

Town of Ashfield
Select Board Minutes

October 07, 2014

The Ashfield Select Board meeting was held on Tuesday October 07, 2014 at the Ashfield Town Hall at 7:00 P.M. There were approximately 7 audience members in attendance. There were 5 audio recorders in use and 1 video.

Previous Select Board meeting was September 22, 2014.

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

Executive Administrator: Mary Fitz-Gibbon

Assistant Municipal Clerk/Scribe: Lynn Taylor

Agenda for 10/07/2014 (document 1)

Payroll Warrant WP15-08 dated October 06, 2014 (document 2)

Vendor Warrant W15-08 dated October 06, 2014 (document 3)

Warrants were signed by SB on 10/06/2014

Minutes:

MOTION: Coler makes a motion to accept the minutes of 9/22/2014, seconded by Olanyk. **VOTE:** 3-0-0 **(document 4)**

Carter wanted to deal with a piece of mail that directly relates to minutes. Carter reads part of a letter from the AG'S office dated 9/30/2014 To Atty. MacNicol, relating to a complaint filed by Paullette Leukhardt on June 4th and 9th and another by Suzanne Corbett on June 9th regarding minutes of 2/26/2014.

(document 5) After review, the AG has found that the Board violated OML as they feel that there was not enough detail in the SB minutes of 2/26/2014. AG also finds that the Board complied with the AG'S order and properly amended the minutes of 4/8/2013.

The Board has a discussion regarding the length of time spent on individual agenda items and how much detail should be put into the minutes to be sure they are specific enough. Carter would like scribe to try to keep track of how much time is

spent on each agenda item. The Board is also ordered by AG to review training video on minutes. Ricki Carroll spoke regarding video feeling that perhaps all Board and Committees should have to review the video.

Appointments:

Tom Poissant Highway Superintendent department report:

- The main projects have been resurfacing about 5 miles of roads, which consist of preparing for the resurfacing, and shoulder work that needs to be done after resurfacing. Culvert replacement, fall cleanup gravel on some roads, mowing the sides of the roads, (west side of Town is almost done) Early in the summer we had lots of rain which set everything back.
- Plans are to resurface the Williamsburg Rd. with chip seal.
- The overall Highway budget is in good shape.
- Winter Rds. there is a \$13.00 a ton increase in salt this year (we do have a lot on hand) Sand is down \$.20 a ton. It takes about 700 Town of salt to get through a normal winter (have about 120-150 ton)
- The new cab and chassis has been ordered.

Tom Poissant Transfer Station:

-very concerned about the waste oil tank area it took \$1975.00 to clean up the area due to contamination of the oil. Normally the used oil is pumped out at no charge and used in a waste oil burner. This in turn brings up the discussion of a 2nd dump attendant on Saturdays and Sundays. Poissant explains that Phil is way too busy to monitor or enforce any rules or be able to keep things clean in the oil & paint area, electronics area and run the compactor. Poissant feels that with the operating budget we have the money for another attendant. Ricki Carroll would like to educate the residents by putting an ad in the paper regarding “dump educate” Brian Clark suggests that cameras are cheap. Paullette Leukhardt feels it is time for an ad in the paper from the Select Board praising the residents in regards to recycling and the need to keep things at the dump neat. **MOTION:** Carter makes a motion to authorize Tom Poissant to hire a second dump attendant for six months, seconded by Coler. **VOTE: 3-0-0**

-DEP Concerns for the Transfer station: **(document 6)** DEP has required the Town to perform 2 tasks. Task 1 is fall 2014 Post-Closure Landfill Monitoring. Task 2 Corrective Actions Alternatives Analysis. Poissant has a proposal from Tighe & Bond for these tasks. Task 1 will cost \$11,000.00; task 2 will cost \$19,500.00. Poissant explains to the Board the need and urgency to move forward with at least Task 1. Carter does not like the idea of using the operating budget for this Olanyk understands Carter thought, as Coler sees the urgency of this task. Jim cutler hopes there is not already a problem but if there is leaching into wells etc. could be costly. Paullette Leukhardt says that Poissant brought this up at prior budget

meetings. **MOTION:** Olanyk makes a motion to authorize Tom Poissant to execute Task 1 for \$11, 000.00 Post Closure Landfill Monitoring, seconded by Coler. **VOTE: 2-1-0** (carter)

MOTION: Coler makes a motion to rescind previous vote of hiring a 2nd dump attendant, **No** second. (appr.1 1/2 HRS)

Diane Wilder Police Chief: Police department report:

-insurance line item is over \$212.00.

-Reserve wages are a little over, however should not be a problem as in the winter we do not run a Sunday shift.

-Explains to the Board that it has been a struggle to get Officers to work Fall Festival.

-To date there has been 122 incidents, which does not include motor vehicle stops.

-upcoming repairs on the interceptor will need new brakes soon.

- Wilder explains to the Board her need for a computer solely for the purpose of downloading cruiser camera. She is asked to consult with the IT Committee.

-Carter asked if a new cruiser would be needed in the near future, Wilder did not think so. The interceptor has about 50,000 miles and the explorer has about 89,000 miles.

- Wilder expresses she is a little nervous over the budget but feels a lot of that is most likely because this is her first time managing a budget. At the present Wilder feels, the budget will be fine.

-Wilder needs to have 2 Officers appointed for the Fall Festival. Dawn Haskins from Colrain PD & Josh Shearer from Plainfield PD.

MOTION: Carter makes a motion to appoint Dawn Haskins & Josh Shearer as Officers to work the Ashfield Fall Festival October 11 & 12, 2014, Seconded by Olanyk. **VOTE: 3-0-0**

Review of Police Chief Job description (**document 7**) discussion and a couple edits are made regarding the Chief Job description. Firearm licenses should be signed by the Police Chief no the firearms clerk. Wilder will see that that is changed internally. The draft of Police Chief Job description will be sent to Personnel Board for review then back to the Select Board for final approval.

