

SELECT BOARD MINUTES August 3, 2010

Present: Dave DeHerdt, Doug Field, Norm Russell

Meeting called to order at 1:pm

Town Collector - present Laura Blakesley

Blakesley said she needed some time to meet with the Board to discuss sick time calculation for a former employee and a current employee, but was concerned about doing so in open session. DeHerdt said that if it could be called negotiations with non-union personnel it could be done in executive session.

Vocational Transportation Field reported that he has been contacted by Hawley Selectman regarding sharing of a van to transport students to Smith Vocational High School in Northampton. Hawley has three students. Field didn't know how many students might be going from Ashfield. No one was sure how many students could be transported in one van. Field thought that First Student had 9 passenger vans. He said he's been told that as much as \$10,000 could be saved if a van could be shared. More information is needed before any decisions can be made.

Council on Aging The CoA wants to be on the August 11th agenda to have several persons appointed to its committee.

Planning Board Michael Fitzgerald has requested some time with the Board regarding the siting of a wind data collecting tower. That will be added to the August 11th agenda.

Pole hearing The long delayed pole hearing on the installation of a utility pole to service the Trustees of Reservation location on Bullitt Road will be on the August 11th agenda.

Town Clerk - Job Description DeHerdt presented a job description which fellow board members took time to read before discussing. The expectation is that the person who will fill this position will attend workshops provided by the Town Clerk Association. These sessions are held several times during the year. Participants can earn credits toward becoming certified Town Clerks. The hope also is that whoever is hired will remain in the position, as it takes a long time to really "know" the job. Another goal is that this person be literate in the computer programs that he/she will work with. This person would supervise an Assistant Town Clerk, if one is appointed, but not the other office employees. For posting purposes the Board decided that the position would be set at 25 hrs/ week, benefited and at a rate of \$14 - \$18/ per hr, depending upon experience.

The plan is to have the position posted by the 7th so that interviews can begin by the 17th. Posting will be: on the Town's website, at the Post Office, and in at least one local paper. Russell commented, "If you want educated people use the *Gazette*; if you want hard working people post in the *Recorder*." Field recommended publishing on Friday and Saturday in the *Gazette* cost \$64 for the two days.

Ted Murray and Anne Yuryan will review the applications with Russell. Hopefully, they will be

prepared to report at the August 25th meeting.

Russell said he felt an important item wasn't stressed in the job description. That is the importance of the Town Clerk's ability to interact with the public. As he put it, "the Town Clerk is the 'face' of the Town."

Executive Administrator - Job Description

The Board reviewed a job description for the proposed Executive Administrator position prepared by DeHerdt. The role of the person who holds this position is to take the SB minutes and follow-up on actions requested by it. This could involve some primary source research. It is not a supervisory position. It does require evening work to attend SB meetings usually held in the evening, as has been the practice in the past, and being available in town office to assist as needed. The person holding this position needs to interact effectively and cooperatively with the staff and the public.

There was some discussion about how important having the Executive Assistant at SB meeting was. Field said in the past someone always sat with the SB and took minutes. DeHerdt thought it wasn't always necessary. He supported the taping of meetings. Russell thought taking notes of key items would be helpful in preparing minutes, as the Executive Assistant would have a better idea of what was going on.

For purposes of posting, the Board set the Executive hours at 19 per week at \$12/per hr.

Assistant Clerk This position is intended to be a way to give the Town Clerk assistance with issuing dog licenses, etc. and to provide additional assistance to the public. It is to be a 8 hour per week position at \$12.00 per hour. There was discussion about how the hours would be worked; the general consensus was that it could be split into time on two days so that the goal of keeping town office more available to the public could be achieved.

Seating arrangement Some discussion was held regarding space for everyone to work in the office. The back office has space for the Executive Administrator, the Town Clerk has the middle office space, and the Assistant Clerk would use the front desk. This is subject to change as the persons using the space work things out.

Town hall hours

A tentative schedule would have town offices open Monday, Tuesday, Wednesday evening for 3 hrs, and Friday. How many hours each of the open days was not determined.

Hunting and Fishing licenses Currently the Town Clerk does not sell these licenses. This came about when the state required different software and did away with allowing the Town Clerk to keep a portion of the fees.

Posting Someone in the room reminded the Board that in its posting the "equal opportunity employer" notice needs to appear.

A motion was made, seconded, and voted to adjourn at 2:10 PM. DeHerdt announced that the

Board would go into executive session to discuss a non-union employee question and would not reconvene in open session.
Respectfully submitted,

Priscilla Phelps