

## Select Board Minutes

September 5, 2012

Present: Douglas Field Chair, Poullette Leukhardt, Ron Coler

Interim Executive Administrator, Mary Fitz- Gibbon

Scribe, Assistant Municipal Clerk, Lynn Taylor

**Appointments:** Nan Parati, Elmer's Restaurant, Main St., Film Festival Business Request for Saturday September 22, 2012. Nan requested permission for closure of lower Norton Hill Rd. for the approximate hours of 3:30 pm-6:30 pm and 10:00 pm -11:30 pm for a before and after party in coordination with The Ashfield Film Festival. She will place a "No Through Traffic" sign at the top of Norton Hill; a "Road Closed" sign at the bottom of Norton Hill. All signs will be removed the night of the event. **VOTE:** Ron makes a motion to accept Nan Parati's request to close Norton Hill on September 22, 2012, Poullette seconds, the Chair, hearing no discussion, calls the vote; the motion passes unanimously 3-0-0.

### **Minutes:**

Amended minutes for 6/6/12: Ron makes a motion to accept said minutes, Poullette seconds, no discussion, the motion passes unanimously 3-0-0.

Amended minutes for 6/20/12: Ron makes a motion to accept said minutes, Poullette seconds, discussion to add "Interim Executive Administrator" to the list of those present, the motion passes unanimously 3-0-0.

Amended minutes for 6/25/12: Poullette makes a motion to accept said minutes, Ron seconds, discussion to add "Interim Executive Administrator" to the list of those present, the motion passes unanimously 3-0-0.

Minutes for July 11, 2012 and for July 25, 2012 were read and discussed. Changes will be made and amended minutes brought to the board at next week's meeting, September 12, 2012.

### **Old Business:** FRCOG Accounting and Software Service Contracts

Doug would like to acknowledge and thank the Treasurer and Accountant for their hard work in getting the Free Cash certified early. Doug reported that last year's free cash was approximately \$305,000 and this year's certified free cash is approximately \$342,000.00. [Actual: Free Cash \$342,757, Sewer Enterprise Fund \$88,482.]

Discussion was had in regards to signing the FRCOG Accounting and Software program contracts. Ron and Poullette would like to have the contract looked and by the attorneys at Kopelman and Paige. The Board asked that Mary request an attorney from the firm that has already seen these contracts in an effort to keep the cost down. Mary was asked to get an estimate for this service and to go ahead with Kopelman and Paige if it is \$300.00 or less. If the estimate is greater Mary will come back to the Board.

**Housing Rehabilitation Program Contract:** A short discussion was had in regards to inviting the Planning Board and the Finance Committee to be a part of a future discussion on the choice of a program manager. Mary will let the boards know of the request to join the Select Board at a future meeting. Decision was made to Table until September 27, 2012.

**Three phase-power safety issues:** Discussion in regards to three-phase power being installed between the Ashfield and Plainfield substations. As of now the three-phase stops at the Plainfield Highway Garage. Doug is going to be in contact with Plainfield's Administrator to discuss this matter. Decision was made to have Poullette draft a letter to the President of WMECO, Thomas May stating the Town's support for putting the three-phase through to Plainfield to improve emergency services, as well as benefit the Highway Garage and Sanderson Academy. Poullette will email a draft letter to the Board for review in preparation for the September 12, 2012 meeting.

**Town Counsel letter regarding Mass. Attorney General letter of approval of request for extension to respond to OML complaint:** Questions had been raised at the previous meeting as to whether the Board must take a vote in order to ask for an OML response extension and if the request be submitted by the Interim Executive Administrator. The answer to both questions, according to Town Counsel with input from Amy Nable, Assistant Attorney General, is yes; the request was done properly and is valid.

**Administrative Procedures and Policies: Draft Public Records Law Policy:** A draft was submitted by Ron Coler to Board members for review, edits, changes and suggestions and further discussion was Tabled until the next meeting, September 12, 2012.

**Draft Departments and Committees Handbook:** Ron hands out a draft of a proposed handbook. After some discussion on how to proceed it was agreed that Ron will make a first pass through the document, track any obvious changes and have it ready for review next week.

**NEW BUSINESS: MassWorks Infrastructure Grant:** Tom Poissant would like the Select Board's approval to apply for and accept money from the MassWorks Grant. If awarded, the grant provides 100% project reimbursement. The project would resurface Rte 116 to the Plainfield line. Poullette makes a motion to allow Tom to apply for the grant, the Select Board to agree to accept the money, and to allow the chair to sign any documents associated with the Grant. Seconded by Ron the motion passes unanimously, 3-0-0.

#### **LIAISON REPORTS:**

**Police Department:** Poullette questioned why the Explorer looks different. Doug explained there was an issue with the new cruiser and the Company agreed to letter the Explorer to match the new one free of charge.

**Highway:** Ron would like to know the plans for Smith Road concerning repairs. He is concerned that, if something is not done soon it may be too late because of the damage. Doug advises that Tom is still dealing with FEMA for funding. As of now FEMA does not want to allow enough money for the repairs. Doug will touch base with Tom and see where things are. The total for Hurricane Irene damage repairs is

\$866,951.00. Reimbursement from FEMA will be \$650,214.00. The amount already back is \$554,000.00. MEMA is saying they will pick up the other 25%; if the MEMA reimbursement is approved at 12% the Town will have to finance the difference.

Friday 9/7/2012 Tom and Doug and the engineers will be conducting the required annual inspection of the dam at the lake.

**Fire Department:** The first payment has been made on the new fire truck chassis. The truck will be at VTEC next week; Del and the fire truck committee will be going to check out the truck. August was a very busy month for the Fire Department with 22 calls. Mass Call Volunteers has given \$4500.00 in scholarships to two Ashfield Junior Fire Fighters. They will have to stay on with the department for one year as part of the terms of the award. The fire trucks are due for their yearly inspection. The Highway Department has been notified and Curt will look at them before they go. Mark Hurley has now left the Department. Dell has spoken with the Town Hall Building Committee in regards to painting the side of the Fire House. The new sign for the Fire Department is in and Dell would like the Board to come to the Fire House at 6:30, Thursday September 27 for the sign raising.

Ron introduced a letter from Suzanne Corbett that was sent to Jenn Morse, Assessors Clerk for Ashfield. He said he would not read the letter out loud because of the disturbing language but would like it put in the minutes as a document.

**MAIL:** A document from Deb Nicholson that was e-mailed to the Select Board was determined to have nothing to do with Board.

Ron would like the Board to think about scheduling Select Board meetings every other week rather than weekly.

Betty Stewart asked the Board if they knew why the stone bridge near Smith Rd. now has a gate across it with "No Trespassing" signs affixed to the gate.

Next Select Board Meeting will be September 12, 2012

Adjourned at 9:27 pm

#### Document List

FRCOG FY11 Accounting Services and Software Contracts

FRCOG FY13 Accounting Services and Software Contracts

Highway Memorandum regarding Mass Works Infrastructure Grant

Sample Administrative Policies and Procedures

Resolution To Recognize Duly Elected Boards Within Ashfield

Town Counsel letter dated September 4, 2012

Letter and sample Rehab Loan Contract from Town of Greenfield