



Town of Ashland

M A S S A C H U S E T T S

BOARD OF SELECTMAN MINUTES September 21, 2016 – 7:00 PM Town Hall

Vision Statement – The Town of Ashland will be a prosperous and fiscal sound community with a full range of housing, business, and cultural, educational and recreational opportunities in a safe and attractive environment for residents and visitors.

Mission Statement - The Ashland Board of Selectmen is dedicated to promoting responsible fiscal management, advocating for sustainable development & growth and providing excellent municipal services which will enhance the quality of life in our diverse community. The Ashland Board of Selectmen is committed to providing clear goals and objectives for Town management and creating effective engagement and public participation with residents, state legislators and other elected officials in order to achieve our mission.

Call Meeting to Order

Joe Magnani called the meeting to order at 7:00 PM. Present at the meeting was Chair Joe Magnani, Vice-Chair Carl Hakansson, Yolanda Greaves, Rob Scherer, Steve Mitchell, Town Manager Michael Herbert and Assistant Town Manager Jennifer Ball.

Joe Magnani announced that the meeting was be taped and broadcast live on WACA TV.

Joe Magnani led the Pledge of Allegiance.

Citizen's Participation

Mark Dassoni asked if the Charter Meeting was held last night and Joe Magnani responded that the meeting took place and it was productive.

The MetroWest Fire Explorers thanked the Board for their donation, which allowed them to attend a fire academy in Chicago. The group presented the Board with a picture as a token of their appreciation.

Scheduled Appointments

Human Resources Update

Greg Enos updated the Board on what he and the Human Resource Department have been working on and what they will be working on next. He explained that he is not only is looking to hire well qualified individuals, but he also wants to be sure employees are happy with their working environment.

Warren Wood District

Cliff Wilson explained that the residents voted to purchase the Warren Woods Property and Framingham State purchased the Warren Conference Center, which prompted the idea to create the "Warren Wood District". Cliff mentioned that there are many different ways that the properties can be used and he suggested the best way to address this would be by creating a Warren Woods District Fund. Cliff suggested combining the \$25,000.00 gift received from the Green Company and the \$114,000.00 received from Mass Audubon to create one account and the funding source for the district.

The Board discussed some of the items that need to be done at the property located at 22 Elliot St.

Yolanda Greaves made a motion to spend up to \$10,000 to winterize the house, check the heating, plumbing and electrical at 22 Eliot Street. The funding would come from the \$25,000.00 gift from the Green Company. This motion was seconded by Steve Mitchell with a vote of 4-0-1 (Hakansson).

Steve Mitchell made a motion to create the Warren District Revolving Account that would include the remaining \$15,000.00 from the Green Company and the 114,000.00 from Mass Audubon. This motion was seconded by Yolanda Greaves with a unanimous vote of 5-0-0.

Old / New Business

Vision Statement

The Board as a group discussed many of the tasks the Board has set as goals and the current status. Michael Herbert reviewed the list of items and updated the Board on the status as of today and the timeline moving forward.

Carl Hakansson explained that the reason he asked the Board to discuss this item, is so everyone would have an opportunity to review the Vision Statement they had created.

Towing Regulations

Craig Davis submitted recommendations for towing regulations that he is requesting the Board review in hopes of getting something adopted. Steve Mitchell explained that he feels the current bylaws are somewhat confusing and shared a couple of areas he found unclear in reviewing the current bylaw. Michael Herbert requested that the Board look at the examples and work on adopting a policy.

Farmer's Market – Wine and Cheese Festival

Steve Mitchell explained that 1634 Meadery and Coastal Vineyard have requested the Board grant them a license to participate in the Wine and Cheese Festival. Steve explained that they are both returning vendors. Joe Magnani asked if there is a way of limiting the number of samples that any one person could have.

Yolanda Greaves made a motion to grant the request from 1634 Meadery and Coastal Vineyard to participate at the Wine and Cheese Festival on Saturday September 24th. This motion was seconded by Rob Scherer with a vote of 4-0-1 (Mitchell)

Stage 2 Water Restrictions

Michael Herbert explained that the town was granted the MWRA emergency connection, but is required to add additional restrictions, such as banning hand watering. The Board members want to understand if non-essential includes town owned fields or beautification projects.

Yolanda Greaves asked what the actual cost associated with the connection and Michael Herbert explained that the current rate is \$3.12 per 100 cubic feet.

Yolanda Greaves made a motion to prohibit all outdoor hand watering until further notice. This motion was seconded by Steve Mitchell with a unanimous vote of 5-0-0.

Road Naming

Michael Herbert explained that the road being discussed is the access to the rail transit district road, phase one into the district, currently known as Stone Drive., not the MBTA access road.

Yolanda Greaves made a motion to approve the name of Cirrus Drive for the project off of the MBTA access road. This motion was seconded by Rob Scherer with a vote of Rob 4-0-1(Mitchell).

BAA Fall Grants

Susan Robie discussed the current balance of the account and suggested dates for the next grant round. The Board discussed a couple of changes that they would like to incorporate into the grant process. Steve Mitchell agreed to work drafting a cover letter explaining the changes and the new application.

Selectman Appointments

Nyanza Advisory Group

Michael Herbert asked if any member of the Board was interested in serving on the Nyanza Advisory Group. No one was appointed at this time.

Road Traffic Safety Committee

Michael Herbert explained that he is requesting that Rajitha Purimetla be appointed to the Road Safety Committee to fill the vacancy left by David Manugian.

Yolanda Greaves made a motion to appoint Rajitha Purimetla to the Road Traffic Safety Committee. This motion was seconded by Steve Mitchell with a unanimous vote of 5-0-0.

Town Managers Appointments

Call Firefighter Appointment - Briggs

Michael Herbert reported to the Board that he is appointing Jesse Briggs to the Call Department.

Yolanda Greaves made a motion to continue past 10:00 PM. This motion was seconded by Carl Hakansson with a unanimous vote of 5-0-0.

Town Manager Reports

Strategic Planning Advisory Group

Michael Herbert explained that he is looking to add additional members to Strategic Planning Advisory Group. Board members discussed the plan, how the group will operate and the Town Manager's roll.

2017 Budget Update

Michael Herbert explained a memo the Finance Director submitted to the Superintendent of Schools that discussed the increase in state aid and the percentage of that aid that will be used by Municipal Department, which amounts to \$171,828.00. A recommendation on how to spend the monies will be presented in October.

Michael also reported on the replacement of the High School boiler that has an estimated cost of \$365,000 and explained how it will be funded through the free cash allocation that goes towards capital. The Board discussed how items like this in the future should be funded, serviced and maintained.

The Board thanked Brittany Iacaponi, Finance Director, for the well laid out Budget presentation.

Board of Health – Mediation Services

Michael Herbert explained that he authorized and facilitated mediation services for the Board of Health. Steve Mitchell suggested that the expenditure should be conditional on every member on the board being willing to actively participate fully.

Settlement Agreement

Michael Herbert announced that the Citizens Group that challenged the Rail Transit District project has agreed to drop their lawsuit, and in exchange the developer has agreed to make revisions to the storm water plan and will bring the changes back to the Conservation Commission for approval.

Yolanda Greaves made a motion to approve the settlement agreement as presented. This motion was seconded by Rob Scherer with a unanimous vote of 5-0-0.

Board Reports

Carl Hakansson

Carl had nothing to report.

Rob Scherer

Rob mentioned that he attended the Marijuana Forum and explained that everyone should get information on the forum given its complexity, as it is on the upcoming ballot.

Steve Mitchell

Steve explained that he attended the Alcohol Awareness Seminar that was offered through the Police Dept. to our alcohol licensees. He thought it was not as well attended as in prior years.

Steve attended the Town Manager's Coffee at the Community Center and he stated that there are many citizen who are paying attention to what is going on.

Steve also explained that he attended a program that was presented by Decisions at Every Turn.

Lastly Steve encouraged anyone not already registered to vote to do so.

