



Ashfield Select Board Meeting

Monday, February 6, 2017, 7:00 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 7:00 pm in the Ashfield Town Hall, Lower Hall. There was one audio recorder at the meeting.

Present were: Tom Carter, Vice Chair; and Ron Coler.

Absent: Todd Olanyk, Chair.

Also present: Kayce Warren, Town Administrator; Bridget Rodrigue, Town Clerk; Cindy Carney, resident and Lions Club member; Kyle Taylor, resident; Doug Field, resident; Brian Clark, Green Communities; and Beth Bezio, Interim Police Chief.

Consent Agenda:

Minutes		Removed 01/31/2017 Minutes from Consent Agenda
Warrants	W17-17 Payroll W17-17 Vendor	

Motion to approve warrants on the consent agenda: Coler

Second: Carter Vote: 2-0-0

Appointments:

Adam Bright – Double Edge Theater – Town Spectacle:

Adam Bright has come to give an update on the Town Spectacle that the Double Edge Theater is planning. The Double Edge Theater has been providing open sessions at Double Edge Theater for the community on Sundays (pictures for the Select Board to pass around showing what is happening at these open sessions). These open sessions include conducting historical interviews, a musical element, a dance element, and a circus element.

The Double Edge Theater is looking to celebrate their connection with the Town through the Town Spectacle and Cultural Fair will take place on June 3rd and 4th and will involve a variety of events along Main Street. There will also be a procession down Main Street, starting at the Community Hall and ending at the lake. The plan is to hold the Town Spectacle rain or shine. Although, Bright would cancel for a major storm.

Bright states the event planning has been going smoothly, and he will be meeting to discuss the event with the Parks Commission and the Police Department. Bright says the response has been positive and the Local Cultural Council has provided monetary support for this event.

Carter feels the Community Hall is a great space for something like the Town Spectacle. Bright agrees, and the Double Edge Theater is working with the Community Theater group that reserved this space to possibly share space and include them in the spectacle.

Coler recommends speaking with the Fall Festival Committee in regards to food, trash/recycling, and parking issues. He also states animals have been an issue in the past and it might be helpful to put something in the newspaper that asks people to leave their pets at home. Coler also recommends making sure this event is not interfering with any other events in town.

Discussion/Decision Items:

A. State Recycling Contracts:

The State Recycling Contracts are required to be signed every couple years. The Board needs to authorize the individuals who are authorized to sign these contracts on behalf of the Town of Ashfield.

Motion to authorize Select Board Chair and Town Administrator as signatories for Town of Ashfield: Carter

Second: Coler

Revised motion to authorize Select Board Chair, Select Board Vice-Chair, Town Administrator, and HRMC Director as signatories for the Town of Ashfield's HRMC contracts: Coler

Second: Carter Vote: 2-0-0

B. Green Communities Report:

Green Communities is required to submit an Annual Report to the state to ensure they continue to meet the designation criteria and to enable DOER to communicate the impact of the Green Communities Designation and Grant Program to the Administration, the Legislature, and the general public.

Green Communities has completed their annual report and it requires a Select Board member signature before it can be submitted. The progress table (criterion 3, step 2) shows energy use in Ashfield is down by 19%. Coler comments on the water/sewer drop between FY10 and FY16, Brian Clark says a lot of this is weather related. A portion of this is fuel used for plows/trucks which varies depending on the weather.

Carter asks the amount left from the Green Communities Grant and Clark states there is still \$55,000 of this grant left. There are also a number of projects this grant money could support, i.e. insulation work in multiple town owned buildings and a new heating system at the Belding Memorial Library. Carter inquired how the energy manager is working out and Clark says it is helpful to have someone in this position.

Carter also asked how the solar project is doing and Clark says that the Nugen solar array provides direct credit to multiple town accounts and the town also buys power directly through the Hampshire Council of Governments Hampshire Power program. This is a two-year contract at 8.930 cents per kwh. The Town of Ashfield is also investigating purchasing from the Nexamp solar array in Hatfield due to go online in the spring of 2017. This contract would provide the output from a 25kw portion of the array at a 15% discount off prevailing Eversource rates. This would be approximately 25% of the town's electrical use. Coler would like to see the amount the town is saving each year. Clark said he would see if this is something the Green Communities could put together.

Carter also asked about the town's vehicle replacement policy. Clark states the town adopted a policy which requires vehicles to have a certain fuel/mileage requirement. The state has set requirements based on the type of vehicle, with some vehicles such as snow plows exempt from this requirement.