MOTION: Coler makes a motion to accept the draft of the Police Chief job Description as edited, seconded by Carter. **VOTE: 3-0-0** (appr.25 Min)

Old Business:

Appoint Jim Cutler as Ashfield Energy Manager: Cutler advises he has heard from the ethics commission and there is no ethics issue that he is also on the Green Communities Committee. He has also filed a 20B form with the Town Clerk.

MOTION: Olanyk makes a motion to appoint Jim Cutler as energy Manager for the Town of Ashfield, seconded by Coler. **VOTE: 3-0-0**

Brian Clark submits a draft of Energy Manager Job description for review. **(document 8)** Carter feels this should not have to be an Ashfield resident. The job consists of 8 Hrs. per week. **MOTION:** Carter makes a motion to accept the job description and forward to the Personnel Board, seconded by Coler. **VOTE: 3-0-0** Paullette Leukhardt questions if Cutler will be dealing with recycling etc. at the dump. Brian Clark no he will be focusing on the Green Communities.

Mass Solarize Intermunicipal Agreement: **(document 9)** Cutler gives a brief overview of Mass Solarize Agreement, which needs to be accepted by the SB, the deadline for the proposal is 10/15/2014. Brian Clark advises the SB will need to submit a commitment letter signed before the next Select Board meeting. Cutler advises that each participating Town will have \$2,500.00 to use and a stipend for their coach. Ashfield & Buckland have waived the stipend for the coach however Plainfield has not. In addition, as of the present time there are no legal fees involved with the agreement, however maybe there would be some at a later date. **MOTION:** Coler makes a motion to sign off on Mass Solarize Intermunicipal Agreement and authorize the chair to sign any commitment letters pertaining to the above, seconded. **VOTE 3-0-0** (appr.20 min)

Chris Gray, Hilltown Networks: Wireless internet service proposal **(document 10)** Reviewing the revised contract with track changes that was sent to the Board. Coler feels that the service and rent of the steeple should be one contract and site use agreement another. The Board has a discussion pertaining to this issue as to whether Gray should pay rent for the site of just supply free service like the original contract has always stated. Coler submits a memorandum with a list of concerns he feels should be addressed. Fair Rent, steeple Condition clause, & restoration bond **(document11)**. Gray needs time to think about the discussion of tonight's meeting before giving any answers. Gray feels he is already giving twice the value of rent in services.

Carter will contact Town Counsel for her thoughts in order to get this going. (appr. 45 min)

Ted Murray Finance Committee: Audit proposal updates: Submits a 1 page bare bones request for audit proposals. **(document 12)** Three firms will receive the proposals and there will be no need for a bid or a quote seeing it is for professional services. There is a brief discussion if more information is needed on the proposal. After discussion cost, list of other clients in Franklin & Hampshire County, time frame from audit to completion. (appr. 15 min)

New Business:

Adopt CORI policy: **(document 13)** Cori Policy Officer will be the Treasurer.
MOTION: Carter makes a motion to accept the CORI policy and designate the Treasurer as CORI Officer, Seconded. **VOTE: 3-0-0**

CDBG-DR Authorization to disburse monies No. 2: **(document 14)** for Smith Rd in the amount of \$5,980.00 for engineering design and permitting. Carter signs disbursement. (appr. 5 min)

Board signs the election Warrant for November 4, 2014 **(document 15)**

Discuss Executive Administrator VS Town Administrator job descriptions: Job descriptions from other Towns are passed out for review and will discuss at the next SB meeting. **(document 16)**

Pipeline Intervener Status discussion: Fitz-Gibbon will contact the FRCOG Plainfield and Conway as to their Intervener Status.

Liaison Reports:

Coler met with Tighe & Bond last week and suggests getting them on the agenda soon.

Mail:

- Reply letter from division of Local Services regarding review of Ashfields financial operations. **(document 17)**
- Support letters from the Town of Colrain and Town of Buckland supporting Ted Murray's letter regarding excess chapter 71 money. **(document 18 & 19)** (appr. 10 min)

Public Comment: None

Next Select Board meetings: Monday October 20, 2014, Monday November 3, 2014, November 17, 2014

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

Adjourned @10:55 P.M.

Document List

1. Agenda for 10/07/2014
2. Payroll Warrant WP15-08 dated October 06, 2014
3. Vendor Warrant W15-08 dated October 06, 2014
4. SB minutes of 9/22/2014
5. letter from the AG'S office dated 9/30/2014 To Atty. MacNicol, relating to a complaint filed by Paullette Leukhardt on June 4th and 9th and another by Suzanne Corbett on June 9th regarding minutes of 2/26/2014.
6. DEP Concerns for the Transfer station
7. Police Chief Job description
8. draft of Energy Manager Job description
9. Mass Solarize Intermunicipal Agreement
10. Chris Gray, Hilltown Networks: Wireless internet service proposal
11. Memorandum submitted by Coler
12. Draft of request for audit proposals drafted by Ted Murray
13. CORI policy
14. CDBG-DR Authorization to disburse monies No. 2
15. Election Warrant for November 4, 2014
16. Executive Administrator VS Town Administrator job descriptions
17. Reply letter from division of Local Services regarding review of Ashfields financial operations
18. & 19. Support letters from the Town of Colrain and Town of Buckland supporting Ted Murray's letter regarding excess chapter 71 money
- 20.

Approved 10/22/2014 VOTE 3-0-0

Note: These minutes were discussed, amended, and approved at the Select Board meeting dated 10/22/2014 and filed in the folder of the actual date of the said minutes