



## Ashfield Select Board Meeting

Tuesday, January 31, 2017, 6:00 pm

Ashfield Town Hall, 412 Main Street, Ashfield MA 01330

Pursuant to notice duly filed with the Town Clerk, a meeting of the Select Board was held at 6:00 pm in the Ashfield Town Hall, Lower Hall. There was one audio recorder at the meeting.

Present were: Todd Olanyk, Chair and Ron Coler.

Absent: Tom Carter, Vice Chair.

Also present: Kayce Warren, Town Administrator; Bridget Rodrigue, Town Clerk; Kyle Taylor, resident; Ann Yuryan, Zoning Board of Appeals; Faye Whitney, resident; Ted Murray, Finance Committee; and Corporal Beth Bezio, Police Department.

### Consent Agenda:

Minutes	01/09/2017	
Warrants	W17-15 Payroll W17-15 Vendor	
Annual License Renewals	Used Car Dealers: Gerry's Auto Sales Roberts Brothers Lumber Co.	Signed after approval of consent agenda

*Motion to approve consent agenda as prepared: Coler      Second: Olanyk      Vote: 2-0-0*

### Appointments:

#### **A. Faye Whitney – Zoning Board of Appeals Appointment:**

Ann Yuryan recommends the Select Board appoint Faye Whitney to the Zoning Board of Appeals as an associate member with a three year term. Coler and Olanyk both agree that Faye Whitney would be a great addition to the ZBA.

*Motion to appoint Faye Whitney as an Associate Member on the Zoning Board of Appeals: Olanyk  
Second: Coler    Vote: 2-0-0*

**B. Highway Department Update, Tom Poissant, Highway Superintendent – to be discussed at a later date**

**C. Town Meeting Warrant, Buz Eisenberg, Moderator – will discuss at an upcoming meeting**

**Discussion/Decision Items:**

**D. Appointment – Stacy Adams to Cultural Council:**

The Cultural Council would like the Select Board to appoint Stacy Adams to fill the opening left by Andrew Kinsey who tendered his resignation. Stacy Adams would be appointed with a term ending June 20, 2017, in order to reassess the term expiration dates of all members on this committee.

*Motion to accept resignation and appoint Stacy Adams to Cultural Council: Coler*

*Second: Olanyk      Vote: 2-0-0*

**E. Police Chief Search Outline:**

At a previous meeting, the Select Board discussed setting up a Police Chief Search Committee and suggested Wayne Farrell, Eric Nelson, Doug Field, David Gendron (non-voting) and Kayce Warren (non-voting). Warren states everyone except Eric Nelson are available to serve on this committee.

Warren has also put together a possible outline for the Police Chief hiring process. Olanyk feels there should be less of a gap between the final interviews and the appointment. Warren says this can be done in less time. The Personnel Committee will be meeting to discuss the Police Chief job description on February 2<sup>nd</sup>, and once approved, Warren will be able to post the position.

**F. Police Department Policies for Approval:**

Interim Police Chief Bezio would like the Select Board to approve the Police Department Policies for the following: Identification Cards, General Order to Personnel Relative to Marijuana Possession & Use, Medication Drop Box, and Protective Custody. Bezio state there have been no changes to these policies since the last time the Select Board viewed these documents.

Coler requested Interim Police Chief Bezio sign all policies before the Select Board, which she does and then returns to the board. Coler would also like the policies to be updated with today's date as the date of issue.

*Motion to allow Select Board Chair to signoff on the above Police Department policies: Coler*

*Second: Olanyk      Vote: 2-0-0*

**G. Approval of Borrowing for Backhoe – Nothing to discuss at this time.**

**H. FRCOG DLTA Funding Request Notice:**

The 2017 Local Technical Assistance Request Form from FRCOG has arrived, and the Town has been asked to prioritize the projects in which the town is interested in. Ranked number 1 are the following: Open Space and Recreation Plans, Shared Human Resource Department, and Information Technology. Ranked number 2 are: Public Safety in-service training programs for police preparedness, Tree Inventories, Planting and Maintenance plans, and develop MA Rural Policy Commission recommendations. Ranked number 3 are: Local Official Continuing Education Workshops and Transportation/Public Works Asset/Infrastructure Management.

Olanyk agrees that Tree Inventory, Planting and Maintenance is needed. He says there are many trees that need to be cut down and not enough money to do this.

Warren says this is just a request and the Town can put in for as many as possible, which is why they ask for the projects to be ranked.

It was asked if the Senior Center project could be added to this list. Warren stated no option listed seemed to fit this need. Might be possible to add this to Other/New Shared Services. Board would like this added and also recommends making the Local Officials Continuing Education Workshops a #4 for priority.