Motion to authorize Carter to sign the Green Communities Annual Report as presented: Coler

Second: Carter Vote: 2-0-0

C. Animal Control Officer Designation:

Warren says the state requires the Select Board to confirm the designation of the Animal Control Officer.

Motion to authorize the Vice Chair to sign the ACO designation form: Carter

Second: Coler Vote: 2-0-0

D. Police Chief Job Description & Search Update:

The current job description as voted by the Personnel Board is in front of the Select Board. Warren was asked by Olanyk to make one correction remove designation and just put license to carry firearms.

Warren says there have been some changes made by the Personnel Board in the supervisory, accountability, and judgement sections to make it more succinct without losing the essential functions of this position. Carter asked if David Gendron has viewed this draft and Warren says he did look it over. Coler asked if Interim Chief Bezio has had a chance to look this over. Warren says it was finalized today and has not been viewed by Interim Chief Bezio yet. Carter would like to have this approved so the position can be posted.

Motion to accept as draft 3 and have Carter sign: Coler

Second: Carter Vote: 2-0-0

Warren would like to have this position posted for a two week run on Thursday. While this posting is active, the Police Chief Search Committee would meet to go over the rubric and look at possible interview questions. After the posting closes, the Police Chief Search Committee would meet to go over resumes and look to schedule preliminary interviews. They would have their recommendations to the Select Board no later than March 27th in order to have finalist interviews in April.

Warren says the only issue with the job posting at this time is the salary range. She feels a range needs to be posted to give people an idea of what this position pays. A range allows you to have some negotiations. Carter feels the range should be \$48,000 - \$53,000.

Doug Field is concerned that Ashfield is not going to get a qualified police chief at this price. He feels the range should be higher, \$55,000 - \$58,000. Field states this is the going rate in similar size towns. In light of what Field is saying, Coler feels it would not hurt to have the range be \$48,000 - \$58,000. This would attract qualified applicants and enable some negotiations.

Carter inquires if a range could be left out of the posting. Warren states she feels this would not be fair to the applicants. Rodrigue also states you could have a lot of applicants who believe the pay to be higher that end up turning down the job offer once they find out what the range is. Coler reiterates he feels the range should be \$48,000 - \$58,000. Carter agrees and says to change the ad to reflect the range of \$48,000 - \$58,000.

E. Special Town Meeting Warrant:

Warren has put together a draft warrant based on last week's discussion. In order for the town to transfer between accounts to allow the Police Department to have more coverage, a Special Town Meeting vote is required. Interim Chief Bezio is only able to run one shift at this time. If we do not have a Special Town Meeting, there is not enough money to run more than one shift. Interim Chief Bezio says she would be able to run two shifts with some extra floating shifts as needed with a vote at Special Town Meeting to transfer funds.

Carter is reluctant to have a Special Town Meeting in March, and feels it would be better to have one in April. Carter feels this would allow for more articles to be placed on the Special Town Meeting. If the Select Board and Finance Committee agree to buy a new cruiser, this may be taken up at the Special Town Meeting to allow for the new cruiser to arrive before more money needs to be put into the current cruiser.

The Police Department went from five shift to one plus Interim Police Chief Bezio's two and a half. Police Chief Bezio says things are a little slower in the winter and she tries to rotate the shifts to busier times such as Thursday nights and Saturdays. Carter feels we can get a better picture in April.

Warren feels it might be beneficial to have this conversation next week during the Select Board and Finance Committee meeting. Carter would like to see the Special Town Meeting set aside while the Boards work through the budget to get a better idea of what articles should be placed on a warrant.

Coler states he also took a phone call from a concerned citizen about the diminished police coverage. However, if waiting a month allows for better decisions, then he is okay with holding off at this point in time. Interim Police Chief Bezio says this is doable and all her officers are aware of the funding issue. Carter also recommends not putting any more money into the cruiser the town is looking to replace.

Interim Police Chief Bezio is in contact with Lieutenant Pinkham who notifies her any time the State Police responds to any calls in Ashfield.

Motion to table Special Town Meeting: Carter

Second: Coler Vote: 2-0-0

F. Town Hall Use Application – AFA Association Blood Drive:

Cindy Carney is present to discuss the Lion's Club/Ashfield Firefighter's Association Blood Drive Event, and would like the town to waive the \$200 Town Hall use fee.

