



## Ashfield Select Board Meeting

Tuesday, May 30, 2017, 7:00

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 7:00 PM.

Present: Todd Olanyk, Chair; Ron Coler; and Tom Carter (7:15 pm)

Also Present: Kayce Warren, Town Administrator.

Olanyk convened the Select Board meeting at 7:02 pm, with two recording devices

Approximately nine audience members, including Rick Intres, Nancy Garvin, Doug Cranson, Kyle Taylor, Beth Bezio, Brian Clark, Aaron Nelson, Allan Lilly, Stuart Harris.

### Consent Agenda –

Minutes	4/10/17, 5/1/17, 5/6/17, 5/23/17	
Warrants	W17-24 Payroll & Vendor	

***Motion to approve the Consent Agenda as submitted: Olanyk***

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

### Appointments with Select Board

#### **A. Police Chief - Department update, Policies for approval**

Department Update:

Chief Bezio presented the following update items to the Select Board:

- The State is paving 112, from 896 Cape St to the Buckland Line. They will need four (4) officers per day. The shifts will be filled by Ashfield Officers as well as officers from surrounding towns.
- Allan Smith from Atlantic Golf & Turf in Turners Falls donated lockers to the Department. Chief Bezio has found the lockers to be very useful.
- Chief Bezio has been working closely with Adam Bright from Double Edge on managing the public safety concerns related to the Town Spectacle. There will be three (3) detail officers plus her working on June 3<sup>rd</sup> and 4<sup>th</sup>.
- Chief Bezio advised the Select Board that the new Cruiser should arrive on Monday, June 5<sup>th</sup>. She asked the vendor to re-wire some things, which delayed delivery.
- Mold remediation in the Police Department is complete. Testing will be done on Thursday, June 1<sup>st</sup>.
- Chief Bezio requested on behalf of the Patrol Officers an increase in the Town's Detail rate. Chair Olanyk asked what the rate is now. Bezio stated that it is \$39.00

per hour, which is significantly lower than surrounding towns. Both Chief Bezio and Warren confirmed that the Select Board sets the rate, hence the request. She did an informal survey of county towns and the mid-range is \$46 per hour. The highest rate is \$51 per hour. Coler wondered how rates were determined. Bezio stated that detail rates incentivize officers to maintain competitiveness.

***Motion to set rate to \$50 per hour beginning immediately: Olanyk***

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

Coler asked Chief Bezio if the issue of “sanctuary cities”, would that be passed to Ashfield. He wondered if there has been discussion amongst the County Chiefs. Chief Bezio confirmed that the Chiefs have discussed that topic and the Mass Chief’s Association have begun issuing guidance for towns to use to update their policies.

Coler asked Chief Bezio whether the policies presented for approval by the Select Board are the same as those presented initially. She confirmed that they were the same.

***Motion to approve the operating procedures, including Eyewitness Identification, Off-Duty Employment, Public Records Requests, Seat Belt Usage, and Security Checks, as submitted: Coler***

***Second: Olanyk           Vote: 2-0-1 (Carter abstained; not present for entire discussion).***

## **B. Green Communities & Town Hall Building Committees Grant/Building Repairs Updates**

Warren explained one reason for this meeting was to ask the Green Communities Committee whether they were in favor of proceeding with a grant opportunity offered by the FRCOG to take over the Green Communities Grant reporting. The Select Board preliminarily approved it, but will not proceed if the Green Communities Committee is not in favor.

Quigley stated she was unaware of the grant opportunity. Warren stated it is new and there was not a great deal of time to respond. Quigley asked what it entails. Warren stated that the grant funds up to \$5,000 to towns participating in the program with the FRCOG. The FRCOG would take over the quarterly and annual reporting to the grant authority, the Department of Energy Resources (DOER). Chair Olanyk asked what the process would be with the FRCOG. Warren stated that once the grant was obtained, the FRCOG would meet with town officials to determine a process. Clark, who has been doing the reporting, stated that it would take some of the grant administration off his plate.