#### **I. 2016 Annual Report:**

The Select Board needs to prepare a report for the Town's Annual Report. Olanyk would like to brainstorm a bullet list of major accomplishments. The following is the final result of this brainstorm:

- Broadband battle
- Capital issues – equipment (backhoe)
- Police Chief and Treasurer retired
- Town Clerk resigned
- Town Administrator position
- School Discussion (BEST)
- Mold Remediation

The Select Board also needs to think about the dedication for the Town Report.

#### **J. Mold Remediation Update:**

Warren is waiting for pricing. Service Master is willing to use a different product but has asked the Town to sign a waiver if the Town wants them to use a product they do not recommend. Both Olanyk and Warren are concerned with this request. Warren will add this to next week's agenda for more discussion.

#### **K. MBI Communication:**

David Kulp would like to update the Select Board on this item. Warren suggests the Select Board recess instead of adjourning this meeting so David Kulp can update the Board later tonight.

#### **L. Broadband Financing – Nothing to discuss at this time.**

### Town Administrator's Report:

- Will have a budget report ready for the next meeting.
- Working with Jacobs on the salary study.
- Request from Richard Pray to add nonbinding question to the Town Meeting warrant. He has been in touch with the Town Moderator who is looking over the wording of this article. Olanyk feels it should be discussed whether this should be on the ballot or warrant.
- Recommends opening the warrant at the end of February with a late March closing to allow time to plan/organize all the articles.
- The April 17<sup>th</sup> Select Board meeting will be moved to April 18<sup>th</sup> due to another Monday holiday.

### Mail:

Information from Wired West – Board would like to wait to hear from David Kulp regarding this.

David Newell sent a Mohawk's BEST update.

Statement by Secretary Jeh Johnson on the Designation of Election Infrastructure as a Critical Infrastructure Subsector.

ABCC advisory on the recorking of wine. Good for the Board to know as the Local Licensing Authority.

MBI Workshop Announcement

### Items Not Reasonably Anticipated By Chair 48 Hours in Advance of the Meeting:

**Ashfield Police Department Budget Update:** Interim Police Chief Bezio would like the Select Board to know that the wage portion of the Police Department budget has been depleted during the Police Chief transition period. Therefore, it may be necessary for the Town to hold a Special Town Meeting to allow the transfer of funds within the Police Department budget. Bezio is hoping to continue with minimal coverage until a transfer is made. She has provided the Select Board with two options. Plan One will allow two (2) six (6) hour shifts until April 1, 2017 with 10 "floater shifts". While Plan Two will allow two (2) six (6) hour shifts until June 30, 2017 totaling 42 shifts with 10 "floater shifts". This plan(s) would allow the current Police Department to maintain reserve shifts for minimal coverage until the Full-Time Police Chief is hired and the FY18 budget is in place.

Warren will prepare a draft warrant for the Select Board to review next week. If draft warrant is approved on the 13<sup>th</sup>, it can be posted on February 14<sup>th</sup> for a March 6<sup>th</sup> Special Town Meeting date.

**Upcoming Meetings:** February 6, 2017

**7:09 pm: Motion to recess in order to enter into meeting with Finance Committee: Olanyk**

**Second: Coler Vote: 2-0-0**

**Reconvene & Adjourn: 9:53 PM**

**Motion to reconvene the regular Select Board meeting and adjourn at 9:53 PM: Olanyk**

**Second: Coler Vote: 2-0-0**

Respectfully submitted,



Bridget S. Rodrigue, Town Clerk

**Document List:**

1. Agenda for January 31, 2017 Meeting
2. Minutes for January 9, 2017
3. Town of Ashfield Expense Report
4. Used Car Dealer License – Gerry's Auto Sales
5. Used Car Dealer License – Roberts Brothers Company
6. Tom Poissant Highway Department Updates
7. Town Administrator Recommendation for Police Chief Hiring Process
8. Ashfield Police Department – Identification Policy
9. Ashfield Police Department – General Order to Personnel Relative to Marijuana Possession & Use Policy
10. Ashfield Police Department – Medication Drop Box Policy
11. Ashfield Police Department – Protective Custody Policy
12. FRCOG 2017 Local Technical Assistance Request Form
13. Wired West Email
14. David Newell Email – Mohawk's Best Update
15. Statement by Secretary Jeh Johnson
16. ABCC Advisory – Recorking of Wine
17. MBI – Procurement Workshop Announcement
18. Police Department Staffing Options – Budget Update



## Ashfield Select Board Meeting

Monday, January 31, 2017, 7:00 pm

Ashfield Town Hall, 412 Main Street, Ashfield MA 01330

Olanyk convened the budget meeting with Finance Committee at 7:09 pm.

