

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

November 30, 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. Absent: none

1. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to: Approve continuation of the Senior Trash Bag Distribution through the Council on Aging; the Finance Committee Chair to contact Town Counsel regarding the creation and funding of new expense accounts; the Volunteer of the Year Nomination Form.
2. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve the MEMA Mitigation Grant application to purchase 2 portable generators (Charlemont's share of the grant will be \$7,350) pending Town Meeting approval of the Town's share.
3. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve and sign the payroll and vendor warrants; Selectmen's minutes; the Peer to Peer Technical Assistance Grant; 2 Class II and 2 Class III auto licenses; 2 liquor license renewals and licenses; Chapter 90 reimbursement forms.
4. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to accept the Mass DEP Sustainable Materials Recovery Program Municipal Grant in the amount of \$5,500.
5. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to acknowledge the ABCC advisory regarding the 5 store limit increase; the Mass Works rejection letter; Counsel's response on behalf of the Board of Health to Attorney Tanner; the Upper Pioneer Valley Veteran's Services District Estimated FY17 assessment; the Franklin County Solid Waste Management District's proposed FY17 budget, and the 3 Town Landfill watering sample report.
6. Upon the recommendation of the Board of Health, the Selectmen unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to appoint Karen LaClair to the vacant position on the Board of Health until the next annual election. Ms LaClair was qualified for office and presented with the Open Meeting and Ethics Laws.
7. Ms S Reynolds stated that she does not have an update regarding the Shunpike composting toilets. This subject shall be taken off the agenda for now and re-appear mid-January.
8. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, not to pursue a Downtown Revitalization Grant at this time.
9. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to allow the Administrator to move forward with the coordination to review the new Fire Code 527 CMR with the Fire Department, Building Inspectors, Planning Board and Board of Health.
10. The Administrator was requested to obtain the draft Wired West agreement/contract from Bob Handsaker.
11. The Tax Rate Hearing was called to order at 7:17 P.M. Assessors Jackie Cashin, Anthony Ostroski and Karen LaClair, along with the Assessors Secretary Carlene Hayden, attended the meeting. The Assessor's recommended a single tax rate. Ms Cashin explained that the Accountant has suggested the Town to increase the levy to its limit which would increase the tax rate to \$ 21.05 per thousand value. The Assessor's feel this jump is unrealistic.
12. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, a single tax rate of \$19.60 per thousand value for FY16 and to allow the DOR Representative to sign the tax rate documents for the Board of Selectmen. The hearing as adjourned at 7:30 P.M.

