

MINUTES OF THE SELECT BOARD'S MEETING
Town of Charlemont
Goodnow Town Hall

March 27, 2017

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The meeting was convened at 7:00 P.M. by Select Board Chair Beth Bandy. Board members Toby Gould and Sarah Reynolds was in attendance along with Administrator Peg Dean.

1. The Select Board discussed a scheduling conflict April 24th with the next meeting for shared services. The Select Board will instead meet April 25th.
2. **Action:** The Board unanimously voted on a motion from Ms. B. Bandy, Ms. S. Reynolds – yes, Mr. Gould – yes, for the Select Board to approve payroll, Select Board meeting minutes from 10-3-16 meeting with the Fire Department – revised, 2-11-17 and 2-18-17 joint budget meetings, Secretary to the Boards/ Assessors' Clerk vacation requests for June 26th - 30th, 2017 and August 28th - September 1st, 2017, Town Administrator vacation request for April 14th and June 19th; Town Administrator to attend the Municipal Energy Efficiency Summit; approve and sign the Select Board meeting minutes for 2-27-17 and 3-13-17 (Ms. S. Reynolds abstaining from approving and signing 3-13-17 minutes), warrants; and acknowledge the Department of Conservation and Recreation Volunteer Fire Assistance Grant close-out documents, certified budget for Mohawk Trail Regional School District dated 02-27-17 – delivered, public hearing notice for the Charlemont Zoning Board of Appeals March 28, 2017 at 7:15pm; and Municipal Spill Preparedness.
3. The Town Administrator will ask the Massachusetts Historical Commission any materials from their meeting April 5, 2017 can be forwarded to the Town.
4. Discussing the Inspector of Animals nomination papers, Erwin Reynolds Jr. said he would only complete the role through 2016. Nomination papers are due back April 1, 2017. It was mentioned that when discussing with other towns, Inspector of Animals may be a role that could be shared, however other towns have been going without this. The Select Board recommended approaching potential candidates and bringing back this agenda item next meeting. Regarding nomination of Inspector of Animals papers, the Select Board will forward the paperwork along for Ed Grinnell to be nominated and will get back to the State about a second nomination. The Select Board is requesting the “barn book,” the reports of inspections done. Toby will request from Kathy. They discussed that they should be able to get the results/summaries of the reports. Names and addresses are confidential from public record.
5. The Select Board discussed whether they could hold off accepting Jim Sinclair's resignation until they can have a conversation with him.
6. The Select Board welcomed Melody Whelden for their 7:15 appointment to discuss the tree and beautification funds. (Although sewer bills were a previous concern for Melody, she let them know she met with the Sewer Commission and resolved.) The Select Board discussed the appointment topic, the remaining balance in the Main Street trees fund on which she served. Melody started the Main Street Tree Committee; Ms. S. Reynolds confirmed she too was on the Committee. Their charge was related to 30 trees planted with matching money from National Grid; the funds are to be used for the replacing those trees. In addition to the Main Street Tree Committee, she also used to put plants on the bridge, using special funds from Main Street Beautification. The name was changed and accounts were combined to the Trees and Beautification fund. Inquiry into these accounts came about because the Town Clerk/ Executive Secretary Kathy Reynolds called asking how much was in the accounts. Melody recalls that Main Street Beautification had \$92 and Main Street Trees had \$388. She cannot account for

the \$4,900 Kathy mentioned was in the account. She referenced the April 12, 2011 minutes, item #25, and asked that the record show Melody never said the words stated. There is no record in the 2011 Annual Report showing special funds. 2012 Annual Report shows \$4,900+. The combination of the beautification and the tree funds will be assumed to be the amounts stated in the 2010 Annual Report special funds report. Question to the Clerk, was there ever a term for this appointment/position? Question to the Accountant, whether he can research. Mr. Gould will follow-up with both. The question about the tree funds came up because the Select Board want to replace a tree that died on Town Hall property. There is also a spruce tree that died, an oak tree that died and a lilac that could be moved. The Select Board will look into and get back to Melody. The question of whether they were going to discuss sidewalks came up. Melody was provided an explanation from Gordon by email about why only the south side is shoveled. The south side was chosen because it's the most continuous/safest surface to walk on. The Town voted down at a previous town meeting the proposition to require residents to shovel.