Present: Todd Olanyk, Chair, Ron Coler

Absent: Tom Carter

Also Present: Town Administrator Warren

Finance Committee Members Present:

Ted Murray, Melinda Gougeon, Mary Fitz-Gibbon, Carl Satterfield, Carol Lebold

Members of the Audience included Doug Field, Cathleen Buntin, Ann Yuryan, Wayne Wickland, Wayne Farrell, Will Thayer, and Sally Rice. David Kulp joined the meeting after 9:00 pm.

Finance Committee Chair Murray stated that the Select Board minutes for this meeting will also be the official record for the Finance Committee.

### Budget Discussion/Decision Items

#### **A. Senior Center & Council on Aging (COA) Budgets**

Doug Field and Cathleen Buntin presented the Senior Center budget; see attached (Document 2). Finance Committee members and the Select Board questioned the increase. Buntin explained that the five-year average usage for the Town of Ashfield, plus the facility costs resulted in this increase.

Field presented the Council on Aging budget (Document 3) as attached. He requested an increase to cover programs, such as entertainment and luncheons. Finance Committee Member Satterfield asked if the COA had a revolving fund for discretionary spending of donations for those activities. Field replied that they did not. Satterfield suggested that perhaps setting one up was appropriate at this point.

#### **B. Emergency Management (EMD) Budgets**

##### EMD Stipends

Doug Field presented the Emergency Management budgets including the Director and Assistant Director stipends (Document 4); attached. A request has been made to increase the stipends. There was some discussion about stipends increasing above the 2% that salaries awarded to employees. Fitz-Gibbon commented that volunteers receiving stipends may not

receive any reimbursement for expenses. There may be further discussion of this during upcoming budget meetings.

#### EMD Expense

Field explained that the EMD Expense Budget (Document 5) remains level-funded for general expenses, reflects a slight decrease for the town-wide call system, BlackBoard Connect. He noted that costs for BlackBoard Connect are tied directly to the number of household users. As long as we stay under 800 household users, the price will not increase.

#### Narrowband Mandate

There is no funding request for Narrowband Mandate (Document 6), as noted on the budget worksheet, this fiscal year.

### **C. Parks Commission Budget**

Sally Rice presented the Parks Commission expense budget as seen in the attachment (Document 7). Two corrections will need to be made to the budget sheets—trash will increase by \$40 and adding the term “sand” related to an \$500 item unidentified in this version of the form. Rice noted that swim lessons will take place this year. A capital budget request for new picnic tables is still being drafted. It will be submitted as soon as completed.

The Parks Commission has been approached by Buckland Recreation to discuss the beach in light of the closure of the Buckland Recreation Area. No meeting is planned as yet, but should there be a request for Buckland Residents to use Ashfield Beach, more information and coordination would need to be worked out. The Parks Commission will keep everyone apprised of the situation.

### **D. Planning Board Budget**

Warren presented the Planning Board budget as seen in the attachment (Document 8). This budget is not broken out into various expected expenses (postage, legal advertising, scribe, dues, etc.). Warren explained that the increase in the Planning Board budget is a 2% increase for the Scribe.

### **E. Zoning Board of Appeals Budget**

Warren presented the attached Zoning Board of Appeals budget (Document 9). She noted that she had discussed it with the Chair and broken it out in the various expenses the ZBA can be expected to incur (dues, training, postage, legal advertising, etc.). She also noted that the ZBA, now that there is a full complement of members, will continue their efforts to hire a scribe. Fitz-Gibbon stated that she understood this was an on-going effort to formalize minute-taking to comply with public records requirements.

### **F. Veterans Services District, Veterans (Local) Benefits, Veterans Graves Budgets**

#### District Budget

Wayne Farrell introduced Will Thayer as the representative to the Upper Pioneer Valley Veterans Services District (UPVVSD) and explained that he was there to provide background information as part of the discussion. Warren drew everyone's attention to the budget for UPVVSD, attached (Document 10).

Will Thayer explained the factors that lead to the increase, including changes to the EQV for all member towns, FY2017 being the final year of the Medicare Ambulance/VVMI grant (a loss of \$10,000 used to offset service costs), and staffing changes at the district office. Thayer noted that this increase is still less than the last Central District budget prior to the consolidation of the Franklin County service districts into what is now UPVVSD.

#### Benefits Budget

Thayer explained that the decrease in the local benefits budget (Document 11) reflects calculation of one resident eligible for benefits. The Town does not currently have anyone eligible, so this is a placeholder. Should there be a need for additional funds, the District Office will notify the Town.