Carter asked whether the changes funded by the grant are working. Quigley and Clark both confirmed there has been energy savings in the Town Hall and at the Fire Department. Coler asked if windows were ever considered as part of the grant. Clark stated windows were considered, but that energy use savings was difficult to determine since both Lower and Upper Halls are not consistently heated. Quigley noted that the Committee has considered changes to the Highway Garage since there are inefficient systems and poor air quality. Chair Olanyk asked what the heat source would be if changes were made to the Highway heating systems. Clark stated it would most likely be liquid propane, as this would be the most efficient and least expensive option. Coler asked whether pellet systems would work. Clark noted that a separate building would be required to house the boiler unit and there would be a great deal of plumbing required. Cranson noted that a survey done approximately five (5) years ago found the plumbing in the Highway Garage was installed incorrectly as well.

Chair Olanyk asked whether the Committee was in favor of moving forward with the grant opportunity offered by the FRCOG. Clark stated that it would be helpful if managed correctly.

Carter asked if any money had been set aside in the grant now. Coler asked whether the work done as part of the mold remediation could be used as an in-kind contribution for approval for recent projects. Clark stated that he would research it.

Harris noted that he has been working with Andrea Woods at the FRCOG on the design construction procurement for the Steeple Repairs. A schedule has been set up and Woods plans to obtain other estimates for budgeting purposes. Harris asked Warren whether the scope of work information had been forwarded to the Select Board. Warren stated that she had forgotten to obtain that information from Woods. Harris will forward for Select Board review.

### **Bear Meadow Orchard Special Liquor License, Farmers Market**

Chair Olanyk asked the Select Board if they would entertain moving this item forward for review out of the agenda order. The members agreed. Warren stated that in preparing the agenda, she mistakenly put “Swamp” instead of “Meadow” on it. She apologized. Chair Olanyk asked whether it was correct in the packet and Warren confirmed that it was. She also noted that Intres’ state approvals from the Massachusetts Department of Agriculture (MDAR) is in order.

***Motion to approve a Special Liquor License for Bear Meadow Orchard to sell and serve as the Ashfield Farmers Market from May – October, 2017: Olanyk***

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

### **C. Allan Lilly – Speed Limit signs on Bug Hill Road**

Lilly has requested speed limit signs in the past, but nothing has been done. Chair Olanyk told Lilly that a speed zone engineering study is required to post per the Massachusetts Department of Transportation (MDOT). Carter asked where he thought they should be put up. Lilly thought one could go up before the sharp corner by Pantermehls. Chair Olanyk asked Chief Bezio what the speed limit is if the road is not posted. She noted it is 40 miles per hour unless otherwise posted. Lilly asked what it would cost. Warren stated that the Highway Superintendent would have to request a proposal and quote for a study from a firm certified by the MASSDOT. Lilly also asked whether the speed trailer could be stationed out there. Chief Bezio responded that the speed trailer has not been working consistently and due to budget constraints, it has not been repaired.

Chief Bezio asked what time of day Lilly observed vehicles driving at high rates of speed. She will assign patrols to address this concern. Patrol Officers can give verbal and/or written warnings, which should deter some of the speed violations. Carter would like a sign put up, even a “trucks entering” type of sign. Chair Olanyk would like to know what a speed zone engineering study would cost the Town. Warren was directed to have the Highway Superintendent obtain a proposal and price and put a sign up.

Lilly requested that temporary Handicapped Parking signs be erected for events located in and around the Town Hall. There was some discussion about where those signs could be placed. Warren was directed to discuss it with public safety personnel.

Lilly asked why the replacement paving was never completed at the intersection of Watson Road and Bug Hill Road after the Right-of Way dispute with Chris Haddad. Chair Olanyk advised Warren to discuss the issue with the Highway Superintendent and find out why the replacement paving was never completed. Warren will discuss it with Superintendent Poissant.

## **Discussion/Decision Items**

### **A. Reorganization**

Carter complimented Chair Olanyk on his work acting as Select Board Chair. He noted that he thinks Coler would also do a good job. Coler also complimented Chair Olanyk, but he is not prepared to act as Chair at this time.

***Motion for Todd Olanyk to remain Chair of the Select Board and Tom Carter to continue as Vice-Chair: Carter***

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

### **B. Special Legislation Conveyance**

The Select Board signed the letter of conveyance to Representative Steve Kulik requesting that he put forward legislation to allow residents of Ashfield 16 years or older to vote in local elections and Town Meetings. Carter asked Nelson how he thought a change of this nature would be organized since voters aged 16 or older would have to be segregated from any non-local Town Meeting or Election business. Nelson replied that it would likely necessitate pre-registration for that group, and some sort of separation. He would be willing to work with the Town Clerk or organize a plan.

