



Ashfield Select Board Meeting

Friday, July 14, 2017, 4:00

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 4:00 pm.

Present: Todd Olanyk, Chair; and Ron Coler

Absent: Tom Carter, Vice Chair.

Also Present: Kayce Warren, Town Administrator; and Tom Poissant, Highway Superintendent.

Olanyk convened the Select Board meeting at 4:00 pm, with no recording device.

Appointments with Select Board

A. Highway Superintendent – Highway Department Staff Highway Laborer/Equipment Operator

Todd Olanyk read the memorandum provided to the Select Board by Tom Poissant, which read as follows:

We recently received three applications for the position of Laborer/Heavy Equipment Operator in the Highway Department. Applications were reviewed and one applicant was selected for an interview. Kayce and I conducted the interview on Wednesday, July 12, 2017. The interview went very well and it was evident that the applicant would be a good candidate to fill the position. It is my recommendation to hire Cody Belval in the position of Highway Laborer/Equipment Operator.

Since there is a need for on-going supervision of work in the department, I propose that a reorganization of staff assignments be made. I recommend that Todd Senecal be promoted to the position of Foreman and that the ninety (90) day introductory period apply to this reorganization.

Poissant stated he received three applications for the Highway Laborer/Equipment Operator position and believed Cody Belval to be the most qualified. Belval is living in Maine, but is from the area originally and is looking to move back. He has a background in plowing, road maintenance, and heavy equipment as well as some mechanical experience. Tom Poissant is confident Belval will be a good fit with the department.

Belval is looking at other jobs, so Poissant would like to move quickly. Coler asked whether the Town checks into the background of candidates. Warren stated that references are checked. Coler would like to make sure candidates' records are checked, particularly driving records. Poissant stated that if the Select Board chooses to go with his decision, he will check references and Belval's driving record before offering Belval the position. Poissant also notified the Board that he would start Belval at the FY2017 pay rate then, after the introductory period, it will increase to the current rate.

Motion to offer Belval the Highway Laborer/Equipment Operator position contingent upon acceptance and a successful background investigation and pre-employment physical: Coler

Second: Olanyk

Vote: 2-0-0

Recommendation to Reorganize Highway Staff Resources

Olanyk wanted to know how the loss of a mechanic affects operations. Poissant states he plans to reach out to residents if mechanical assistance is needed with some of the larger equipment. Most of the newer equipment requires electronic and technical expertise that the Town cannot afford to purchase, so this work would have to be outsourced to manufacturers or firms with these resources. Senecal, Mollison, and Belval all have some mechanical experience. Both Senecal and Belval are interested in receiving additional mechanical training, so Poissant is considering some training options. In the past, Ashfield has had an on-site mechanic/foreman but this was based on the skills of the staff at that point in time.

Poissant stated that with the loss of the Foreman/Mechanic, the need for project supervision has become a priority. The crew assignments are wide-spread throughout town, so having someone that understands the need to supervise the work is important. It would be helpful to be able to rely on someone to help manage the work. Senecal has been successfully assigned some oversight after the resignation of the Foreman several weeks ago. Senecal is an experienced, detail oriented, conscientious and interested in the position. Poissant feels promotion of Senecal to Foreman is an effective use of personnel within the department. The Superintendent will provide additional training when available to help Senecal succeed. The rate of pay will be determined by the budget allowance. Senecal will start at a rate that may increase after a successful introductory period.

Poissant also requested some cleaning help at the Highway Garage. Warren will check with Donna Scott to see if she can provide a few hours per week. Olanyk asked if there was money in the budget for this, and Poissant said there is.

Motion to promote Senecal to Foreman, upon acceptance of an offer: Olanyk

Second: Coler

Vote: 2-0-0

Discussion/Decision Items - None

Town Administrator's Report - None

Mail - None

Public Comments - None

Upcoming meetings – July 24, 2017

Items Unanticipated - None

Adjourn- 4:34 pm

Motion to adjourn at 4:34 pm: Olanyk

Second: Coler

Vote: 2-0-0

Respectfully Submitted,



Kayce Warren
Town Administrator

Document List:

1. Agenda for July 14, 2017
2. Memorandum from Tom Poissant date July 14, 2017
3. Cody Belval Laborer/Equipment Officer Application

approved 07.31.2017