

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

August 7, 2017  
Page 1 of 4

The meeting was convened at 7:00 P.M. by Chair Sarah Reynolds. Select Board members Beth Bandy and Marguerite 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, that Ms Willis will return to be the liaison to the Accountant, and will contact the Accountant to inform him that the Town is reviewing their procedures and will begin to conduct meetings with employees to ensure the correct procedures are in place.
2. Ms Bandy reported that the rec tax legislation has gone back to Senate Counsel.
3. Ms Bandy stated that there are other Towns in Massachusetts, not located in the western part of the state, that would like to participate in the Small Town Summits. Ms Bandy and Toby Gould have created an organization called the Rural Commonwealth to address issues facing small Towns in the State. Ms Bandy stated that the Small Town Summits fall outside of the scope of the Select Board duties and suggest the Small Town Summits are transferred to the Rural Commonwealth. The Board agreed.
4. Ms Willis stated that she does not need to receive so much paperwork. It was agreed that the agenda and meeting packet materials will be e-mailed.
5. The Board discussed a request from the ZBA to contact Counsel regarding the 2010 Griswold Planning Board Special Permit. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to grant the request of the ZBA, stating that Counsel should be sent the background the Secretary to the Boards sent to the Board on August 3, 2017, as it presents a very clear and concise synopsis of the issue at hand. The Board also voted to have Counsel present to the ZBA the least that the Town can do that will be effective. Counsel's response should be provided to the ZBA, with a copy provided to the Select Board.
6. It was announced that the meeting was being tape recorded.
7. At 7:15 P.M., the board recognized Amy Coates who attended the meeting to discuss her septic concerns. Ms Coates asked the Board if they record all meetings. Ms Bandy stated that per the open meeting law, the Board must announce when a meeting is recorded and that the Board sometimes records their meetings. Ms S Reynolds reported that Ms Coates' sewer concerns were sent to Town Council who suggested the Town insurance company be contact. The insurance has replied stating that the 3 years statute of limitation for a claim has passed, but the insurance company is still gathering information. Ms Coates stated that no one has contacted her. Ms S Reynolds stated that she will follow up with the Town Insurance Company and will also follow up with Ms Coates by the end of the week and continue to contact Ms Coates on Fridays.
8. Broadband Committee Chair Robert Handsaker attended the meeting to give the Board a Broadband update. Mr. Handsaker stated that a pole survey meeting has been scheduled for August 22nd. Hut locations for consideration are the jail behind the Town Hall, cellar/attic of the Town Hall, in front of the Fire Station and on the Fairgrounds. The hut should be a sealed building approximately 10x15 with a generator backup and near the POI room located in the Town Hall. Ms S Reynolds stated that the jail building would require a lot of work and is used for storage. The Fairgrounds would have room for a hut and it is plowed during the winter.

The Broadband Committee will research a location for the hut at the Fairgrounds to see if it is a feasible option. A reverse 911 message will go out notify residents of the pole survey to take place.