#### Veterans Graves

Farrell explained that the Graves budget (Document 12) covers partial costs for flags, flowers, and flag holders on veteran graves. Flags are ordered with the assistance of the District Office, which also handles the reimbursement requests—75% of the total cost of flags each year. Flags and flag holders are put on each grave. The majority of expenses are the metal flag holders, which occasionally require replacement. He requested that this budget be level-funded to provide the necessary funds to continue to honor veterans.

### **G. Capital Budgets**

Warren explained that she expected several additional capital budgets (Documents 13-17), possibly one for bridge repairs (as deterioration in more bridges in town come to light). Chair Olanyk requested that the Boards hold off on review of them until a later meeting. Finance Committee Chair Murray concurred.

#### Public Comment

David Kulp joined the meeting. Chair Olanyk and Finance Committee Chair Murray asked him to explain the current state of affairs with MBI and the effect on Ashfield's Broadband project.

Kulp explained that Ashfield is not in a good position as a result of the Private Provider Request for Proposals (RFP) by MBI. Comcast and Charter submitted proposals for several towns, but did not include Ashfield. Crocker Communications didn't qualify as a vendor, but did propose to work with towns on construction utilizing the state allocations plus subscriber fees to build a network that the company would own. Whip City, a subsidiary of the Westfield Gas & Electric, offered to assist towns with a buildout, but did not submit specifics.



In Kulp's opinion, this private provider RFP is a bust. He expects MBI to issue a change to the Last Mile Policy. They may provide the initial design, but will it be more expensive? Towns will still receive a construction allocation, but MBI may not provide professional services including, but not limited to, procurement assistance and project management oversight. This means that Ashfield stands to lose over \$700,000 already approved as part of the Readiness activities completed in 2016. Kulp is meeting with Representative Kulik and Senator Hinds on February 27, 2017 at 11:00 am, in Williamsburg. He requested that at the very least, a member of the Select Board attend.

Kulp noted that perhaps the Town could issue an RFP for a private investor to purchase the equipment for each home, as well as the equipment to be located in the monitoring huts. A contract of that nature very likely would be longer than three years, but less than 10 perhaps.

Kulp was asked where WiredWest stands. WiredWest cannot operate a network as a consortium. Towns would have to build their networks individually, with WiredWest acting as the network operator, not facilitating the design/construction activities. However, this does not solve the town-by-town buildout cost issue.

Coler asked whether the town should re-evaluate the design/construction plan to include some wireless. Kulp explained that a redesign of the buildout could be expensive and there may be connectivity issues with that type of equipment. Coler stated that he was very upset by what he sees as consistent roadblocks by the state and MBI. The longer the Town buildout is delayed, the more expensive it will be. Finance Committee member Satterfield asked whether there were other design options. Kulp explained that the satellite equipment is available, but there are data limitations, wireless line of sight issues, and may be resident resistance to erecting wireless towers in town.

The question then becomes, if this group needs to go back to Town Meeting for additional funds to complete the design work or the construction work, how much should be requested? Chair Olanyk suggested approximately \$1.2 to \$1.5 million for design and construction combined. Finance Committee Chair Murray noted that with the recent Proposition 2 ½ vote in 2016, residents may find it difficult to approve this additional request.

Finance Committee member Gougeon suggested that an informational meeting be held prior to Town Meeting. Chair Olanyk concurred, noting that more the financial model needs to be clarified and explained before Annual Town Meeting. Finance Committee Chair Murray noted that he had discussed some of these issues with Select Board member Carter. Carter suggested that another capital allocation be requested to the Broadband capital account. Coler suggested that the presentation paint a broad picture of the situation. Kulp proposed a combination of revising the Town financial model and providing a broader scope for residents.

Chair Olanyk feels that we need to have a solid financial scope to present to residents, develop an informational outline for a public meeting, then plan to take this to Annual Town Meeting.

**Upcoming Meetings:**                      **February 13, 2017**

**Adjourn – 9:50 pm**

*Motion to adjourn the meeting with the Finance Committee at 9:50 pm: Olanyk*

*Second: Coler*

*Vote (2-0-0)*

**Document List:**

1. Agenda
2. Senior Center Expense
3. Council on Aging Expense
4. Emergency Management Stipends
5. Emergency Management Expense
6. Narrowband Mandate Expense
7. Parks Commission Expense
8. Planning Board Expense
9. Zoning Board of Appeals Expense
10. (UPVVSD) Veterans Services District Assessment
11. Veterans Benefits (Local) Expense
12. Veterans Graves Expense
13. Capital Request - COA/Senior Center Expansion Project
14. Capital Request – Town Records Digitization & Management
15. Capital Request – Town Fire-Security Rewiring/Consolidation
16. Capital Request – Town Office Space Utilization
17. Capital Request – Fire Department (Equipment)