

Town of Ashfield
Select Board Minutes
September 22, 2014

The Ashfield Select Board meeting was held on Monday September 22, 2014 at the Ashfield Town Hall at 7:00 P.M. There were approximately 5 audience members in attendance. There were 4 audio recorders in use and 1 video.

Previous Select Board meeting was September 8, 2014.

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

Executive Administrator: Mary Fitz-Gibbon

Assistant Municipal Clerk/Scribe: Lynn Taylor

Meeting was called to order by Tom Carter Chair at 9:54 P.M. following the STM

Agenda for 9/22/2014 (**document 1**)

Payroll Warrant WP15-07 dated September 22, 2014 (document 2)

Vendor Warrant W15-07 dated September 22, 2014 (document 3)

Warrants were reviewed and signed prior to calling the meeting to order

Minutes:

Minutes of 3/3/2014: **MOTION:** Coler makes a motion to approve the minutes of 3/3/2014 as written, seconded by Carter. **VOTE: 2-0-1 (TO) (document 4)**

Minutes of 9/8/2014: **MOTION:** Olanyk makes a motion to approve the minutes of 9/8/2014 as written, seconded by Coler. **VOTE: 3-0-0 (document 5)**

Appointments:

Finance Committee: Financial Policy Manual, discussion and approval: (**document 6**) Ted and the board have a discussion pertaining to a draft of Financial policy Manual (boiler plate used was one from Amherst) Carter felt that the assessors should also be contacted for their input before being accepted by the Select Board. Coler expressed if Ted needed help with footers ect. He would be happy to help. Ted explains a financial Management Review which is done free of

charge by the DOR. Ted has copies of one done in November 2012 for the Town of Fairhaven along with a written motion. After a brief discussion the Board agrees to have this done by the DOR. **MOTION:** Carter makes a motion to request the Department of Revenue's Division of Local Services complete a financial management review of the Town of Ashfield similar to that of the Town of Fairhaven in November 2012, seconded by Coler **VOTE 3-0-0** Board signs document to be faxed.(**Document 17**)

Old Business:

- a. **Appoint Jim Cutler as Green Communities Grant-funded Energy Manager:** Cutler was not present at the meeting, and there was no new information regarding the ethics issue. Appointment will be moved to the next Select Board meeting.
- b. **Open Meeting law complaints(original complaints filed 3/24/2014 &3/25/2014)appeals (dated 6/6/2014 &6/9/2014) determination from the Attorney General's Office: (document 7)** Carter reads the response letter regarding appeals from both Susan Corbett and Paulette Leukhardt on previous OML's. The AG'S Office found the Board did NOT violate the OML.
- c. **Mass Solarize Intermunicipal Agreement: (document 8)** The Board has a discussion regarding the wording of the agreement and the fees involved. All Board members are torn each would like to sign , however they need the proposal that outlines the fees involved before signing. Fitz-Gibbon is asked to contact Jim Cutler regarding a copy of the proposal and the fees associated with such. The Board advises Fitz-Gibbon if the proposal and fees schedule can be emailed to them they would be fine with coming in any time to sign the agreement.
- d. **Brief discussion of APD part-time Chief job description: (document 9)** Very brief discussion regarding Police Chief job Description, Board members will review the job description. The job description was a format from The Town of Buckland. Fitz-Gibbon was asked to forward a copy to the Personnel Board.
- e. **Set a date to meet with the Personnel Board:** Board agrees on two dates to meet with the Personnel Board to review the Policy handbook. It can be either day or both dates Wends. 10/15/2014 and Wends. 10/22/2014
- f. **Review draft letter to Tennessee Pipeline regarding surveying on Ashfield roads: (document 10)** Board reviews the draft letter from Donna MacNicol to James D. Hartman of the Tennessee Gas Pipeline Company. **MOTION:** Olanyk makes a motion to approve and send the letter dated

9/17/2014 to Tennessee Pipeline Company drafted by Town Counsel MacNicol, seconded by Coler. **VOTE: 3-0-0** Board members requested a signed copy to them.

New Business:

- a. **Select Board response to Open meeting law complaint filed with the Board at the September 8, 2014 Select Board meeting:** Board reviews response letter to Paulette Leukhardt dated 9/22/2014 date of alleged violation 3/3/2014, 9/8/2014 Board hand writes one change adding in “The minutes of 3/3/2014 approved 9/22/2014” Letter signed by all Board **(document 11)** members. Letter to Attorney Nable Assistant Attorney General dated 9/22/2014 regarding alleged complaint dated 9/8/2014 filed by Paulette Leukhardt. Board signs the letter.**(document12)**

Liaison Reports:

Coler distributes an e-mail from Daniel Buttrick from Tighe & Bond regarding the dam **(document 13)**

Coler distributes an e-mail from Michael Lennon of Aquatic Control Technology regarding the Fanwort found in Ashfield lake. **(document 14)** Board discusses how important this is to move forward on. After the discussion Board makes a **MOTION:** Carter makes a motion to designate Mary Fitz-Gibbon to work with Gail Abbott to retrieve quotes and move forward with the Fanwort issue, seconded. **VOTE: 3-0-0**

Carter advises a stop sign is placed at the end of Old Stage Rd. By the Highway department.

Mail:

-Letter from Ashfield lions Club regarding the Rag shag parade for Oct 31, 2014 **(document 15)**

-Dell Haskins has applied for safe grant at no cost to the Town for \$4,100.00 **(document 16)**

Public Comment:

- Chris Gray questioned the Board on what he should do next , he is told he will be on the October 6, 2014 agenda. Fitz-Gibbon will be in contact with you. The Board would like a fresh version of the contract.

Next Select Board Meetings: 10/6/2014, 10/20/2014, 11/3/2014

Coler makes a motion to adjourn, seconded

Meeting adjourned at 11:25 P.M.

Document List:

1. Agenda for 9/22/2014
2. Payroll Warrant WP15-07 dated September 22, 2014
3. Vendor Warrant W15-07 dated September 22, 2014
4. Minutes of 3/3/2014
5. Minutes of 9/8/2014
6. Finance Committee: Financial Policy Manual
7. Original complaints filed 3/24/2014 & 3/25/2014) appeals (dated 6/6/2014 & 6/9/2014) determination from the Attorney General's Office:
8. Mass Solarize Intermunicipal Agreement:
9. APD part-time Chief job description:
10. Draft letter to Tennessee Pipeline regarding surveying on Ashfield roads:
11. Response letter to Paulette Leukhardt dated 9/22/2014 date of alleged violation 3/3/2014, 9/8/2014 Board hand writes one change adding in "The minutes of 3/3/2014 approved 9/22/2014" Letter signed by all Board members.
12. Letter to Attorney Nable Assistant Attorney General dated 9/22/2014 regarding alleged complaint dated 9/8/2014 filed by Paulette Leukhardt.
13. Coler distributes an e-mail from Daniel Buttrick from Tighe & Bond regarding the dam
14. An e-mail from Michael Lennon of Aquatic Control Technology regarding the Fanwort found in Ashfield lake.

15. Letter from Ashfield lions Club regarding the Rag shag parade for Oct 31, 2014
16. Dell Haskins has applied for safe grant at no cost to the Town for \$4,100.00
17. Request the Department of Revenue's Division of Local Services complete a financial management review of the Town of Ashfield similar so that of the Town of Fairhaven in November 2012

Note: These minutes were discussed, amended, and approved at the Select Board meeting dated 10/7/2014 and filed in the folder of the actual date of the said minutes