7. The Select Board approved 1,000 gallons gas, 10,000 gallons diesel, and 1,500 gallons fuel #2 to be bid through the Franklin Regional Council of Governments cooperating bid program. Correct the tank sizes to reflect that gas and diesel are 1,000 gallon tanks. Propane is bid separately by Kathy for heating the Highway Garage and Fire Station.
8. The Select Board are still working on scheduling a meeting with the Department of Revenue, as they were unable to schedule for Wednesday March 29th.
9. Regarding the Town Annual Report, the Select Board needs to complete their report. Missing are the State Officials', Zoning Board of Appeals', and Historical Commission's reports, however the ZBA had no activity last year and the Town currently does not have a historical Commission. The Select Board will finish formatting and will send to Department heads for review.
10. The Small Town Summit was a good meeting, represented by Senator Hinds' and Representative Mark's offices. They'll aim to schedule another summit in June. Per Linda Dunlevy, the Governor's Rural Policy Commission Chair will invite the Chairs of rural initiatives committees for a meeting and update sometime in May.
11. The Select Board reviewed the Memorandum of Understanding for Hawley and Charlemont to share Highway Equipment. **Action:** On a motion from Ms. S. Reynolds, 2ndd by Mr. Gould, the Select Board strike through the text from the MOU with which the Town doesn't agree, signs, and returns to the Hawley Select Board, with a note stating explaining the revision's purpose is to keep the language of this first shared agreement simple, non-ambiguous. Voted unanimously. Ms. B. Bandy - yes, Ms. S. Reynolds – yes, Mr. Gould – yes.
12. The Select Board will share with Jim Sinclair feedback from the insurance company about the rider for Yankee Doodles Days that they cannot cover them under their umbrella policy as a separate entity. Peg will relay to Jim.
13. The April Newsletter will be delivered to the Transfer Station on Wednesday. The Select Board will pin a newsletter to the post office bulletin, will ask Avery's to display them, will put more out at Town Hall, and will post a message on the Town sign that they are available at Town Hall, the Transfer Station, and the town website.

14. There is a \$250,000 Municipal ADA Improvement Grant opportunity for upgrades. The Town has yet to complete a transition plan. There is a planning grant available for a transition plan and self-assessment, and a project grant available. It was discussed whether the Town would want to pursue a project and what is currently on the Town Administrator's agenda in the coming months. Peg will outline a plan for town projects to dovetail with Green Communities.
15. The Select Board discussed the Vocational Education Advisory Committee questions to the Select Board and reviewed draft documents. Who is the alternate is whoever can make it. Charlemont's Select Board Chair offered alternate times of early morning or evening for times that would work for others to the VEAC Chair. The Select Board have concerns about the complexity about the work that they are trying to undertake; their prime purpose should be to establish transportation routes; they are concerned about the mission creep. Beth will draft a letter with her Boston and will bring it back.
16. The Select Board felt there was no need to discuss the April All Boards meeting agenda in light of time constraints to the evening's meeting. The Select Board tabled this item to their next meeting.
17. **Action:** Mr. Gould made a motion to let the Planning Board speak to Counsel, 2nded by Ms. Bandy. Voted unanimously. Ms. B. Bandy - yes, Ms. S. Reynolds – yes, Mr. Gould – yes.
18. The Select Board discussed Broadband. The recommendation to the Town has been to allow Westfield Gas & Electric to complete the pole surveys. As soon as a contract becomes available the Town will be presented for signature. The money will soon move from MBI to Mass Works. It was reported by the Select Board that from all perspectives it is apparent more funds are needed. The Governor, Jay Ask, Carolyn Kirk, all saying the Towns need more money. Ms. Bandy will drive home its importance at tomorrow's meeting. The Town will add Broadband contract to Friday's joint budget agenda, should the contract becomes available.
19. The Select Board briefly discussed the Recreation Tax, again mentioning that they tried to schedule a meeting for while they will be in Boston. The next step is to get all parties involved together to come up with a bill that meet Charlemont's needs will approve.
20. Regarding Ambulance, the Town of Charlemont request for proposals are on hold; the Select Board will include in the next newsletter.
21. The Select Board reviewed the warrant articles. In an effort to align their efforts behind the Capital Improvement Committee's recommendations, the Select Board will only approve the items that have gone through the Capital Improvement Committee. They will let Doug know that replacing the heating system should wait to first see if there are other options such as wood pellet heating systems. The Select Board will research what the request for a salary increase will cost; a one dollar increase will cost approx. \$1,200 based on last year's hours.
22. The Select Board discussed bridges. Highway Superintendent Gordon Hathaway has assembled a list of what can be done to the bridges twice a year on bridges that are in good condition. **Action:** regarding the Mass Works grant, Mr. Gould moves that they approve the change order for \$16,400, Ms. S. Reynolds 2nd's, all in favor. Ms. B. Bandy - yes, Ms. S. Reynolds – yes, Mr. Gould – yes.
23. The Select Board tabled the discussion regarding moving to townofcharlemont.org email and a policy for email retention.

