



## Ashfield Select Board Meeting

Monday, June 26, 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 at the Highway Garage from 7:04 – 7:16 pm, the Old Barn at Upper Park from 7:22 – 7:31 and at Town Hall starting at 7:45 PM.

Present: Todd Olanyk, Chair; Tom Carter, Vice-Chair; and Ron Coler

Also Present: Kayce Warren, Town Administrator; Bridget Rodrigue, Town Clerk; Tom Poissant, Highway Superintendent; Beth Bezio, Police Chief; Dan Thibault, Patrol Officer; Del Haskins, Fire Chief; Priscilla Phelps, Personnel Board; Kyle Taylor, Town Hall Building Committee; Mary Quigley, Town Hall Building Committee; Doug Cranson, Resident; and Wayne Wickland, Resident.

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

**Site Visit** – The intent of the site visits was to determine a location for the storage of Police Department vehicles.

**Highway Garage** – Tom Poissant gave a tour of the Highway Garage and answered any questions directed to him.

**Old Barn at Upper Park** – Delmar Haskins walked the Select Board and other present through the Old Barn and answered any questions directed to him.

The Select Board will take this information under advisement.

### Consent Agenda –

Minutes	6/5/2017 & 6/12/2017	As Submitted
Warrants	W17-27, 18-01 Payroll & Vendor	

*Motion to approve the Consent Agenda: Carter*

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

### Appointments with Select Board

#### **A. Don Jacobs, DI Jacobs Consulting – Salary Study Update**

Mr. Jacobs from DI Jacobs Consulting was present to provide the Select Board with an update on the Salary Study. He stated the goal is to have fair, consistent, and competitive salaries. Mr. Jacobs stated this is what a salary and compensation plan is intended to do.

There are three measureable objectives. These are: accurate job descriptions, employee feedback, and an Employee Compensation Plan. The Employee Compensation plan is how you pay a position and an employee to help with employee retention.

Mr. Jacobs stated he has collected a good deal of market data that is waiting to be compiled. He has selected six towns in this market for the demographics and will meet with the Personnel Board when this data is ready for viewing. At this point in time, Mr. Jacobs recommended establishing four grade

levels and three compensation plans (keeping Public Safety separate from General Government) to allow for some flexibility.

After some additional discussion, Tom Carter asked what type of longevity the Town can expect from the outcome of this study. Mr. Jacobs stated the Town should never have to perform another study, rather, the Town should periodically update results of this study when market data shows a need. The policy is to let the market place dictate any future adjustments. Mr. Jacobs informed the Board that it is not wise to adjust salaries by a fixed percentage, rather adjustments should be done by dollar amounts.

Tom Carter also inquired about compensation when health insurance rates increase and whether this would alter anything. Mr. Jacobs stated he is only comparing salaries, not compensation. Ron Coler stated he would like to look at benefits as well, to make sure the Town is competitive with other similar communities.

As a result of this study, no employee salaries are decreased. Salaries will stay same or increase as a result of the study. First address the position and then decide if you are comfortable with plan and the salary ranges. Mr. Jacobs will prepare a plan for the Personnel Board to review. He is expected to be back in a month.

## **B. Susan Todd – Town Common Trees**

Susan Todd was invited to discuss the dead trees on Town Common. Ms. Todd stated she was a member of the Public Tree Committee and this committee accomplished much but ended up falling apart. She said this is in part to difficulty with members schedules and open meeting law requirements. The Board recommends looking at being a “friends” group so they have more flexibility. Carter stated that if town funds are being used, transparency is required. As a “friends” group, money must come from outside the Town. Ms. Todd stated they raised over \$10,000 the first time around.

The Select Board stated the Town could remove the dead trees on the Common. Ms. Todd said it is believed that salt is mainly to blame for the death of these trees. The Select Board recommends looking to replace these dead trees with trees that are not prone to salt damage.

Doug Cranson would also like to figure out a way to reduce the salt from hitting the trees. Carter suggested only plowing one sidewalk down Main Street. Select Board said the sidewalk is town owned and not state owned so this could be worked out with the Town.

## **Discussion/Decision Items**

### **A. Lt. Governor’s Visit – Last Mile Broadband Grant Status**

Visit tomorrow will be held in Upper Hall. Warren received an email with brief rundown of how the Lt. Governor wants the meeting to run. It is estimated to last only 30 minutes.

### **B. MEMA 2007 Nor’easter Disbursement Contract (FEMA-DR-1701)**

Warren said Treasurer received this notice.

*Motion to authorize Chair to sign the contract: Carter*

*Second: Olaynk                      Vote: 3-0-0*

### **C. FRCOG Renewal Agreements**

Cooperative Inspection Agreement. Carter said this has been going well.

*Motion to authorize chair to sign: Olanyk*

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

**D. Annual Appointments** - Coler advised against Special Municipal Employee status for consultants.

*Motion to authorize all appointments except SME-Conservation: Olanyk*

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

**E. Public Records Request Policy**

Rodrigue presented the Board with a Public Record Request Policy for the Town of Ashfield. This policy is required to be available online no later than July 1, 2017. Rodrigue stated this policy was created based on frameworks from the state and KP law.

