

Town of Ashfield Select Board

Meeting Minutes

May 13, 2013

The Select Board meeting was held on Monday May 13, 2013 at the Ashfield Town Hall. The meeting was called to order by Tom Carter-Chair at 7:04 P.M. There were 6 audio and 1 video recorders in use. Approximately 4 audience members were in attendance.

Select Board: Tom Carter-Chair, Paulette Leukhardt, Ron Coler

Executive Administrator: Mary Fitz-Gibbon

Scribe: Assistant Municipal Clerk Lynn Taylor

REORGANIZATION OF THE SELECTBOARD:

MOTION: Coler makes a motion to appoint Tom Carter as Chair to the Select Board, seconded by Carter. No discussion **VOTE:** Carter- aye, Coler-aye, Leukhardt-abstain. 2-0-1

Coler asked Leukhardt if she would like to be nominated for Vice-Chair Leukhardt commented by saying no she thought Coler should have a chance.

MOTION: Leukhardt makes the motion to appoint Coler as Vice-Chair to the Select Board, seconded by Carter. **VOTE:** Carter-aye, Leukhardt-aye, Coler-aye. 3-0-0

MINUTES:

Select Board minutes of April 29, 2013: discussion of draft minutes and where they should be filed. The decision was to add a footnote to draft minutes. (NOTE: these draft minutes were discussed, amended, and approved at the Select Board meeting dated _____ and filed in the folder of actual date of said minutes).

MOTION: Coler makes a motion to accept the minutes of April 29, 2013 as amended, seconded by Leukhardt. **VOTE:** Carter-aye, Leukhardt-aye, Coler-aye. 3-0-0

Review of Annual Town meeting:

General discussion pertaining to FY14 budget. Board expressed their disappointment in the declining attendance of Town Meeting, perhaps we should start looking into different options.

OLD BUSINESS:

Open Meeting Law Workshop May 15, 2013, Fitz-Gibbon has presented a list of 16 names to the FRCOG of attendees.

Discussion to have the Police Chief added to the SB agenda for next Monday May 20, 2013.

The Board asked Mary to e-mail all departments regarding any surplus machinery or equipment that they might have.

NEW BUSINESS:

FY 14 Priorities:

June 24, 2013 the Select Board will be having a meeting with Department heads and Chairs of all the Boards and Committees to discuss long term objectives, projects or concerns they may have. Mary will send out an e-mail to all explaining everyone is welcome, however 1 spokesperson should be chosen to represent each Board or Department.

June 3, 2013 the Board would like to meet with the Sewer Commissions, Green Communities to discuss the solar electric project for the AWWTP. The Board would like to have a copy of the proposed contract to review before that meeting. Mary was also asked to run the contract quickly by Town Counsel.

May 20, 2013 the Board will ask David Newell to attend this meeting for further discussion pertaining to Vocational Schools and the transportation of such.

General discussion of the Town Common turf maintenance the grass looks awful something needs to be done. Mary will check with the Franklin Land Trust to see exactly what can and cannot be done for maintenance.

General discussion of dam and retention wall at Old Sanderson. Board would like to view both places on a Saturday morning. Mary will post for this meeting prior to the Board members going out to view these areas to avoid any violations.

Employee Review Form and Policy: (Document 1) Leukhardt distributes draft form submitted by e-mail from the Personnel Board on 2/20/2013. A general discussion takes place. The Board would like to implement two changes to the Employee Review Form. 1. Attach specific job description for supervisor to work with. 2. Add electronic file name to the doc. The Board will ask the Personnel Board to work on all job descriptions over the course of the summer in order to have them approved by the Select Board on or before 9/15/2013. The Board would like to see that all reviews are done prior to December 1, 2013. November will be Employee Review month.

LIAISON REPORTS:

HIGHWAY: Carter reports that Tom Poissant received 14 applications for the open highway position. Tom Poissant, Highway Superintendent and Alan Taylor, Foreman conducted 6 interviews out of the interviews they were in full agreement of 1 of the applicants. Tom would like the Boards' permission to hire this person for the fulltime truck driver/laborer position.

MOTION: Leukhardt makes the motion to authorize Tom Poissant to hire this applicant for the fulltime truck driver/laborer position, seconded by Coler. **VOTE:** Carter-aye, Leukhardt-aye, Coler-aye 3-0-0

The highway department has been awarded a \$5,000.00 MIIA Grant for an Emergency Trailer containing signs, cones,etc.(document 2)

Coler hands out FRCOG Annual Report and FRCOG Inspection Program Advisory Board meeting agenda.(document 3)

Coler questions time frame for Liaison reassignments; the board will put this off until June or July.

Leukhardt has a question regarding the last vendor Warrant she would like to know why Coler contacted the Town Attorney with mention of the Ashfield House. Coler does not recall from memory the discussion with Town Counsel. Carter recalls authorizing Coler to contact Town Counsel. Mary will contact Town Counsel to find out what the conversation pertained to.

General discussion of how to move forward with a complaint filed from Sherrill Jourdin against a Town Employee. Carter expresses his willingness to reach out to Sherrill Jourdin. The Board agrees that Carter will contact Sherrill and discuss the situation. The Board questions what the present policy is; Mary Fitz-Gibbon will look into the present policy. The Board agrees how important it is to have a policy for something like this going forward.

MOTION: Carter makes the motion to adjourn, seconded by Leukhardt. VOTE: Carter-aye, Leukhardt-aye,Coler-aye. 3-0-0

Adjourned at 10:15 P.M.

Document List

1. Draft of Employee Performance Review
2. MIIA Grant for Emergency trailer
3. FRCOG Annual Report

NOTE: These draft minutes were discussed, amended, and approved at the Select Board meeting dated 5/20/2013 and filed in the folder of actual date of said minutes.