Warren stated this is a process that will take some time. Carter stated he is interested to see the decision from the legislature.

Warren will make sure a copy of the letter is sent to (Aaron) Nelson.

### **C. Town Hall Use Application -06.11.2017, Christina Gabriel, "Folk Rock Dance"**

Warren stated that everything was in order, the Certificate of Insurance was attached. Chair Olanyk asked Taylor whether he was satisfied. Taylor stated that he met with the Applicant and has approved everything.

***Motion to approve the Application as presented: Olanyk***

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

### **D. Zobrio Contract**

Warren advised the Select Board that Town Counsel requested some changes to the original contract, which have not been completed. Chair Olanyk asked what changes Town Counsel requested. They included:

- i. The option to renew at the Town's discretion, not an automatic renewal;
- ii. A provision for the Town to terminate if Zobrio breaches the agreement; and

- iii. Contract litigation be in the Commonwealth of Massachusetts, not the State of Missouri, as first presented.

She expects that it will be complete in the next few days. Warren asked if the Select Board would be willing to vote to have the Town Administrator sign the contract once Town Counsel has approved the changes.

***Motion to authorize the Town Administrator to sign this License Agreement with Zobrio pending approval by Town Counsel: Olanyk***

Carter requested a Friendly Amendment to the Motion, which Chair Olanyk accepted.

***Motion to authorize the Town Administrator to sign this License Agreement with Zobrio pending approval by Town Counsel as a special exception to the general provision threshold: Olanyk***

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

#### **E. Highland Ambulance EMS with monthly reports, bylaws**

Warren stated that the Town's Representative on the HAEMS Board of Directors, Pat Thayer, sent the monthly report. The Town of Williamsburg has asked that the current contracts with the service be reviewed and renewed. The Williamsburg Select Board, as part of their review, asked for the HAEMS Bylaws.

Warren has been communicating with Charlene Nardi, Town Administrator in Williamsburg to coordinate information with the Ashfield Select Board. Warren asked the Select Board if they would be willing to meet with the Williamsburg Select Board for further discussion.

Carter asked whether this was in response to the Williamsburg's FY18 assessment. Warren believes that was the impetus, but Williamsburg Select Board brought up a good point since the contract with HAEMS has not been reviewed recently. Carter suggested that the contract review and legal costs could be expensive for both HAEMS and the participating towns. Since six (6) participate in the service, he would prefer that the project be lead in such a way as to limit those legal fees.

#### **F. Apple Valley Bridge Proposal & Contract**

Warren advised the Board that Superintended Poissant has not received the proposal, but expects it in the next day or so. The Superintendent asked whether the Select Board would be willing to meet once he has received the proposal or if they would prefer to designate a signatory. Board would prefer to schedule a meeting with the Superintendent once this proposal and contract has been received. The members could meet on Monday, June 5<sup>th</sup>. Warren was asked to plan a meeting for that night if the proposal is received in time, and have the Superintendent forward the information as soon as he is able.

#### **G. Transfers**

Warren noted that she added this item as a placeholder. She requested that the Select Board keep this as a placeholder if any request for Transfers Between Appropriation be necessary before closure of the Fiscal Year. The Select Board agreed.

## **H. Salary Study Update**

Consultant met with staff members and is in the process of revising the job descriptions. Next the consultant will meet with the Personnel Board so they are up to date with what these job descriptions will look like. Personnel Board will meet on the 15th to discuss the manual and are close to having a document ready to send to Town Counsel.

## **I. Mold Remediation**

Service Master is expected to be finished by the end of the week. Now that the mold has been removed, Warren would like to start the process to get a HVAC system installed to keep the basement dry and prevent the mold from returning.

Coler passed out his measurements and stated the basement is dry. Warren said there is a need for a HVAC system to assist with air flow/ventilation. Coler asked if a dehumidifier could be placed in the basement to address this issue. Taylor stated there are dehumidifiers in the basement and he would empty them at least once a day. He also stated that dehumidifiers are not energy efficient and the electric cost was high. Warren stated the largest problem is with the ventilation. Warren stated a two-part system was recommended, which would have a smaller system for air flow and a larger system for cooling and dehumidification piece. This HVAC system would be required to go through the procurement process.

