



Ashfield Select Board Meeting

Monday, July 10, 2017, 7:00 pm

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 Town Hall starting at 7:00 PM.

Present:; Tom Carter, Vice-Chair; Ron Coler

Absent: Todd Olanyk, Chair

Also Present: Kayce Warren, Town Administrator; Stuart Harris, Mary Quigley, Donna Scott, Nancy Garvin, Kyle Taylor, Doug Cranson from Town Hall Building Committee; and Wayne Wickland, Resident.

Carter convened the Select Board meeting at 7:00 pm, with two recording devices.

Consent Agenda –

Minutes	6/5/2017 & 6/12/2017	Document 2	As Submitted
Warrants	W17-27, 18-02 Payroll & Vendor	Document 3	

Motion to approve the Consent Agenda as presented: Coler

Second: Carter

Vote: 2-0-0

Appointments with Select Board

A. Town Hall Building Committee – Town Hall Use, Applications, Insurance

Two sets of minutes (Document packet 4) were presented to the Select Board by the Town Hall Building Committee (THBC). Examples of several applications for Town Hall Use were reviewed (Document 5). Both THBC and Select Board discussed the various issues related to private use of the building. Taylor has kept an informal log, but items such as front doors being left open, lights being left on, paint spills, the use of risers in Upper Hall for performances, and general cleaning after use were identified in relation to Ashfield Community Theater (ACT). Coler suggested that if the THBC wants the Select Board to address this with that those items be documented.

There were also issues that arose with the use of Upper Hall for Memorial Day observances as well. With the space set up for the Ashfield Community Theater play, and major rain that required a change of venue to the Town Hall (instead of the parade), it was very difficult for residents to participate and see the program held in Upper Hall. Town Hall Building Committee would prefer that Upper Hall not be rented the weekend of Memorial Day. Coler asked how long it takes to set up for Memorial Day. Carter stated that it would likely take a day or so. Garvin asked that the Select Board not approve Town Hall use two days prior to Memorial Day. Coler suggested changing the application to that effect.

Time frames to use town hall vary. For some groups, use of the space may be a day, but for others it can be a week or more. It appears, based on the ACT applications, they need approximately a month for preparation and execution of the plays. They usually begin preparation right after Town Meeting. Perhaps the THBC and the Select Board could request that they move their use of the space back by a

week, so the performances are over by the Friday before Memorial Day. Quigley noted that Town Meeting could impact ACT's use of the space.

Carter stated that he'd written down several of the discussion items. He stated that while use of the Town Hall is encouraged, it should be done with care and respect. He proposed that the Select Board send a letter to ACT advising them of these issues putting them on notice now that in 2018, these issues would need to be addressed prior to approval of a Town Hall Use Application. Coler requested that Taylor provide the Town Administrator with his notes and that Warren should draft a letter for the Select Board's approval. Warren was asked to request a meeting with ACT in the letter. The SB and THBC should meet to discuss this further, certainly with ACT. Coler stated that it would be useful to do so next year prior to an application being submitted and that at least three persons in the ACT organization should be responsible to oversee their use of the Town Hall. A draft letter should be presented to the SB at the next meeting.

Coler then presented two documents (Document 6) related to the insurance requirements on the Town Hall Use Application. To obtain liability coverage for the private use of the Town Hall, applicants must purchase a special policy. Currently, the insurance requirements include a liability umbrella of \$2,000,000 in addition to General Liability and Bodily Injury and Property Damage coverages. He suggested that, after some research of discussion with MIIA (the Town's Insurance Agency) and with Blackmer Insurance (local insurance agency), this umbrella requirement is costly for prospective renters. He also noted that after review of the applications, it appears that the Town is not enforcing the requirement. He suggested that the SB consider changing the umbrella requirement, with input from MIIA and Town Counsel as to whether these specific coverage limits are necessary. The SB requested that an update on this item be included for the next meeting agenda.

Harris advised the SB that the draft Steeple Project RFQ has been completed by Andrea Woods, FRCOG Chief Procurement Officer. He will review it and respond to her with any corrections. Warren noted that the RFQ is for Phase 1 of the project—removal of the Steeple and temporary roof.

