

**Town of Ashfield**  
**Select Board Minutes**

**June 16, 2014**

The Ashfield Select Board meeting was held on Monday June 2, 2014 at the Ashfield Town Hall at 7:00 P.M. There were approximately 4 audience members in attendance. There were 6 audio recorders in use.

**Previous Select Board meeting was June 2, 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 7:00 P.M.

**Payroll and Vendor Warrants:**

Payroll Warrant WP14-26 dated June 16, 2014(**document 2**)

Vendor Warrant W14-26 dated June 16, 2014(**document 3**)

**Minutes:**

Minutes of 6-02-2014 **MOTION:** Coler makes a motion to accept the minutes of 6-02-2014 as amended, seconded by Olanyk. **VOTE: 3-0-0 (document 4)**

**Appointments:**

- A.** Duncan Colter from the Board of Health recommends appointing Karen LaVallee to the BOH to fill Shelly Carter's position. **MOTION:** Carter makes a motion to appoint Karen LaVallee to fill Shelly Carter's unexpired term on the BOH, seconded by seconded by Coler. **VOTE: 3-0-0**
- B.** James Viera of Bug Hill Rd. Town Hall use application for a lecture on June 27, 2014 from 5:00PM- 9:00PM estimated attendance 250 people. (document 5)**MOTION:** Olanyk makes a motion to approve the Town Hall use application as written from James Viera for June 27, 2014, seconded by Coler. **VOTE: 3-0-0**

**New Business:**

- A.** Green Communities Committee, Energy Manager Grant Contract. (document6) Mary Quigley is present to explain the grant that was received

in the amount of \$8,455.00 to hire a new energy manager. The job will need to be posted Priscilla Phelps was suggested to maybe help with adds etc.

**MOTION:** Coler makes a motion that the Chair of the SB be authorized to sign the grant contract in the amount of \$8,455.00 to hire a new Energy Manager, seconded by Olanyk. **VOTE: 3-0-0**

**B.** Franklin Regional Cooperative Highway Products and Services FY2015 Contract to sign (document 7). Poissant reviewed the Highway products bids and requests the Board sign the FY15 Contract. Board reviews the bids.

**MOTION:** Carter makes a motion to accept and sign the FRCOG Contract for Highway products, seconded. **VOTE: 3-0-0**

**C.** FRCOG Memorandum of Agreement (MOA) (document 8) and Memorandum of Understanding (MOU) (document 9) for Emergency Communications and Plainfield Tower. **MOTION:** Coler makes a motion to sign the MOA and MOU contracts with FRCOG relative to Emergency Communications and Plainfield Tower, seconded by Carter. **VOTE: 3-0-0**

**D.** CDBG-DR Smith Branch Rd Project Consultant Procurement (document 10) needs to be signed. Olanyk gives a quick review of a meeting that was held in regards to the RFQ'S pertaining to Smith Branch Rd. The members of the review committee were Thomas Poissant, Lynn Taylor, Mary Fitz-Gibbon, and Bruce Hunter from HRA. Two Engineering Companies supplied RFQ'S Tighe & Bond and Vanasse Hangen Brustlin the two firms were scored and the highest score went Tighe and Bond, Inc. **MOTION:** Carter makes a motion to approve and sign Project Consultant Procurement for Smith Branch Rd. to release the funds from CDBG-DR Grant **VOTE: 3-0-0**

**E.** Town used equipment Auction bid opening. Sewer Commission 1996 Toyota pickup was put out to bid carter reads the add, only one bid was received that was from Vights Garage of Conway for the amount of \$350.00 bid was accepted by the SB who agreed to throw the four tires in the truck. **MOTION:** Olanyk makes a motion to accept the bid from Vight's Garage (document 11) for the amount of \$350.00 for 1996 Toyota Tacoma pickup and the extra tires, seconded. **VOTE: 3-0-0**

**F.** Open Meeting Law Complaint received June 16, 2014; OML Complaint received June 16, 2014 from Deborah Nicholson(document 12) regarding the SB Meeting of May 19, 2014. Carter reads the Complaint into the

Record. After a very brief discussion, Board made the decision to forward to Town Counsel to handle as done in the past.

