

Town of Ashfield Select Board

Meeting Minutes

December 2, 2013

The Ashfield Select Board meeting was held on Monday, December 2, 2013 at the Ashfield Town Hall. Tom Carter called the meeting to order at 7:02 p.m. There were 5 audio recorders and 1 video recorder in use during the meeting. There were about 11 audience members in attendance.

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

Executive Administrator: Mary Fitz-Gibbon

Assistant Municipal Clerk, Scribe: Lynn Taylor

The Board reviewed and signed the Warrants:

Payroll Warrant WP 14-12 dated December 02, 2013 **(Document 1)**

Vendor Warrant W 14-12 dated December 02, 2013 **(Document 2)**

Minutes of November 18, 2013 moved to 12/16/13 meeting by Board

Appointments:

Sheralyn Scott, Bronson Ave: Boundary line agreement: Coler informs the Board that he met onsite with Daniel Werner (Scott's surveyor) and John Angleman to walk the suggested new boundary for the Bronson Ave. property. Coler distributed plans drafted by Daniel Werner **(Document 3)** to the Board members for review; the plans show the proposed new boundary lines for the Town parking area and the Scott property. If the said plans are agreed upon and an agreement formed with Scott it would be roughly a 5- ft. deviation. The Board had a short discussion and Coler then makes a motion. **MOTION:** Coler makes a motion to go to Town Counsel with the plans and have an agreement and an article drafted for a Town meeting. The agreement should also contain language that 3 monument markers be placed on the new boundary lines, seconded by Leukhardt. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye. **3-0-0**

Doug Field, EMD: Emergency Operations Center Manual: Doug distributes a copy of the Emergency Preparedness Plan **(Document 4)** that he recently drafted. Field reviews the plan with the Board informing them that a copy of this plan will be put in the binder of the Emergency Operations Center Manual that is located in the Fire House and in the Executive Administrator's office. Carter questions Doug on the status of the Multi Hazard Mitigation Plan

that was submitted. Doug states it has been received by the State but as of yet have not heard anything from the Feds. as far as approval.

Warren Kirkpatrick, ACO: Animal Control Officer Operating Procedures Manual; New waiver form for approval. Warren announced that he graduated on May 23, 2013 from the State Academy which is now required of all ACO Officers. Warren applied for a scholarship in which he was awarded 50% of the cost for the Academy. Warren has drafted the Animal Control Officers Operating Procedures Manual.**(Document 5)** **MOTION:** Carter makes a motion to accept the Animal Control Officers Operating Procedures Manual as drafted, seconded by Leukhardt. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye. **3-0-0** Leukhardt recommends putting this manual on the Town Website.

Warren also distributes a draft of a Statement of Surrender.**(Document 6)**The Board reviews the form which will need Select Board approval and also needs to be approved by Town Counsel. **MOTION:** Carter makes a motion to approve the Statement of Surrender, as written, pending, approval from Town Counsel, seconded by Leukhardt. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye **3-0-0**

Christopher Gray, internet Service Provider proposal update and Tech Committee input: Chris advised the Board that the Tech Committee meeting was cancelled therefore he has no input from them as yet. He will attend their next meeting. A short discussion takes place regarding the proposal , leasing, Antenna placement, Leasing etc. Chris will come back to the Board after meeting with the Tech. Committee for further discussion.

OLD BUSINESS:

Ashfield Lake Dam inspection report and Tighe & Bond engineering proposal: Coler distributes to the Board a copy of the proposal from Tighe & Bond for the engineering pertaining to the lake. **(Document 7)** Also a copy of a memorandum Status of Various Grants Being Pursued. **(Document 8)** The Board discusses the grants still being pursued. Coler advises the Board that the grant relating to Smith Branch Rd reconstruction looks like a go. And that the Dam, Levee Infrastructure Repair Program will come back up in September of 2014; if the Town is to apply for that grant we need to be shovel ready. This means the engineering will need to be done by that time. The Board has a discussion pertaining to the proposal which came in at \$77,600.00 for the engineering costs. It is decided to forward the proposal from Tighe & Bond pertaining to the dam along with the proposal for the Field retention wall to the Finance Committee for review. Coler is going to contact Tighe & Bond and set up a meeting to discuss the proposal on January 15, 2013 @ 7:00 PM. The Board will invite the Finance Committee, Conservation Commission, Park Commission, Tom Poissant, Doug Field.

