

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

July 24, 2017
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The meeting was called to order at 7:00 P.M. by Chair Sarah Reynolds. Select Board Members Marguerite Willis and Beth Bandy also were in attendance, along with Administrator Peg Dean.

1. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to approve, approve and sign and to acknowledge: payment of the Mass. Municipal Assoc. membership dues; payroll and vendor warrants; special events application not required for the D2R2 event; Public Officials and Police Professional Liability insurance renewal; Special Property Coverage insurance renewal; Statement of Values and Auto Fleet Schedule insurance renewals; Mass Dept. of Transportation notice of pre-construction conference regarding paving of Route 2; payment of the Dept. of Conservation and Recreation invoice; Ambulance service letter from the Town of Hawley; rent payment from Axia for use of the Town Hall; notice of a Fiber Optic Network Informational meeting.
2. A letter from a former resident regarding his name being omitted on the Memorial located at the Town Hall was discussed. The Board believes the memorial was created for residents who entered service who lived in Town at that time. The Executive Secretary will respond to the letter, stating that the Town is conducting research regarding the Memorial.
3. A letter from a resident was received that asks about the Maxwell Bridge construction schedule. Administrator Dean and Ms S Reynolds will work together to draft a response.
4. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to appoint Michael Walsh as Representative to the Franklin Regional Council of Governments Emergency Planning Committee.
5. The Board unanimously voted, Ms Bandy - yes, Ms Willis - yes, to appoint Erwin Reynolds, Jr. to the positions of Fence Viewer, Field Driver, Pound Keeper contingent upon his acceptance of the appointment. Ms S Reynolds recused herself from this vote.
6. Ms Willis will speak with a potential candid for the position of Representative to the Upper Pioneer Valley Veterans Service Center.
7. Ms Bandy will reach out to several people to serve as Representative to the Franklin Regional Transit Authority.
8. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to appoint Ms Willis as the Select Board Representative to the Franklin Regional Council of Governments Planning Board for 6 months.
9. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to accept a donation to the River Patrol account from the Cold River Inc.
10. Ms Bandy will continue to write a monthly newsletter. Suggestions for the August newsletter were updates on bridges, broadband, recreation tax.
11. At 7:30 P.M., the Board recognized Finance Committee Chair Any Wales who attended the meeting to discuss the accounting contract and what steps the Town should take regarding the contract. Ms Wales stated that the Town currently has a good accountant. Ms Wales also stated that Charlemont is a Town where a PO system would not work. Ms Bandy stated that she spoke with the Accountant. The Accountant has indicated that he does not want to be on public record regarding personnel issues, although he cannot work at the Town Hall due to the fact he has needed to leave due to the animosity in the building. Other issues include work flow, hand

written reports, untimely submission of bills and not being provided the information that can be used. Job descriptions will be send to Ms Wales and the Select Board for review. Ms Bandy will contact the Accountant. The Select Board will review other Town's accounting policies and procedures. Ms Wales was thanked for attending the meeting.

12. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to allow Ms S Reynolds to proceed with reviewing the cost estimates for construction and final design costs for the 8A bridges when they arrive.
13. The Board received a recommendation from the Highway Superintendent regarding the Highway truck bids that were opened on July 17th. Superintendent Hathaway recommended awarding the bid to the lowest bidder, Patriot Freightliner-Western Star who bid \$167,780 and to accept all of the 5 year extended warranties offered. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to award the bid as recommended.
14. Ms Bandy reported that questions regarding the Recreation tax from the Senate have been answered.
15. Ms Bandy reported that the Broadband Committee is researching municipal space allocated on the telephone poles in Town. Bob Handsaker will be researching space for the Broadband hub and will be looking at the jail behind the Town Hall to see if it might be a good candid for the hub. Mr. Handsaker will be asked to attend the meeting on August 7th at 7:30 P.M. to provide the Board with an update.
16. Ms S Reynolds stated that she will be meeting with the Town of Heath regarding Police shared services.
17. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to accept the quote from Pella to replace the Library window. The cost will be expended out of the Town Hall maintenance account.
18. The Town Clerk will provide the Select Board a list of all appointed and elected officials. The Treasurer will provide the Select Board with a list of all paid employees. This information will be used to create Town e-mail accounts for everyone.
19. It was reported that the Boards/Committees/Commissions are asking for the Town to provide them with a minute taker.
20. Ms S Reynolds will research the hourly wage of the Highway Garage/Police Station custodian to assist the Board with a request from the Fire Department for custodial services.
21. Administrator Dean asked the Board for a date and time they are available to attend an Oracle webinar for cloud services. Ms Bandy stated that cloud service research can be gathered by the Administrator without the Board present. Ms Bandy stated that since there is not a budget for cloud services at this time, the Board is not able to contract for this service. Administrator Dean suggested the Executive Secretary/Town Clerk attend an Oracle webinar in the near future. The Board agreed.
22. Ms Willis read to the Board her solicitation for volunteers for a Committee to research solar opportunities in Charlemont. This solicitation will be posted to the Town website.
23. Business being concluded, the meeting was adjourned at 9:00 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

Mass. Municipal Assoc. membership dues invoice
Payroll and vendor warrants
Public Officials and Police Professional Liability insurance renewal
Special Property Coverage insurance renewal
Statement of Values and Auto Fleet Schedule insurance renewals
Mass Dept. of Transportation Route 2 paving pre-construction conference notice
Dept. of Conservation and Recreation invoice
Ambulance service letter from the Town of Hawley
Rent payment from Axia for use of the Town Hall
Fiber Optic Network Informational meeting notice
Letter from a former resident regarding the Memorial located at the Town Hall
Letter from a resident regarding the Maxwell Bridge construction
Donation to the River Patrol account from Cold River Inc.
Highway truck bids and Highway Superintendent recommendation
Quote from Pella to replace the Library window
Solicitation for volunteers for a Committee