



Ashfield Select Board Meeting

Monday, June 12, 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 (7:10)

Also Present: Kayce Warren, Town Administrator; Bridget Rodrigue, Town Clerk; Debra Boronski, Massachusetts Office of Business Development; Lenny Roberts, Roberts Bros.; Evan Dell'Olio

Olanyk convened the Select Board meeting at 7:04 pm, with one recording device.

Consent Agenda –

Minutes	5/30/2017	*Removed 6/5/17 Minutes from this Consent Agenda
Warrants	W17-26 Payroll & Vendor	

Motion to approve the Consent Agenda: Coler

Second: Olanyk *Vote: 2-0-1 (Tom Carter abstained, late arrival)*

Appointments with Select Board

A. Tom Poissant – Apple Valley Bridget Update, Proposal, and Contract

During the last Select Board meeting on June 5, 2017, the Select Board directed Tom Poissant to have Gill Engineering make the changes recommended by Town Counsel. Mr. Poissant stated that Gill Engineering made all but one change. Gill Engineering deleted section two and made it a lump sum agreement. This contract was sent off to Counsel for review and is currently waiting for Counsel's review.

Warren is concerned with the procurement piece of this contract. She would like Gill Engineering to cover the entire procurement process since this is a large project. Currently, Gill Engineering is responsible for any addendums and the evaluation of bids. At this time, they are not responsible for the advertising or the collation of the bids.

Coler asked Mr. Poissant to describe the major components of this project. Mr. Poissant said Gill Engineering is going to be coming up with these specifications. Coler questioned the additional cost. Mr. Poissant stated we could ask what the missing pieces are going to be, and if we cannot handle them what the additional cost would be. Carter stated there is \$2,000 set aside for the bid phase. Warren said the state has made things more complex with procurement. Olanyk asked if FRCOG would be able to help with the procurement process. Warren said she would be willing to check with FRCOG tomorrow.

Olanyk asked if we received anything from Tighe & Bond. Mr. Poissant said we had not. Mr. Poissant stated Gill Engineering is on the prequalified list, so the Town is not required to bid out this project. Mr. Poissant stated Gill Engineering is highly recommended by the District One Bridge Engineer and has heard from multiple sources that the Town could not go wrong if they use Gill Engineering. Mr. Poissant is hoping to develop a relationship with a bridge engineer since Ashfield has a number of upcoming bridge projects. He was told that any problems or holdsup would be avoided if the Town used Gill Engineering due to their professionalism.

Mr. Poissant offered to contact other companies if the Board would like him to do so. Although he would like to use Gill Engineering on this project and reevaluate upon completion. Mr. Poissant believed the use of Gill Engineering will expedite the process. Carter asked Mr. Poissant to go over the timeline. Poissant said construction would start next summer with the bid happening in the spring.

Carter also asked about the costs, stating that when it says \$75,000 for engineering it is usually an \$800,000 project. Mr. Poissant stated this was the amount the Town put in the application for the grant. Olanyk wants to make sure the Town chooses the firm that is going to get this project done in the most fiscally responsible way.

Coler stated he would have chosen the two highest recommended engineering firms to compare. He would then look at these two firms to choose the one that best meets our needs. Warren stated there is still time to get another quote. Coler agreed with Mr. Poissant and stated we do also want the one that will give us the least heartache. Olanyk stated he feels this would enable the Town to make sure the price Gill Engineering has provided is not unreasonably high. Mr. Poissant agreed and stated he compared Gill Engineering's price on two different projects and said numbers and hours of labor were very close to the other company. Olanyk stated he is glad Mr. Poissant did this comparison.

Select Board would like to see Mr. Poissant request a quote from another engineering firm. It was recommended that Mr. Poissant reach out to Tighe & Bond and Comprehensive.

B. Police Department Updates and Appointments

Chief Bezio announced the new cruiser has arrived, and stated she ended up going with a more conventional community oriented non-tactical vehicle. The new cruiser has to go back for a few adjustments, but this is normal. Overall, Chief Bezio is very pleased with the new vehicle.

Chief Bezio would like the Select Board to know she is concerned with the mold returning in the Police Station. She stated it has been very hot, muggy and humid. The Select Board acknowledged her concerns and are looking to address this issue.

