

## **SELECT BOARD MINUTES June 30, 2010**

Present: Dave DeHerdt, Doug Field, Norm Russell

Meeting called to order immediately following Special Town meeting at

### **New Business**

Recognition of people Field presented a letter from Laura Blakesley, Town Collector, crediting and thanking several people for performing several projects at town hall. The area behind town hall had become a mess. After checking with the Fire and Police Departments to find out what they wanted to keep, she asked the Highway department to clean up the rest. She wrote, "The department did a wonderful job; it's clean and nice. Del Haskins has been mowing around the fire dept. He is going to seed the area behind town hall. Paulette Leukhardt, Ricki Carroll, and Karen Sullivan have helped seal real estate bills. Suzanne Corbett and others will be coming in to help with other projects on June 6<sup>th</sup>. Nancy Dunn and myself are glad to have help with the projects. It's nice to have people volunteering their time." A round of applause was given.

2011 Appointments A motion was made, seconded, and voted to appoint Robin Crowningshield and Joel Arsenault to three year terms on the Agricultural Commission.

A motion was made, seconded, and voted to appoint Nancy Garvin to a one year associate position on the Agricultural Commission.

A motion was made, seconded, and voted to appoint Lester Garvin and Willis Thayer to three year positions on the Conservation Commission.

A motion was made, seconded, and voted to appoint Molly Babize, Gerard McGovern, and Steve Gougeon to the Historical Commission for three year terms.

A motion was made, seconded, and voted to appoint Deborah Duchin to a three year term on the Youth Commission.

A motion was made, seconded, and voted to appoint Anne Yuryan to a one year term as an associate member of the Zoning Board of Appeals.

A motion was made, seconded, and voted to appoint Thomas Poissant to a one year position as Highway Superintendent.

A motion was made, seconded, and voted to appoint Curtis Pichette to a one year term as highway mechanic.

A motion was made, seconded, and voted to appoint Jack Clark, Richard Turner, and Alan Taylor for one year positions as highway labor/equipment workers.

A motion was made, seconded, and voted to appoint Philip Nolan, III to a one year position as Transfer Station Attendant.

A motion was made, seconded, and voted to appoint Elizabeth Nichols to the one year position of Wastewater Treatment Operator.

A motion was made, seconded, and voted to appoint Del Haskins to the position of Fire Chief for a one year term.

A motion was made, seconded, and voted to appoint Doug Field as Emergency Manager for a term of one year. DeHerdt noted that the board had sought legal clarification that Field could serve in this position, as regulations generally disqualify a Select Board member from being appointed. A special exception can be made as long as authority is granted by a town meeting vote, which has been done. (Annual Town Meeting – May 1, 2010)

Appointments to the Police Department: A motion was made and seconded to appoint Jerek Kenobko as a police officer for one year. Upon request for a motion to appoint Kristina Nunez to a position as police officer, none was made. A motion was made, seconded, and voted to appoint Elizabeth Lesure and Walter Zalenski as Auxiliary officers for a term of one year.

A motion was made, seconded, and voted to appoint Warren Kirkpatrick as Animal Control Officer for a term of one year.

A motion was made, seconded, and voted to appoint Maryellen Cranston as Town Administrator for a term of one year.

A motion was made, seconded, and voted to appoint Nancy Dunne as Assistant Municipal Town Clerk for a term of one year.

A motion was made, seconded, and voted to appoint Laura Blakesley as Town Collector for a term of one year.

A motion was made, seconded, and voted to appoint Laura Blakesley as Town Treasurer for a term of one year.

A motion was made, seconded, and voted to appoint Maryellen Cranston as Assistant Treasurer for a term of one year.

A motion was made, seconded, and voted to appoint Faye Whitney-Lussier and Nancy Dunne as Assessors' Assistants each for a one year term.

A motion was made, seconded, and voted to appoint Nancy Interest and Susan Gambino as Registrars of Voters each for a term of one year.

A motion was made, seconded, and voted to appoint Alden Gray to a one year position as fence viewer.

A motion was made, seconded, and voted to appoint Roland Townsley and David King as field drivers each for a term of one year.

A motion was made, seconded, and voted to appoint Ramon Sears as Surveyor of Wool and Lumber for a term of one year.

A motion was made, seconded, and voted to appoint Molly Robinson as the Frederick W. Wells Trustee for a term of one year.

A motion was made, seconded, and voted to appoint Shelia Graves as the Carl Nilman Scholarship Committee member for a term of one year.

A representative of the Conservation Commission reported that there had been a resignation on that board and he would like to have Trish Libby appointed to fill that spot. A motion was made, seconded, and voted to appoint Trish [Patricia] Libby to the Conservation Commission for a three year term.

DeHerdt opened the floor to public comment. A question was asked about the reorganizing of town office positions. Are the hours of Town Administrator being increased or decreased? DeHerdt replied that had not been determined; he said the board would be addressing this in the next few months.

A comment was made about it being confusing if persons didn't know how many hours they were going to work. The response was that things will remain at status quo while a way is sought to make town hall more efficient so that it can be open to the public more hours during the week.

