

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

November 2, 2015
Page 1 of 4

The meeting was convened at 7:02 P.M. by Chairman Beth Bandy. Selectman Sarah Reynolds and Administrator Peg Dean also attended the meeting. Absent: none.

1. The Board realized that several items that needed to be approved and signed were not included on the agenda.
2. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve payment of a Kopelman & Paige bill and a submitted schedule of open to the public office hours from the Administrator. The new hours will be revisited in December to review if the other Town Hall offices are impacted by the change.
3. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve and sign the payroll warrant #17 and #18, Vendor warrant #1608, to schedule a pole and conduit hearing on November 16th, a letter to MassDOT with recommendations from the Board of Selectmen and Traffic Calming Committee regarding the Village TIP project. The Board noted that the Tri-Town Landfill work authorization was voted and signed during the October 28th meeting.
4. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve and sign the 10-19-15 and 10-28-15 Selectmen's meeting minutes, the FY 2016 EOE Grant, a letter to Senator Downing, Senator Rosenberg, Representative Paul Mark and Acting MassDOT Director Mark Moore thanking them for their assistance with the West Oxbow Road temporary bridge and 4 Special Election Warrants.
5. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to acknowledge a copied thank you letter from Hawlemont School Committee to Senator Rosenberg, Senator Downing and MassDOT District 1 Acting Director Mark Moore, a building permit denial from the FCCIP, a letter from MassDOT instructing the Town to close the Tower Road bridge, a letter from Marguerite Willis regarding voter apathy.
6. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to accept a letter from MassDEP congratulating the Town for earning \$2,100 through Recycling Dividends and the Small-Scale Initiative Grant, a letter from the Division of Local Services congratulating the Town for participation in the Community Compact and a Form 8 Conflict of Interest disclosure from the Administrator.
7. Ms S Reynolds reported that she has contacted Brookfield Power regarding their assistance with funding to purchase porta potties for the Shun Pike rest area. Brookfield Power is willing to donate for this purpose but is not able to fund the entire purchase. Their donation would not be available until mid-summer. Ms S Reynolds will again reach out to Brookfield Power in March or April. Shun Pike composting toilets will be discussed again during a meeting scheduled for the end of February or beginning of March, 2016.
8. Ms Bandy reported on the November 22nd meeting with the Recreation Businesses regarding the creation of a Recreation Tax. Finance Committee member Amy Wales also attended this meeting. Several other non-recreation businesses also attended the meeting. The non-recreation businesses felt that they should have also been invited. Some reservations to the recreation tax were spoken during the meeting. Ms Wales will be submitting a report of the meeting.
9. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to schedule a Special

Town Meeting on Tuesday, December 22, 2015 to convene at 7:30 P.M. at the Hawlemont Regional Elementary School.

10. Fire Chief Douglas Annear attended the meeting to report on the recent inspections held at the Hawlemont Regional Elementary School. Chief Annear stated that while he was at the School approximately 2 weeks ago, the fire alarm sounded. Upon investigation, he found some infractions at the School which prompted his call to the State Fire Marshall to request a full inspection of the School. During this inspection it was found that a full inspection for the School had not been conducted for quite some time, if at all. Moving forward, a full inspection will be conducted on the Hawlemont School on a yearly basis, hopefully before the beginning of each school year. Other infractions were found and Chief Annear, the Fire Marshall and several members of the Fire Department are working with the School to bring the building into compliance. The Academy at Charlemont will also be inspected.
11. Fire Chief Annear also informed the Selectmen that the Fire Department classes are coming to an end and that 5 out of the 7 students will be graduating. Chief Annear was thanked for attending the meeting and presenting his report.
12. Tax Collector Lynn Hathaway attended the meeting to inform the Selectmen about what steps she has taken regarding accounts that are held in tax title. A meeting with Berenson & Bloom resulted in assigning them 4 properties to start. The cost will be \$150 per hour and any property that is condemned or contaminated will need to go to Town Counsel. Collector Hathaway stated that she will need an additional \$7,000 to pursue tax title accounts. Collector Hathaway will work with the Executive Secretary to create an article for the Special Town Meeting Warrant to request the additional funding.
13. Collector Hathaway suggested using the DOL Land of Low Value process regarding some accounts. Collector Hathaway is working with the Assessor's Office regarding the properties that may fit the criteria for this process.
14. Collector Hathaway was thanked for attending the meeting and presenting her report. The Board requested Collector Hathaway to send a monthly update regarding the tax title account progress and stated that it is not necessary to attend a Selectmen's meeting every month.
15. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to schedule Selectmen's meetings on December 7 and 21, 2015 and January 4, 2016.
16. Upon reviewing the Vocational/Technical school bus payment schedule, Ms Bandy stated that the math does not add up. Ms Bandy stated, along with Finance Committee member Toby Gould, since the Voc/Tch busing contact is through the Mohawk School District, the Town should not be responsible for sending out busing bills. Ms Bandy will contact Mr. Buoniconti, Mohawk School Superintendent, to ask the District to administrate the busing bills. Ms Bandy will report back during the November 16th meeting. The Executive Secretary was instructed to hold all bills received until further instructions.
17. Upon reviewing a request to allow Friday, November 27, 2015 to be a paid holiday, the Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to grant the request.
18. Bob Handsaker reported that Wired West has discussed bundling attorney fees with other Wired West Towns who use Kopelman & Paige, or each individual Town may send the Wired West Operating Agreement to their own Counsel. A discussion of these options will take place during the November 16th meeting.
19. Mr. Handsaker stated that Wired West out like to send out the sign up mailer tomorrow and asked permission to electronically place the Selectmen's signature on the letter that was just