Chief Bezio announced things around Town have been relatively calm. She stated there were some issues last weekend with residents upset about the Town Spectacle. Residents were irritated with the increase in people around town for the Spectacle. Coler was impressed with the Town Spectacle and stated he received positive feedback about it from the people he spoke to.

Chief Bezio would also like the Select Board to make two appointments. She is requesting Officer Bezio's appointment change to that of a part-time officer and to add Phillip Snow to the list of auxiliary officers from today until June 30th. Fred Bezio has completed the part-time academy and she stated he is ready to handle the promotion to part-time officer. Chief Bezio stated Phillip Snow also graduated from the academy and would be a good additional to the department as he is an EMT and lives close by.

Motion to make appointments as requested: Carter

Second: Coler

Vote: 3-0-0

Officer Bezio is also concerned with the storage of the Police Department's cruisers. She would like to have these cruisers protected from the elements to prolong their lifespan. Chief Bezio and the Select Board brainstormed locations where a structure might be erected for the cruisers. The Select Board suggested looking at the Highway Garage, Sanderson Academy, Town Hall and the old garage as a possible location. It was decided that the Highway Garage and the old garage would be the two best options. The Select Board will schedule a field trip to look into these locations during the next board meeting on June 26th. Chief Bezio will bring photographs of possible structure for the Select Board to review. Chief Bezio also recommended a camera system to monitor the vehicles and is applying for grants to bring this to fruition.

At the May 30th meeting, Mr. Lilly requested the radar trailer be used to assist with speed reduction in high speed areas. Since this meeting, Chief Bezio is working to have radar trailer functional. She stated a number of towns have had issues with this brand. Once functioning, Chief Bezio was hoping to put a post in Ashfield News to have residents contact the Police Department if they would like a speed trailer in a certain area of town. Coler stated we need to fix it or get rid of it. Chief Bezio is expecting someone to look at it this week. If not fixable, she will reach out to the company.

C. Roberts Bros. EDIP Plan Presentation

The Economic Development Incentive Program (EDIP) is a tax incentive program designed to foster full-time job creation and stimulate business growth. Participating companies may receive state and local tax incentives in exchange for full-time job creation, manufacturing job retention, and private investment commitments. Roberts Brothers Lumber/Roberts Energy Renewables applied for the EDIP program with support from the Town and is closer to starting.

As Roberts Brothers near the start of their expansion, it is important to take a closer look at the tax structure for this property. Mr. Dell'Olio, General Manager of Roberts Energy Renewables Inc., stated the power plant and mill expansion is a job creation project. Not only will this project add new jobs, but the mill will also receive upgraded equipment (with an estimated 7 million dollars in investments). Mr. Dell'Olio stated this project will benefit both the Town and Roberts Energy Renewables, Inc.

Debra Boronski, Western Mass Regional Director from Massachusetts Office of Business Development, was present to explain the process and answer any questions. She stated that expansion projects involve either Tax Increment Financing (TIF) or a Special Tax Assessment (STA). With a TIF agreement, the company and the municipality can negotiate

the personal property tax exemption. The TIF agreement can be as low as 5% or as high as 100%, while the STA could forgive a maximum of 50% but no less than 5%. Ms. Boronski stated North Adams and Ware have Special Tax Assessments (STA) but these are not as common as Tax Increment Financing (TIF). The business and municipality, with support of the Assessor, determine what this assessment will be. Bottom line is the Governor wants to maintain and help businesses in the community.

Ms. Boronski stated there is a process for the paperwork and Town Meeting approval is required. It would start with the creation of a TIF agreement which would look at the current and estimated new value of the property. Minimum of 5% forgiveness for five years in order for this to be approved. On the state side if companies derive more than 25% of sales outside or have so much in revenue they can apply for state incentives. Because of the work in this company, it is considered a new business so they cannot count their past history. TIF agreement can be renegotiated at any time. Also, if the business cannot execute the EDIP agreement with five years, the Town can decertify the contract.

Coler asked about the EDIP process. Mr. Dell’Olio stated Roberts Energy Renewables is aiming for a March start date. In order to be approved in time for March, a sample agreement would need to be ready for the December EACC Meeting (see timeline below).