#### Police payroll issue - Present: John Cotton

A time sheet submitted for the weeks ending 6/17/2010 was approved for payment, subject to review by the Select Board. This was the time for the review. Cotton said the issue was the time sheet did not match the log. [The log called for this employee to work Monday – Friday from 8:00 am to 3:00 pm each day.] The time sheet submitted shows times worked before 8:00 am and after 3:00 pm. On some occasions the officer might start work at 7:45 am and end work at 2:45pm; other days the hours might begin at 8:15 am and end at 3:15 pm. Cotton said the intent was to cover the hours the employee was supposed to work during a 35 hour week. When this happened the time worked between 8:00 am and 3:00 pm did not total 35 hours for the week.

On 6/5, 7 hours of vacation time were shown; Monday the 7<sup>th</sup> the time sheet shows 6 hours of vacation time with one hour not accounted for. According to the schedule set down there should have been 7 hours. The Chief said he was not notified by the employee that any vacation time was going to be taken. He said that according to the Town of Ashfield Employee Handbook, there's supposed to be a week's notice prior to taking vacation, and if a week's notice can't be given, the employee is still supposed to notify the supervisor. Cotton says he was never notified. Tuesday it looks like there's 7 hours of work time and on Wednesday there's 8 hours. It appeared the employee was making up that missed hour (from Monday) on Wednesday. In order to do that the employee recorded a starting time on Wednesday as 7:45 am and ending time 4:45 pm. There's nothing in the log to indicate why the employee didn't begin at 8:00 am and end at 3:00 pm. Cotton says on that day the town was being charged for an extra hour, but the officer is only supposed to work 7 hours. It was noted that the officer actually put in two extra hours according to the log, but only one extra hour on the time sheet. Then on Thursday there's 6 regular hours and 1 hour sick on the time sheet, but the daily log shows start time at 7:45 am ,end time at 2: pm , and does not reflect leaving due to illness. Friday the 4<sup>th</sup> there was no coverage for the day. Cotton said he wasn't sure whether that meant it was an administrative day during which the officer would not be answering calls. He was later informed it meant the officer wouldn't be in to work that day. It appeared the officer was taking vacation for which a request had not been submitted. Cotton said the duty roster is posted a month in advance; it showed there would be no coverage that day. Cotton was asked if he had calculated how much time the officer worked during the time actually scheduled for work. The difference would be the one hour on Wednesday, reducing the total time to 34 hours for the first week of the pay period. One hour of vacation could be used to cover the 35 hours paid for that week.

What about the second week of the pay period which ended June 17<sup>th</sup>? The big issue on June 15<sup>th</sup> is that 10 hours were put in with 7:45 am the starting time. Cotton said the time before 8:00 am wouldn't count. At 3:00 pm the officer observed someone with an arrest warrant driving by and decided to make an arrest. The arrest was made and the day ended at 5:45pm, totaling 9.5 hours. On Friday the 11<sup>th</sup> 2.5 hours of vacation time are shown. Was that all the vacation time she had left? Cotton didn't know. There's no daily log for the balance of the day on the 11<sup>th</sup>. The officer didn't put in any regular hours that day. That was another no coverage day. On the 12<sup>th</sup> there's 8.5 hours. On that day the officer started at 7: am, which again was not the scheduled starting time, and the ending time is 3:30 pm. Cotton said there was no reason to have stayed beyond 3:00 pm that day. There appeared to be 1.75 hours of time in the second week of the pay period that could be covered by vacation time.

Cotton says he has had a discussion with the officer about what time the officer starts and ends. He has also provided a letter stating the schedule. When asked what the officer's response to the discussion of work schedules was, Cotton said he was told he was not authorized to set time schedules. Cotton reports he replied verbally and in writing that, "this is the schedule the Chief has set for the department." Russell asked if there were times when the town didn't have the coverage it should have had? Cotton said individuals have a right to use their time; however, they're supposed to coordinate their time.

A motion was made and seconded to advise the treasurer to adjust the records to reflect the use of 2.75 hours of vacation time during that pay period. During discussion Russell commented he's never worked where he could tell his boss what hours he would work. Russell said he didn't think many people had that experience. The vote was unanimously in favor of having the Treasurer adjust the record.

### **Public Comment**

Ricki Carroll said when volunteering in town hall she noticed it was really warm. And when she inquired about water, she learned that there is water cooler that one employee pays for herself. Ricki says that if people will donate a dollar, when she has \$70.00 she will pay the bill for a year, making the water available to office workers. Betty Stewart, a water commissioner, commented that there is perfectly acceptable water coming through the water pipes in the building. She wondered why anyone would want to pay extra for water in a bottle.

A question was asked about making adjustments to accounts after the end of the fiscal year. DeHerdt said there is a brief period of time (he thought 15 days) when adjustments can be made. The Finance Committee is aware of the item in question.

A motion was made, seconded and voted to adjourn the meeting.

Respectfully submitted,

Priscilla Phelps