

Approved 10/19/2015 3-0-0

Town of Ashfield

Select Board Meeting Minutes

October 05, 2015

The Ashfield Select Board meeting was held on Monday October 05, 2015 at the Ashfield Town Hall at 7:00 P.M. The meeting was held in the back Committee Room of Town Hall. There were approximately 2 audience members in attendance. There were 2 audio recorders in use.

Previous Select Board Meeting was September 21, 2015

Select Board: Tom Carter-Chair, Ron Coler-Vice Chair, Todd Olanyk

Assistant Municipal Clerk/Scribe: Lynn Taylor

Town Administrator: Derek Brindisi

Meeting was called to order by chair @ 7:02 PM

Warrants:

Payroll Warrant WP16-08 dated October 05, 2015 (**document 2**)

Vendor Warrant W16-08 dated October 05, 2015 (**document 3**)

Board has a short discussion of employee time sheets. The Board would like to see the actual hours worked put on the time card, it would be beneficial if there was a need for Workmen's Comp. to come into play. Brindisi will email all part time and full time employees of the time card change.

Minutes:

Minutes of 9/21/2015: (**document 4**) **MOTION:** Olanyk makes a motion to approve the minutes of 9/21/2015 as amended, seconded by Coler. **VOTE:** 3-0-0

Letter to Eversource: (document 5)

Jim Cutler has drafted a letter to Eversource that he is asking the Board to sign. The letter is in regards to Eversource and the length of time it is taking for them to

approve and sign off on the interconnection agreement needed to complete the Solar installations with the Solarize Mass Program. Board votes to sign the letter with their signatures.

Letter to FRCOG regarding pipeline: (document 6)

Letter stating Ashfields position on the pipeline and the Towns desire to not engage financially in the FRCOG's mitigation process. And the Towns intent to participate with the neighboring Towns coalition.

Review Parent Transportation Agreement: (document 7)

David Newell has drafted the Parent Transportation Agreement which was reviewed by Town Counsel. Newell and Brindisi went to the home of Tyler Rich on Steady Lane to have them sign the Contract. (they are the family that will be getting reimbursed by the Town for transportation.) Brindisi advised the family has already submitted a bill to the Town for payment. **MOTION:** Carter makes a motion for the Chair to sign on behalf of the Board the Parent Transportation Agreement, seconded by Coler. **VOTE: 3-0-0**

Smith Branch Rd pay Requisitions: (documents 8, 9) Authorization to disburse Final payment to Tighe & Bond, Inc for Smith Branch Rd. project in the Amount of \$2960.00 and Final Pay Requisition #4 to Mass West Construction in the amount of \$36885.00. **MOTION:** Coler makes a motion for the Chair to sign Requisition #4 to Mass West Construction in the amount of \$36885.00 & Final payment to Tighe and Bond Inc. in the amount of \$2960.00, seconded by Olanyk. **VOTE: 3-0-0**

Animal Inspector Discussion:

Discussion as how to proceed with the position of Animal Inspector it has been brought to the boards attention in the past that the Farm Books are not getting done and turned into the State. Now there have been complaints about things not getting done as well. There is discussion about finding someone else or sharing with another Town. Carter will go and talk with the present Animal inspector and report back to the board.

Dodson Building Discussion:

Town Counsel has given the Board two names of potential appraisers to have the Dodson building appraised, in the event that the Town may want to purchase the building as office space. Kim Levitch and Susan Louisignau were suggested, Brindisi will contact one of them and have the appraisal done and pay the invoice out of SB expenses. All three Board members feel that the building is worth looking into for purchase. **MOTION:** Coler makes a motion to authorize Town Administrator to contact one of the suggest names to have the appraisal done and pay the invoice out of SB Expenses, seconded by Olanyk. **VOTE: 3-0-0**

Personnel Policy Discussion:

Priscilla Phelps Chair of the Personnel Committee has emailed Brindisi the draft of the policy drafted by the Board. Pages 1-20 are with Town Counsel now for review and her feeling is that the manual is too long and should be streamlined. Brindisi will be in contact with Counsel regarding manual.

