

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

October 30, 2017
Page 1 of 3

The meeting was convened at 7:02 P.M. by Chair Sarah Reynolds. Board members Bath Bandy and Marguerite Wills, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. Ms Willis and Ms Bandy voiced their opinions regarding the agenda format and items that are placed on the agenda.
2. The Board voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – nay, to approve: KP Law invoice; including Accounts Payable and Payroll warrant amounts in meeting minutes going forward; Mass. Interlocal Insurance Agency grant application for Town Hall key fob entry and Town technology assessment; Town Clerk's letter to the Secretary of the State regarding suspension of sending Mass. Appeals Court Reports, Acts & Resolves of Mass., and Mass. Reports; Position descriptions and insurance releases for volunteers to grout and backhoe at the Town Hall; Notice of Non-Discrimination and proof of posting and ADA Grievance Procedure for purposes of ADA Planning grant; Purchase of a Cyber Power replacement battery cartridge for the Town Hall.
3. The Board received information as to why certain finance accounts are being requested to be closed. After receiving this information, the Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve closure of the accounts.
4. The Executive Secretary had questions regarding the email to all regarding "Charlemont website and e-mail addresses". The notice directs employees to save emails to a gmail.com account and then the document can be deleted. The Executive Secretary asked if the department/ board/committee/commission/ can go in and retrieve their document. The answer to this question was no. The Board was questioned that if a document cannot be retrieved how are they available if a records request is received. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to allow the Records Accessing Officer to have access to the g-mail account and for the webmaster to work one on one with the RAO regarding setting up access. The Administrator was directed to inform the webmaster of this vote.
5. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve sending an e-mail to all regarding "Charlemont website and email addresses".
6. At 7:15 P.M., Bob Handsaker and Trevor Mackie, Broadband Committee members, were recognized by the Board. Mr. Handsaker stated that the Broadband Committee recommends signing the MBI Flexible Grant Program Notice of Funding availability document choosing only for solutions for 96% coverage. Acceptance of this document should only be used as a Plan B. Mr. Mackie expressed his concerns regarding joining the program, including who decides what residents are included in the 4% not able to receive fiber optic service.
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to sign the MBI Flexible Grant document.
8. Ms Bandy reported that the fiber optic hut choices are in the Town Hall cellar or in the old jail located behind the Town Hall. Quotes for both places are being gathered for comparison costs.
9. Ms Willis reported that Bill Harker Bill Harker is ok if pieces of the Jail go to Fairgrounds if the town needs space.

10. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve of Todd Gerry repairing the jail roof to prevent leaking once a volunteer release has been signed.
11. Finance Committee members Lynn Hathaway, Ronald Smith and Richard Filoramo attended the meeting to receive an update on the Recreation Tax. The Board went over the recommendations from the DOR that included sections of the legislation that been rewritten.
12. Recreation tax will be due by the 20th of each month with a 5- day grace period. Lines 76 through 102 shall be deleted. Ms Bandy shall contact Senator Hinds office with these edits.
13. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to start pursuing quotes from certified providers from the Municipal Vulnerability Preparedness Program facilitators.
14. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign: 10-16-17 meeting minutes; payroll and vendor warrants; thank you letter to Camille White for her services as Chair of the Council on Aging; voting to continue participation with the Upper Pioneer Valley Veterans' District.
15. The Board voted Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to apply for funds to finish the repairs to the Legate Hill Rd bridge, the West Oxbow Road bridge north of the temporary bridge and the bridge on Laural Lane though the Municipal Small Bridge Program.
16. The Board unanimously voted Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to acknowledge: Tri Town Landfill ground water assessment report from Civil & Environmental Consultants, Inc.; Letter from KP Law to the Town auditors; Planning Board Special Permit decision; KP Law Inc. eUpdate regarding important changes to the Open Meeting Law.
17. Ms Bandy reported that the Town of Rowed does not want to participate with the sharing of ACO services. Ms Bandy will be meeting with the Town of Heath to discuss sharing such services.
18. No one has stepped forward to serve on the Historical Commission. Mr. and Mrs. Coli will be asked to serve on the Commission.
19. It was noted that the Council on Aging has suggested a new format for accounting forms.
20. It was noted that a meeting with the Towns of Heath and Rowe has been scheduled for November 8th to discuss possibilities of sharing Fire services. All 3 Select Board members are liaisons to the Fire Department.
21. The Board discussed an Assistance to Firefighters Grant application and questioned if training should be included in the grant. Also discussed was if the Jaws of Life should be on the Capital Plan and \$80,000 for a brush truck (5% match out of the fire budget). More concrete figures will be gathered and presented at the next meeting for review before the application will be approved.
22. The Board discussed the possibility of using the used ambulance purchased by the Fire Department to be rehabilitated into a portable medical unit to be used and funded by both Fire and Ambulance Departments.
23. The police departments of the Town of Heath and Charlemont are still discussing shared services.
24. Ms Bandy shall contact Town Counsel regarding a draft lease for use of the property located behind the Town Hall for a parking area. Ms S Reynolds recused herself from this subject.
25. The Town Clerk was requested to review the Town Meeting minutes of the last 10 years to search for votes regarding Harmony Heights.
26. Ms Bandy reported that residents have a sense that the new shipment of Town trash bags do not

allow the same amount of garbage as the previous shipment due to their shape. Ms Bandy will discuss this with the Transfer Station Attendant.

27. It was reported that the perpetrator of the vandalism at the Park & Ride has been caught and charges are pending.
28. The Board discussed the process that is being used to divide fuel bills between the departments.
29. A letter drafted by Ms Willis to Mr. Stanford whose name does not appear on the World War II memorial on the Town Hall lawn was submitted and read. The Board unanimously voted Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign the letter.
30. Business being concluded, the Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to enter into executive session for reason #3; to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares regarding the Town of Charlemont v. William Shea, et al.; to approve 10-16-17 executive session minutes and for reason #7; to comply with the health insurance portability and accountability act of 1996; and not to re-enter into open meeting but to adjourn the meeting from the executive session.

Respectfully submitted

Approved by:
Charlemont Select Board

Kathy A. Reynolds
Executive Secretary

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

Documents reviewed by the Board

1. KP Law invoice, Mass. Interlocal Insurance Agency grant application for Town Hall key fob entry and Town technology assessment, Town Clerk's letter to the Secretary of the State, Position descriptions and insurance releases for volunteers, Notice of Non-Discrimination and proof of posting and ADA Grievance Procedure for purposes, list of accounts to be closed, email to all regarding "Charlemont website and e-mail addresses", MBI Flexible Grant Program Notice of Funding, Recreation Tax Legislation re-draft, 10-16-17 meeting minutes, payroll and vendor warrants; thank you letter to Camille White, for her services as Chair of the Council on Aging, continued participation with the Upper Pioneer Valley Veterans' District document, Tri Town Landfill ground water assessment report, Letter from KP Law to the Town auditors, Planning Board Special Permit decision, KP Law Inc. eUpdate regarding important changes to the Open Meeting Law, letter for Mr. Stanford

