, 2013 – (Document 10) Final Draft MOTION:* A motion was made by Coler to approve the minutes as amended, seconded by Leukhardt. **VOTE: Carter – Aye, Leukhardt- Aye, Coler- Aye**

*Minutes January 23, 2013 – (Document 11) Final Draft MOTION:* A motion was made by Coler to accept the minutes from January 23, 2013, seconded by Leukhardt. **VOTE: Carter- Abstained, Leukhardt- Aye, Coler- Aye**

### Liaison Reports

Coler reported that he attended the FRCOG seminar regarding Animal Control and distributed handouts (*Document 12*) Coler also shared information regarding the Building Inspection program (*Document 13*)

### Mail

Letter from Sherrill Jourdan dated February 14, 2013- (*Document 14*) - Carter read the letter into the minutes as requested by Sherrill Jourdan.

Letter from Deb Nicholson dated February 18, 2013 (*Document 15*) - Public Document Request

### Discussion

Next Meeting: Wednesday, February 27, FY14: Fire Department, Ambulance, Police, Library on the agenda for budget hearings.

Coler requested that the retention wall at Sanderson and dam at Ashfield Lake be put on agenda in the near future.

Personnel Evaluation Form - Discussion on reviews and job descriptions with the role of the personnel board to be discussed at a future meeting.

90 day extension on OML violations. – Carter suggested that Mary seek an answer from the Attorney General's Office as to whether they would grant a ninety-day extension on Open Meeting Law Violations

until the end of the budget season as it is the fiduciary responsibility of the Select Board to create and approve the FY14 budget for the Town.

**MOTION:** A motion was made by Coler and seconded by Leukhardt to adjourn the meeting at 10:32 p.m. **VOTE:** Carter – Aye, Leukhardt – Aye, Coler- Aye

***Document List***

1. *Medical Marijuana Policy – Brought forward by Police Chief*
2. *MIIA Grant Application- Brought forward by Police Chief*
3. *Winter Roads Current FY2013 Status - Brought forward by Highway Superintendent*
4. *Tom Carter Version of Select Board Report for Annual Town Report 2012*
5. *Town Hall Use Revised Application- Brought forward by Building Committee*
6. *Special Town Meeting March 13, 2013 Draft Warrant*
7. *Special Town Meeting March 13, 2013 Final Warrant*
8. *Town Caucus Warrant March 19, 2013- Brought forward by the Town Clerk*
9. *February 18 Draft Minutes*
10. *February 6 Final Minutes*
11. *January 23 Final Minutes*
12. *Animal Control Seminar Information (FRCOG) – Brought forward by Ron Coler*
13. *FCIIP Building Inspector Program Information – Brought forward by Ron Coler*
14. *Letter from Sherrill Jourdan dated February 14, 2013 - Mail*
15. *Letter from Deb Nicholson dated February 18, 2013 re: Public Document Request - Mail*