EACC Meeting Date	Meeting Location	Deadline for Preliminary Application	Deadline for EDIP Supplemental & Local Incentive Only Applications
December 13, 2017	Worcester City Hall	October 11, 2017	November 8, 2017

Mr. Dell’Olio stated the financing is complete and the permit application is ready. It is costing more than 5.5 million dollars to put in the power lines. These power lines will be beneficial to the Town such as the Highway Garage or Sanderson Academy.

This project will be using only 10 acres (two tax parcels). Financing is not dependent on a TIF agreement, but will be enhanced by one. Mr. Dell’Olio stated they are anticipating the creation of 20-25 jobs between plant operations and the saw mill trucking, logging, and operations. Coler would like to see the proposal and numbers. Carter wants to make sure the current tax base is not disrupted. Warren will speak with the Assessors tomorrow and have them look at estimated figures. Ms. Bronkoski will send the Town some sample TIF agreements (Shelburne’s Sweetheart Proposal) and warrant articles. Coler told Roberts Energy Renewables that they will need to educate the public before this goes before Town Meeting. He stated people will remember Greenfield and will have some concerns. The Select Board is willing to take less in taxes over time to ensure this company is successful.

D. Town Hall/Steeple Project Update – Stuart Harris

Town Hall Steeple

One architect had some pricing questions, while the other suggested a survey to make sure everything was covered. It is estimated the survey would cost approximately \$10,000 and Coler does not feel a survey is needed at this time. A volunteer offered to fly a drone above the Town Hall to take some pictures of the steeple. Stuart Harris stated this drone found a

few more boards covered than he remembered. The drone was good for an overview of the steeple/tower.

After some discussion, it was suggested that the Town have the steeple removed from the roof and have estimates for its repair done while it is on the ground. Mary Quigley is concerned with the length of time it will be down, and stated it would need construction fencing to keep it protected from vandals. From a builders perspective, Ms. Quigley feels looking at it on the ground would bring in better prices.

Mr. Harris feels it needs to be removed from the roof. He suggests bidding out the removal first. Olanyk would like to see bids for the removal, and suggested they check with Deerfield Crane. Coler also recommends reaching out to the firm that did the removal the last time. Mr. Harris said he will look into this.

Town Hall Mold Remediation

Warren received the report from Walt Baenziger today and will pass it along to the Town Hall Building Committee. Warren stated there are five elements to be addressed, and the equipment Walt Baenziger recommends addresses all five elements. Coler does not want to spend a lot of money if it is not necessary. Warren is concerned with doing this project incrementally, and feels it would be less expensive to do it all at once. Everyone agrees the Police Department needs to be addressed right away. Carter suggested relocating the Police Department to Sanderson Academy. Warren said no matter what you still need to deal with the space in the basement. Warren believes the total cost would be under \$10,000. Ms. Quigley feels it would be between \$10,000 and \$20,000. Coler asked if the equipment would be able to sense humidity and take care of it. Answer is yes. Coler said Sanderson would be more expensive because it would be a major move. Warren and Ms. Quigley will reach out for quotes for this work.

Town Hall Storm Windows

Doug Cranson brought up his concern with the Town Hall windows. He feels storms should be put on the windows to protect them. Stuart Harris stated they would need to figure out how to pay for them and that this cannot do at the same time as the steeple/tower.

E. Town Clerk Department Updates

Rodrigue stated she is working on putting together a Public Records Request Policy for the Select Board to approve at their next meeting. Carter asked to make sure this policy addresses restricted records. Rodrigue also stated she is preparing the annual appointment list for the Select Board to approve for their next meeting.

Discussion/Decision Items

A. Highway Department Resignation

Alan Taylor has notified the Town that he is resigning his Highway Department position.

Motion to accept with regret: Olanyk

Second: Carter

Vote: 3-0-0

B. Highland Ambulance EMS

Williamsburg would like to set up a meeting this month to discuss the Highland Ambulance EMS contract. Coler does not think anything productive would come out of this meeting as the contract is straightforward. Warren stated she believes Williamsburg is feeling pinched. Carter would like to have some feedback from the other member towns to see if they feel this is an issue too. Williamsburg has the highest population and Highland Ambulance takes the most calls from them. Warren will reach out to the Town Administrator in Williamsburg and other member towns.