The Lions Club will be sponsoring the blood drive event with the Ashfield Firefighter's Association and are looking to use a device to check eyesight. The Lions Club will also have application available for financial help with glasses or lenses. The event would require use of the Lower Hall on Saturday, April 8th. This event was held at the library last year, but the Firefighter's Association felt a larger space was needed this year. The Lower Hall is handicapped accessible and has public restrooms. Carney states this event will be advertised in the Ashfield News and with flyers posted around town.

Carter asks Carney to make sure the Lower Hall is returned to the same condition it was found in. Coler is in favor of having the event at the Town Hall and says he has been impressed with other area Red Cross Blood Drives. He also recommends posting the list of medications that disqualify people from donating blood be put out for viewing. Carney states this list is available on the Red Cross website and will reference the website link in the advertisement for the event.

Carney also states the Lions Club and Ashfield Firefighter's Association is willing to donate \$50 towards the Town Hall renovation for allowing the use of the building for this event.

Motion to waive fee for use of the Lower Hall for this event: Carter

Second: Coler Vote: 2-0-0

G. Mold Remediation Update:

Service Master is willing to use a different product, but wants the Town to sign a release of liability since this is not a product they normally use or recommend. Warren is not comfortable with this option and spoke with Walt who suggested to allow Service Master to use their product. After Service Master is done, Walt would test for residuals and if he is concerned he will talk to Service Master.

Walt would act on behalf of the Town as the testing agent/project manager. He has worked closely with Service Master in the past, so they have a good working relationship. The Select Board also wanted to have the Upper and Lower Hall tested, and Walt can do this for an additional charge. He would conduct baseline testing prior to the start of the project and after Service Master completes the mold removal. Coler would like Walt to provide the Board with a quote for this work. He wants ambient air to be tested throughout the Town Hall.

Ron has been charting the humidity of the town hall and says it has been very dry this winter (see handout). Down to 20% humidity.

H. MBI Communication:

Email sent to invite interested members to a public hearing at the Worthington Town Hall on February 16th from 2pm – 6pm. Carter says it is difficult for small towns with volunteer boards to attend a meeting in the middle of the day. Coler only wants to be associated with good projects and is getting concerned with this MBI project.

MBI said if there are gaps in costs to be incurred by Towns they are open to talks of how these could be funded, possibly by MBI. Warren feels it would be beneficial to attend this meeting to ask these types of questions. Carter feels MBI needs to explain to the state why initial money was not managed properly. Coler feels someone from the Select Board should attend this meeting.

I. Broadband Financing: Nothing at this time.

Town Administrator's Report:

- Salary Study – will set a date to sit down with contractor to explain the salary study. Warren feels a member of the board should be present. She will send an email with more information. Carter is available the week of school vacation.
- VEAC – David Newell to come in to discuss the FCTS enrollment. On a larger VEAC note, VEAC is working on drafting rules and responsibilities document. Need this development document to be ready for the March Mohawk meeting to educate them as to how things should proceed.
- Working through mold remediation issues to get the work scheduled.
- Transfer station corrective action design by Tighe & Bond. Training scheduled for the next couple weeks, while we wait for wetlands delineation.
- Capital Requests are coming in.
- Fire Alarm vendor issue at the library. Warren looking into having Detectoguard provide a quote to consolidate all Town alarm systems in the hopes of paying less by working on one contract. Also looking into alarming Lynn's office space.

Mail:

- DOT email asking for information about upcoming projects.

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

Carter asks Kyle Taylor if the Town Hall Building Committee's \$100,000 capital request from for windows could use some of the Green Communities grant to fund this request. Taylor will bring this up at the next meeting and says the Town Hall Building Committee is also looking to replace the door at Town Hall.

During the Town Administrator's Report, Carter stated it would be wise to put the Special Town Meeting off until April just in case we need more money for snow/road management.

Upcoming Meetings: February 21, 2017

Adjourn – 9:17 pm

Motion to adjourn at 9:17 pm: Coler

Second: Carter Vote: 2-0-0

Respectfully submitted,



Bridget S. Rodrigue, Town Clerk

Document List:

1. Agenda for February 6, 2017 Meeting
2. Ashfield Expense Report
3. Open Session Pictures from Adam Bright
4. DEP- Standard Contract Form
5. Green Communities Annual Report
6. ACO Designation Form
7. Police Chief Job Description
8. Police Chief Vacancy Notice
9. Draft STM Warrant
10. Town Hall Use Application – AFA/Lions Club
11. Mold Remediation Update
12. Mold Abatement Temperature/Humidity Chart
13. MBI Email – Public Hearing
14. DOT Email