13. The Board agreed that a Meet the Candidates Night for the Special Election should be scheduled. Executive Secretary Kathy Reynolds will contact the Town Moderator to see if she is available to Moderate this event on December 14, 2015.
14. Ms S Reynolds reported on the meeting with Representative Hogan regarding the special legislation to allow the Ambulance to respond with 1 EMT and 1 First Responder on board. Ms S Reynolds stated that John Sears from Hawley also attended the meeting and submitted a supporting letter from Greg Cox. Charlemont submitted a supporting letter from Ambulance Director Johnson. Ms S Reynolds reported that 2 similar bills were previously voted down due to safety reasons. Ms S Reynolds explained that even if there are 2 EMT's, one must drive, leaving one with the patient. This can also be done with 1 EMT with the patient and 1 First Responder as the driver. Representative Hogan has requested more documentation that includes logistics. A 2005 report, drafted by Marguerite Willis, will be updated with current facts before it is submitted. Ms Bandy will work with the Administrator to update the document, hopefully with a completion date of Thursday, December 3rd. Ms S Reynolds will contact businesses in Town, asking them to write a letter supporting the legislation, with the letters to be submitted with the completed report.
15. Ms Bandy reported that Ms Wilson of Rowe has stated that the Town of Rowe has decided to use the Adams Ambulance service for their Town.
16. Ms Bandy will contact Shelburne Dispatch to obtain the Charlemont Ambulance call logs.
17. The Board met with Diane Gingras regarding her employment as the Council On Aging Site Manager. Ms Bandy explained that this position was contracted but is now a hired employee position. The COA is recommending Ms Gingras for this position and this meeting is to follow the hiring process. Ms Gingras provided a brief overview of herself and explained that she is aware of the positions duties and hours. The Board updated the COA's Site Manager MOU and unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to accept the edits. The Board also unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to hire Diane Gingras as the Site Manager for the Council on Aging.
18. The Administrator reported that the Special Event Application fee for service rate sheet has been forwarded to the departments for their approval.
19. Ms S Reynolds asked Finance Committee member Toby Gould if current cost estimates should be used for Capital Planning. Mr. Gould indicated yes.
20. The Board reviewed the Special Town Meeting Warrant articles and unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to remove the article requesting funds to hire the Conway School of Design to create a design plan for the village center. The Board also unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to remove the article requesting funds for an Earth Removal secretary. Funds from the Boards postage and supply account can be used for expenses incurred by the Committee.
21. Ms S Reynolds reported that pipes from a springhouse located on the Fairgrounds hill towards the village run under Main Street and along South Street that may have a break which would be the cause of water bubbling up on South Street. This pipe is privately owned and may be connected to as many as 12 homes. The owners of the homes should be contacted regarding their need to address this water leak. Ms S Reynolds will conduct research via the Assessor's maps to find out which homes are serviced by this pipe.
22. The Town has not received confirmation from Tamarack Property Management as to their service mowing Town owned cemeteries. The Executive Secretary was requested to contact the other candidate, Nick Donelio, who also placed a quote for this service, to see if he is still

interested.

23. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to send holiday cards to employees and to purchase \$25 dollar gift certificates for the Highway Department, Assessor’s Secretary, Treasurer/Collector, Administrator, Executive Secretary and Town Hall Custodian. The Board also unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to grant employees a ½ day paid holiday on December 24th and December 31st.
24. The Administrator was requested to contact Pam Parmakian at the Franklin County Housing Department to see if she would be available to attend a meeting towards the end of any given day to meet with the Selectmen regarding the CDBG Grant.
25. The Board discussed a measurement tool (reporting form) for the Highway Department that was submitted by Vaughn Tower. Ms Bandy stated that she is not opposed to the tool but does not feel it is appropriate to use such a tool for just one department. Ms S Reynolds stated that the Highway Department activities are reported on the weekly payroll sheets. The Highway Superintendent also keeps a daily log book that is kept at the department. Ms S Reynolds stated that she feels the Highway Department does not need another paper form to fill out and other Towns keep track of their Highway Departments in the same manner and with the same process as Charlemont. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to continue the same reporting process that is currently being used for the Highway Department.
26. The Board received a request from the Executive Secretary for permission to purchase a wireless, color, all in one printer for Town Hall use. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to grant this request, at a cost of less than \$90.00, to be expensed out of the Technology Expenses account.
27. Business being concluded, the meeting was adjourned at 9:30 P.M.

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

Continuation of the Senior Trash Bag distribution from the COA
Request to contact Town Counsel from the Finance Committee Chair
MEMA Mitigation Grant application
Payroll and vendor warrants
Selectmen’s minutes
Peer to Peer technical Assistance Grant
2 Class II auto licenses and 2 Class III auto licenses (2016)
2 liquor license 2016 renewals and licenses
Chapter 90 reimbursement forms
Mass DEP Sustainable Materials Recovery Program Grant
ABCC advisory

Mass Works rejection letter
Counsel's response regarding a request for information
Upper Pioneer Valley Veteran's Services FY17 assessment
FCSWMD estimated FY17 assessment
3 Town Landfill sample report
2005 Ambulance report
COA Site Manager MOU
Special Town Meeting warrant articles
Measurement tool (reporting form)
Request to purchase