Public Records requests: Discussion of recent document requests received by the Select Board and Town Hall. Coler starts by expressing his real concerns with the recent document requests from Suzanne Corbett. After reading the requests Coler is concerned for peoples' safety within the Town; the content and the way they are written is disturbing. Coler suggests sending all of these requests plus the document request and OML Complaint that was left at the Select Board

table before the meeting opened by Suzanne Corbett dated 12/01/2013. **(Document 9)** Carter does not have an issue forwarding them to Town Counsel except costing the Town more money. Leukhardt feels it would be “wise” for her to abstain from the conversation and any voting on this issue given that in previous meetings she said that she was accused of being involved by Town Hall employees. **MOTION:** A motion was then made and seconded to forward to Donna McNicol the 12/1/13 OML plus the 4 November Public Record Requests submitted by Suzanne Corbett to have her review all. **VOTE:** Carter-aye, Coler-aye, Leukhardt-abstain 2-0-1

Before moving on Leukhardt would like to read into the record an excerpt from Select Board minutes dated June 25, 2012, On the role of Chair **(Document 10)** Carter comments and says he received a different flavor from a recent Attorney General’s Office decision regarding this issue.

NEW BUSINESS:

Liquor Licenses renewals: Elmer’s Store, LLC **MOTION:** Leukhardt makes a motion to approve the General on Premise License to sell all kinds of alcoholic beverages for Elmer’s Store, LLC, seconded by Carter. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye. 3-0-0 **(Document 11)**

Lakeside Ventures, Inc. d/b/a Ashfield Neighbors **MOTION:** Carter makes a motion to approve the Retail Package Goods Store to sell all kinds of Alcoholic beverages for Lakes Side Venture’s d/b/a as Nolan’s Neighbor’s, seconded by Leukhardt. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye. 3-0-0 **(Document 12)**

Mark D. Graves, June L. Heideman, Suzanne Connell d/b/a Edge Hill Golf Course. **MOTION:** Carter makes a motion to approve the General on Premise License to sell all kinds of Alcoholic beverages for Mark D. Graves, June Heideman, Suzanne Connell d/b/a Edge Hill Golf Course, seconded by Coler. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye. 3-0-0 **(Document 13)**

Lydian Enterprises, Inc. d/b/a Ashfield Lake House. **MOTION:** Carter makes a motion to approve the General on Premise License to sell all kinds of alcoholic beverages for Lydian Enterprises, INC. d/b/a Ashfield Lake House, seconded by Coler. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye 3-0-0 **(Document 14)**

MOTION: Carter makes a motion to sign the Renewal Certification 2014, State Alcoholic Beverages Control Commission, seconded by Coler. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye. 3-0-0 (Document 15)

Office of Attorney General (AGO) request for approval to release letter and attachments dated 02-06-2013: Mary explains to the Board the AGO has asked for the Boards’ approval to release letter and attachments dated 02/06/13. The items are part of a document request submitted to the AGO requested by Leukhardt. There is a very brief discussion pertaining to the request for approval. **MOTION:** Carter makes a motion to approve the AGO request to release the documents dated 2/6/13, seconded by Coler. **VOTE:** Carter-aye, Coler-aye, Leukhardt-abstain. 2-0-1

Green Communities Annual Report to be signed by the Chair of the Board. Brian Clark is present and gives a brief overview of the report. There has been a significant reduction in the electric bills of 18% which amounts to around \$1900.00. The Town Hall and Fire House have had or in the process of upgrades with insulating and heating systems. Coler had a question about installing somewhere in Town a charging station for the electric cars in Town.