Yolanda Greaves

Yolanda attended the MetroWest Regional Collaborative and found it interesting.

Yolanda attended the 495 MetroWest Suburban Edge Community Committee meeting with Senator Karen Spilka at the Warren Conference Center, and explained that she was disappointed that no one from Ashland government was at the table.

Yolanda attended the Water Policy Committee meeting.

Yolanda reported Liaison will take place on Friday, the Over 80 Luncheon on Monday at the Community Center, and at the Framingham High School will be the first debate for the general election of the 7th Middlesex District State seat.

Joe Magnani

Joe thanked Steve for filling in for him.

Joe explained that the first meeting of Liaison will take place on Friday.

Joe updated the Board on Ashland Day and said it was one of the better attended Ashland Day events. He estimates that about 11,000 people attended.

Joe updated the Board on the monies spent; the summer concerts cost \$4,475.00, and Ashland Day cost approximately \$24,000.00, partially funded by donations.

Adjournment

Yolanda Greaves made a motion to adjourn. The motion was seconded by Steve Mitchell with a unanimous vote of 5-0-0.

Next Meeting

The next meeting is scheduled for October 5, 2016.

Documents used as backup:

Interoffice Memorandum, Hiring Process Checklist and HR documents, Map of Warren Woods, Mission and Vision Statements, Towing information, Coastal Vineyard and 1634 Meadery license applications,. Water Restrictions, Street name request, BAA Grant Application, Road Safety member request, Strategic Planning list of members, memo recap meeting of 8/22/16, Budget update, Budget Proposal from MWMS.



Town of Ashland, Massachusetts

*Office of the Board of Selectmen
and Town Manager
101 Main Street, 01721-1191
(508) 881-0100 Ext 7
(508) 881-0171 (fax)*

*Michael Herbert, Town Manager, Ext 7911
Jennifer Ball, Assistant Town Manager, Ext 7901
Susan K. Robie, Executive Assistant, Ext. 7921
Diane Mortensen, Personnel and Financial Assistant, Ext. 7933*

BOARD OF SELECTMEN
*Joseph J. Magnani, Jr., Chairman
Carl Hakansson, Vice Chairman
Yolanda Greaves, Clerk
Steve Mitchell, Selectman
Rob Scherer, Selectman*

INTEROFFICE MEMORANDUM

TO: DEPARTMENT HEADS
FROM: MICHAEL HERBERT
SUBJECT: HIRING PROCESS
DATE: AUGUST 19, 2016
CC:

To all:

As you know, Greg Enos, our Human Resources Director has been working on creating a streamlined hiring process for new employees. We are at the point now where we are going to start the implementation of this process.

Departments will be required to utilize this process and these forms effective Thursday, September 1st. Between now and September 1st, all departments should meet with Greg to go over the forms and process.

This should be attended by the department head and any person in the department that will be processing personnel information. Please connect with Greg directly to schedule this time.

Sincerely,

Michael Herbert
Town Manager



Town of Ashland, Massachusetts

Human Resources
101 Main Street, 01721-1191
(508) 881-0100 Ext 7910

Gregory Enos, Director

INTEROFFICE MEMORANDUM

TO: HONORABLE MEMBERS OF THE ASHLAND BOARD OF SELECTMEN
FROM: GREGORY ENOS, HR DIRECTOR
SUBJECT: HIRING PROCESS/CHECKLIST
DATE: SEPTEMBER 14, 2016
CC:

One of my initial directives from Town Manager Michael Herbert was to streamline and centralize the process of hiring town employees. Previously, each department may have had different procedures on hiring, record keeping, interview questions and pre-employment processes. Also, certain parts of the employment processes were handled by different departments such as the Treasurer-Collector's Office and the Office of the Board of Selectmen. The newly created Human Resources Department will now be the central point for all parts of the hiring process from recruitment to orientation of new employees.

We have devised a thorough step by step process for all town departments to follow. It starts from when there is an opening or creation of a position all the way through to first day orientation. As part of the checklist, we created processes to complete each step of the hiring process. It will ensure that each department is in compliance with various legal issues on record retention, proper interview questions, etc. while streamlining the process to hire the best applicant for each position.

The checklist and forms are included with this memo. After reviewing, please let me know if you have any questions.

Sincerely,

Gregory Enos

Town of Ashland Hiring Process

Department: _____	Job Title: _____
Hiring Authority: _____	Date Open: _____ Date Closed: _____

Department Head (or designee) and Human Resources Officer work cooperatively to:

Check box	Process:	Date:	Employee Initials:
	Employee resigns, retires, terminates or promotes. DH to submit Employee Resignation Form to HR. Skip this step if it is for a new position. DH to fill out up to Section D.		
	Request permission from the Town Manager to fill the open position. Submit Hiring Request Form to HR.		
	DH and HR to review job description and current duties of position. Submit for review and approval for any changes to TM. Analysis on need of position should be done if last review was completed greater than two years ago. Process to be devised by HR/TM.		
	HR to review Personnel Plan or Collective Bargaining Agreement to ensure internal hiring compliance.		
	HR and DH to review/create an external ad for web and/or print along with internal posting on the Town website/Town Hall bulletin board at the Town Clerk's Office; outlining, grade, salary range, application deadlines, etc. DH to work on position description with HR. Submit Recruitment Request Form to HR.		
	HR to collect applications/resumes: Only full applications to be accepted (CL, Resume and application). "See Resume" is not allowed. HR to hold master list of applications.		
	Review completed applications and/or resumes; independently then as a hiring team to select interviewees.		
	Select candidates to be interviewed as a hiring team and schedule interviews. HR to confirm location and times for interviews.		
	HR will review/design interview questions and finalize with hiring team. HR will provide scoring sheets to interview team.		
	Interview team will provide computed scoring sheets to HR. Interview team selects the finalist following the last set of interviews with the agreement of the hiring team. DH will complete Hiring Request Form with recommendation filled in and forward to HR.		
	HR will send form letter to non-interviewed and non-finalists. If second interview needed, HR will work on process to finalize interviews.		
	Department Head works with HR to establish a conditional offer, subject to the results of the background investigation with review by the hiring authority.		
	Finalist completes the 'Authorization/General Release Form', and provides SSN verbally to Human Resources Department.		
	HR conducts a pre-employment comprehensive background check, physical exam, drug screen, CORI background check and reference check. HR informs TM of hiring recommendation.		
	TM/Hiring Authority completes appointment process. If TM, brings appointment before BOS and may request waiver of 15 day process.		
	Hiring Authority/HR to send out Appointment Letter with specific details on position, first day items, etc.		
	HR communicates with the candidates not selected for the position.		
	Department Head completes a Personnel Action Request form for signature by the Department Head, HR Director and Town Manager, and sent to HR for processing. Submit PAR Form to HR.		
	HR initiates phone, building, email and system access (need at least 2 week lead time) and include on phone list.		
	HR meets with the new employee on first day to conduct New Hire Orientation (answer questions, discuss benefits and Town and Departmental policies).		
	Employee fills out remaining employment/payroll forms. HR facilitates benefit and payroll set-up.		

