

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

December 18, 2017
Page 1 of 4

The meeting was convened at 7:00 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 stated that placing the Franklin Regional Council of Governments quarterly invoice on the agenda to be approved for payment is an example of a waste of time. The bill has always gone to the Executive Secretary who took care of it without needing approval. Ms Willis stated that she feels this is counterproductive. The Administrator was instructed to ask the Executive Secretary for direction before placing any bills on the agenda.
2. Ms S Reynolds stated that she appreciates the Administrator's offer to attend a First Responder Program but feels it is not the best use of the Administrator's time. First Responder is not a job the Administrator should be doing. Ms Bandy stated that the Administrator may be trying to help the Town find a Town employee who could also respond to ambulance calls during work hours which was discussed by the Board when the Administrator was first hired. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to not approve of the Administrator attending the First Responder Program.
3. Ms Willis shared that she is going to vote no regarding approval of the 9-19-17 meeting minutes. Revisions submitted to the Administrator have not been completed as asked and are not a reflection of how the meeting went. The Board decided not to act upon the 9-19-17 meeting minutes until they have been re-edited. An audio tape of the meeting will be sent to Fire Chief Douglas Annear.
4. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign the 10-30-17 and 11-13-17 meeting minutes.
5. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign vendor warrants #1823 for \$206,151.39 and #1824 for \$11,135.82. Payroll warrants were not presented.
6. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign the 3rd Party Inspection Report and Corrective Action form for the Transfer Station that was conducted by the Franklin County Solid Waste Management District. Ms Willis suggested posting this document onto the Town website so the public can see the amount of regulations. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to post as suggested.
7. Ambulance Director Dana Johnson attended the meeting to introduce Michael Poirier to the Board and to ask to have Mr. Poirier appointed to the Ambulance Department. Mr. Poirier resides in West Hawley and is a Fire Fighter and EMT in the Towns of Lee and Adams. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to appoint Michael Poirier to the Ambulance Department. Mr. Poirier was qualified for office.
8. Ms Willis stated that the new Advanced Life Support Affiliation Agreement between the Charlemont Emergency Services and Highland Ambulance EMS, Inc. has a run increase of \$300 for everyone even though the Town may not be reimbursed that cost i.e., Medicaid pays less than \$300 now and Medicare has reduced payments recently too. The Town will need to carry any additional cost not covered by insurance. Director Johnson stated that the agreement states

an intercept will use only certain Routes and cautions the Board regarding a restrictive agreement. The old agreement is not terminating so the Board does have time to negotiate with Highland Ambulance. Director Johnson was requested to consult with the Director at Highland Ambulance and report back to the Board

9. Director Johnson reported that there are new First Responder Laws that will affect the Town.
10. The Board received copies of applications for the Interim Fire Chief position. The top 2 candidates were decided by the Board. Interviews with the top 2 candidates will be scheduled for Thursday, December 21, 2017 beginning at 7:00 A.M. at the Hawlemont School. The Administrator will contact the candidates to schedule ½ hour interviews, reserve the School, notify the Fire Department, post the meeting on the website and back bulletin board and place a town wide robo call to inform the Town of the meeting to interview candidates.
11. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign holiday cards for Town employees.
12. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign yearly licenses for: Mohawk Park, Berkshire East (Ms S Reynolds recused herself from this vote), 133 Warfield Reality (Ms S Reynolds recused herself from this vote), 4 Family, Cold River Package, Berkshire Pizzeria, Crab Apple Whitewater, Charlemont Café, Stage Coach Auto, Matt's Auto, J. A. Sparda Co., and Frank's Auto Sales.
13. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign yearly license for Otter's Restaurant pending passage of required inspections.
14. Ms Bandy reported that the Town of Heath is checking to see if they want to coordinate posting for the Animal Control position together with Charlemont, the postings to indicate 2 separate positions, one for each Town.
15. The Board has not been able to find a candidate to fill a vacancy on the Capital Planning Committee.
16. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes to place the National Grid's yearly operational plan on the Town website as suggested by Ms Willis.
17. Ms Willis explained that it is critical that the warrant article for the proposed changes to the Mohawk Regional Agreement submitted by the Vocational Education Advisory Committee contain exactly the language as submitted.
18. Ms Willis requested the Franklin County Solid Waste Management District audit and assessment calculations be posted on the Town website. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to post as requested by Ms Willis.
19. In answer to questions posed by the Executive Secretary, Ms Bandy explained that the security cameras at the Town Hall were installed due to Town items that went missing. It has been found that the security cameras do not pick up everything and as an example, if someone pulled a mask over their head they would be able to enter the building and steal everything and the cameras would not be able to show who the person was. A key fob system will be able to monitor who comes into the Town Hall and other rooms. The Town Administrator, as with the security cameras, will over see the key fob system.
20. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept a MIIA grant of \$3,960 to install a key fob locking system at the Town Hall.
21. Ms Willis questioned the Franklin Regional Council of Governments quote for Municipal Vulnerability Preparedness Program services as the document states 80 hours of employee's time will be required. Ms Willis questioned what employees will be required to put in hours.

- The Administrator stated that it will be mostly Board members and volunteers who will fill up the 80 hours. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept the Municipal Vulnerability Preparedness Program quotes for service from the Franklin Regional Council of Government and Tighe and Bond.
22. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept a donation of holiday wreaths from the Ron Smith family.
 23. Ms Willis reported that she is noticing changes regarding the Accountant's invoices. Also, she is not happy with the inconsistent service being provided. The Accountant will be invited to a joint Select Board and Finance Committee meeting to provide clarification regarding inconsistencies.
 24. One account for infrastructure for the Highway Department has been depleted, again, possibly at the end of FY 17. Those funds need to be replenished and the account needs to be flagged so this does not reoccur. The Administrator will contact the Accountant to find out how to repair this issue.
 25. Ms S Reynolds reported that concrete is being poured on the 8A bridges and that the initial steps for the Maxwell bridge are still being taken.
 26. Ms S Reynolds reported that the agreement between the towns of Charlemont and Heath establishing the West County Police Cooperative has been forwarded to Dan Neitsche at the Franklin Regional Council of Governments.
 27. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign the WMASS Police mutual aid agreement.
 28. A Town wide sale of surplus Town equipment will be scheduled and coordinated by the Administrator.
 29. Ms Willis will consult with Douglas Telling regarding the next steps to take using the windshield survey information provided by the Franklin Regional Council of Governments.
 30. Business being concluded at 9:35 P.M., the Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to enter in to executive session to approve and sign the 11-13-17 executive session minutes, and not to enter back into open meeting.

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

Franklin Regional Council of Governments quarterly invoice
9-19-17 meeting minutes
10-30-17 and 11-13-17 meeting minutes

vendor warrants #1823 and #1824
3rd Party Inspection Report and Corrective Action for the Transfer Station by the Franklin
County Solid Waste Management District
Advanced Life Support Affiliation Agreement between the Charlemont Emergency Services and
Highland Ambulance EMS, Inc
applications for the Interim Fire Chief position
holiday cards
yearly licenses
National Grid's yearly operational plan
Franklin County Solid Waste Management District audit and assessment calculations
warrant article for the proposed changes to the Mohawk Regional Agreement submitted by the
Vocational Education Advisory Committee
MIIA grant
Franklin Regional Council of Governments quote for Municipal Vulnerability Preparedness
Program services
WMASS Police mutual aid agreement