

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

July 10, 2017
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The meeting was convened at 7:00 P.M. by Select Board Chair Sarah Reynolds. Select Board members Beth Bandy and Marguerite M. Willis, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to approve: payment of two KP Law invoices; fuel bills billed to Departments; Administrator's vacation for July 17th-21st; Administrator to attend the Mass Energy Insight Training on August 9th at GCC; a request from the Executive Secretary/Town Clerk to carry over into the new year 5 hours of vacation time; the Executive Secretary/Town Clerk request for vacation time August 14th through 18th; sending the Mass Office of Travel and Tourism webinar information to local businesses; closing out to the general fund the Fairgrounds Exhibit Hall repairs account and the Fairgrounds Park St Kiosk fund.
2. Ms Willis offered to attend the VEAC meetings instead of the Town Administrator. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, to accept the offer of Ms Willis to attend the VEAC meetings.
3. Ms Bandy made a motion to change the date on the Vocational Education Advisory Committee Information for Town Officials and Voters handout to calendar year 2018. The Board unanimously voted Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to suggest this change to the handout.
4. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to approve and sign: Select Board meeting minutes for 5-22-17 and 6-28-17; payroll and vendor warrants; Mass Emergency Management Agency contract for final closeout of costs resulting from the April 2007 storm; a 1- day liquor license for Berkshire East (Ms S Reynolds recused from this vote).
5. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to approve and sign the Special Events Application from the Friends of the Fairgrounds for Yankee Doodle Days contingent upon the Town receiving the proper insurance paperwork.
6. At 7:15 P.M., the Board recognized residents Amy Coates and Sean Addison who attended the meeting to address their concerns regarding their septic system. It was announced that this portion of the meeting was being tape recorded. Administrator Dean removed herself from the room for this appointment. Chair S Reynolds stated that the meeting this evening is to address septic concerns and that any other concerns Ms Coates and Mr. Addison may have will be addressed at another meeting. Ms Coates submitted to the Board a letter describing issues with her new septic system that was installed in 2006. Copies of paid invoices were included with the letter. Ms Coates stated that when her septic system was installed the plans called for a trench system. The system that was installed by her installer is a Presbee system. In 2006 the Board of Health inspected the system and signed off that what was installed was a trench system. In 2012, the Highway Department replaced a culvert that ran under the road and continued onto the property. When replacing the culvert, the Highway Department accidentally crushed the pipes to the septic, not seeing any indication of a septic nearby. Since 2012, the septic began to continually need to be pumped. Board of Health Agent Glen Ayers attended the meeting and stated that this septic failed due to the lack of oxygen caused by an obstructed vent

pipe. Mr. Ayers continued to explain how the Presbee system works and that because of the obstructed vent pipe, it took a few years for the system to fail. A system is deemed failed when a septic is required to be pumped 4 or more times in 1 year. Mr. Ayes also explained that the system on the original septic plans is not the septic that was installed. Ms Coates stated that she feels the fault lies on several parties and hopes the Town will consider compensating her for some of the cost to repair they system. Mr. Ayes reported that he volunteered his time to assist Ms. Coates and Mr. Addison to put in a remedial system and the system in now repaired. The Select Board stated that they will need to review the materials that were submitted during the meeting and gather additional information. Ms Willis stated that Town Council should be consulted. Ms Coates gave praise to the current Board of Health, Health Agent Glen Ayers and the Highway Department.

7. Board of Health member Robert Lingle reported that the Town is having issues with trailers that are not permitted. Mr. Lingle would like to call a future meeting with various Boards to discuss this issue.
8. Police Chief Jared Bellows attended the meeting to request Francis Noyes, Jeff Belanger and David Sampson be appointed to the Police Department. The addition of 3 officers is for weekend coverage and will not increase the budget. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to appoint Francis Noyes, Jeff Belanger and David Sampson to the Police Department.
9. Police Chief Jared Bellows explained that years ago, the Select Board agreed to follow the State Police detail rates. The current rates the Town charges for Police detail is \$44.00 per hour with a 10% administrative fee. The State has increased their detail rate to \$50.00 per hour. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to increase the Police detail rate from \$44.00 per hour to \$50.00 per hour with a 10% administrative fee. For Town policing needs, the Department will charge straight hourly rate.
10. Highway Superintendent Gordon Hathaway requested pre-approval of the Select Board to research and purchase 2 pick -up trucks as voted at annual Town meeting. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to grant the request.
11. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to acknowledge: notification from the Governor's Office of its Last Mile Infrastructure grant award; Department of Public Utilities Notice of Filing and Public Hearings; Letter from KP Law congratulating Marguerite Willis in her new role on the Select Board; minutes and agenda from the Franklin Regional Council of Governments Planning Board; Division of Local Services Departmental Revolving funds Update; Complete Streets Power Point presentation; Collaborative Training from the Cultural Heritage and Emergency Response Communities dates; Executed FY summer Highway services and fuel contracts from the Franklin County Council of Government's; May 2017 Clean Sweep Collection report and Solid Waste District News from the Franklin County Solid Waste Management District; a request for Towns to contact their legislators regarding Protecting Local Aid from the Mass Municipal Assoc.
12. Ms Willis will call out and write the charge for volunteers to create a Committee to research and bring back to the Town their findings regarding various solar opportunities.
13. Complete Streets will not be added to future agendas unless the Complete Streets policy has changed.
14. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to appoint Emergency Manger Michael Walsh Representative to the Franklin Regional Council of Governments Regional Emergency Planning Committee contingent upon Mr. Walsh accepting