Town of Ashland Notice of Termination

Part A: Employee Information:
Employee ID: _____ First Name: _____ Last Name: _____
Termination Date: _____ Last Day Physically Worked: _____ Final Payroll Date: _____
Employee Items collected on Employee's Last day:
 Key Card Keys DPW Gas Card
 Cell Phone Laptop Other: _____
Collected By: _____ Date: _____

Part B: Position Information
Department: _____ Position: _____
F.T.E.: _____ Budgeted Hours p/w: _____ Benefited Position: Y or N?
Reason for Termination: Please include copies of Resignation/Termination letters or any other applicable documents.
 Resigned/Quit Position Eliminated Unsuccessful Probation
 Promoted/Transferred End of Contract Unsatisfactory Performance/Termination
 Retirement Deceased Other: _____

Part C: Do you intend to (Please select the appropriate option):
 Abolish this position
 Defer the posting
 Revise the job description and post at a later date
 Fill the position (If you have checked this box, please attach a completed Hiring Request Form)
 Other

Part D: Accrued Benefit Entitlement in Days (HR TO COMPLETE):
Unused Vacation payout: _____ Unused Personal payout: _____
Other: _____

Part E: Unemployment Information:
 Unemployment filing information was handed directly to the Terminated Employee:
By: _____ Date: _____
 Unemployment filing information was mailed to the Terminated Employees last known address
By: _____ Date: _____
Typically, Unemployment claims are automatically protested, if you DO NOT wish to protest this award, please provide any relevant details:

Department Head: _____ Signature _____ Dated: _____

Part F: To be completed by the Department of Human Resources: please initial and date when completed

Employee Inactivated in Munis on _____ by _____

Insurance:

Health Insurance:

Yes

None

Terminated On: _____

By: _____

Dental Insurance:

Yes

None

Terminated On: _____

By: _____

Life Insurance:

Yes

None

Terminated On: _____

By: _____

Long Term Disability:

Yes

None

Terminated On: _____

By: _____

Life Insurance Conversion Form:

Mailed on: _____

By: _____

COBRA noticed:

Mailed on: _____

By: _____

Deferred Comp:

Yes

None

Terminated On: _____

By: _____

FSA:

Yes

None

Terminated On: _____

By: _____

Health Insurance Refund of \$ _____ given on payroll dated: _____

Dental Insurance Refund of \$ _____ given on payroll dated: _____

Life Insurance Refund of \$ _____ given on payroll dated: _____

Employee Personnel and Medical File:

Moved to Inactive and re-stickered on: _____

By: _____

IT contacted to terminate employee access to:

Card Access

Network/ Computer Access

Phone/voicemail

Email

Munis

DPW Gas Card

TOWN OF ASHLAND

Hiring Request Form

This form is required to be completed prior to the beginning of the recruitment process.

Section 1: To be Completed by the Department Head and forwarded to the Finance Director:

Department: _____ Position: _____
Union / Non-Union Classification _____
Grade: _____ Step: _____ Rate: _____
Charged to Account Number(s) / Title: _____
Vacancy available due to:
1. Termination / Resignation of Employee: _____ Employee Name: _____
2. Promotion of Employee: _____ Employee Name: _____
3. Newly created position: _____
4. Other _____

(Department Head) (Date)

Section 2: To be completed by the Finance Director and forwarded to the Town Manager:

Funding has been considered for this position and the funding is:
Available: _____ Not-Available: _____
Notes: _____

(Finance Director) (Date)

Section 3: To be completed by the Town Manager and returned to the Department Head with a COPY to HR:

Approved: _____ Denied: _____
Explanation: _____

(Town Manager) (Date)

Section 4: To be Completed by the Department Head:

Completed:

- Submitted Employee Resignation Form?
- Review Current Position/s within department to assess need: Provide detailed review if this position has not been reviewed in the last two years.
- Review Current Job Description: Please submit current job description and any suggested changes
- Provide Org. Chart for Department

Section 5: Recommended Candidate: (Attach a copy of the resume and/or application)

1. Name: _____
2. Address: _____

Identify any conditions which deviate from personnel manual, collective bargaining agreement or compensation schedule:

Grade: _____ Step: _____ Rate: _____

(Department Head) (Hiring Authority)

* If employee is intended to be hired at a greater rate than was originally approved in step 1, the new rate must be approved by the Finance Director prior to approval from the Town Manager otherwise skip the Finance Director in step 4.

* _____
(Finance Director) (Date) (Town Manager) (Date)

TOWN OF ASHLAND

Recruitment Request Form

This form is to be submitted to Human Resources once a Hiring Request Form has been completed and approved by the Town Manager.

The Human Resources Department will make every effort to place advertisement as requested.

Please allow ample processing time for all requests.

Section 1: To be Completed by the Department Head and forwarded to the Human Resources Department:

Department: _____ Position: _____

ADVERTISE THIS POSITION AS REQUESTED BELOW:

(Please email the requested advertisement to genos@ashlandmass.com ; attach a printed copy only if email is not available).

1. All openings will be posted on the Town Hall bulletin board. If suitable, efforts will be made to coordinate posting with Ashland Public Schools

2. Town website: www.ashlandmass.com (automatically)

Posting Date: _____ Removal Date: _____

3. The Metrowest Daily News: (Sunday ads must be placed no later than Thursday by noon).

Date: _____	Under the _____	section.
Date: _____	Under the _____	section.
Date: _____	Under the _____	section.

4. The Worcester Telegram: (Sunday ads must be placed no later than Thursday by noon).

Beginning on Monday the: _____	Under the _____	section.
Beginning on Monday the: _____	Under the _____	section.
Beginning on Monday the: _____	Under the _____	section.

5. MA TalentQuest FREE website www.Mass.gov/dcs

Posting Date: _____ Removal Date: _____

6. The Beacon: (contact genos@ashlandmass.com for publication deadline dates as they change monthly). Price ranges from \$95 and up based on # of words.

Monthly Publication: _____

www.mma.org Posting Date: _____ Removal Date: _____

7. Other: (Please be specific, giving posting and removal dates and web addresses if applicable).

ex. Indeed, Monster, Craigslist, Trade associations, list serves:

I UNDERSTAND THAT MY DEPARTMENT WILL NOT BE BILLED FOR CHARGES RELATED TO THIS AD(S).
HOWEVER, I UNDERSTAND THAT ADVERTISEMENTS MAY BE LIMITED DUE TO BUDGETARY CONSTRAINTS.

 (Department Head Signature)

 (Date)

Section 2: To be Completed by the Department of Human Resources:

Approved Hiring request form on file: _____

Posted: 1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ 7: _____

Removed: 1: _____ 2: _____ 3: _____ 4: _____ 5: _____ 6: _____ 7: _____

Once completed, attach copies of price quotes and job advertisements for filing in the Job Opening Binder.



Town of Ashland, Massachusetts

101 Main Street, 01721-1191

For more information please visit us at www.ashlandmass.com

PERSONNEL ACTION REQUEST FORM

Employee Name: _____

Address: _____

Employee Number: _____ Social Security No.: _____

Today's Date: _____ Elapsed months since last salary action: _____

Action Requested:

- | | | |
|-----------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Hire | <input type="checkbox"/> Title Change | <input type="checkbox"/> Gen'l Increase |
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Rehire | <input type="checkbox"/> Other |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Termination (please use Employee Resignation Form) | |

PRESENT INFORMATION:

Department: _____ Grade: _____

Position: _____ Rate of Pay: _____

REQUESTED CHANGE:

(leave area blank if no change)

Department: _____ Grade: _____

Position: _____ Rate of Pay: _____

Effective Date of Change: _____

Justification: _____

Org: _____ Obj: _____

If New Employee: Access Requested:

- | | | |
|--------------------------------------|---------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Card Access | <input type="checkbox"/> Network/ Computer Access | <input type="checkbox"/> Phone/voicemail |
| <input type="checkbox"/> Email | <input type="checkbox"/> Munis | <input type="checkbox"/> DPW Gas Card |

APPROVALS:

Department Head: _____ Date: _____

HR Director/Town Manager: _____ Date: _____



Town of Ashland

M A S S A C H U S E T T S

MISSION STATEMENT

The Ashland Board of Selectmen is dedicated to promoting responsible fiscal management, advocating for sustainable development & growth and providing excellent municipal services which will enhance the quality of life in our diverse community. The Ashland Board of Selectmen is committed to providing clear goals and objectives for Town management and creating effective engagement and public participation with residents, state legislators and other elected officials in order to achieve our mission.

VISION STATEMENT

The Town of Ashland will be a prosperous and fiscally sound community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe and attractive environment for residents and visitors.

