

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

July 5, 2016
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The meeting was convened at 7:00 P.M. by Chairman Beth Bandy. Selectman Sarah Reynolds and Administrator Peg Dean were also in attendance. Selectman Toby Gould was absent.

1. The Board recognized Douglas Telling and William Harker who attended the meeting to be appointed to the Conservation Commission. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds, to appoint Douglas Telling, William Harker and Douglas Johnson to the Conservation Commission. Mr. Harker for a 1-year term. Douglas Telling and Douglas Johnson were appointed to a 2-year term.
2. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, to approve payment of the MIA FY 2017 insurance invoice using credits and dividends to offset the total due with future rewards to be requested as checks; vacation requested by the Town Administrator for August 8 through 12; vacation requested by the Executive Secretary/Town Clerk for August 15 through August 19.
3. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, to approve and sign: The 6-6-16 and 6-20-16 Selectmen's minutes; the payroll and vendor warrants; the Mountain Road bridge construction change order; the FEMA partial payment request #4; the MOU for hauling and wood pellet bag recycling services with the Franklin County Solid Waste Management District; a letter granting permission for a Mohawk School appointed employee to accept an additional appointed position; a notification to the Department of Agriculture of the appointment of Charlemont's ACO and Animal Inspector.
4. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, to acknowledge: a receipt for a donation from Saint Joseph's Parish; MassDOT bridge inspector report; a memo from Kopelman & Paige regarding the new public records law.
5. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, to accept the Community Compact Cabinet IT grant in the amount of \$13,000 to replace the fuel monitoring system located at the Highway garage.
6. Ms S Reynolds reported that the Railroad will be replacing the rail bed on the south side of the long bridge. Ms S Reynolds has suggested that the least inconvenient time to work on this replacement is at night and that she is waiting to hear back from the railroad regarding this suggestion.
7. Ms S Reynolds reported that the State budget included funds for small bridges. Administrator Dean was requested to send the link to the National Bridge registry to reporter Cameron Graves and to also place this link on the Town website.
8. Ms S Reynolds distributed a streets & ways document regarding the process to discontinue roads. Ms S Reynolds stated that the Selectmen need to obtain a list of discontinued Town roads, along with their filing documents. This subject will be placed onto the next agenda.
9. Ms Bandy stated that she wonders if the Town can pursue Abandoned and Derelict properties through tax title. The Tax Collector will be asked for an updated delinquent tax payer list. The Executive Secretary as asked to provide the Selectmen with the charge for the Abandoned and Derelict Properties Task Force.
10. The Capital Improvement Planning Committee will be discussed during the Selectmen's meeting scheduled for August 1st.

11. The Board will review the edited Capital Plan document during their meeting scheduled for July 18th.
12. Ms Bandy volunteered to serve on the Franklin County Cooperative Inspection Program Advisory Committee but will need to wait until a full Board is available to be appointed.
13. Board of Health member Robert Lingle will be asked if he is willing to serve on the Franklin County Cooperative Public Health Service Oversight Board.
14. The Board discussed participation in the Franklin Regional Council of Government's Multi-Agency Coordination Center and Regional Highway sign-making Program. The Board unanimously voted, Ms Bandy -yes, Ms S Reynolds - yes, not to participate in either of the programs based on feedback from the departments. The Board directed the Administrator to shred the agreement documents to these programs that were signed during the last meeting.
15. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes to support the nomination of the East Charlemont Schoolhouse to the National Registry. The Administrator will draft a letter supporting this nomination for the Selectmen to sign.
16. Discussion of a welcome letter for new residents was held until the next scheduled meeting.
17. Ms S Reynolds will research what procedures are used by Towns that currently have a Community Wood Bank. Ms S Reynolds will also contact Community Action to see if they may be willing to become involved.
18. Administrator Dean explained that the town laptop she is using was dropped and she has been struggling with the laptop ever since. Administrator Dean is asking the Board to purchase a new lap top for her use. Ms S Reynolds debated purchasing a lap top verses a desk top for the Administrator. It was agreed that the Town needs a policy regarding Town equipment. The Administrator will provide the Selectmen with cost options that include tech support services and a protective case.
19. Instillation of the bike rack stored in the Town Hall cellar was discussed. A field trip around the building ensued with a general agreement that the only practical place for the rack would be along the chain fence in the front of the Town Hall building.
20. Outreach to the Franklin County Technical School will be scheduled for July 18th.
21. Ms Bandy stated that the Town may need to reach out to the VEAC (Vocational Education Advisory Committee) with recommendations for the Committee's charge. This will be discussed during the July 18th meeting.
22. The Board discussed purchasing water, tissues and hand sanitizer for each Town office in the Town Hall. It was decided to purchase water but to keep a donation cup to help with the cost.
23. Administrator Dean will poll and create a list from each office as to what items are currently being purchased by employees out of pocket.
24. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, to pay outstanding bills for the purchase of non-usual office items.
25. The Board discussed replacing the Nina Noga memorial tree and assistance for 2 other trees on the front lawn of the Town Hall, possibly using funds from the Tree grant.
26. Ms S Reynolds stated that the Highway Superintendent will be attending a training for the BETA program and would like to attend that training on a one to one basis. The Administrator will check for another date to attend the training.
27. Business being concluded, the meeting was adjourned at 8:50 P.M.

Respectfully submitted

Approved by:
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

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

Documents viewed by the Board

MIIA FY 2017 insurance invoice, credits and dividends
6-6-16 and 6-20-16 Selectmen's minutes
payroll and vendor warrants
Mountain Road bridge construction change order
FEMA partial payment request #4
MOU for hauling and wood pellet bag recycling services with the Franklin County Solid Waste
Management District
A letter requesting permission for a Mohawk School appointed employee to accept an additional
appointed position
Notification to the Department of Agriculture of the appointment of Charlemont's ACO and
Animal Inspector
Receipt for a donation from Saint Joseph's Parish
MassDOT bridge inspector report
New public records law.
Streets & ways document
Franklin Regional Council of Government's Multi-Agency Coordination Center and Regional
Highway sign-making Program agreements
Nomination of the East Charlemont Schoolhouse to the National Registry.
2 Lap top price quotes