



## Ashfield Select Board Meeting

Saturday, May 6, 2017, 9:30 am

Ashfield Town Hall, 412 Main Street, Ashfield MA 01330

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Select Board was held in Town Hall at 9:30 am,.

Present: Todd Olanyk, Chair, Tom Carter, Ron Coler

Also Present: Town Administrator Warren, David Kulp, and Tom Poissant

### **Meeting Convened at 7:04 PM**

A. No recording device in use

**Minutes** – N/A

### **Discussion/Decision Items**

#### **A. Belding Memorial Library Roof**

Warren advised the Select Board that there are leaks in the roof of the addition to the Belding Memorial Library. There is interior water damage and possibly mold. There is no warranty. The Trustees are determining funding sources with which to pay for repairs. She presented an estimate (Document 2) received from Eagle Rivet Roof Services at the request of the Belding Memorial Library Trustees. Warren plans to contact the insurance company to see if there is any coverage.

#### **B. MVP Grant Application**

Warren discussed this grant with Kimberly Noake MacPhee at the FRCOG and Tom Hutcheson, Town Administrator in Conway. She requested that the Select Board endorse collaboration between Ashfield and the Town of Conway to apply for a Municipal Vulnerability Program Grant. This grant program is an opportunity for the two Towns to continue the South River watershed work. However, the information can be incorporated into various other planning documents such as Emergency Preparedness, Open Space & Recreation, and Hazard Mitigation plans. Also, it gives the Town higher standing if MVP designation is achieved.

The preferable vendor to assist the Towns is the FRCOG. The FRCOG anticipates being designated as an authorized vendor by the end of summer. If the Towns obtained a grant award, FRCOG could begin the community resilience workshops in the fall. The Town can request that they prefer to work with the FRCOG. Since Ashfield and Conway may not have the staff capacity to commit to the shepherding process, we can request that grant administration be conducted through the FRCOG.

Both Warren and Hutcheson have requested letters from various committees to support this application. She will speak to the Open Space & Recreation Plan Committee and send out an email to the Conservation Commission, Planning Board, Parks Commission, and other committees next week. She and Hutcheson will work with Kimberly Noake MacPhee to complete the application.

Superintendent Poissant supports applying for the MVP grant as it may help the Town to obtain transportation grants in the future. He signed a support letter that Warren will include with the application.

Conway Town Administrator Hutcheson will write the letter of support required by both boards. He anticipates the Conway Board of Selectmen will sign the support letter at their meeting on Monday, May 8, 2017. Warren will have the original letter for the Ashfield Select Board to sign on Tuesday, May 9<sup>th</sup>. She requested that the Select Board vote to sign the letter once it's in hand.

***Motion for the Select Board to sign the MVP Grant Application Support letter at their convenience: Carter***

***Second: Coler***                      ***Vote (3-0-0)***

#### **C. Green Communities Technical Assistance Grant MOU**

Warren presented the grant notice sent by the FRCOG of the META Grant opportunity (Document packet 3).

Chair Olanyk noted that the Select Board has not discussed this with the Green Communities Committee, but that a meeting is scheduled with them on May 30<sup>th</sup>. Warren stated that FRCOG deadline to submit the MOU to the state is June 1<sup>st</sup>. She discussed it with Alyssa Larose at the FRCOG and the possible remedy is to sign this MOU in anticipation of agreement with the Green Communities Committee. However, if Green Communities can complete the necessary reporting and wishes to continue those activities the MOU could be pulled from the FRCOG submission.

***Motion for the Select Board Chair to sign the Green Communities Grant MOU: Carter***

***Second: Coler***                      ***Vote (3-0-0)***

#### **D. Patriot Properties Assessing Services Contract**

Warren requested that the Select Board vote to have the Chair sign the Patriot Properties Assessing Services Contract (Document 4).

***Motion for the Select Board Chair to sign the Patriot Properties Assessing Services Contract: Olanyk***

***Second: Carter***                      ***Vote (3-0-0)***

#### **E. Vendor & Payroll Warrants for May 15, 2017**

Warren requested that the Select Board vote to sign the upcoming vendor and payroll Warrants at their convenience. She stated that the Town Accountant will have them completed on Tuesday, May 16, 2017. Coler requested a reminder of availability of the documents be sent to the members several days in advance. Warren will send a reminder on Friday, May 12, 2017 and then coordinate signatures.

***Motion for the Select Board to sign the May 15, 2015 Vendor and Payroll Warrants at their convenience: Coler***

***Second: Olanyk***                      ***Vote (3-0-0)***

#### **F. Salary Study Update**

Chair Olanyk asked for the status of the Salary Study. Warren advised the members that the consultant will be meeting with individual employees throughout the day on May 25, 2017.

#### **G. Broadband Project Status Update; WG&E Contract**

David Kulp explained that the WG&E Contract is almost complete. He is waiting for one attachment before it can be signed. Kulp expects the contract to be ready next week. He will sign as the MLP Manager and requested that the Select Board designate a member to sign.

***Motion to have Tom Carter, Vice-Chair sign the WG&E Contract on behalf of the Select Board at his convenience: Coler***

***Second: Olanyk***                      ***Vote (3-0-0)***

#### **Town Administrator's Report – N/A**

#### **Mail** (Document Packet 5)

- Williamsburg Town Administrator email regarding the revised FY2018 Highland Ambulance EMS budget and consideration of an updated contract;  
Carter asked Warren to contact Williamsburg Town Administrator for an update on the information gathered by the Select Board.
- Town Treasurer Memo with update on status of past due amounts to MA Dept. of Unemployment;
- Town of Buckland Board of Selectmen letter to Martha Thurber, Mohawk Trail Regional School District Committee Chair
- MassDOT National Bridge Inspection Standards notice for Burton Hill Road/South River bridge;
- Franklin Land Trust letter introducing Spring Newsletter.

#### **Upcoming meetings**

The Select Board will not meet until May 30, 2016 unless necessary.

**Items Unanticipated** – N/A

**Adjourn** – 9:50 am

*Motion to adjourn at 9:50 am: Carter*

*Second: Coler*                      *Vote (3-0-0)*

Respectfully Submitted,

Kayce D. Warren  
Town Administrator

Document List:

1. Agenda
2. Eagle Rivet Roof Services Estimate
3. Green Communities Technical Assistance Notification & MOU
4. Patriot Properties Assessing Services Contract
5. Mail (listed above)

Approved 05.30.2017