



## Ashfield Select Board Meeting

Monday, July 31, 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 in Town Hall at 7:00 PM.

Present: Todd Olanyk, Chair; and Ron Coler

Also Present: Kayce Warren, Town Administrator; Bridget Rodrigue, Town Clerk; Beth Bezio, Chief of Police; Kyle Taylor, Town Hall Building Committee; Nancy Garvin, Town Hall Building Committee; Doug Cranson, Town Hall Building Committee; Mary Quigley, Town Hall Building Committee; Stuart Harris, Town Hall Building Committee; Marcine Eisenberg, Library Trustee; David Kulp, MLP Advisory; Wayne Wickland, resident; and Dianne Broncaccio, The Recorder.

Olanyk convened the Select Board meeting at 7:07 pm, with one recording device.

### Consent Agenda –

Minutes	7/10/2017 & 7/14/2017	Documents 2-3, as submitted
Warrants	W17-28, 18-03 Payroll & Vendor	

***Motion to approve the Consent Agenda: Coler***

***Second: Olanyk***                      ***Vote: 2-0-0***

### Appointments with Select Board

#### **A. Belding Memorial Library Trustees – Update on Addition Roof Project, Architect Contract**

A copy of the Kuhn-Riddle Architects design services proposal (Document 4) was provided for this discussion. Marcine Eisenberg as a Library Trustee is present to discuss the status of the Belding Memorial Library roof. Eisenberg passed out the Capital Expenses report (Document 5) and informed the Board that the roof still leaks at the junction of the asphalt roof and tile roof. This junction is problematic, and has been for years. The roof addition was done in 1990, so the asphalt tiles are closing in on thirty years. Over the years, the library has spent close to \$10,000 just patching the leaks in this roof. To fix the problem, the rear roof needs to be replaced.

The Trustees feel the roof replacement needs to be addressed before winter. Coler asked if the asphalt roof is visible from the road. Eisenberg said it is only visible from the back of the building. Coler asked if the Trustees have considered adding a metal roof. Eisenberg stated they are expecting quotes for copper, aluminum, metal, and recycled shingles.

The library has raised \$68,163.33 in donations, and spent \$66,415.62 of these donations to restore the steps and rear chimney. Eisenberg says a new roof is estimated to cost \$50,000. Library Trustees have a Vanguard account with almost \$80,000, and the trustees voted to use

funds from this account to help pay for the roof repair. Eisenberg stated this roof replacement is one piece of what the trustees hope to accomplish.

Olanyk asked what the library would be looking for in the future. Eisenberg stated the library is considering an HVAC system with the help of the Green Communities Committee. The library will need additional money for duct work. It is estimated to cost approximately \$33,000 to do this work. Eisenberg also stated that there is some plaster repair needed. She hopes the town will continue to support the library. Olanyk said they will continue to support the library to the best of their abilities, budget dependent. Coler said he appreciates the Library Trustees dedication to preserving the library.

#### **B. Parks Commission – Flag**

Email from Parks Commission Chair and flag guidelines (Documents 6 & 7) were in packet for Select Board review. Item will be placed on the August 21, 2017 Agenda.

### **Discussion/Decision Items**

#### **A. Chapter 90 Project Request(s), Apple Valley Bridge Proposal(s)**

Tom Poissant does not have any paperwork pertaining to the Apple Valley Bridge project, but he does have a Chapter 90 project request (Document 8). Poissant is looking to resurface sections of a number of streets in town with HMA overlay and 10% rubber chip seal.

*Motion to authorize Chair to sign Chapter 90 Project contract: Olanyk*

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

#### **B. Highway Garage Site Visits – Vehicle Storage**

Poissant and Chief Bezio have been discussing possible cruiser storage locations. Poissant feels the best option would be to keep the two cruisers by the fuel pumps, and to build a structure that will protect them from the weather. Both agree that the structure does not need to be elaborate or expensive. Poissant feels this might even be something the department can build themselves. Olanyk stated that these structures are sold in kit form too. Coler said Williamsburg has a structure that might be something we could replicate. Olanyk said it sounds like there are some good ideas and to come back when they have more information. Poissant will provide more information to the Board after researching designs and costs.

#### **C. Town Common Trees**

Poissant spoke with Susan Todd about the Town Common trees. He stated these trees along with their stumps will be removed the next time a tree crew is in town. They will look at different tree species to determine options for replacement. Olanyk did some internet searches and there are some tree species that are salt resistant and classified as street trees. Poissant is working with the tree company to schedule a date for the removal.

