

**MINUTES OF THE BOARD OF SELECTMENS MEETING**  
**Town of Charlemont**  
**Goodnow Town Hall**

August 1, 2016  
Page 1 of 3

The meeting was called to order at 7:00 P.M. by Chairman Beth Bandy. Selectmen Sarah Reynolds and Toby Gould, along with Administrator Peg Dean, were also in attendance. Absent: none

1. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve a curb cut application for 151 Harris Mountain Road.
2. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve and sign minutes for the 7-18-16 A.M., 7-18-16 P.M. and 8-1-16 P.M. meetings, payroll and vendor warrants; warrants for the September State Primaries; Reggae Fest Special Events Application; Buy recycled policy; letter supporting the Little Red School House nomination to the National Historic Registry; 4 Family change in Sunday hours application; Berkshire East application and license for a 1 day sale of wine and malt outdoors (Ms S Reynolds recused herself for this item); Letters to the Towns of Heath and Rowe thanking them for supporting Charlemont's Mass Works grant.
3. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to acknowledge a letter to the Mass. Emergency Management Agency that withdraws the 4214 grant application; Interagency Flood Risk management Project Proposal; e-mail and picture of the previous Town Hall sign; third party inspection report for the three town landfill; letter dated 3-10-16 from the Town of Colrain regarding the Mohawk assessments; Town Counsel update regarding "An Act Relative to Transgender Anti-Discrimination"; Letter from the Towns of Heath and Row supporting Charlemont's Mass Works application; Three Town Landfill update from the Town of Heath; Selectmen's Essentials workshop flyer from the Franklin Regional Council of Governments; the executed contract for the Community Compact Cabinet IT grant.
4. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to appoint Gisela Walker as representative to the Franklin Regional Planning Board.
5. Ms Bandy reported that she contacted Michael Cahill, Director of the Animal Health Division of the Department of Agriculture who stated that a Town may have as many Animal Inspectors as they feel is necessary. Ms Bandy stated that ACO Ed Grinnell is only interested in being the Animal Inspector for small animals and is not interested in the Inspectors duties that pertain to large animals. Ms Bandy and Mr. Gould stated that they do not want Erwin Reynolds, Jr. to resign as Animal Inspector. Mr. Gould reported that he has called Mr. Reynolds, Jr. who informed Mr. Gould that he wants to do all aspects of the Animal Inspector's duties, both large and small animals. Ms Bandy stated that both Mr. Grinnell and Mr. Reynolds, Jr. can respond to the small animal Inspector duties, with Mr. Reynolds, Jr. duties to include the large animal portion of the position. Two Inspectors with some overlap. Discussion of the Town Animal Inspector was tabled until the next meeting. Mr. Gould will contact Mr. Reynolds, Jr. to explain the two Inspectors in Charlemont concept.
6. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to appoint Robert Lingle (Board of Health) and William Harker (Conservation Commission) to the Earth Removal Committee for 3 year terms.
7. The Board discussed providing the vocational school buses with fuel from the Town storage tanks to possibly reduce the cost of busing. The Board would require more details before a decision is made. This discussion will continue during the next Selectmen's meeting.

8. A local store sells Town trash bags to the public and is asking for a letter from the Town stating the sale of the bags are tax exempt. The letter is also to state the total dollar amount the store has spent to purchase the bags during the calendar year. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to provide the letter as requested.
9. Ms S Reynolds reported that Gill engineering is moving forward with the design for repairing the Legate Hill Road bridge. Further discussion of the Legate Hill Road bridge will be during the next Selectmen's meeting.
10. The newest MassDOT inspection reports for the 8A North bridges were reviewed. The reports will be included as an addendum to the Mass Works grant. MassDot will be asked to write a letter supporting Charlemont's Mass Works grant.
11. Ms Bandy reported that the group discussing the Town's Ambulance Department will not be able to meet again until September.
12. The Board discussed Town roads that are considered abandoned/discontinued. Ms Bandy will contact Town Counsel to obtain the proper procedures that must be taken to ensure roads have been abandoned/discontinued.
13. The Board would like an update regarding tax title accounts in October.
14. The Administrator will collect names of residents that would like to serve on the Capital Planning Committee. The Board will review the list during their meeting on August 29th.
15. The Board will make edits to a draft job description for the Town Administrator for discussion during the August 29th meeting.
16. The Board discussed and reviewed laptop options, warranties, protective bag/case regarding the purchase of a new laptop for the Administrator. Mr. Gould submitted his research regarding the same. Administrator Dean stated that she does not need a protective bag/case as she can use the case that came with her current laptop. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to purchase an Asus laptop through Amazon with 4 GB Ram and 500 GB hard drive, and 2 year accident protection plan and an additional 8 GBs. The Board will begin creating a Technology policy.
17. Ms S Reynolds stated that the Citizens Concerns report created by the Administrator needs to give the names of people who have approached the Town with their concerns so they may be contacted for further discussion/explanation. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, that any concern brought to the Town and is included in the Citizen's Concerns report will also include the name of the person who brought the concern.
18. The Planning Board submitted a letter stating that the Planning Board has decided not to recommend using the DLTA fund this year to update the Open Space and Recreation Plan. This decision was noted by the Board.
19. The Board recognized that funding to purchase composting toilets for the Shunpike rest area is not to be found. Ms Bandy will contact Marguerite Rancourt with this information.
20. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, that the Town shall provide for each office hand sanitizer and computer screen wipes, along with any other office cleaning supplies necessary. Purchase of these items shall be expended from each Departments expense account.
21. Business being concluded, at 8:55 P.M., the Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to enter into Executive Session under exemption #7, to comply with The HIPPA laws, and not to return to open meeting.

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

curb cut application for 151 Harris Mountain Road  
7-18-16 A.M., 7-18-16 P.M. and 8-1-16 P.M. meeting minutes  
Payroll and vendor warrants  
Warrants for the September State Primaries  
Reggae Fest Special Events Application  
Buy recycled policy  
Letter supporting the Little Red School House nomination to the National Historic Registry  
4 Family change in Sunday hours application  
Application and license for Berkshire East for a 1day sale of wine and malt outdoor  
Letters to the Heath and Rowe thanking them for supporting Charlemont's Mass Works grant  
Letter to the Mass. Emergency Management Agency that withdraws the 4214 grant application  
Interagency Flood Risk management Project Proposal  
E-mail and picture of the previous Town Hall sign  
Third party inspection report for the three town landfill  
Letter dated 3-10-16 from the Town of Colrain regarding the Mohawk assessments  
Town Counsel update regarding "An Act Relative to Transgender Anti-Discrimination"  
Letter from the Towns of Heath and Row supporting Charlemont's Mass Works application  
Three Town Landfill update from the Town of Heath  
Selectmen's Essentials workshop flyer from the Franklin Regional Council of Governments  
Contract for the Community Compact Cabinet IT grant  
MassDOT bridge reports  
Draft job Tow Administrator job description  
Laptop option printouts  
Letter from the Planning Board regarding use of DLTA funds