CORE VALUES

The Ashland Board of Selectmen embrace core values in support of the Board's Vision and Mission Statements

The Town of Ashland values:

1. Fiscal responsibility
2. Ethical behavior
3. Accountability and Transparency
4. Innovation
5. Honesty and Integrity
6. Respect
7. Teamwork

SHORT AND LONG TERM GOALS AND OBJECTIVES

The Board of Selectmen will create short and long term policies and strategies which support public education, public safety, and other municipal services, while allowing the town to remain affordable for all residents.

1) SUSTAINABLE FISCAL POLICIES AND STRATEGIES

The Board of Selectmen is committed to providing excellent and comprehensive services and programs in the most efficient and affordable manner for all residents of Ashland. The Board supports appropriate reserve, debt, capital and long-range planning policies to ensure that public education, public safety and public infrastructure are sufficient to provide for the highest possible quality of life.

Ashland's finances have been impacted by real estate tax policies, state aid variables, growth and development pressures as well as a low commercial tax base. The Board will engage in all appropriate opportunities to provide increases in revenue sources, including growing Ashland's commercial tax base and appropriate reductions in expenditures through efficiencies and other initiatives.

The Board favors a fiscally sustainable plan which supports a well-educated, safe and affordable community while enhancing property values, creating job opportunities, promoting community responsibility and increasing the quality of life for all residents of Ashland.

Short/Long Term Goals:

- A) Implement a "Visual Budget" on Town's website for FY16. (S)
- B) Implement an annual comprehensive performance-management report for Town functions and departments. (S)
- C) Review and create awareness of resident tax exemptions (S)
- D) Implement appropriate strategies to grow Ashland's commercial tax base with a goal of 15percent by year 2022. (L)
- E) Implement Town-wide resident survey in FY16. (S)

2. MAINTAIN A RELIABLE INFRASTRUCTURE

The Board of Selectmen is committed to providing reliable and safe public infrastructure including Ashland's water, sewer and roadway systems, as well as Town buildings and

properties. Our capital assets are critical for delivery of public services and for maintaining a high quality of community life. Primarily due to inadequate investment, our infrastructure systems are not able to be fully maintained. Specific to Ashland's water supply, we are dependent on a sole source that is impacted by water use practices, climate variations and by regulatory requirements outside our control. It is the Board's goal to provide a reliable water supply or supplies while supporting sustainable water policies and conservation efforts. The Board supports a comprehensive infrastructure investment plan funded collaboratively through capital funds, state grants, public/private partnerships, and other fiscal tools.

The benefit would be a community with adequate means for transportation, reliable and adequate utilities, appropriate accommodations for all Town staff, and a safe and prosperous community to live and do business.

Short/Long Term Goals:

- A) Evaluate all available water sources, determine responsible water use practices and develop a sustainable water policy. (S)
- B) Develop procedures and programs to implement Complete Street policies in FY16. (S)
- C) Evaluate and promote public transportation in FY16. (S)
- D) Evaluate need for wastewater treatment plant in FY16. (S)
- E) Evaluate Town traffic patterns, parking needs and signage protocols by FY17. (S/L)
- F) Complete Quiet Zone implementation by FY17. (S)
- G) Present plan for a Public Safety Facility including land acquisition and A&E design funding by May, 2016. (S)

3. RESPONSIBLE DEVELOPMENT AND GROWTH

The Ashland Board of Selectmen are committed to responsible commercial and housing development. Growth cannot be allowed to outpace Ashland's ability to support the public services required over the long term. The Board promotes growing our commercial tax base in order to reduce tax burdens on residential taxpayers. We support policies that

encourage business development deemed appropriate for Ashland and create employment opportunities for Ashland residents.

The Board supports residential housing and affordable housing growth policies that reflect the needs of Ashland, while evaluating the public service costs that come with residential development. The Board of Selectmen support impact studies to determine the true measure and effect that residential growth will have on Ashland. We will proactively promote commercial development in appropriate locations. The benefits would be aesthetic, economic, promote civic pride while playing a role in defining Ashland as a community.

Short/Long Term Goals:

- A) Develop and implement an impact study policy as a best practice in FY16. (S)
- B) Identify areas to promote commercial development and redevelopment. (S)
- C) Hire an Economic Development Director and develop a comprehensive economic development plan in FY16. (S)
- D) Establish best practices and process for permitting and licensing in FY16. (S)
- E) Identify Downtown Ashland revitalization and development as a priority.

4. SUSTAINABLE COMMUNITY AND NEIGHBORHOOD DEVELOPMENT

The Board of Selectmen are committed to supporting the highest and best quality of life for all Ashland residents. A community is more than buildings, roadways, or a water & sewer system. Ashland's historic character, open space and recreational assets, conservation areas, art and cultural activities and neighborhoods define the unique character of Ashland and determine what sets it apart from other communities.

The Board supports expanding the application of "sustainability" to include neighborhoods, land stewardship, public health and wellness programs, historical preservation, and art and cultural programming to ensure that Ashland's unique qualities are promoted, preserved and maintained. The benefit would be a more holistic approach to community building that would encourage inclusion and diversity and create a more livable community for all Ashland residents.

Short/Long Term Goals:

- A) Prioritize open space and sensitive properties for potential Town action in FY16. (S/L)
- B) Develop and implement strategies to enhance, promote and grow Ashland's cultural economy in FY16. (S/L)
- C) Evaluate current health and social service programs in FY16. (S)
- D) Explore establishment of a Citizen's Advisory Council. (S)
- E) Develop collaborative partnerships with Framingham State University. (S)

following information:

- A. The registration of the vehicle.**
- B. The location from which it was towed, and time and date of tow order.**
- C. The location to which it was moved.**
- D. Name of towing contractor.**
- F. Name and rank of officer who authorized towing.**



Town of Ashland

MASSACHUSETTS

BOARD OF SELECTMEN LICENSING BOARD

Farmer's Market Coastal Vineyards

- Application for License (Available on the ABCC Website)
- Application for Certification of an Agricultural Event for the Sale of Wine (MDAR)
- Farmer's Market License Fee (\$50.00)
- Cori Application
- Cori Policy
- Driver's License (*copy produced by me or a notary*)
- Liquor Policy
- Liquor Policy Sign Off
- Tips Certification – (required for anyone working with alcoholic beverages)

Please make check payable to: Town of Ashland

*** APPLICATION WILL NOT BE ACTED UPON UNLESS**
ALL REQUIRED DOCUMENTS ARE RECEIVED *

If you would like to submit this paperwork electronically please send it to srobic@ashlandmass.com and then mail the check payable to the Town of Ashland 101 Main Street, Ashland MA 01721 Attention: Susan Robie.

Any question please contact Susan Robie at 508-532-7921

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)

YEAR 2016

1. Licensee Information:

Name of Applicant: ABCC License Number:
(If Existing Licensee)

Mailing Address: Business Name (d/b/a if different):
City/Town: State: Zip:
Manager of Record: Phone Number of Premises:
Other Phone: Email: Website:

Contact Person concerning this application (attorney if applicable):

Name: City/Town: State: Zip:
Address: Email:
Contact Number: Fax Number:

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event:

B. Contact person for applicant during event:

Name:
Phone number of contact:

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine:
City/Town: State: Zip: Phone Number of Premises:

Describe Area to be Licensed:

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
David W. Neilson	FW-63	61 Pardon Hill Road, South Dartmouth, MA

4. Are you providing, without charge, samples of wine to prospective customers?

Yes No

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
David W. Neilson	61 Pardon Hill Road, South Dartmouth	FW-63

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

MA Drivers License
Military ID

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

David W. Neilson

**If additional space is needed, please use last page.*

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes No Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes No

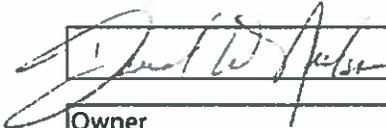
If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature



Title

Owner

Date

8/18/2016

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov agr



CHARLES D. BAUER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

September 2, 2016

David Neilson
61 Pardon Hill Rd.
South Dartmouth, MA 02748

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Neilson:

Please be advised that your application for certification of Ashland Farmers Market, from September 24th 2016 from 9:00 am to 1:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux". The signature is stylized and includes a small circular stamp or mark at the end.