9. The Board voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to approve and approve and sign: fuel bills by department; Select Board minutes for the 7-10-17 and 7-17-17 meetings; payroll and vendor warrants; Reggae Fest Special Events application; Mass Emergency Management Agency's performance Grant for FY17;Geico film permit and Special Events application; Three Town landfill closure testing and inspection contract with Civil & Environment Consultants, Inc; the Town Clerk, working with the Secretary to the Boards, 2020 Local Update of Census Addresses; Community compact IT Grant close out letter.
10. The Board voted, Ms S Reynolds - yes, Ms Willis - abstained - Ms Bandy yes, to acknowledge: MIIA Custom Drug Testing Semi Annual Report; Greenfield Recorder editorial by David Newell; Municipal Vulnerability Program grant update; Ninth Edition of the State Building code under final review; Town of Shelburne FY 2018 Transfer Station rent and FY17 expenses payments; Inspector of Animals certificates for Kristen and Ryan Martin; Building Inspection July certificates report; KP Law eUpdate; list of past years' special article accounts to be closed.
11. Ms Willis reported that Frank Carcio is willing to be Charlemont's Representative to the Upper Pioneer Valle Veterans Service Center for 1 year. The Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to appoint Mr. Carcio to the 1 year position.
12. The Board, upon the recommendation of the ZBA, unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to accept the resignation of Toby Gould from his position on the ZBA, and to appoint Ronald Smith as a full ZBA member and Toby Gould to the ZBA Associate position.
13. Ms Willis volunteered herself to serve as Charlemont's representative to the Franklin Regional Transit Authority. The Board unanimously voted Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to appoint Ms Willis to the FRTA.
14. The Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to accept a \$1,000 donation from Crab Apple White Water to be used for Police River Patrols.
15. Ms S Reynolds and Administrator Dean will review the 8A North bridge construction contract details. The Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, the start day for the construction is the 6th of September with the work to be continuous until completed, allowing for pavement to begin in the spring. The school busing company and post office will be notified of this construction. The Board also voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to allow Chair S Reynolds to sign the Mass Works contract amendment request form outside of a meeting.
16. The Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to sign the procurement contract with the Franklin Regional Council of Governments to procure bids for the 8A North bridges.
17. Ms S Reynolds reported that the Towns of Hawley and Rowe have stopped participating in the Police shared services conversations. A questionnaire was distributed to each Board member regarding the services for review, additional questions are to be sent to Ms S Reynolds.
18. The Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to edit the Volunteer Handbook to reflect titles and not names and to add dates of revisions and acceptances.
19. The Fire Chief will be consulted regarding his request for custodial services. As this service was not considered in time for the budget, it will be considered for the FY 2019 budget.

20. The Town will begin ticketing vehicles along North River Road that are parked in the No Parking Zones.
21. The Special Events Application will be updated as follows: page 4 - site plan after "map", can be hand drawn will be added in parentheses.
22. An All Board Meeting was scheduled for Thursday, September 17, 2017, 7:00 P.M., at the Hawlemont Elementary School. Each Board/Committee/Commission will be asked to present their concerns/comments that will be contained to 5 minutes.
23. Discussion of MIIA grant opportunities was tabled until October.
24. Ms Willis will approach the Fire Chief to see if he is interested in being the Single Point of Contact for the National Grid Zone Approach. If not, EMD Michael Walsh will be asked.
25. Ms Willis recommended and made a motion to accept the VEAC Booklet as developed, the Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, to accept the Booklet as recommended. Ms Willis also reported that the Towns 60% school transportation reimbursement from the State has been reduced to 6%. 100 Towns are included in this reduction.
26. Publicly posting position descriptions was tabled.
27. Ms Willis stated that the Silver Jackets' Draft Floodplain Action Plan is incomplete. The plan requires more information regarding dams.
28. The Board took no action regarding Boston University's Constituency Engagement Tool.
29. The Board unanimously voted, Ms S Reynolds - yes, Ms Willis - yes, Ms Bandy -yes, not to proceed with Phase II environmental site assessment of the North Sherman property.
30. Ms S Reynolds will discuss adding additional information to the Town website with webmaster Cheryl Handsaker.
31. Business being concluded, the meeting was adjourned at 9:45 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 Charlemont Select Board.

Documents reviewed by the Board

Request from the ZBA to contact Counsel  
Fuel bills by department  
Select Board minutes for 7-10-17 and 7-17-17  
Payroll and vendor warrants  
Reggae Fest Special Events application  
Mass Emergency Management Agency's performance Grant for FY17  
Geico film permit and Special Events application

Three Town landfill closure testing and inspection contract  
Town Clerk, with the Secretary to the Boards to update 2020 Local Update of Census Addresses  
Community compact IT Grant close out letter  
MIIA Custom Drug Testing Semi Annual Report  
Greenfield Recorder editorial by David Newell  
Municipal Vulnerability Program grant update  
Ninth Edition of the State Building code under final review  
Town of Shelburne FY 2018 Transfer Station rent and FY17 expenses payments  
Inspector of Animals certificates for Kristen and Ryan Martin  
Building Inspection July certificates report  
KP Law eUpdate  
List of past years' special article accounts to be closed  
ZBA member recommendations and resignation  
Donation from Crab Apple White Water to be used for Police River Patrols  
8A North bridge construction contract  
Procurement contract with the Franklin Regional Council of Governments to procure bids for the 8A North bridges  
A questionnaire regarding Police shared services  
MIIA grant opportunities  
Boston University's Constituency Engagement Tool