the position.

15. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to accept a \$500 donation from Zoar Outdoor to be used for river patrols.
16. The Executive Secretary was requested to obtain a quote to repair/replace the damaged window pane in the Library.
17. Records Accessing Officer Kathy Reynolds reported that she attended the New Public Records Law training on June 29th. According to the New Public Records Law, a Public Records Policy must be posted in a conspicuous place on Town websites. The Policy for Charlemont has been created, along with a Public Request Form, and it has been posted to the Town Clerk web page. Ms K Reynolds suggested a new department be created on the Town website called "Records Access" with the Policy and form available on the page. The e-mail address for the Public Accessing Officer stated on the Policy will be updated.
18. The Board did not have any suggestions to fill the Animal Control Officer position. The records that were returned to the Town by former Animal Control Officer Ed Grinnell are to be filed by the Town Clerk.
19. It was reported that Gill Engineering is still working with MassDOT regarding the 8A North bridges.
20. Ms S Reynolds reported that the Highway Department will raise the berm on a section of Zoar Road in an attempt to mitigate run off.
21. Ms Bandy reported that the Department of Revenue Council are putting notes of changes to the Recreation Tax Legislation to the Senate. The Select Board is looking at what will be needed for the Town to collect the tax and the Accountant is putting together the proper language for this change. The Board discussed how the Town would go about enforcement of the Recreation Tax.
22. Ms S Reynolds reported that Towns are dropping that Towns are reporting to the Franklin Regional Council of Governments (FRCOG) that they are no longer interested as they feel it would not fit in their Town. The FRCOG will now meet with the individual Towns to try to resolve any issues they may have with the Police Shared Services.
23. The Board will continue discussion regarding moving to townofcharlemont.org e-mail during their next meeting.
24. The Board requested the subject "speed limit sign recommendations from Highway and Police" be removed from the agenda.
25. The Board will review Boards' needs-liaison roles reports during their next meeting.
26. Ms Bandy will discuss safety of the Town Hall parking lot with the parking lot property owner.
27. Discussion of custodial services for the Fire Department was deferred until the next meeting.
28. Business being concluded, the meeting was adjourned at 9:40 P.M.

Respectfully submitted

Kathy A. Reynolds
Executive Secretary

Approved by:
Charlemont Select Board

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

Documents viewed by the Board

KP Law invoices

fuel bills billed to Departments

Administrator's vacation for July 17th-21st

Administrator to attend the Mass Energy Insight Training on August 9th at GCC

The Executive Secretary/Town Clerk to carry over into the new year 5 hours of vacation time

Executive Secretary/Town Clerk request for vacation time August 14th through 18th

Mass Office of Travel and Tourism webinar information

Vocational Education Advisory Committee Information for Town Officials and Voters handout

Minutes for 5-22-17 and 6-28-17

Payroll and vendor warrants

Mass Emergency Management Agency contract from the April 2007 storm

1- day liquor license for Berkshire East

Special Events Application from the Friends of the Fairgrounds for Yankee Doodle Days

Letter from Amy Coates and Sean Addison regarding septic issues including invoices

Last Mile Infrastructure grant award letter

Department of Public Utilities Notice of Filing and Public Hearings

Letter from KP Law Congratulating Marguerite Willis in her new role on the Select Board

Franklin Regional Council of Governments Planning Board minutes and agenda

Division of Local Services Departmental Revolving Funds Update

Complete Streets Power Point presentation

Collaborative Training from the Cultural Heritage and Emergency Response Communities dates

Executed FY 18 summer Highway services and fuel contracts

May 2017 Clean Sweep Collection report and Solid Waste District News

Protecting Local Aid memo from the Mass Municipal Assoc.