C. Transfers

Rodrigue also requested a transfer of \$1,318.57 from Elections Expenses to Town Clerk's Expenses in order to do some record preservation.

Motion to approve request for appropriation transfer: Olanyk

Second: Carter Vote: 3-0-0

D. Salary Study Update

Don Jacobson will do a presentation at the June 26, 2017 meeting. Warren would like to have this done right after Del's update to provide the Board with a better idea of where things stand at this time.

E. Mold Remediation Update – Discussed after steeple/tower update.

F. Broadband Project Status Update

MLP Kickoff Meeting – Monday, June 19 11:30 am in Westfield. Warren will be attending.

Town Administrator's Report

July 1 – Fire Department Picnic at 4pm. Burgers and Hot Dogs provide. RSVP to Del.

Mail

Eversource Rights-of-Way – asked for a meeting. Olanyk stated this should be done operationally and then Warren will report back to the board.

Congratulation letter from Governor Polito on Olanyk's Appointment to Select Board.

Public Comments - None

Upcoming meetings – June 26, 2017

Coler will provide an update on MassWorks; asked that it be added to the agenda.

Olanyk would like to discuss plan for the dead trees on the Common. Carter would like to have Harry Dodson or Susan Todd attend the next meeting to help with an action plan for this.

Board would also like to discuss use of Town Hall by Ashfield Community Theater at the next meeting.

Items Unanticipated

The Parks Commission reached out to Carter about the diving board issue. Judy Haupt explained to Carter that she contacted DEP, and was told there is no issue if dock space is only increased by no more than 10%. Carter felt the Parks Commission is concerned with liability and for this reason, they would like the Select Board to weigh in on the issue.

Last year, the lake was too low to allow for a diving board. Stuart Harris said the engineer felt a t-shape dock would be better for the diving board. If the Parks Commission is looking for direction, Olanyk would like to see the diving board back on the dock.

Warren checked with MIIA and they are concerned with having a diving board on the dock. She stated that insurance will skyrocket if there are any reported injuries. Members of the Select Board stated that Ashfield Lake has always had a diving board, and there have never been any issues. Coler stated that as long as there is sufficient depth for it, the lake should have a diving board. If the water level were to get too low, the diving board can be removed.

Motion to add section to the dock and put on the diving board: Olanyk

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

Olanyk also brought up concerned with a Historic District sign that is covered by brush. It was decided that the brush would be trimmed and if this continues to be an issue, the sign might need to be brought to a different location.

Adjourn- 9:29 pm

Motion to adjourn t 9:29 pm: Olanyk

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

Respectfully Submitted,



Bridget S. Rodrigue
Town Clerk

Document List:

1. Agenda for June 12, 2017
2. Minutes from May 30, 2017 Meeting
3. Ashfield Expense Report (Run date 6/12/2017)
4. Gill Engineering Proposal for Apple Valley Road Bridge
5. Police Department Appointments - June 12, 2017
6. Economic Development Incentive Program (EDIP) Guidelines

7. Economic Development Incentive Program Frequently Asked Questions
8. Roberts Energy Renewables Overview Power Plant and Mill Expansion
9. Highway Department Resignation – Alan Taylor
10. Highland Ambulance Agreement with Ashfield
11. Highland Ambulance Agreement with Goshen
12. Highland Ambulance Agreement with Williamsburg
13. Town of Ashfield FY2017 Municipality Survey Profile
14. Town of Ashfield Classification & Compensation System Position Rating Manual
15. Town of Ashfield Point Level Rating Chart (General Government Positions)
16. Walt Baenziger Post-Remediation Report and Recommendations
17. Email from David Kulp Re: Agenda for WG&E Kickoff Meeting
18. Email Re: MBI Grant Request for Disbursement
19. Eversource Electric System Right-of-Way Concerns Letter
20. Karen Polito Letter to Todd Olanyk
21. Town of Ashfield FY2018 Warrant Schedule

Approved 06.26.2017