

## Town of Ashfield Select Board

### Meeting Minutes

June 17, 2013

The Select Board meeting was held on Monday June 17, 2013 at the Ashfield Town Hall. The meeting was called to order by Tom Carter-Chair at 7:04 P.M. There were 5 audio recorders and 1 video recorder in use. Approximately 5 audience members were in attendance.

**Select Board:** Tom Carter-Chair, Paullette Leukhardt, Ron Coler-Vice Chair

**Executive Administrator:** Mary Fitz-Gibbon

**Scribe:** Assistant Municipal Clerk Lynn Taylor

#### **WARRANTS:**

Review and sign Payroll Warrant WP13-26 Dated June 19, 2013 (Document 1)

Review and sign Vendor Warrant W13-26 Dated June 17, 2013 (Document 2)

#### **Appointments:**

Memo from Stuart Harris(document 3) concerning repairs to the Town Hall Steeple. Members read over the memo and have a short discussion. Coler will get in touch with Harris for a look at the steeple in person. The Board would like Harris asked how much of the \$13,000.00 in the Town Hall Renovations line item will need to be used in regards to the basement project. Coler will report back to the Board at the June 24, 2013 meeting.

#### **MINUTES:**

Fitz-Gibbon forgot to E-mail the Board the minutes of 8/01/2012, 7/25/2012, and 2/08/2012 therefore they will be put on the Agenda for June 24, 2013.

**MOTION:** Minutes of 6/10/2013 Coler makes a motion to accept the minutes of 6/10/2013 as amended, seconded by Carter. **VOTE:** Carter-aye, Leukhardt-aye, Coler-aye. Passes 3-0-0

#### **OLD BUSSINESS:**

- A. Review of Special Town Meeting Warrant, motions, talking points; review with Finance Comm. and Moderator if present.(document 4) Ted Murray is present to represent the Finance Committee. Article 1 Murray has no issues with this article. Article 2 Murray expresses his concerns with the Police Department speed trailer being a Capital Expenditure so soon after Annual Town Meeting. Discussion takes place with the Board, Leukhardt explains her meeting with the Police Chief on this matter. Article 3 Fitz-Gibbon explains the shortfall in the line Item

for Town Clerk. Article 4 discussion of repairing Town Common. Carter and Fitz-Gibbon explain how the Grant Program Income Line item is funded.

The Finance Committee will be meeting on June 19, 2013 @7:00 P.M.

A discussion regarding the Audit for 2012: Murray feels the Audit for FY 2012 is taking way to long. Fitz-Gibbon states she had spoken with Scanlon they were hoping the Audit would be completed within a month.

**MOTION:** Leukhardt makes a motion for the Chair to draft a letter to Scanlon requesting that the FY 2012 Audit be completed and forwarded to the Town by August 1, 2013, seconded by Coler. **VOTE:** Carter-aye, Leukhardt-aye, Coler-aye. Passes 3-0-0

The Board had a short discussion pertaining to some important issues that require attention.

1. Net Metering Contract
  2. Vocational School Transportation
  3. Dam and Retaining wall repairs
  4. Repairs to Town Common
  5. Employee reviews in November
- 
- B. Schedule informational public meeting on Net-Metering Host Community Energy Purchase contract. A meeting regarding this issue is set for June 26, 2013 @ 7:30 P.M. aft the Special Town Meeting. Fitz-Gibbon will contact Nexamp and will forward the contract to the Board as soon as Donna MacNicol returns it.
  - C. Review Town Counsel's mark-up of the Net Metering Host Community Energy Purchase Contract was moved to June 24, 2013
  - D. Ron Coler: protocol for July 29, 2013 select Board site-visit meeting rescheduled to June 24, 2013. Coler has spoken with Doreen Nolan she has no issue with Board accessing the Dam Via her property.
  - E. Cooperative Procurement Bid for Police Service Equipment. Board reviews has a short discussion and determines to send back to the Chief for him to manage.

**NEW BUSSINESS:**

- A. Board of Health responses to the Attorney General's request for further documents regarding two Open Meeting Law complaints dated April 14, 2013 and April 30,2013. (document 5) Susan Clark from the Board of Health is present and explains the copies are for The Select Board's information and file.(Documents 11A & 11B)
- B. Contract for MRF (Material Recycling Facility) Recycling Hauling Service forwarded by Hilltown Resource Management Cooperative.(Document 12) **MOTION:** Coler makes a motion for the Chair of the Select Board to sign the contract for MFR Recycling Hauling Services between the Town of Ashfield and Dave Wickles Trucking, seconded by Leukhardt. **VOTE:** Carter-aye, Leukhardt-aye, Coler-aye. Passes 3-0-0

- C. Request to extend the Lake House permit by one hour (serving until 2 A.M.) June 29, 2013 for a private party. The Chief Droney of the PD has not had any issues or complaints regarding the Lake House. The Board would like Judith Hamilton owner of Lake House to come to the meeting of June 24, 2013 to have a discussion with the Board.

**LIAISON REPORTS:**

Coler met with the Town Hall staff today, he distributes to the other Board members a Memorandum regarding job descriptions(document 5)

Coler has a discussion with the Board regarding drawings for the Ashfield Dam, he would like to take them to Staples and have copies made for their June 29, 2013 on site meeting. The other members agree it's a good idea to make copies. Coler was advised to charge the Select Board Expense line for the charges.

Carter spoke with Robin Sherman she will be put on the agenda for June 24, 2013 regarding Financial issues with the Ashfield House.

Leukhardt has a special request regarding Select Board meetings being moved to Wednesdays during the summer months. The rest of the Board will be fine with every other Wednesday for the Select Board meetings with exception of 7/17/2013 & 7/24/2013.

Leukhardt also inquires whether the Personnel Policy and Procedures Manual that the Personnel Board has been working on should go to Town Counsel or the Select Board first. The Board would like to the Manual first.

**MAIL:**

-E-mail from Juliet Jacobson requesting to be put on the agenda for July 1, 2013(document6)

-E-mail from Anna Vanderspek relating to fracking Fitz-Gibbon will forward to the Board for review and be put on the agenda for July 1, 2013(document 7)

-Letter from MIIA showing credits for Property and Casualty \$1345.00 and Workmens Compensation \$448.00. (document 8)

-Letter form the Town Account regarding FY 13 and FY 14 warrant schedules (document 9)

Next Select Board Meeting will be Monday June 24, 2013 at 7:00 P.M.

Special Town Meeting Wednesday June 26, 2013 at 7:00 P.M.

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

Adjourned @ 10:25 P.M.

### Document List

1. Payroll Warrant WP13-26 dated June 19, 2013
2. Vendor Warrant W13-26 dated June 17, 2013
3. Memo regarding Town Hall Steeple Repairs
4. Special Town meeting Warrant talking points dated June 26, 2013
5. Memo from Ron Coler regarding Job descriptions
6. Email from Juliet Jacobson dated 6/17/2013
7. E-mail from Anna Vanderspeck relating to fracking dated 6/13/2013
8. Letter from MIIA
9. Letter from Town Accountant regarding FY 13 and FY14 warrant schedules dated 6/11/2013
10. Draft copy of amended minutes for June 10, 2013
11. A. Copy of BOH response to Attorney General's Office complaint dated 4/30/2013 B. Copy of BOH response to the Attorney General's Office complaint dated 4/14/2013.
12. Contract for material Recycling Facility Recycling Hauling service.
13. Amended minutes of 6/17/2013

**NOTE: These draft minutes were discussed, amended, and approved at the Select Board meeting dated 6/24/2013 and filed in the folder of actual date of said minutes**