- approved, using signatures from the previous letter. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to allow Mr. Handsaker to use the electronic signatures as requested.
20. Mr. Handsaker stated that a Wired West general info session will take place on Sunday, November 8, 2015 from 3:00 P.M. to 5:00 P.M. at the Hawlemont Elementary School. The Administrator will place this announcement upon the Town Hall sign.
 21. The Accountant sent a request to change his day in Town from every other Friday to every Wednesday. Administrator Dean stated that this change will allow the Accountant more time to discuss issues/concerns and answer questions. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to grant the request.
 22. Ms S Reynolds stated that she will be attending the Ambulance Legislature hearing in Hudson with Representative Hogan on November 20th.
 23. Ms Bandy reported that the Ambulance radiator needs repairs that will cost between \$1,700 to \$2,000. Finance Committee member Toby Gould suggested the Ambulance Department pay for the repairs out of their budget and if this expense over spends the budget at the end of the year, an article can be placed onto the Annual Town Meeting Warrant. The Selectmen unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to have the repairs completed and to expense the cost out of the Ambulance budget.
 24. Ms Bandy expressed her concern with the lack of action and response to the Board from the Ambulance Director. The Administrator stated that she has received a monthly report from the Director and will forward this report to the Selectmen.
 25. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, that Ms Bandy will be the interim Ambulance liaison until there is a full Board.
 26. The Board was informed that the timelines for submitting proof of insurance between the Draft Special Events Application and the Use of Town Property Handbook are not the same. The Board unanimously vote, Ms Bandy – yes, Ms S Reynolds – yes, that both documents should state a 25 day requirement.
 27. The Board also unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, that in the Special Events Application, submission of proof of insurance is only if the event is located on Town property, roads and bridges. Proof of insurance is not required if the event is to be held on private property.
 28. The Draft Volunteer Handbook will be discussed during the Selectmen's first meeting in December.
 29. Ms S Reynolds stated that as of this date, a reverse 911 announcing the closure of the Tower Bridge has not been made and Shelburne Control has not been notified. The Administrator will make the reverse 911 announcement and contact Shelburne Control.
 30. The Administrator will also contact the Railroad to notify them that the Town is requesting trains not to idle on track/road crossings due to the possible need to respond to an emergency.
 31. Publicity for the Volunteer of the Year Award was put on hold until further notice.
 32. It was reported that a Public Safety Facility feasibility study will cost more than the amount that has already been funded. Ms Bandy will contract Andrea Woods, FRCOG Procurement Office, to see if she may be able to direct the Town with services available within the current funding. Ms Bandy will report her findings during the November 16th meeting.
 33. Erwin Reynolds Sr. suggested the Board issue a cease and desist on Verizon pole and conduit hearings until the Town has received the line and pole repairs that have been reported. Tree Warden Stephen Reynolds agreed. The Board stated that the hearing date has been set and

suggested both the Tree Warden and Mr. Reynolds, Sr. submit documentation of their complaints to the Board for discussion with Verizon after the hearing. Bob Handsaker suggested the Board receive assurance that the poles are tall enough for future expansions. The Executive Secretary will contact Verizon to inform them of the Towns concerns.

34. The Board received a suggestion that the Franklin County Sheriff's office mow the 4 Town Cemeteries once a month using Town owned equipment. Pros and cons were discussed. A mowing quote was accepted in the early fall, the Executive Secretary will reach out to the vendor to see where they stand.
35. The Administrator stated the Clark Rowell requires a letter from the Town that states he is the Town's Financial Advisor. The Treasurer will be consulted to see if Mr. Rowell is the Financial Advisor of her choosing. A boiler plate letter will be presented to the Selectmen during their November 16th meeting.
36. At 9:22 P.M., business being concluded, the Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to enter into Executive Session, with the intent on not entering back into open meeting, for the purpose of complying with, or actin under the authority of any general or special law or federal grant-in-aid requirements, so as not to violate any HIPPA laws.

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 reviewed by the Board

Payroll warrants #17 & #18

Kopelman & Paige bill

Pole and Conduit Hearing request from Verizon

TIP Traffic Calming Letter to MassDOT

Building permit denial letter from the FCCIP

M. Willis voter apathy letter

Recycling dividends & initiative fund DEP letter

Extra holiday request

Wired West bundling of attorney fees

Request to change Accountant's day in office

Vendor Warrant #1608

Suggested Administrator public hours

Wired West edited letter

Thank you letter from Hawlemont

MassDOT letter to close Tower Road Bridge

DOL Community Compact letter

Conflict of interest form 8

Voc busing billing schedule