Carter asked whether THBC needed to encumber funds. Harris advised that he had submitted a request to the Town Accountant. Carter asked if that covered everything and that he felt the entire amount in the THBC account should be encumbered. Warren asked whether there were additional supplies needed for the front door project. Quigley stated that there were some expenses and she would email an estimate to Warren for the Accountant.

Discussion/Decision Items

A. Transfers

Carter requested that the FY2017 Accounts be reviewed at this point in the meeting. Warren has developed a draft list of accounts (Document 7) to be either encumbered or carried forward. The Select Board directed the Town Administrator to remove Legal and Invasive Species. The Belding Memorial Restoration appears to be the incorrect account number. Carter asked why the totals do not match the most recent Accountant's report. Warren stated that the list was developed with balances from the Warrant of 6/26/17. This is only a draft copy and will be revised. The Select confirmed several carry-forwards including Tax Title, Steeple Repair, Lake Dam Inspection, Transfer Station Engineering, Lake Dam Maintenance, and Retention Wall Repair. Carter questioned whether the account number referenced as Belding Park Restoration was correct. He suggested that Warren mistook it for the Belding Library Restoration. Warren will confirm with the Town Accountant.

Coler questioned whether funds in Transfer Station Expense related to the Transfer Station improvements should be carried forward. Carter stated that the Transfer Station Engineering account should be carried forward, and that the debt exclusion amount of up to \$100,000 would be available.

Carter stated that he estimated approximately \$270,000 rolled into Free Cash. He was hopeful that revenue would add to that amount.

Warren advised the Select Board that Vocational District Transportation reimbursement from the Commonwealth was \$4,800; approximately 6%, a significant decrease from the original FY2017 \$25,000 state estimate. She noted that David Newell asked the Select Board to reach out to state representatives to advocate for a higher reimbursement in FY2018. Carter asked, when the Select Board members discuss this with Kulik and Hinds, what should they suggest be cut to meet a higher request for Vocational District transportation funds. Something would need to be balanced with the decrease in state revenue.

Warren noted that she would like to carry forward IT Expenses. She may have to purchase software for the Highway Department with a computer upgrade.

Transfers were addressed (Document packet 8). The Select Board signed the Transfer between Appropriation for Transfer Station Utilities to cover a Verizon bill.

Warren noted that additional funds will be necessary for the equipment installation in in the basement. Two transfer forms with a revised estimate were presented to the Select Board. Carter asked whether any equipment would be located outside the building. Warren affirmed that she believed the condenser would be mounted on the outside of the building. He's concerned about snow fall off the room damaging the equipment. Warren confirmed that Quigley had discussed this at length with the estimator and that the unit would be covered. She is not certain where exactly the unit will be mounted on the building, however. Coler asked how big the unit was. Warren stated that it is like a mini-split air conditioning unit. She offered to have Quigley come in to the meeting and outline this portion of the project. Carter questioned the difference between the estimated costs and the projected transfers. Warren stated that the left column was the estimated cost for the projects, the right column listed the transfers. She cannot be sure the exact costs, so the two columns do not match. Carter warned the Town Administrator that this is a big project and that everyone will be watching how it comes out.

The Select Board signed both the Town Hall Maintenance and Town Hall Utilities transfers as presented.

B. Special Municipal Employee status of Conservation Commission Consultant

Consultant initially requested this designation to comply with ethics rules. Without that designation, the consultant would be unable to perform similar services for private companies going before the Ashfield Conservation Commission. The Select Board tabled this appointment until a request is made by the Conservation Commission.

C. Buckland MassWorks Grant Letter of Support

Select Board members Carter and Coler signed the letter of support (Document 9) as presented.

D. Audit Review

The Select Board addressed the Audit Management Letter (Document 10). Warren wanted the Select Board to review it if the Finance Committee wants to discuss it later. There are notations from the Financial Team (Treasurer, Accountant, Town Administrator, Tax Collector, Assistant Assessor)

related to certain deficiencies. These notations are responses the Team plans to undertake (or are working on right now) to address the problems. Coler asked whether it was timely to discuss now. Warren responded that the Management Letter is final and despite the Team's responses to address the issues, the Select Board and Finance Committee should recognize them.

