

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

June 5, 2017  
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The meeting was convened by Chair Beth Bandy. Also attending the meeting were Select Board members Sarah Reynolds and Marguerite Willis. Administrator Peg Dean attended the meeting. No one was absent.

1. The Board was introduced to Beth Flaherty by Hawlemont School Committee Member Marguerite Rancourt. The School Committee is recommending Ms Flaherty to be appointed to the Committee to fill a vacant seat until the next Annual Election. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Ms Willis - yes, to appoint Beth Flaherty to the Hawlemont School Committee until the next Annual Election. Ms Flaherty was given her oath of office.
2. The Board next re-organized. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Ms Willis - yes to appoint Ms S Reynolds Chair and Ms Bandy Vice-Chair.
3. The Board selected their liaison positions for FY 2018. It was unanimously voted, Ms S Reynolds - yes, Ms Willis - yes Ms Bandy - yes the following:
  - Ms Willis liaison to: Accountant, Ambulance Dept., Conservation Commission, Council on Aging, Emergency Management, Fire Department, Planning Board, Mohawk and Hawlemont Schools, Zoning Board of Appeals.
  - Ms Bandy liaison to: Animal Control Officer, Board of Health, Broadband Committee, Cemetery Committee, Finance Committee, Alternate to the Franklin County Solid Waste Management District, Franklin Regional Council of Governments Council, Inspector of Animals, Library, Park & Recreation Commission, Select Board Office, Transfer Station, Tree Warden, Small Town Summit.
  - Ms S Reynolds liaison to: Agricultural Commission, Board of Assessors, Franklin County Inspection Program, Highway Dept., Historical Commission, Police Dept., Tax Collector, Treasurer, Webmaster.
4. Priorities for FY 2018 were discussed. The Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy - yes, the following subjects as the Select Board priorities: Recreation Tax, Ambulance, Shared Services, Bridges and Broadband.
5. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to present an article to the next Town Meeting to create a revolving tax title taking account.
6. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to approve, approve and sign, accept and acknowledge: KP Law invoice; Payroll warrants; Hampshire County Jail Probation volunteers to paint the Town Hall hatchway and columns and polish the library floor (floor buffer costing no more than \$80); Administrator's new July and August office hours; purchase of 1 TB of storage for e-mail backup (costing no more than \$70 to be expended from the Technology Expense Fund); Sharing a paper compactor with the Town of Shelburne contingent upon a signed contract with 50% of the installation expenses to be paid by Charlemont with existing special funds; fuel bills; meeting minutes for 4-26-17, 5-10-17, 5-16-17; Warrants; Maxwell bridge repair design contract to hire Gill Engineering; Deerfield Festival and Tour of the Hilltowns Special Events Applications; Creating a comprehensive evacuation plan letter to the Departments; letter to the Wholeys; Roundabout Books contract for a drop box at the Transfer Station; revenue check from Roundabout Books; Solid Waste

- district's reports; solicitation to automate public meetings; copies of letters sent to residents from the Building Inspector; temporary pedestrian sign permit from MassDOT; letter regarding House bill # 2252; executed contract for the Municipal Small Bridge Program grant.
7. A discussion was held regarding the backup of town issued e-mail, who would conduct the back up and where the device will be stored. Webmaster Cheryl Handsaker will conduct the backup process and Ms S Reynolds will consult with the Police Chief as to if the device can be securely stored at the Police Station.
  8. Ms Willis suggested the Administrator share the Round About Books drop donation box information with the School Superintendent and Principals.
  9. Ms Willis suggested bringing up the House bill number 2252 information at the next Small Town Summit.
  10. The Board next discussed the Mass Works broadband contract for the \$960,000 grant and the contract with Westfield Gas & Electric for a pole survey. Bob Handsaker, attending the meeting via the telephone, advised the Board to vote to sign the Mass Works contract contingent upon the disbursement amounts to be edited and the addendum being edited as advised by Council. The Board, upon the advice of Mr. Handsaker, unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to sign the Mass Works broadband contract contingent upon the disbursement amounts and addendum changes.
  11. The Westfield Gas & Electric pole survey contract was not voted during this meeting due to pending edits to the contract. The updated contract will be reviewed during the June 19th meeting.
  12. Administrator Dean was instructed to move forward with researching both fire department equipment and vehicle shared grants, involving the Fire Chief with the research. Said research will be reviewed and discussed by the Board during the June 19th meeting.
  13. Ms Willis suggested providing more space on the agendas so to have room to write notes.
  14. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to choose option # 2, "A bill for the full month of June services sent by July 7, regarding the end of the fiscal year billing from Town Council.
  15. Ms Bandy reported that the Recreation Tax bill has passed the House and will go before the Senate on June 8th.
  16. Ms S Reynolds will contact Webmaster Cheryl Handsaker to obtain information regarding setting up all departments and employees with a town e-mail account.
  17. Administrator Dean explained that the application for a Mass Historical Commission grant for the Town Hall requires proof of securing 50% of the funding for a feasibility study. This information will be sent to the Capital Planning Committee for their review and recommendation.
  18. Speed limit sign recommendations from the Highway and Police Departments was deferred to the next scheduled meeting.
  19. The Board discussed assessing the office needs of Town Boards. Each Select Board member will check in with the Board of which they are assigned as liaison. The Select Board will discuss the information they have obtained during their first meeting scheduled in July.
  20. Ms Bandy will review the current Select Board policies and report back to the Board with suggestions she may have.
  21. The Board discussed a suggestion brought forth by Ms Willis to have an Assistant Town Clerk

for times when the Town Clerk is not available. Ms Bandy reported that she has researched other like surrounding Towns and find that the Charlemont Town Clerk position has the most office hours in the area. Also, funding to pay an Assistant is not in place.

22. The Volunteer Handbook will be reviewed and all suggested edits/updates will be sent to Ms S Reynolds. The updates will be reviewed during the first scheduled meeting in July.
23. The Board tabled discussion of complete streets.
24. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy -yes, Ms Willis - yes, to review the North River Road summer parking situation in July to see if the steps outlined in a follow up letter to North River Road residents have an effect. The North River Road summer parking issue will be revisited at the end of July.
25. Business being concluded, the meeting was adjourned at 10:00 P.M.

Respectfully submitted

Kathy A. Reynolds

Approved by:  
Charlemont Select Board

This document is to be considered a draft until approved and signed by the Board of Selectmen.

Documents reviewed by the Board

KP Law invoice  
Payroll warrants  
Fuel bills  
Meeting minutes for 4-26-17, 5-10-17, 5-16-17  
Warrants  
Maxwell bridge repair design contract to hire Gill Engineering  
Deerfield Festival and Tour of the Hilltowns Special Events Applications  
Creating a comprehensive evacuation plan letter to the Departments  
Letter to the Wholeys  
Roundabout Books contract for a drop box at the Transfer Station  
Solid Waste district's reports  
Solicitation to automate public meetings  
Copies of letters sent to residents from the Building Inspector  
Temporary pedestrian sign permit from MassDOT  
Letter regarding House bill # 2252  
Executed contract for the Municipal Small Bridge Program grant  
Volunteer Handbook  
Select Board policies