#### **D. Special Liquor License**

The Select Board reviewed several documents (Documents 9-11) related to the Ashfield Lake House application for a one day liquor license on August 4, 2017 from 7:30 pm – 10:00 pm

for their separate, private beach area on the property. As a for-profit, their one day license would be for wine and malt beverages only.

***Motion to grant special license: Coler***

***Second: Olanyk                      Vote: 2-0-0***

#### **E. Appointments**

The Select Board reviewed an email detailing the resignation of Steve Gougeon (Document 12) from Historical Commission. Coler stated that Lester Garvin was interested in appointment to that committee. Warren advised that the Open Space & Recreation Plan Committee requires a written designation of the ADA Coordinator. She respectfully requested confirmation of that designation.

***Motion to appoint Warren as ADA Coordinator: Coler***

***Second: Olanyk                      Vote: 2-0-0***

The Select Board reviewed the list presented by the Town Clerk of additional appointments (Document 13).

***Motion to appoint the list as presented and to appoint Lester Garvin to Historical Commission: Olanyk***

***Second: Coler                      Second: 2-0-0***

#### **F. Discussion – Vote to authorize pursuit of 2017 MassWorks Grant Application for Ashfield Lake Dam Improvements**

Draft letters (Documents 14-19) related to the MassWorks grant were reviewed by the Select Board. Coler has been working on the MassWorks Infrastructure Grant Program Application for improvements of the dam at Ashfield Lake. The Board must vote to authorize the Chair to submit this application on behalf of the Town.

***Motion to authorize Chair to sign and submit the application and to sign the letter of support by the Select Board for the MassWorks Infrastructure Program: Coler***

***Second: Olanyk                      Vote: 2-0-0***

#### **G. Letter of Support – Buckland MassWorks North Street Repair Project**

The Town of Buckland is also applying for a MassWorks Infrastructure Grant has asked for a letter of support for their North Street Repair Project. Warren has prepared a letter of support (Document 20) for the Select Board's approval.

***Motion to endorse letter of support: Olanyk***

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

#### **H. Letter to Ashfield Community Theater**

The Select Board has prepared a letter (Document 21) to be sent to David Knowles, Director of Ashfield Community Theater.

*Motion authorize Board to sign: Olanyk*

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

There was some concern that the address was incorrect. Warren will correct and have the letter available for Chair Olanyk to sign upon completion.

**I. Town Hall Use Application –Umbrella Insurance Follow Up**

Warren drafted a Memorandum (Document 22) outlining her understanding of the umbrella insurance. She awaits more information to clarify costs and will complete it upon receipt. The Town is looking at cost of additionally insured based on Coler's recommendation. Coler said Ashfield is unique requiring this umbrella. Coler wants to know what other towns require because we want to be in the norm. Coler wants to protect the Town, but also have a building that is used by the community. Warren was asked to place this item on the August 21<sup>st</sup> agenda.

**J. Large Scale Development & Local Road Preservation Bylaws**

Coler has two items he would like to address. He passed out a sample Large Scale Development Bylaw adopted by the Town of Shelburne (Document 23) and a sample Local Road Preservation Bylaw provided by Berkshire Regional Planning (Document 24). The first pertains to large scale development and allows the Town to hire consultants at the developers' expense to protect the town's infrastructure. This would be a zoning bylaw addition. The second is a local road preservation bylaw which would protect the Town's roads from heavy machinery. This would be a general bylaw. Olanyk thinks this is a good thing to consider. At Coler's request, Warren will add both as permanent update items on future agendas.

**K. Mold Remediation Update – Climate Heating & Cooling Contract**

The Contract (Document 25) for the Town Hall air filtration and ventilation work signed by Climate Heating & Cooling, Inc was presented. The contract has been reviewed by counsel and is ready for the Board's signature.

*Motion for to authorize the Chair to sign: Olanyk*

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

**L. Salary Study Update – None**

**M. Broadband Project Update – Broadband Contract Addendum, Purchase Order**

As the original signer, it was recommended the Board take a vote authorizing Tom Carter to sign the contract addendum (Document 26).

*Motion to authorize Tom Carter to sign contract addendum #1 and work with WG&E on language of this agreement: Coler*

*Second: Olanyk                      Vote: 2-0-0*

A Purchase Order (Document 27) to authorize payments of the design and engineering phase was reviewed. Biggest costs will be in make ready and construction phases.

***Motion to approve purchase order for \$131,000 to WG& E for design and engineering costs to be signed by Chair and MLP Manager: Coler***

***Second: Olanyk***                      ***Vote: 2-0-0***

David Kulp arrived and said the one issue that needs to be decided is the placement of the central enclosure for the electronics. Having this in a centrally located place is favorable. Kulp suggested placing this behind the Fire Station. He said another possibility would be the highway department. Olanyk thinks the highway department would make more sense because there is a possibility of a new fire station being built at some point in time.