### **Old Business:**

- A. Review and discuss FY 15 Appointment list from the Town Clerk (document 13); with focus on Town Hall employee's terms. Following are some thoughts the Board had and would like to think about before appointments are made. Green Committee should maybe have 5 people rather than 4 and perhaps stagger the positions. Tree Committee has not been meeting perhaps committee should be dismantled. Tech Committee having staggered positions. Personnel Board received word that Beverly Chow does not want to be re-appointed need to look to fill that position. Executive Administrator position Carter would like to have the Board think about changing that position to Town Administrator. Town Clerk, Tax Collector/Treasurer both positions were change from 2 Yr. appointments to 1Yr which did not send a well-perceived message to Town Employees. Fitz-Gibbon is asked to research positions from 2001 forward for the Board. Highway Workers do not need to be appointed every Yr. Waste Water should not be appointed the SB has no control over them, same with the BOH Positions.
- B. Discussion of draft Police Chief Job description (document 14) Coler would like to have the font larger. Fitz-Gibbon will continue to work on and bring to the July 28, 2014 Meeting.
- C. Special Town Meeting June 23, 2014: Fitz-Gibbon spoke with Moderator Buz Eisenberg he felt no need to meet before the special Town Meeting. A reminder letter was sent to the representatives regarding the Special Town Meeting. Fitz-Gibbon will contact the petitioners to make the motions and talking points for the Meeting.
- D. Project Request for Winter Rapid Road Recovery (document 15) needs to be signed. Poissant requested the Board endorse the Winter Rapid Road Recovery in the amount of \$44,563.00, which will be used to resurface a section of Spruce Corner Rd. Carter reads a letter from Tom Poissant to Cathy Stevens into the record. **MOTION:** Carter makes a motion to endorse the request for Winter Rapid Road Recovery, seconded by Olanyk. **VOTE : 3-0-0**

## **Liaison Reports:**

**Highway:** Olanyk met with Poissant discussed the driveway issue and Curt Pichette land; Poissant shared an idea on how to move the end of the driveway to get it off the property of Pichette. Poissant is planning to have summer help again this year, also has been working with the DEP in regards to the Transfer Station issues. The new grader should be in this week.

**Police:** Carter had a meeting with Chief Wilder regarding the reserve Officers time being decreased come July 1<sup>st</sup> when she takes the Chief Position, she has spoken with everyone on this issue, and everyone understands.

Coler has drafted the two Thank You letters as requested by the Board to Nolan's and Decker's. Coler reads the letters into the record and the Board members all sign the letters. (Documents 16&17)

## **Mail:**

-Invitations from Mary Snow regarding the Emancipation Proclamation.  
(document 18)

Board has a discussion regarding the Mary Priscilla Howes fund and thought maybe could get some funds from there to contribute to the above gathering.

-Letter of Support from Andy Smith for the proposed antenna's in the Steeple of Town Hall. (document 19)

-Letter of Support from Juliet Jacobson for the proposed antenna's in the steeple of Town Hall. (document 20)

-Standard letter from the AG's Office sent to Paullette Leukhardt on June 9, 2014 considering the case closed (document 21)

The Board has a brief discussion in regards to Wired West and the Agreement with Chris Gray. One thought is if we sign a contract with Gray would we maybe loose leverage with Wired West.

Public Comment: Betty Stewart shares information pertaining to the BOH and their powers that are generated by the State they have the power to hire and fire their own Health Agents.

Special Town Meeting June 23, 2014 @7:00 P.M.

Next Select Board Meeting will be June 30, 2014 @7:00 P.M.

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

Adjourned @ 9:24 P.M.

#### Document List

1. Agenda for June 16, 2014
2. Payroll Warrant Dated June 16, 2014
3. Vendor Warrant Dated June 16, 2014
4. Minutes of 6-02-2014
5. Town Hall use application as written from James Viera for June 27, 2014
6. Green Communities Committee, Energy Manager Grant Contract.
7. Franklin Regional Cooperative Highway Products and Services FY2015 Contract
8. FRCOG Memorandum of Agreement
9. FRCOG Memorandum of Understanding
10. CDBG-DR Smith Branch Rd Project Consultant Procurement
11. Town used equipment Auction bid from Vight's Garage for 1996 Toyota
12. Complaint received June 16, 2014 from Deborah Nicholson
13. FY 15 Appointment list from the Town Clerk
14. draft Police Chief Job description
15. Project Request for Winter Rapid Road Recovery
16. Thank You letter to the Nolan's
17. Thank You letters to the Decker's
18. Invitations from Mary Snow regarding the Emancipation Proclamation.
19. Letter of Support from Andy Smith for the proposed antenna's in the Steeple of Town Hall.

20. Letter of Support from Juliet Jacobson for the proposed antenna's in the steeple of Town Hall.
21. Standard letter from the AG's Office sent to Paullette Leukhardt on June 9, 2014 considering the case closed
- 22.

Note: These minutes were discussed, amended, and approved at the Select Board meeting dated 7/14/2014 and filed in the folder of the actual date of the said minutes

**APPROVED 7/14/2014 AS SUBMITTED 3-0-0**