John Lebeaux, Commissioner

3. Event Description

What are the date(s) and time(s) of the event?

Start date 09 / 24 / 2016 End date 09 / 24 / 2016 Time 9 - 1PM

If this is a weekly event, on what day of the week does the event occur?

If the event is an agricultural fair, does the event include competitive agriculture? Yes No N/A

Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries? Yes No

If yes, identify:

4. Event Management

Name of Event Manager Rob Moolenbeek

Email Address info@ashlandfarmersmarket.org

Phone Number 508-881-6345

Is this person the on site manager? Yes No

If no, identify on-site manager (include contact information):

If there are multiple managers, list them and include contact information.

Attach on site manager(s) resume(s) or list any credentials or training of the on-site manager(s). Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.
See attached

Rob Moolenbeek
Ashland Farmers Market
Board of Directors/Vendor Committee
? Candlelight Way
Ashland, MA 01771

Aug 8 2016
David Nelson
Coastal Vineyard Winery

Dear David Nelson

Coastal Vineyard Winery has been accepted as a vendor at 2016 Wine and Cheese Fest at the Ashland Farmers Market, pending all the necessary special licenses/permits. The wine and Cheese Fest is on Saturday Sept 24 2016

Sincerely

Rob Moolenbeek

AFM Food Vendors as of 3/16/2016

Vendor	Product
Sunshine Farm	Produce
Arcadian Farm	Produce
Long Life Farm	Produce
Upwing Farm	Produce
Flats Mentor Farm	Produce
Jordan Brothers	Fish
ShadyPine Farm	Meat
Narragansett Cheese	Cheese
Five Loaves Bakery	Bakery (Bread)
OMG! Bagels	Bagels
Julie's Z Breads	Bakery (Muffins)
Kabob House	Lunch
Acoustic Java	Coffee
Boston Nut Roasters	Lemonade/nuts
Town Farm Gardens	Pickles
Amir's Natural Foods	Middle Eastern F.
Foodie Cafe	Sandwiches
Mama Lucia's Biscotti	Biscotti
Doris Peruvian Pastries	Cookie, pastes
Ackermanns	Maple Syrup
Hillcrest Apiary	Honey
Couet Cheeses	Cheeses
Zo'l	Wine
Aaronso Cellars	Wine
Valcenti Organico	Pasta
Lyndiro Spice	Sauces
The Carve	Breakfast Lunch
Yummy Mummy Brownies	Bakery [Brownies]
AnnaBanana	Chocolat
Nu3kids Pancake Mix	Pancake Mix



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 5/19/2014 Expires: 5/19/2017
ID#: 3727383 D.O.B: XX/XX/XXXX

David W Neilson
Coastal Vineyards
61 Pardon Hill Rd
South Dartmouth, MA 02748-1594

For service visit us online at www.gettips.com

Print

Main Menu

Do not click Back-Space to leave this window





Town of Ashland

MASSACHUSETTS

BOARD OF SELECTMEN LICENSING BOARD

Farmer's Market 1634 Meadery

- Application for License (Available on the ABCC Website)
- Application for Certification of an Agricultural Event for the Sale of Wine (MDAR)
- Farmer's Market License Fee (\$50.00)
- Cori Application
- Cori Policy
- Driver's License (*copy produced by me or a notary*)
- Liquor Policy
- Liquor Policy Sign Off
- Tips Certification – (required for anyone working with alcoholic beverages)

Please make check payable to: Town of Ashland

*** APPLICATION WILL NOT BE ACTED UPON UNLESS
ALL REQUIRED DOCUMENTS ARE RECEIVED ***

If you would like to submit this paperwork electronically please send it to srobie@ashlandmass.com and then mail the check payable to the Town of Ashland 101 Main Street, Ashland MA 01721 Attention: Susan Robie.

Any question please contact Susan Robie at 508-532-7921

APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)

YEAR 20

16

1. Licensee Information:

Name of Applicant: Daniel Clapp dba 1634 Meadery

ABCC License Number:
(If Existing Licensee)

Mailing Address: 3 Short St.

Business Name (d/b/a if different): 1634 Meadery

Manager of Record: Dan Clapp

City/Town: Ipswich State MA Zip 01938

Phone Number of Premises: (978) 325-6215

Other Phone:

Email: dclapp@1634Meadery.com

Website: 1634Meadery.com

Contact Person concerning this application (attorney if applicable):

Name: Dan Clapp

City/Town: Ipswich State MA Zip 01938

Address: 2 Short St.

Email: dclapp@1634Meadery.com

Contact Number: (978) 325-6215

Fax Number:

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event: Ashland Farmers Market, Special Wine and Cheese Event, Sept. 24 9:00-1:00 PM

B. Contact person for applicant during event:

Name: Rob Mootenbeak

Phone number of contact: 508.881.6345

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine: 125 Front Street Ashland MA

City/Town: Ashland State MA Zip 01721 Phone Number of Premises: 508.881.6345

Describe Area to be Licensed:

Downtown Ashland across street from Ashland Public Library

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
Dan Clapp	Farm Winery	3 Short St., Ipswich, MA 01938

4. Are you providing, without charge, samples of wine to prospective customers?

Yes No

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
Deb Clapp	3 Short St., Ipswich, MA 01938	FW-104
Tate Shippen	3 Short St., Ipswich, MA 01938	FW-104
Dan Clapp	3 Short St., Ipswich, MA 01938	FW-104

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

Any individual, looking less than 30 years of age will be checked for valid ID for proof of drinking age. All servers are TIPS certified.

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

1634 Meadery will be delivering

*If additional space is needed, please use last page.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes No Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes No

If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature



Title

Owner

Date

08/30/2016

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

September 2, 2016

Dan Clapp
3 Short St.
Ipswich, Ma 01938

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Clapp:

Please be advised that your application for certification of Ashland Farmers Market, from September 24th 2016 from 9:00 am to 1:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux".

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine
Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: Rebecca.Davidson@State.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products for current year/season
- Event operational guidelines or rules for current year/season
- Resume of event manager or description of experience
- Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

1. Applicant Information

Name of Licensed Farm-Winery	Dan Clapp dba 1634 Meadery		
Farm-Winery License Number	FW-104	State of Issue	2014
Contact Person	Dan Clapp		
Address	3 Short St		
City	Ipswich	State	MA Zip 01938
Phone Number	978-325-6215	Email	dclapp@1634meadery.com
Correspondence preference	<input type="checkbox"/> Regular Mail	<input type="checkbox"/> Email	
<i>Note: Approval/denial letters will be sent regular mail.</i>			
Do you intend to sell, sample, or both? Check all that apply.			
<input checked="" type="checkbox"/> Sell	<input checked="" type="checkbox"/> Sample		

2. Event Information

Name of Agricultural Event	Ashland farmers market, special wine and cheese event		
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event
If you selected "Other Agricultural Event", how does this event promote local agriculture?			
Event Address	125 Front St		
City	Ashland	State	MA Zip 01721
Event Phone Number	774-392-1391	Event Website	ashlandfarmersmarket.org

3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	09 / 24 / 2016	End date	09 / 24 / 2016 Time 9:00 - 1:00 PM
	<small>Month Day Year</small>		<small>Month Day Year</small>
If this is a weekly event, on what day of the week does the event occur?			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	If yes, identify:		
4. Event Management			
Name of Event Manager	Rob Moolenbeek		
Email Address	moolenbeek@gmail.com	Phone Number	508-881-6345
Is this person the on-site manager?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, identify on-site manager (include contact information):			
If there are multiple managers, list them and include contact information:			
Attach on-site manager(s) resume(s) <u>or</u> list any credentials or training of the on-site manager(s): <i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i>			
See Attached			

5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

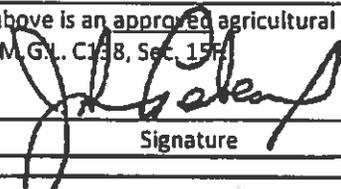
See Attached

_____ Signature of Applicant	8/30/16 Date
Dan Clapp  Name (please print)	Owner Title (please print)
FW-104 Farm-Winery License Number	MA State

FOR DEPARTMENT USE ONLY

APPROVAL

The event listed above is an approved agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C138, Sec. 19F.

