

***Town of Ashfield - Select Board***

***Meeting Minutes***

***March 25, 2013***

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The Select Board Meeting was held on Monday March 25, 2013 at the Ashfield Town Hall. The meeting was called to order at 7:01 p.m. by Tom Carter. There were 7 Audio recorders and 1 video recorder in use. Approximately 5 audience members were in attendance.

Select Board – Tom Carter-Chair, Poullette Leukhardt, Ron Coler

Executive Administrator- Mary Fitz-Gibbon

Scribe- Assistant Municipal Clerk Lynn Taylor

Sign payroll and vendor warrants- discussion took place on Poullette's concerns regarding Town Counsel bill and Sumner storage bill. The warrants were then signed.

**Minutes**

*Minutes 12/12/2012-* MOTION: A motion was made by Coler to accept the minutes of December 12, 2012 as amended, seconded by Leukhardt.

**VOTE: Coler-aye, Leukhardt-aye. 2-0-1** (Document 1- draft copy of 12/12/2012 minutes with changes)

*Minutes 03/04/2013-*MOTION: A motion was made by Coler to accept the minutes of March 04, 2013 as amended, seconded by Leukhardt.

**VOTE: Coler-aye, Leukhardt-aye, Carter-aye 3-0-0** (Document 2- draft copy of 03/04/2013 minutes with changes)

*Minutes 03/12/2013-* MOTION: A motion was made by Leukhardt to accept the minutes of March 12, 2013 as amended, seconded by Carter.

**VOTE: Coler-aye, Leukhardt-aye, Carter-aye. 3-0-0** (Document 3-draft copy of 03/12/2013 minutes with changes)

**Appointments**

*Kachina Yuryan:* Discussion took place with Kachina regarding her concerns with Select Board minutes and the Ashfield House LLC. After a lengthy discussion it was agreed to have Kachina write a very detailed letter referencing all the issues and have that be part of the document list

for the April 8, 2013 Select Board meeting, and Kachina has an appointment with the Board at the April 8, 2013 meeting.

**Tom Poissant:** Discussion took place in regards to the winter roads line item Tom states as of today the available amount in winter roads is \$1,357.00. The sand and salt materials are very low after a discussion it was agreed for Tom to deficit spend and purchase some more sand and salt.

***DEP letter regarding Transfer Station*** (Document 4): Discussion took place regarding a report that will have to be completed by January 2014 for the DEP. Tom will contact Eric Weiss and see how to proceed and get the process started.

***DOT Bridge inspection letter*** (Document 5): Tom reviewed the routine inspection report from the DOT with the Board regarding 2 bridges in Apple Valley and 1 on Beldingville Rd. Tom feels the bridges in town should start addressing some of these bridges and possible funding.

***Staffing:*** Tom recommended to the Board that they promote Alan Taylor to Forman position with an hourly rate increase of \$1.20 affective April 01, 2013. Discussion regarding the mechanic position Tom stated that the mechanic position will not be filled Alan would be taking on a lot of those responsibilities. Tom would then advertise for a new truck driver/laborer.

MOTION: Carter makes a motion to appoint Alan Taylor to Forman increasing his hourly pay by \$1.20 effective April 01, 2013 per recommendation of the highway superintendent.

**VOTE: Coler-aye, Leukhardt-aye, Carter-aye 3-0-0**

### **New Business**

MOTION: Leukhardt makes a motion to appoint Brian Clark to the Technology Committee, seconded by Coler.

**VOTE: Coler-aye, Leukhardt-aye, Carter-aye. 3-0-0**

MOTION: Leukhardt makes a motion to appoint Wayne Gardner to the Building Committee, seconded by Coler.

**VOTE: Coler-aye, Leukhardt-aye, Carter-aye. 3-0-0**

Ashfield lake engineering study and dam inspection update: Ron would like to see about getting some volunteers together to try and do some of the smaller issues with the dam like cutting brush, cleaning etc. in order to try to get the actual amount of money spent lower. He will have contact with Doug Field and Tom Poissant and report back to the Board.

## **Old Business:**

General Government FY 14: Discussion regarding Town Hall job descriptions. Paullette will get up to date job descriptions from the Personnel Board. Ron would like copies of the most recent approved job descriptions. Discussion regarding the Town Clerk and Executive Administrator positions having the hours increased. Leukhardt expressed her concerns having both women working additional hours and not getting paid for them, which she maintains is an ongoing issue for two years.

MOTION: Carter makes a motion to have the Town Clerk and Executive Administrator positions become salaried positions with details to be worked out at a later date, seconded by Coler.

**VOTE: Coler-aye, Leukhardt-aye, Carter-aye. 3-0-0**

Debt Exclusion: Short discussion regarding purchasing a new grader for the Highway Department.

MOTION: Carter makes a motion to have the Town Clerk place a debt exclusion question on the ballot for the purchase of a new Highway Department grader, seconded by Coler.

**VOTE: Coler-aye, Carter-aye, Leukhardt-aye. 3-0-0**

Technology issues: Leukhardt distributed a memo to the Select Board for discussion and also to the Finance Committee regarding tech. issues with website and minutes ways to move forward .(Document 6)

Liaison Reports:

Town Hall: Coler reported on his meeting with Town Hall staff last week. Coler had the employees' e-mail him copies of their job descriptions he is looking for the most recent **approved** job descriptions. Jenn Morse will now be working on getting the older SB minutes completed and Lynn Taylor will now be taking the minutes moving forward.

Coler also distributed a FRCOG FCCIP inspection report. (Document 7)

Fire: Carter reads an email that had been sent to Del Haskins regarding a 50/50 grant in which the department has been awarded. Del is looking for a Board member to attend at the Turners Falls Fire station Leukhardt offered to go.

Three copies of the State Primary warrant for April 13, 2013 were signed by the Board for The Town Clerk (Document 8)

MAIL:

Certified letter from Attorney General's Office regarding an open meeting law violation filed by Suzanne Corbett on August 8, 2012. Following our review " we find the Board violated the OML by failing to create and approve minutes in a timely manner". (Document 9)

Copy of a letter from the Attorney General that was sent to Sherrill Jourdan regarding an open meeting law violation dated November 2, 2012. We found that the Board did not violate the OML. (Document 10)

Stuart Harris spoke with Mary Fitz-Gibbon regarding the digging out of Town Hall Basement, Stuart does not feel it will happen in the manner previously discussed. Mary also stated that we are on a list with the Sherriff's Department to have both the Town Hall and Fire Station painted.

Next Select Board meeting will be on Monday April 01, 2013 at 7:00 P.M.

Next Select Board and Finance Committee will be Wednesday March 27, 2013 @ 7:00 P.M.

Carter had a discussion with Leukhardt expressing his serious concerns with Leukhardts reference/perception of gender discrimination among Town Employees.

MOTION: Coler makes a motion to adjourn, seconded by Carter.

**VOTE: Coler-aye, Leukhardt-aye, Carter-aye**

#### **Document List**

- 1. Draft Copy of minutes dated December 12, 2012 with changes**
- 2. Draft Copy of minutes dated March 4, 2013 with changes.**
- 3. Draft copy of minutes dated March 12, 2013 with changes.**
- 4. DEP letter Regarding Transfer Station**
- 5. DOT bridge inspection report.**
- 6. Technology issues document from Paullette Leukhardt.**
- 7. FCCIP handout.**
- 8. State Primary Warrant.**
- 9. Attorney General letter regarding Suzanne Corbett Complaint.**
- 10. Attorney General letter regarding Sherrill Jourdan**
- 11. Draft copy of minutes March 25, 2013**

**Respectfully Submitted, Lynn Taylor**