Carter noted that the Auditors mentioned Special Revenue Fund stagnant accounts should be addressed. There was also a shortfall in Chapter 90 funds noted as well. Warren stated that she believes the Chapter 90 Funds were a reimbursement from a vendor that was not received in FY2016. Carter also noted the OPEB was mentioned. Warren stated that the Auditors suggested a recalculation of the OPEB costs in FY2018 to coincide with the next Audit.

E. Appointments

Warren presented two appointments (Document 11) not included in the list approved on June 26, 2017.

Motion to approve appointments as presented: Carter

Second: Coler Vote: 2-0-0

F. Mold Remediation

Carter stated that the Select Board had already discussed it. Warren asked if the Select Board would sign the estimate (Document 12) to start the work. A contract will be provided to the vendor along with this estimate. Carter

Motion that the Chair sign the estimate as provided by Climate Heating & Cooling, Inc.: Coler

Friendly amendment: Carter stated that the motion should read "Vice-Chair" instead of "Chair" as Chair Olanyk is absent. Motion changed as follows:

Motion to have the Vice-Chair sign the estimate as provided by Climate Heating & Cooling, Inc: Coler

Second: Carter Vote: 2-0-0

Coler passed out Hygrometer readings for review and the record (Document 13). Carter asked what the last reading means. Coler responded that humidity the large crawl-space and Police Department were high. He also noted that there is a significant difference in the winter and summer readings. Warren stated that it may have been a deciding factor in receiving approval of the procurement waiver from DCAMM to proceed with the project. Coler and Carter complimented her for her hard work and for obtaining it.

G. Salary Study

Warren stated that the Consultant, Don Jacobs, met with Personnel Board to present the project. Carter asked what the response from Personnel Board was. Warren stated that Personnel Board suggested certain items (titles, essential duties with related point designations, etc.) be revised before finalizing draft classification and compensation plans. Jacobs suggested separating Police and Fire compensation from General Government. Personnel Board concurred. Coler stated that the version to be presented to the Select Board be a draft, since the Select Board should provide input. Warren replied that it would. Jacobs and the Town Administrator will coordinate those changes. Personnel Board will like to see a draft before it goes before the Select Board. Warren also noted that updated

job descriptions will be handed out to employees. She plans to hold a meeting to update staff before final drafts are presented to the Personnel and Select Boards. Coler agreed that this was a good approach as the employees are part of this process. Warren said that she would also notify the Finance Committee since they are a key part to determining available funding. She noted that in reviewing the comparable tables, compensation for some positions were on par with the market, but others were considerably lower. Coler asked whether the Sewer/Wastewater positions were compared to similar facilities in the state. The Town Administrator stated that it had been difficult to find similar municipal facilities, so Jacobs took the approach of comparing essential job functions.

H. Broadband Project Status Update

Carter asked whether the Town received the grant funds. Warren stated that funds were received on June 26th, but she had not been able to confirm it with the Treasurer prior to the meeting with the Lieutenant Governor on the 27th. Coler asked what happens now. Carter stated that WG&E is updating the Pole Survey. There will be serious work happening this Fall. Coler asked about the prospective financing and whether it would take a significant amount of time to obtain State House Notes. Warren stated that the Treasurer has handled these before and that Clark Rowell, the Town's Financial Consultant will assist. Carter noted that the Town was approved to borrow, but that the grant funds and town appropriations are available now.

Quigley and Harris re-joined the Select Board. Carter asked them how the condenser would be installed. Quigley said that the outdoor unit (approximately 24" tall by 36" wide by 10" deep) would be mounted near the side door of the Assessors/Treasurer's Office and accessed from the Upper Hall stairway. There will also be a boxed vent for fresh air situated on the outer wall of the building (near the Police Parking space). Quigley stated it has a motorized damper to regulate the flow. It will be visible from the street, but small like a dryer vent.

Town Administrator's Report

Closure of Fiscal Year 2017 will be on Friday, July 14, 2017. Warren reminded department heads several times to get any bills in by then or to encumber funds to avoid any need for a Special Town Meeting to settle FY2017 bills as happened last year.