 Signature	_____ Date
--------------------------------------------------------------------------------------------------	---------------

DENIAL

The event listed above is not approved as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):

_____ Signature	_____ Date
--------------------	---------------

Rob Moolenbeek
Ashland Farmers Market
Board of Directors/Vendor Committee
2 Candlelight Way
Ashland, MA 01721

July 13 2016
Dan Clapp
1634 Meadery

Dear Dan Clapp

1634 Meadery has been accepted as a vendor at 2016 Wine and Cheese Fest at the Ashland Farmers Market, pending all the necessary special licenses/permits. The wine and Cheese Fest is on Saturday Sept 24 2016

Sincerely

Rob Moolenbeek

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on March 29, 2015
provided by Health Communications, Inc.

is hereby granted to:

Daniel Clapp

Certification to be sent to:

1634 Meadery
3 Short St
Ipswich MA, 01938-1970 USA



HEALTH COMMUNICATIONS, INC.

This document is the property of eTIPS, Health Communications, Inc. If you have completed this course, a valid certificate of completion will be forwarded to you.

19. Within seven (7) days of the date of issuance of this Emergency Declaration, the Town shall publish a notice in the local newspaper and on the Town's website informing the public of a ban on nonessential water use and submit a copy of the public notice to MassDEP within ten (10) days of publication of the notice.
20. On or before January 2, 2017, the Town shall submit to MassDEP a written report documenting all efforts taken by the Town to implement and enforce the restrictions on nonessential outside water use required herein including all actions taken by the Town to inform the public of the restrictions and to enforce the restrictions including the assessment of penalties or imposition of fines. The report shall describe water use trends over the period of the emergency and describe progress and the status of all other conservation programs being implemented by the Town. The Town shall submit copies of all materials and notices prepared to inform the public of the need to conserve water and comply with the restrictions on nonessential outside water use.
21. By October 1, 2016, and the first day of each month thereafter while this Emergency Declaration is in effect, the Town shall submit a written report to MassDEP documenting the continued need for an Emergency Declaration. The Report shall include, but not be limited to, the following:
 - i. Water reservoir levels in the Hopkinton Reservoir, including the change from the preceding thirty (30) days;
 - ii. Water usage for the preceding thirty (30) days, including total volumes and average daily water use;
 - iii. Total and average daily volumes of water purchased from MWRA for the preceding thirty (30) days; and,
 - iv. Total precipitation volumes for the preceding thirty (30) days.

Based on a review of the forgoing information, MassDEP, in its sole discretion, shall determine whether to terminate this Emergency Declaration.

22. Except as otherwise provided, all notices, submittals and other communications required by this Emergency Declaration shall be directed to:

Thomas Mahin
Department of Environmental Protection
205B Lowell Street
Wilmington, MA 01887

23. If the Town fails to comply with the provisions of this Emergency Declaration, MassDEP may assess a civil administrative penalty as provided in M.G.L. c.21A, § 16 and M.G.L. c.21G, § 14. MassDEP may also seek civil judicial penalties as provided in M.G.L. c.21G, § 14. Each day of continued violation shall constitute a separate offense. In addition, MassDEP may ask the Attorney General to bring an action in the superior court to compel compliance with this Declaration.



Diane Mortensen <dmortensen@ashlandmass.com>

Fwd: MassDEP Drought Status for Ashland - Item in the Agenda for Board of Selectmen meeting

1 message

Jennifer Ball <jball@ashlandmass.com>

Wed, Sep 14, 2016 at 3:55 PM

To: Michael Herbert <mherbert@ashlandmass.com>, Susan Robie <srobie@ashlandmass.com>, Diane Mortensen <dmortensen@ashlandmass.com>

FYI

----- Forwarded message -----

From: Rajitha Purimetla <rpurimetla@ashlandmass.com>

Date: Wed, Sep 14, 2016 at 3:01 PM

Subject: MassDEP Drought Status for Ashland - Item in the Agenda for Board of Selectmen meeting

To: Jennifer Ball <jball@ashlandmass.com>

Cc: Roy Correia <rcorreia@ashlandmass.com>

Hello Jenn,

We wanted to request Board of Selectmen to include additional Water restrictions and prohibit hand watering and watering municipal grounds as well.

MassDEP has issued a letter (attached) which identifies Ashland from "Drought Watch" Status to "Drought Warning" Status. What this means: If per our Water Management Act Permit, if we are required to implement more stringent restrictions when they announce a drought status, we have to follow the permit conditions. The current water restrictions we have (Stage 2) would have to become more restrictive, which includes prohibiting Hand watering and watering Municipal gardens, fields.

Jeff from the water treatment plant and I read through the Water Management Permit, Town of Ashland does not have that requirement to follow the restrictions based on drought status, but the DPW - Water department requests the Board of Selectmen to add this additional restriction as noted below..

Currently, Stage 2 is:

- **Car washing:** Car or vehicle washing is prohibited.
- **Automatic Sprinkler Use:** Prohibited (from a Prior Board of Selectmen meeting).
- **Ornamental Pools & Fountains:** Operation of ornamental pools and fountains is prohibited
- **Swimming Pools:** Filing and topping off of swimming pools with water from the municipal system is prohibited.
- **Hand Watering:** Hand watering is allowed on the 2-day a week schedule (Wednesdays and Saturdays for odd numbered houses and Thursdays and Sundays for even numbered houses). See table above.

We are requesting the Board of selectmen to include prohibition of Outdoor Hand watering as well as watering fields / Municipal parks and gardens.

-Please review attached letter and let me know the next steps.

-Thank you.

-Rajitha

-

Rajitha Purimetla
Jr. Engineer
Department of Public Works
20 Ponderosa Rd

RE: STONE ROAD - NAMING APPROVAL

1 message

Derek Wheeler <dwheeler@campanelli.com>
To: Susan Robie <srobie@ashlandmass.com>

Fri, Sep 9, 2016 at 1:57 PM

Cirrus is going to be the name of our project.

From: Susan Robie [mailto:srobie@ashlandmass.com]
Sent: Friday, September 09, 2016 1:57 PM
To: Derek Wheeler
Subject: Re: STONE ROAD - NAMING APPROVAL

Does the name have any back ground or significance?

Susan Robie

Executive Assistant

Town Manager / Board of Selectmen
Town of Ashland
101 Main Street
Ashland, MA 01721

Direct [508-532-7921](tel:508-532-7921)

Fax [508-881-0174](tel:508-881-0174)

Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record.

On Fri, Sep 9, 2016 at 1:51 PM, Derek Wheeler <dwheeler@campanelli.com> wrote:

Susan,

We want to name the main road on site to be Cirrus Drive.

registered voters for the Annual Town Meeting. The Board may also insert articles on the warrant at the request of another committee.

The Board, established, that the third Wednesday in October as a date for a special town meeting each and every year. The Selectmen may call a Special Town Meeting when deferment of the particular matter(s) proposed for inclusion on the warrant for the Special Town Meeting would not serve the interests of the Town. The Selectmen must call a Special Town Meeting if they receive a written request, signed by two hundred (200) registered voters. The Selectmen may insert articles in the warrant on their own initiative or by written petition of one hundred (100) registered voters for Special Town Meeting.

The Selectmen may also insert articles on the warrant at the request of a vote of a multiple member body or committee, Town Manager or a department supervisor. In these cases, a request for a warrant article shall be accompanied by a Request for Warrant Article Cover Sheet incorporated as Appendix A.

Notwithstanding the above, in the interest of economy of operations and the imposition on the voters, the Selectmen shall strive to limit the calling of Special Town Meetings to the minimum necessary as is otherwise in the Town's best interest. The Board will consult with the Moderator and Town Clerk prior to calling a Special Town Meeting.