MOTION: Coler makes a motion to sign the Green Communities Annual Report, seconded by Leukhardt. **VOTE:** Carter-aye, Coler-ay, Leukhardt-aye. 3-0-0

Brian also had a discussion pertaining to the electrical upgrade system for the Fire House. The Fire House electrical service needs to be upgraded from a 100 to a 200 amp service in order to install the new heat pump. The proposal from Poissant Electric to do this job was \$2,887.00. **(Document 16)** The funds for this will be taken out of the Town Hall & Fire House Capital line item.

MOTION: Carter makes a motion to authorize the Green Communities to move forward with the Fire House electrical upgrade, seconded by Coler. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye 3-0-0

Town Common Application: Winter Solstice Celebration. The Winter Solstice Community would like to hold the Ashfield Winter Solstice Celebration on Town Common December 20, 2013 from 5:30-9:30 pm. Both the Police Chief and Fire Chief have been notified.

MOTION: Coler makes the motion to approve the Town Common use application for the Winter Solstice Celebration on December 20, 2013 from 5:30-9:00 pm, seconded by Leukhardt. **VOTE:** Carter-aye, Coler-aye, Leukhardt-aye 3-0-0 (Document 17)

Liaison Reports:

Highway: Carter reports that there is still no delivery date for the newly purchased grader. Next week Monday December 9, 2013, Todd Senecal will start his new position, this will bring the highway back to a full crew.

Leukhardt has nothing to report from the Police or Fire Department

Town Hall: Coler met with Town Hall staff regarding storage space issues. After the first of the year I think the Town Hall Staff along with the Town Hall building committee should come in front of the Board for a discussion.

MAIL:

SB Essentials Meeting at the FRCOG 12/12/2013 @ 7:00 PM Re: Aging population

Historical Commission of Western Ma meeting 12/9/2013

Public comment: Franklin Wickland made comment to the Board that the aging population is of concern for Ashfield in the very near future.

Next Select Board meeting: 12/16/2013 at 7:00 PM at the Ashfield Town Hall

Leukhardt questions whether Town clerk has heard from Town Counsel regarding birthdays on the street lists.

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

Adjourned at 10:02 PM

Document List

1. Payroll Warrant WP 14-12 dated October 21, 2013
2. Vendor Warrant W 14-12 dated October 21, 2013
3. Plans of proposed new boundary lines for the Town parking area and the Scott property.
4. Copy of Emergency Preparedness Plan
5. Animal Control Officers Operating Procedures Manual
6. Copy of draft Statement of Surrender
7. A copy of the proposal from Tighe & Bond for the engineering pertaining to the lake.
8. Copy of a memorandum Status of Various Grants Being Pursued
9. OML Complaint left at the Select Board table 12/2/2013, before the meeting opened, by Suzanne Corbett dated 12/01/2013
10. Excerpt from Select Board minutes dated June 25, 2012. The Role of Chair submitted by Leukhardt
11. Elmer's Store, LLC Liquor License
12. Lakeside Ventures, Inc. d/b/a Ashfield Neighbors Liquor License
13. Mark D. Graves, June L. Heideman, Suzanne Connell d/b/a Edge Hill Golf Course Liquor license
14. Lydian Enterprises, Inc. d/b/a Ashfield Lake House Liquor License
15. Renewal Certification 2014 State Alcoholic Beverages Control Commission
16. Proposal from Poissant Electric for Fire House upgrade
17. Town Common use application for the Winter Solstice Celebration on December 20, 2013 from 5:30-9:00 pm
18. Copy of amended SB Minutes for 12/02/2013.

APPROVED AS AMENDED ON 12/16/2013 3-0-0

Note: These minutes were discussed, amended, and approved at the Select Board meeting dated 12/16/2013 and filed in the folder of the actual date of the said minutes.