24. The Select Board discussed the Highway Department's request to consider a mailbox policy. The Select Board asked Peg to draft for Gordon, stating that if the mailbox is in the Town right-of-way, it is placed there at the owner's risk. If they actually hit the mailbox, they should fix.
25. **Action:** On a motion from Ms. B. Bandy, 2ndd by Ms. S. Reynolds, the Select Board approved the technology requests from the Fire Department for a new desktop computer, for an amount not to exceed \$400, and from the Police Department for Microsoft 365. Ms. B. Bandy - yes, Ms. S. Reynolds – yes, Mr. Gould – yes.
26. The Select Board tabled the discussions about 1) options for Charlemont Settlement Marker, 2) whether to participate in UMASS Clean Energy Extension Study - Mohawk Trail Woodlands Partnership, and 3) recent solar energy solicitations to purchase power from solar array projects outside of Charlemont.
27. The Select Board did not discuss the Conservation Assistance for Small Communities grants program.

Entered into Executive Session, at 9:53pm for reason #3, to discuss strategy with respect to litigation, Board of Health v Charlemont Inn; and reason #7, to comply with The Health Insurance Portability and Accountability Act of 1996 (HIPAA; Pub.L. 104–191, 110 Stat. 1936, enacted August 21, 1996), and will adjourn their meeting from the Executive Session. Roll-call taken to enter into Executive Session, Select Board Chair Ms. B. Bandy – here, Board members T. Gould – here, Ms. S. Reynolds – here.

Respectfully submitted by Peg Dean, Town Administrator; revised 5-01-17

Approved by: Charlemont Select Board

Draft minutes until approved by Select Board

Documents viewed:

payroll

Select Board meeting minutes for 10-3-16 meeting with the Fire Department revised 2-11-17 and 2-18-17 joint budget meetings

Select Board meeting minutes for 1-18-17, 2-27-17, and 3-13-17

Warrants

Contractor Authorized Signatory Listing for Department of Environmental Protection grant

Nomination(s) for Inspector(s) of Animals

Department of Conservation and Recreation Volunteer Fire Assistance Grant close-out documents

Certified budget for Mohawk Trail Regional School District dated 02-27-17

Public Hearing Notice for the Charlemont Zoning Board of Appeals March 28 2017 at 7:15pm

Enews Municipal Spill Preparedness

Franklin Regional Council of Governments Fuel Bid Survey

Winter Road and Town Property Policy, Town of Monterey

Warrant Articles from the Broadband Committee, Fire Department, Town Administrator, Capital Improvement Committee, and Hawlemont Regional School

Vocational Education Advisory Committtee draft policy and procedures

Franklin Regional Council of Governments Wage and Salary Survey

