

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

August 21, 2017
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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. It was noted that the appointment with Joy Duperault from the Department of Conservation and Recreation regarding the Silver Jacket's Flood Action Plan was cancelled.
2. It was noted that the 6-19-17 Select Board minutes were not available during this meeting.
3. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve, approve and sign: a request from the Board of Health to change the Direct Technical Local Assistance request with the Franklin Regional Council of Governments from the Wellhead Protection Plans to the Protection of Public Drinking Water Supplies; The Administrator opening and processing the Broadband Committee and Municipal Light Plant mail; Placing positions descriptions in a 3 ring binder to be kept in the Town Hall meeting room; Meeting minutes for 7-14-17 and 7-24-17; Payroll and vendor warrants; Special events application for the Slide Rule Shred Fest mountain bike race; Special events application for the Enduro East mountain bike race; Special events application for the Charlemont Reggae Festival.
4. The Board unanimously voted to acknowledge: Dept. of Local Services seminar entitled "What's New in Municipal Law" (Ms Willis asked for a copy of this notice); Franklin Regional Retirement System letter entitled "Why the rush to invest" (Ms Willis sent to the Board her opinion regarding this letter); several solicitations for services and products (It was stated that solicitations should not be placed onto an agenda but sent to the Board as informational. The Board debated on what should and what should not be on their meeting agendas); Hampshire Council of Governments' Human Resources Administration Services survey results; Franklin Regional Council of Government's "Local Prevention Efforts Regarding Underage Drinking and Alcohol-Involved Crashes"; Vocational Education Advisory Committee's minutes and agenda; Municipal Light Plant Accounting and Management meeting notice; Notice of a workshop regarding "Legal Marijuana; Municipal Options and Responsibilities"; Friends of the Franklin County Sheriff's Office Regional Dog Shelter's Quarterly Barker Newsletter; Hampshire County Group Insurance Trust's minutes and agenda; Open Meeting Law Seminar in Huntington.
5. The Administrator will post the vacant positions of Animal Control Officer and FRTA Representative on the website, Town Hall sign and back bulletin board.
6. Ms Bandy stated that along with Charlemont, the Towns of Heath and Colrain cannot find an Animal Control officer. Ms Bandy will set up a meeting with the surrounding Towns to speak about regional services for this position.
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept a fire proof storage box donated by Ms Willis.
8. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept the lowest bidder for the repair of the 8A North bridges from J. H. Maxymillian. The Board signed the contract.
9. The Broadband Committee will hold a Pole Survey kick off meeting on August 28th at the Town

Hall.

10. Ms S Reynolds reported that she will be setting up a meeting to discuss the responses from the Police Shared Services survey.
11. Melody Whelden was recognized at 7:30 P.M. Ms Whelden attended the meeting to discuss water run-off into her driveway. Ms Whelden stated that the excessive run-off started about July 29th with water running through her driveway and onto Route 2. Ms Whelden stated there are multiple springs/wells along the bank behind her house, one that does not have a cover and is dangerous. The Board provided Ms Whelden with pictures of the culvert at the Fairgrounds, that showed no water can enter the culvert as it is closed off at one end. The Board suggested Ms Whelden find out who owns the springs/wells on the hill and work with the owners regarding any possible broken pipes. It was suggested that Ms Whelden contact Community Action or the FRCOG Health Agent Glen Ayers to see if they have any programs that might be of assistance. The maps in the Board of Assessor's office would show the property lines along the hill. Ms S Reynolds offered to assist with reading the maps. As the wells/springs are on private property, the Town is unable to help Ms Whelden with the water run-off on her property.
12. Ms Willis questioned if a formal response to the Accountant regarding the Accounting contract warning has been provided? Ms Willis stated that she has tried to contact the Accountant but has not received a response to her voice mail. So far, a safe with a lock is scheduled to be installed in the drawer (to also have a lock) of the Board of Health desk in the meeting room. This will be for Transfer Station turnovers. 3 part turnover forms have also been proved to the Transfer Station Attendant who will be completing a turnover once a month. Ms Willis stated that she feels there is a problem with a break-down in communication.
13. The Town Clerk will send to the Administrator the list of appointed/elected officials in either excel or word format.
14. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, that all Town positions will have a Town e-mail address assigned to those positions. All addresses are to be first and last name@townofcharlemont.org.
15. Ms S Reynolds will contact webmaster Cheryl Handsaker to discuss the Town website layout.
16. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to request the Town Administrator to contact Palmeri Electric to repair the light fixture in the Assessor's office, with an authorization of spending up to \$250.00.
17. The Administrator was requested to send out reminders regarding the All Board Meeting scheduled for September 14, 2017. Items for the agenda include an update regarding the recreation tax legislation and the Volunteer Handbook.
18. Ms Willis stated that the Silver Jacket's Flood Action Plan needs to be more complete before it is adopted by the Board. The Administrator stated that the Select Board does not need to adopt the Flood Action Plan. Ms Willis stated that if the Plan is coming from the Emergency Management Director, the document should be complete and include dam information relating to emergency situations relevant to Charlemont.
19. Business being concluded, the meeting was adjourned at 8:50 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 reviewed by the Board

request from the Board of Health to change the Direct Technical Local Assistance request.
Meeting minutes for 7-14-17 and 7-24-17
Payroll and vendor warrants
Special events application for the Slide Rule Shred Fest mountain bike race
Special events application for the Enduro East mountain bike race
Special events application for the Charlemont Reggae Festival
Dept. of Local Services seminar entitled "What's New in Municipal Law"
Franklin Regional Retirement System letter entitled "Why the rush to invest"
Solicitations for services and products
Hampshire Council of Governments' Human Resources Administration Services survey results
Franklin Regional Council of Government's "Local Prevention Efforts Regarding Underage
Drinking and Alcohol-Involved Crashes"
Vocational Education Advisory Committee's minutes and agenda
Municipal Light Plant Accounting and Management meeting notice
Notice of a workshop regarding "Legal Marijuana; Municipal Options and Responsibilities"
Friends of the Franklin County Sheriff's Office Regional Dog Shelter's Quarterly Barker
Newsletter
Hampshire County Group Insurance Trust's minutes and agenda
Open Meeting Law Seminar in Huntington
Pictures of the culver at the Fairgrounds