*Motion to approve Public Record Request Policy: Carter*

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

**F. Apple Valley Bridge/Culvert Quotes**

The Town has not received any quotes to date, but Tom Poissant has reached out to companies asking for quotes.

**G. Massworks Grant Update**

Coler stated the pool of applicants for this grant has tripled in size over the years. However, he will pursue this grant every year. Two years ago, the Town combined two major projects and was told to apply for one project at a time.

Coler asked is the Town gets a certificate on the Community Compact completion. He feels this is critical for the application. Coler recommended asking for a formal extension so this certificate can be submitted with the application.

**H. Transfers**

Mary Quigley and Kayce Warren met with HVAC company regarding the Town Hall air flow. Ms. Quigley stated this system is going to cost more money than the Town Hall Building Committee was anticipating. She said the HVAC company was quick to figure out bathrooms could not be linked and expect to address the large crawl space. Originally plan was changed to reflect this, so a better fan will be installed in the women's restroom that will dump the air in the large crawl space where it will be handled by the dehumidifier in the crawl space. There will be another fan in the mens restroom which will address the small crawl space and come up out the front hall. There will be one more that will serve the police station that will be an a/c and dehumidifier. The police station one will be going year round. Coler asked why it would be functioning year round and Ms. Quigley said it will have be used as an air exchanger for the whole basement. There is a timer and motorized hamper, so it can be shut down if basement is not being used.

Warren stated the Town will need another transfer to afford this. Last page is a brief rundown of the estimate. MIAA no outstanding bills so \$10,000+ left in property insurance that could be transferred.

Warren stated additional mold was discovered in the evidence room, which has added to this cost. The Police Department needs to have the climate controlled. Warren is developing a letter to send to the Attorney General's office to ask for relief on the procurement process.

Coler asked Warren to walk him through the numbers. Warren explained there is an estimated \$27,000 in labor and expenses. The money to fund this will come from mold remediation account (\$15,000), MIAA (\$10,000), and \$1,200 from another source (not known at this time). Coler asked what the unknowns are. Labor and some supplies are the unknowns. i.e. controls for the bathroom fans. Carter said he hopes it does not turn into something more. Ms. Quigley feels once it is all in, electricity costs will be lower because everything is more efficient. Warren will know within 48 hours if we can circumvent the procurement process.

***Motion to authorize \$10,648.11 from General Property Insurance to Town Hall Mold Remediation: Olaynk***

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

**I. Mold Remediation Update – Discussed during transfers section.**

**J. Broadband Project Status Update – Email from David Kulp.**

### **Town Administrator's Report**

Historic District Sign pamphlet from Nancy Garvin. Ashfield should be a National Registered District and not a Local District. Signs will need to be changed to reflect this.

Chief Bezio is concerned with the vegetation covering a number of signs around town. Warren will talk to Poissant about trimming back the vegetation. Chief Bezio has also recommended Slow Children signs in a few places.

Warren stated the end of the fiscal year is a busy time and departments are working on encumbrances.

Doug Cranson wanted to discuss the line painting on Rt. 116 with the Board. Mr. Cranson suggested reaching out to MassDOT to suggest moving the lines so there are no areas for cars to park on the North Side of the Road.

### **Mail**

Hampshire County Selectmen's Association Notice

MVP Grant Notice

2017 Vet Ruck New England Notice, Warrior Thunder Foundation

### **Public Comments**

Wayne Wickland stated the Town should look into getting a good mechanic for the Highway Department at a competitive wage so we can retain someone in this position. He recommends looking at this job description closely.

### **Upcoming meetings – July 10, 2017**

Site visit was information. Olanyk would like to compare costs of constructing a lean to at the Highway Garage and the cost to fix up the Old Barn at Upper Hill before making any decisions. Coler stated he would not like to be in the Upper Barn at all. Will discuss in more detail at a later date.

### **Items Unanticipated**

Town Hall Use Insurance Costs – The Town Hall Building Use Application states the Town requires a 2 million umbrella. Coler feels this is too high and is preventing the community from being able to rent this space. Warren will look into changing this requirement.

### **Adjourn- 10:19 pm**

*Motion to adjourn at 10:19 pm: Olanyk*

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

Respectfully Submitted,



Bridget S. Rodrigue  
Town Clerk

#### Document List:

1. Agenda for June 26, 2017
2. Minutes from June 5, 2017 Meeting
3. Minutes from June 12, 2017 Meeting
4. Ashfield Expense Report (Run date 6/25/2017)
5. Town of Ashfield General Government Positions – DIJ Consultant Services
6. Lt. Governor Roundtable Agenda
7. FEMA-1701-DR-MA/April 2017 Nor'easter
8. FRCOG FCCIP Inspectional Services Renewal Agreements
9. Town Hall and Police Department Appointment Lists
10. Public Records Access Guidelines
11. Transfer Request - \$10,648.11
12. David Kulp Fiber To Home Project Status Update – June 26
13. Hampshire County Selectmen's Association Notice
14. MVP Grant Notice
15. 2017 Vet Ruck New England Notice; Warrior Thunder Foundation