XX. LICENSING AND PERMITS

It is the policy of the Board to issue no more than three (3) permits for automatic amusement devices to any one location. Exceptions to this policy will be reviewed on a case-by-case basis.

Regarding the issuance of seasonal hawker/peddler license to vendors of Christmas trees, it is the policy of the Board to require a review of zoning and safety issues by the Inspector of Buildings; possession of a state license by the vendor (which may be waived at the Board's discretion); and a license fee of \$75, with the fee waived for non-profit organizations.

XXI. STREET NAMES

It is the responsibility of the Board to approve the naming of ways laid out in the Town by majority vote of members present and voting. The Selectmen's Office shall maintain a list of historic names, to which the Board may make additions or deletions from time to time in consultation with the Historical Commission. The Board shall consider all proposals for street names prior to the approval of a plan by the Planning Board or the Zoning Board of Appeals. While the Board shall give priority to names drawn from the historic list, the Board shall use its discretion to take into account the wishes of the developer.



Town of Ashland

MASSACHUSETTS

BAA Grants

- BAA Invitational Numbers Grant Application (there was discussion of changes but I'm not sure on status?)
- I will follow up with:
 - Status on Spring Grants (issued)
 - Account Balances
 - Recommended Dates



Town of Ashland

MASSACHUSETTS

BAA INVITATIONAL NUMBERS GRANT APPLICATION

- If more space is needed attach a separate piece of paper to the application.

GENERAL INFORMATION		
1.	Date	
2.	Name of organization	
3.	Contact	
4.	Address	
5.	Telephone	
6.	Alt. Telephone	
7.	Fax	
8.	e-mail address	
9.	Name of Project	
10.	Amount of request	

up to 2500.00

DESCRIPTION OF ORGANIZATION

12. Description of Project funds will be used for

13. Who will be responsible for managing the project?

14. Area and population served.

15. How will outcome be measured?

16. Brief description of organization.

17. Final thoughts/points that should be considered.

Submit Grant Application to srobie@ashlandmass.com



TOWN OF ASHLAND, MASSACHUSETTS

OFFICE OF THE BOARD OF SELECTMAN
AND THE TOWN MANAGER

101 Main Street, 01721-1191

(508) 881-0100

(508) 231-1503 (fax)

Michael Herbert, *Town Manager*
Susan K. Robie, *Executive Assistant*

Ed Burman has requested that Rajitha be appointed to the seat vacated by David Manugian.

March 2, 2016

Re: Notification of Appointment

Rajitha has attended meetings but has been unable to vote.

- Joseph Magnani, Jr. ✓
- Chief Scott Boothby ✓
- Nat Strosberg ✓
- Sgt. Edward Burman ✓
- Izzy Assencoa ✓
- Dona Walsh
- David Manugain ✓

The Board of Selectman has exercised its authority to appoint you to the Ashland Roadway Safety Committee. Your appointment is effectively immediately and will expire on August 31, 2016.

Please report to the Town Clerk as soon as possible to be sworn-in. The hours of the Town Clerk are as follows; Mon/Tues/Thurs from 8:00 AM to 3:30 PM and Wed from 8:00 AM to 7:00 PM.

Congratulations on your appointment.

Sincerely,

Michael Herbert

Michael Herbert
Town Manager

cc: Tara Ward, Town Clerk
Susan Robie, Executive Assistant



Town of Ashland

M A S S A C H U S E T T S

BOARD OF SELECTMAN
MINUTES
February 3, 2016 – 7:00 PM
Town Hall

Road Traffic Safety Committee

Michael Herbert explained he has discussed the role of the Roadway Traffic Safety Committee including the charge and the makeup of the committee with the Police Chief and feels comfortable having the board approve this as presented.

Yolanda Greaves made a motion to create the **Road Traffic Safety Committee** and charge as presented including a member of the **Police Department**, member of the **Fire Department**, member of the **DPW, Planning Board/Town Planner**, a member of the **Board of Selectmen** and **2 residents**. This motion was seconded by Steve Mitchell with a unanimous vote of 5-0-0.

Steve Mitchell announced that if anyone is interested in serving on this committee to complete a Talent Bank Form and submit it.

American Heart Association BCLS Instructor
American Heart Association Heartsaver Instructor
American Heart Association Pediatric Advanced Life Support(Instructor expected summer 2016)
NASAR: Managing the Lost Person
Pre-hospital Trauma Life Support
Pediatric Education for Pre-hospital Professionals
FEMA ICS-100.a&.b
FEMA ICS-200.a&.b
FEMA ICS-700.a
Haz-Mat Operation certified
FAA-Student Pilot, Single Engine Land, Current Solo (Private Pilot expected 2016)

ADDITIONAL EMS/SAFETY EXPERIENCE

Volunteer Firefighter/Instructor, Lee Fire Department, Lee, MA, {2008-2015}
EMT-P Full Time Employee, Action Ambulance Service, Pittsfield, MA, {2012-2014}
EMT-P/Firefighter Per Diem Employee, Lenox Fire Department, Lenox, MA, {2009-2014}
EMT-P Part Time Employee, County Ambulance Service, Pittsfield, MA, {2011-2012}
EMT Paramedic Field Time, New York City Fire Department, New York, NY & County Ambulance, Pittsfield, MA, 2010
EMT Paramedic Clinical Experience, Berkshire Medical Center, Pittsfield, MA & Baystate Medical Center, Springfield, MA, 2010
EMT-I Volunteer and Part Time Employee, Southern Berkshire Volunteer Ambulance Service, Great Barrington, MA {2007-2010}
EMT for Athletic Events, Multiple School Districts in Berkshire County, MA, {2007-Present}
First Responder, Lee Ambulance Service, Lee, MA, {2002-2005}

COMMUNITY INVOLVEMENT

Convoy of Hope, Springfield MA, Volunteer First Aid/Paramedic {August 2015}
AHA Basic Life Support and Heart Saver Instructor, Instructor to Multiple Healthcare facilities and school systems in Berkshire County, {2010-Present}
Fire & Life Safety Educator, Lee Public Schools, Lee, MA, {2008-Present}
Volunteer Blood Pressure/Health Clinics, throughout Berkshire County, MA, {2002-Present}
Guest Lecturer on Pre Hospital Care/Drug Abuse and Epidemic, Springfield College, Springfield Ma, {2010-2011}
Guest Lecturer on CPR and General Health, Lee Middle and High School, Lee, MA, {2007-2009}

ADDITIONAL HEALTH AND SAFETY EXPERIENCE AND EMPLOYMENT

Emergency Department Technician, Fairview Hospital, Great Barrington, MA, {2007-2008}
Student Intern, Fairview Hospital Emergency Department, Operating Room and Respiratory Department, Great Barrington, MA, {2005-2007}
Lifeguard, Eastover Resort, Lenox, MA, 2006

EMS AWARDS

Massachusetts Save Award
Lee Ambulance Save Award

Strategic Planning Advisory Group Appointed Members

Steven Mitchell

Carl Hakansson

Mike Mokey

John Rossi

Bonnie Mitchell

Cliff Wilson

Ed Hart

Brandi Kinsman

Leslie Marci

Premal Shah

Amy Turncliff

Judith Sallet

Beth Reynolds

Jenifer Ball

Memo

To: Jim Adams, Superintendent of Schools
From: Brittany Iacaponi, Finance Director/Town Accountant
Date: September 7, 2016, **UPDATED 9/14/2016**
Re: Recap of Meeting of August 22, 2016

Jim,

AHS Boiler Project:

The Town agrees that the boilers at Ashland High School are in need of replacement. Savings from the Ameresco project will not be enough to cover the entire cost of replacement as previously thought. After further review of the potential sources of revenue to fund this project (estimated at \$365,000), we have decided the best option for this project would be the following:

1. Utilize the \$52,139.71 remaining from the Ameresco project
2. Utilize the \$44,927.69 in the SPED Stabilization Fund as the fund exceeded the \$600,000 cap.
3. The remainder of the project, approximately \$267,932.60 will be funded through free cash which will be appropriated at the November Town Meeting.