Carter asked why this HVAC system would only be installed in the basement and not in the office section of the building. Warren stated the offices have window A/C units. Green Communities could look at the energy data to determine whether it would be more efficient to have a HVAC system installed on both levels.

## **J. Broadband Project Status Update**

There is no WG&E contract now. Kulp was waiting for WG&E to update their numbers on the number of poles. Once contract is completed, Carter will sign.

## **Town Administrator's Report**

Roberts Brothers would like to have an EDIP meeting with the Select Board on June 12<sup>th</sup> to present their plan to the Board. As part of the EDIP process, the Town is required to set up a TIF agreement with Roberts Brothers. Warren is just giving the Board notice of the meeting at this time. The June 12<sup>th</sup> meeting agenda will have more information on this process.

Records Compliance Policy Required to be in place by July 1<sup>st</sup>. Warren will schedule this for one of the upcoming meeting.

Warren would like to cycle department heads through Select Board meetings to provide the Board with departmental updates. She has spoken with Tom Poissant and he is scheduled to come before the Board on the June 12<sup>th</sup> meeting. Warren would also like to schedule the Town Clerk to provide an update for the Board at this time. She will then continue to schedule department updates for the upcoming Select Board meetings. Del has already agreed to present an update at the June 26<sup>th</sup> meeting.

Warren also informed the Board that she will be taking some vacation time next week, and Rodrigue will be coordinating the agenda with the Board.

### **Mail**

Warren received a call from Pete Westover. There is a land owner in town looking to sell 268 acres of their land for conservation purposes. Franklin Land Trust has not expressed a great amount of interest and this is on the agenda to help get the word out. Pete Westover is involved in regional conservation/preservation groups. Coler asked who the owner is, and Warren stated the owner is Jeff Brown.

Warren asked the Board if anyone is interested in attending the June 27<sup>th</sup> quarterly meeting. She will schedule for Carter and Olanyk to attend.

### **Public Comments - None**

### **Upcoming meetings – June 12, 2017 & June 26, 2017**

Warren will tentatively schedule Don Jacobs for the June 26<sup>th</sup> meeting.

### **Items Unanticipated - None**

### **Adjourn- 9:05 pm**

*Motion to adjourn at 9:05 pm: Coler*

*Second: Carter      Vote: 3-0-0*

Respectfully Submitted,

Kayce D. Warren  
Town Administrator

### **Document List:**

1. Agenda May 30, 2017
2. Minutes from April 10, 2017 Meeting
3. Minutes from May 1, 2017 Meeting
4. Minutes from May 6, 2017 Meeting
5. Minutes from May 23, 2017 Meeting
6. Town of Ashfield Expense Report (Run date 5/29/17)
7. Police Department – Eyewitness Identification Policy #1.12
8. Police Department – Off Duty Employment Policy #4.26

9. Police Department – Public Records Request Policy #4.33
10. Police Department – Seat Belt Usage General Order
11. Police Department – Security Checks General Order
12. FRCOG – Green Communities Program Reminder
13. Special License – Bear Meadow
14. MassDOT Procedures for Speed Zoning
15. Letter to Stephen Kulik regarding request for Special Legislation
16. Certified copy of the Citizen’s Petition – Qualified Voters Bylaw Amendment
17. Policy and Procedure for Use of the Ashfield Town Hall
18. Zobrio License Agreement
19. Highland Ambulance Board of Directors April 17, 2017 Agenda and Service Director’s Report
20. Highland Ambulance March 20, 2017 Board of Directors Meeting Minutes
21. Bylaws of Highland Ambulance EMS, Inc.
22. Town of Ashfield Draft Public Records Request Policy
23. Pete Westover Email regarding Mt Own Property
24. MA Association of Health Boards – Notice of Health Conservation Legislation Filing
25. FCSA Notice of Quarterly Meeting – June 27, 2017 @ Whatley Inn
26. ABCC Notice of Compliance Checks
27. Ashfield Parks Commission Survey Results
28. Double Edge Theater Town Spectacle Program
29. Mold Temperature/Humidity Update – May 23, 2017
30. Thank You from Phil and Doreen Nolan for the Annual Town Report Dedication