Liaison Reports:

Because of the requirement to outsource the benefit cost analysis, Coler advises that he feels he will not be able to meet the submittal date for the Hazard Mitigation Grant he was applying for to do the dam and field project. He has completed the 1 million dollar Mass Works Grant.

Coler had spoken with the Fence Viewer who would like something put on the website so people will know who the Fence Viewer is. **MOTION:** Coler makes a motion to have the list of appointments put on the website on a yearly basis, seconded by Carter. **VOTE: 3-0-0**

Olanyk advises he attended the kickoff meeting on September 29th for the Mass Coalition, they are in the very early stages starting with forming a mission statement. They will be meeting every other Tuesday with no financial commitment. Olanyk is looking to get from either Poissant or Brindisi an electronic copy of the analysis study from Tighe and Bond for the Transfer Station.

The new highway truck has now been bought and paid for.

Town Administrators Report:

Chief Wilder would like to purchase an Admin. Software package for \$1700.00 she feels that it will better help her organize Police business such as tracking details vendors, Officers etc. Brindisi has spoken with the Accountant she feels there should be enough money at this point to purchase the software. David Kulp from the IT committee has also been emailed to make sure it will be compatible with what the department already has. Brindisi advises the Board that he feels this would be a purchase he supports. After a short discussion the Board would like more information from the Chief as to why she feels she needs this software before purchasing.

Chief Wilder would like to have Jeff Gilbert, Chief of Sunderland appointed as a reserve Officer. **MOTION:** Carter makes a motion to appoint Jeff Gilbert, Chief of Sunderland PD as Reserve Officer to the Town of Ashfield, seconded by Coler.

VOTE: 3-0-0

The Library roof project will not be done this year there is not enough time before snowfall to complete the project. They will be having a contractor just patching the roof for the winter for \$2000.00. The contractor suggests in the future that the Library hire one contractor to do both the asbestos removal and the roof repair this will save the Library money in the end.

Items not anticipated:

Christina Gabriel comes before the Board with questions on using the Town Hall on an annual basis to hold a dance performance. She would like clarification on how much she will be charged in order for her to apply for a grant.

Ted Murray advises he has spoken with Roselli and Clarke regarding the audit that was done. They informed Murray that a possible draft maybe ready next week. Copies will be sent to the SB, Fin Comm, Treasurer, Accountant, and Town Administrator. Murray would like to set up a meeting with Roselli and Clarke

regarding the Bond issues that will be coming to light the Chair of the SB, Fin Comm. should attend.

Carter brings up the DLS audit that was done and what the Board should work on next in the recommendations given.

Coler would like to know when the Broadband meetings will be starting. Brindisi advises the Boards will be meeting October 14, 2015 at 7PM with MBI.

Ragshag Parade: **MOTION:** Carter makes a motion to approve the request from the Lions club to host the Rag Shag Parade this Halloween, seconded by Coler
VOTE: 3-0-0

Public Comment:

Betty Stewart explains her concerns regarding water contamination with the proposed pipeline being right near the Town Water Wells.

Next Select Board Meeting October 14, 2015 at 7:00 PM

MOTION: Olanyk makes a motion to adjourn, seconded by Coler **VOTE: 3-0-0**

Adjourned at 9:52 PM

Document List

1. Agenda for 10/05/2015
2. Payroll Warrant WP16-08 dated October 05, 2015
3. Vendor Warrant W16-08 dated October 05, 2015
4. Minutes of 9/21/2015
5. Letter to Eversource
6. Letter to FRCOG regarding pipeline
7. Parent Transportation Agreement
8. Final payment to Tighe & Bond, Inc for Smith Branch Rd. project in the Amount of \$2960.00
9. Final Pay Requisition #4 to Mass West Construction in the amount of \$36885.00.
- 10.

Note: These minutes were discussed, amended, and approved at the Select Board meeting dated 10/19/2015 and filed in the folder of the actual date of the said minutes