Mindess Boiler Project:

The boiler project at the David Mindess School is being funded through a state grant and work must be completed by May 31, 2017. Until the engineering design is complete, it is unknown if the grant will cover the entire cost of the project. The Town and School will review this project at a later date.

Cherry Sheet/Local Receipts Adjustments:

The final numbers for local aid and assessments show a total increase of \$572,760. We've also seen an increase in motor vehicle excise tax revenue over the past few years and feel comfortable increasing our budgeted revenue \$113,000 to cover the worker's compensation premium increase. The \$572,760 be split between the APS and the Town. \$400,932 or 70% will go towards the APS and \$171,828 or 30% will go towards departmental budgets. *Please refer to breakdown in the Cherry Sheet file.*

Town Meeting Articles:

The school will need to prepare a warrant article for the establishment of the receipts reserved account, and a transfer out of the receipts reserved account into the kindergarten revolving.

Budget Timeline:

The Town has received the School's FY18 budget timeline and have incorporated those dates into the budget calendar. The calendar was reviewed by Fin Com. Aug. 30th and is set to be reviewed by the BOS Sept. 7th.

FEMA Snow Reimbursement:

Barbara and I have determined how best to reimburse the schools for payment of snow and ice removal from 2015. The transfers were made 8/23/2016 to the school accounts for reimbursement.

Legislation on Warrant Signatures:

I have checked the Town Charter and it does not preclude School Committee from having only one signor of warrants. Below is the language that I found in the charter which speaks to the approval of warrants.

Section 7-4 Approval of Warrants.

Warrants for payments of town funds prepared by the town accountant shall be submitted to the town manager for approval. The approval of any such warrant by the town manager shall be sufficient authority to authorize payment by the town. The town manager shall have the authority to designate in writing and filed with the town clerk and the board of selectmen, an individual who, in the town manager's absence, shall have the authority to approve the warrants which shall be sufficient to authorize payment by the town.

The Town agrees that the School can utilize the M.G.L. that was just passed by Governor Baker.

SECTION 57. Section 52 of said chapter 41, as appearing in the 2014 Official Edition, is hereby amended by inserting after the fourth sentence the following 2 sentences:- The board of selectmen may designate any 1 of its members for the purpose of approving bills or payrolls under this section; provided, however, that the member shall make available to the board, at the first meeting following such action, a record of such actions. This provision shall not limit the responsibility of each member of the board of selectmen in the event of a noncompliance with this section. SECTION 58. Section 56 of said chapter 41, as so appearing, is hereby amended by inserting after the first sentence the following 2 sentences:- For purposes of this section, the board of selectmen and **any other board, committee or head of department consisting of more than 1 member authorized to expend money, may designate any 1 of its members to approve all bills, drafts, orders and payrolls;** provided, however, that the

member shall make available to the 790 board, committee or other department head, at the first meeting following such action, a record 791 of such actions. This provision shall not limit the responsibility of each member of the board in 792 the event of a noncompliance with this section.

Thanks,

Brittany

DRAFT

State Aid	Budgeted	Actual	Difference
Chapter 70	5,729,510	5,935,803	206,293
Charter Tuition Reimbursement	84,238	49,115	(35,123)
Education Offset Items	-		
School Choice Receiving Tuition	212,748	266,615	53,867
Total Education	-		
Sub-Total, All Education Programs	6,026,496	6,251,533	225,037
General Government			
General Government			
Unrestricted General Government Aid	1,246,634	1,300,239	53,605
Veterans Benefits	40,621	36,683	(3,938)
Exemp: VBS and Elderly	50,308	47,551	(2,757)
State Owned Land	72,034	71,177	(857)
General Government Offset Item	-		
Public Libraries	20,583	20,393	(190)
Total General Government	-		
Sub-Total, All General Government	1,430,180	1,476,043	45,863
Total	-		
Total Estimated Receipts	7,456,676	7,727,576	270,900

State Assessments and Charges	Budgeted	Actual	Difference
Programs:			
Mosquito Control Projects	36,149	41,982	5,833
Air Pollution	5,211	5,341	130
Metropolitan Area Planning Council	8,485	8,697	212
RMV Non-Renewal Surcharge	14,900	14,900	0
Sub-Total, State Assessments:	64,745	70,920	6,175

Transportation Authorities	Budgeted	Actual	Difference
Programs:			
MBTA	73,161	52,865	-20,296
Regional Transit	39,263	60,245	20,982
Sub-Total, Transportation Assessments:	112,424	113,110	686

Annual Charges Against Receipts	Budgeted	Actual	Difference
Programs:			
Special Education	13,802	1,572	-12,230
Sub-Total, Charges Against Receipts:	13,802	1,572	-12,230

Tuition Assessments	Budgeted	Actual	Difference
Programs:			
School Choice Sending Tuition	91,418	84,011	-7,407
Charter School Sending Tuition	1,003,590	714,506	-289,084
Sub-Total, Tuition Assessments:	1,095,008	798,517	-296,491

Total	Budgeted	Actual	Difference
Total Estimated Charges	1,285,979	984,119	-301,860

TOTAL INCREASE IN FY17 BUDGET	572,760.00		
SCHOOL	400,932.00		
TOWN	171,828.00		
TOTAL INCREASE IN FY17 BUDGET	572,760.00	CHERRY SHEET	
LOCAL AID INCREASE	113,000.00		
WORKER'S COMPENSATION	(113,000.00)		
TOTAL INCREASE	572,760.00		



MetroWest Mediation Services

600 Concord Street, Framingham, Massachusetts 01702; Tel. 508-872-9495; Fax. 508- 872-9764

info@metrowestmediationservices.org www.metrowestmediationservices.org

Budget Proposal

Ashland Board of Health Group Facilitation

9/8/2016

Project Description

MWMS facilitators will work with Ashland Town Manager, Health Agent and Board of Health, to explore and address concerning issues regarding communication during Board of Health meetings. To prepare for the facilitation, MWMS facilitators will conduct individual phone conversations with all parties involved. During these conversations, the facilitators will explain the process and their role, as well as hear everyone's perspectives of the situation and their goals for future working relationships.

It is recommended to hold approximately 4 hours for the face-to-face group facilitation. Based on the progress during the facilitation, we can decide whether or not another session is needed.

Cost Elements

Intake phone conversations with all individuals involved – 8 hours X \$150/hour = \$1200.00

Additional Preparation for Facilitation – 3 hours X \$150/hour = \$450.00

Group Facilitation (two facilitators) – 4 hours X \$150/hour = \$600.00

Total = \$2,250.00

Facilitators

Tal Lieber

Tal is MWMS Executive Director since 2013. Tal is an experienced mediator and trainer with a Master's degree in Conflict Resolution from UMass/Boston. Tal studied mediation at Stanford Law School, Harvard Law School and UMass/Boston. She holds a law degree from TAU. Tal is responsible for the day to day operation of MWMS, providing mediation services, designing and



MetroWest Mediation Services

600 Concord Street, Framingham, Massachusetts 01702; Tel. 508-872-9495; Fax. 508- 872-9764

info@metrowestmediationservices.org www.metrowestmediationservices.org

delivering mediation training and conflict resolution workshops, fundraising, community outreach, overseeing financial matters and general management of the center.

Deepika Madan

Deepika joined MWMS in 2015. Deepika is responsible for coordinating our mediators in Framingham, Natick, Marlborough and Concord District Courts, intake screening, data collection and input, as well as assisting with Training activities. Deepika has a background in the biotech and pharmaceutical industry, including a Bachelor's Degree in Physics and Master's Degree in Biophysics. Deepika made a transition to the field of dispute resolution after completing her basic mediation training in 2008. Deepika has mediation experience in civil, advanced civil, housing eviction, harassment prevention order and criminal cases.