

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

September 28, 2015
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The meeting was convened at 7:00 P.M. by Chairman Beth Bandy. Selectman Sarah Reynolds and Administrator Peg Dean also attended the meeting. Selectman David Cunningham was absent.

1. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve leaving the Town Hall bunting up through Veteran's Day, approved and signed the vendor and payroll warrants, the 9-14-15 Selectmen's minutes, a thank you letter to Linda Reynolds and Brookfield Power Company, acknowledged Jerry DuPree's efforts on the Flag Committee and appointed David Cunningham as the FCSWMD alternate representative.
2. Administrator Dean will follow up with Verizon regarding the cell service petitions that were sent.
3. The Board decided that the All Board Meeting, scheduled for October 5th will consist only of the Open Meeting Law training that will be conducted by Town Counsel. Agenda items that have been received from Boards/Committee/Commissions will be held and considered for the next All Board Meeting Agenda. Executive Secretary Reynolds will send out a memo regarding this decision.
4. The Board approved distribution of a FRCOG Training flyer during the All Board Meeting.
5. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve of Administrator Dean's attendance at the MMA Boot Camp for New Administrators that will take place on October 23rd in Northborough. The Board also voted, Ms Bandy – yes, Ms S Reynolds – yes, to allow the Administrator to charge for mileage to this Camp.
6. The Board decided not to grant the Administrator permission to attend the MMA Legislative Breakfast meeting.
7. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to accept a donation of archival supplies that will be used by the Town Clerk. A letter thanking the donor will be drafted.
8. Robert Malone, Planning Board Acting Chair, attended the meeting to review the 2003 Master Plan. Several areas, goals and objectives of the document were touched upon. Mr. Malone was referred to several Boards/Committees/Commissions when the area fell under their jurisdiction.
9. Robert Handsaker and Trevor Mackie, members of Wired West, attended the meeting to present the Board with a Broadband update. The Board was informed that another sign up campaign will take place, with a mailing going out to the Town folks. Mr. Handsaker will create a draft letter for the Board's consideration. If approved, the letter will be included in the mailings. Ms S Reynolds will work with Mr. Handsaker on drafting the letter. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to allow Wired West to put up a "count down" sign on the Town Hall lawn. If Wired West will be required to go before the Planning Board regarding the sign, the Town Hall sign can be used in the interim. A handout was submitted that included issues and concerns that Wired West would like to discuss during the MBI meeting that is scheduled for October 15th.
10. Mr. Handsaker stated that the Broadband Committee is looking for 1 or 2 new members.
11. The Board reviewed a spreadsheet that listed all the bridges in Charlemont, their estimated age and other information gathered from the MassDOT bridge inspection reports. Administrator

- Dean will schedule a meeting with Acting MassDOT Director Mark Moore, or his representative, to discuss prioritization of bridges in need of repair and repair funding options.
12. Gisela Walker asked the Board at what point do residents have input into bridge designs. Ms S Reynolds stated that she is researching reasonable options regarding bridge railings.
 13. Ms Bandy stated that the Finance Committee might go to the Town in the spring to ask for a bylaw that creates a Capital Improvements Planning Committee. Ms S Reynolds stated that she is currently working with the Fire and Highway Departments to create a spreadsheet with their capital needs. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to work with Finance Committee member Toby Gould and the Administrator to create departmental capital plans.
 14. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to review the example of a Capital Improvements Planning Committee bylaw that is included in the Developing a Capital Improvements Program manual, and discuss the bylaw during the meeting that will be held on October 19th.
 15. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to accept the Community Compact Cabinet Grant. Ms Bandy will sign the agreement during an event that will be held in Clarksburg on October 15th at 2:30 P.M.
 16. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to defer discussion of: Accounting, Ambulance Update, Focus on Volunteerism, to the meeting scheduled for October 19th.
 17. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to allow the Town Hall custodian to shave the side of the Town Hall back door. This might free up door so the handicap access button can properly open the door.
 18. Ms Bandy stated that the Town appreciates the efforts of the East Oxbow Road residents in regards to replacing bridge guardrails with wooden rails, although the wooden rails might be a moot point as MassDOT is requiring replacement guard rails to meet State safety standards.
 19. Ms S Reynolds read her recommendation regarding additional edits to the Town complaint policy. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to accept and add the recommendation. Administrator Dean will update the current complaint policy as voted.
 20. The Board received a list of Town owned properties along with the process needed to sell Town owned land. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to defer discussion of Town owned properties until the Oct. 19th meeting.
 21. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to defer discussion regarding the sex offender bylaw court ruling and any implications it may have on the Town sex offender bylaw until the Oct. 19th meeting.
 22. Ms Bandy authorized the Administrator to fill in the missing information on the draft Special Events Application.
 23. Ms S Reynolds reported that no one is responding to messages left on the ambulance department message machine. Ms S Reynolds will look into this. Communication System will be placed onto the October 19th agenda.
 24. Administrator Dean reported that the Mohawk School District has offered the Town cubicles that they no longer need. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, that the Town is not interested, but thank you for the offer.
 25. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to place “Public Safety facility planning” onto the joint Finance Committee/Selectmen’s meeting agenda that is

scheduled for October 9th, if Mr. Cunningham is available to attend.

26. The Board received a request for a one day beer and wine license for an event that will take place on the Fairgrounds, October 3rd from noon until 6:00 P.M. This event is a fundraiser for the Western Mass Kidney Foundation. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to grant the license, waiving the fee as the event is for charity. The Board will sign the license individually once it has been created.
27. At 9:45 P.M., the Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to enter into executive session, exemption # 7, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; to sign executive session minutes, and not to return to open meeting.

Respectfully submitted

Kathy A. Reynolds
Executive Secretary

Approved by:
Charlemont Board of Selectmen

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

Documents reviewed by the Board

Vendor and payroll warrants
9-14-15 Selectmen's minutes
Thank you letters to Linda Reynolds and Brookfield Power Company
All Board Meeting suggested agenda items
FRCOG Training flyer
MMA Boot Camp application
MMA Legislative Breakfast meeting notice
Letter from the Town Clerk notifying the Board of archival supplies donation
Copies of the 2003 Master Plan
Wired West suggested talking points for the MBI meeting
Charlemont bridge spreadsheet
Developing a Capital Improvements Program manual
Community Compact Cabinet Grant approval notification and signing event notice
List of Town owned properties
Process to sell of Town owned land
Sex offender bylaw court ruling
One day beer and wine license request for Oct. 3rd at the Fairgrounds