Warren will be meeting with the Finance Committee to complete transfers on Wednesday, July 12, 2017 at 8:00 am.

Warren will inform the Board of Assessors and Finance Committee of the request by Roberts Energy Renewables for an Economic Development Incentive Program agreement with the Town of Ashfield. Carter recalled that the Select Board had not approved moving forward until they received a formal proposal from the company. Coler concurred. Carter suggested that the company may be interested in a 10-year TIF, the land value of which (after that period) will have depreciated such that there isn't a big change in taxes from the current value. Warren stated that the Select Board had specifically asked for property information, but she has not received the parcel identification numbers to look up the values. Coler suggested that a letter be sent that states if the company wishes to stick to the timeline outlined in their initial discussion, they need to get the property information to us.

Warren notified the Select Board that the Belding Memorial Library Trustees would like to provide an update on the roof issues on the addition at the Library. Warren has scheduled them for the meeting of the 24th.

Mail

The Select Board reviewed several items of mail (Document packet 14), as noted below.

- Select Board Member Coler requests to have items added to the agenda for July 24, 2017:
 - a. Massworks support letter and application authorization,
 - b. Large Scale Development and Road Preservation Bylaw changes.
- Park Commission requested that a town flag be created both for the park and to display in the State House. They would like to discuss it with the Select Board at the next meeting.
- Mohawk Regional School Update on Regional School Agreement from Emily Robertson.

Coler asked what the status was on approval of the bylaw changes made at Annual Town Meeting. Warren replied that the Attorney General's Office has not responded to the Town's notification of approval by Town Meeting.

Doug Cranson – Main Street Line Painting

Doug Cranson re-joined the Select Board meeting to discuss line-painting of Main Street. Cranson asked the Select Board to consider discussing moving the painted lines on Main Street if/when MassDOT repaves that section of Rt. 116. He stated that it would visually reinforce not parking on one side of the road. There was further discussion on where MassDOT seems to focus on paving needs in the Commonwealth—Rt. 112, I-91, etc. Coler asked if we know definitively whether MassDOT planned to pave Rt. 116/Main Street. Warren and Cranson do not know. Coler stated that the current pavement is difficult to negotiate while riding a bicycle. Warren noted that per state law, there is no parking on state highways (Rt. 116/Main Street), so asking MassDOT to move the lines to allow more room to park might draw unwanted attention to the current parking situation. The Select Board would like to see the road repaved and to find out if the town could have some input before any project occurs. The Select Board requested that Warren discuss it with the Superintendent and ask the district engineer if there are any plans.

Cranson briefly asked the Select Board about snow removal along Main Street (Rt. 116) on the Town Common. Carter advised Cranson that he had requested that Warren direct Twin Pine Landscaping to remove the snow on the north side of the street from now on (opposite side of the street from the Town Common). Cranson was pleased with that solution.

Public Comment – None

Upcoming meetings – July 24, 2017

The next meeting of the Select Board is scheduled for July 24, 2017. Carter stated that he will be out of Town that night.

Items Unanticipated – None

Adjourn – 9:10 pm

Motion to adjourn at 9:10 pm: Coler

Second: Carter

Vote: 2-0-0

Respectfully Submitted,



Kayce D. Warren
Town Administrator

Document List:

1. Agenda for June 26, 2017
2. Minutes from June 26, 2017 Meeting
3. Ashfield Expense Report (Run date 6/25/2017)
4. Town Hall Building Committee (THBC) Minutes—May 8, 2017 and June 12, 2017
5. Town Hall Use Applications (5 examples)
6. Highlighted Excerpts of Town Hall Use Applications (Insurance)
7. List of Accounts to be encumbered
8. Transfers (Town Hall Maintenance, Town Hall Utilities, Transfer Station)
9. Buckland MassWorks Letter of Support
10. June 30, 2016 Audit Management Letter by Roselli, Clark & Associates
11. Appointments List
12. Climate Heating & Cooling Estimate
13. Hygrometer readings provided by Coler
14. Mail (see list above)