Kulp said the central enclosure would be an 8 x 10 structure. Coler asked if this should be at the elementary school. Kulp said this is the third preferred spot. He would like to see it more centrally located because it would require less fiber than in other areas of town. The central enclosure is a prefab enclosure that will be dropped off with a crane. Kulp said the location needs to be agreed upon by next month. Warren stated if placed behind the Fire Station the Town would need to add a generator. Coler asked about the crawl space in the basement of Town Hall. Kulp questions the access to this space and if it would be wise to put large amounts of cables and electronics here. Coler feels the Highway Garage might make more sense. It was also suggested to look at the basement of the library. This space is dry and easier to access and there are no plans to move or change the library. Kulp will consider this option. Kulp said the MLP Advisory will meet and discuss this in more detail and come back to the Board with their recommendation.

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

VEAC Meeting Tomorrow – Will have a report for Monday.

Website – Rodrigue and members of the Technology Committee are working on the new website. Plans are to have the website up and running for October 6<sup>th</sup>.

Treasurer – Warren will coordinate implementation of new cash management system with Treasurer.

Warren will prepare an Administrator Project List for the next several months.

### **Mail**

- Updated Electronic Control Weapons Training Policy Revision – Chief Bezio explained this policy has been revised based on recent law changes; see notice of revision letter from Executive Office of Public Safety & Security.

***Motion to approve revised policy 1.03: Olanyk***

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

- Newell FY2018 Vocational Ed Update
- Newell Editorial re: Vocational Transportation
- NCC Hilltown Tour Cancellation

- Department of Conservation & Recreation – Dam Safety Permit
- Alcohol Beverages Control Commission Advisories
- Compliance Checks
- Consolidated Buying
- Refilling Growlers
- MA Division of Local Services Municipal Law Seminar notice – Warren will be attending.

**Public Comments - None**

**Upcoming meetings – August 7, 2017 and August 21, 2017**

**Items Unanticipated**

- A Right of First Refusal Release (Document 29) for property located on Pfersick Road was reviewed. Select Board signed the Right of First Refusal. Roll-back tax has been paid on this parcel.
- The Community Development Block Grant (CDBG) closeout agreement (Document 30) was reviewed. Coler would like to invite them to Ashfield before signing to see if there are any comments. Olanyk feels we should be going after CDBG Grants for housing every year. Coler feels this would be used by residents and suggests more advertising this time around.

***Motion authorize Chair to sign close-out agreement for FY13 CDBG: Olanyk***

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

**Adjourn- 8:52 pm**

***Motion to adjourn 8:52 pm: Olanyk***

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

Respectfully Submitted,

*Bridget S. Rodrigue*  
 Bridget S. Rodrigue  
 Town Clerk

Document List:

1. Agenda for July 31, 2017
2. Minutes from July 10, 2017 Meeting
3. Minutes from July 14, 2017 Meeting
4. Kuhn-Riddle Architects Design Services Proposal
5. Capital Expenses for Library Report
6. Email from Westhampton Regarding new flag process
7. Email from Senator Downing’s Chief of Staff regarding flag guidelines
8. Chapter 90 Requests #50717

9. Special Liquor License Application – Ashfield Lake House (8/4/17)
10. Special Liquor License Form
11. Special Liquor License ABCC Notification
12. Email from Steven Gougeon announcing resignation from Historical Commission
13. Appointment List from Town Clerk dated 7/31/2017
14. MassWorks Submittal Authorization Letter
15. MassWorks Grant Application Letter of Support from Ashfield Select Board
16. Town Meeting (5/6/17) certified vote on Article 5 (Acceptance of Grants/Gifts)
17. Letter of Support from Buckland for Ashfield MassWorks Grant
18. Letter of Support from Conway for Ashfield MassWorks Grant
19. Letter from Town Administrator on Status of Community Compact Projects
20. Letter of Support from Ashfield for Buckland's MassWorks Grant Application
21. Letter to David Knowles, Ashfield Community Theater Director
22. Draft Umbrella Insurance Memorandum dated 7/26/2017
23. Large Scale Development Bylaw Sample – Town of Shelburne
24. Sample Local Road Preservation Bylaw – Berkshire Regional Planning
25. Climate Heating & Cooling, Inc. Contract
26. Addendum #1 for WG&E – Network Services
27. Purchase Order for WG&E
28. Mail – as listed above
29. Chapter 61A Right of First Refusal for Pfersick Road Property
30. Community Development Block Grant Closeout Agreement