

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

December 21, 2015  
Page 1 of 3

The meeting was convened at 7:03 P.M. by Chairman Beth Bandy. Selectman Sarah Reynolds and Administrator Peg Dean also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to approve and sign the vendor warrant; Selectmen’s minutes of their 11-30-15, 12-7-15 and 12-17-15 meetings; the 12-12-15 joint meeting minutes; the Peer to Peer Technical Assistance Grant; the Rental Equipment contract with the FRCOG; Procurement Services Contract with the FRCOG; the on premise liquor license renewals and licenses for Cold River Café, Crab Apple Whitewater, Berkshire Pizzeria, Otters Restaurant and Mohawk Park; a letter to MCI stating Charlemont’s borrowing and debt exclusion authorization.
2. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to evoke the rule of necessity regarding the payroll warrant due to payment of the Selectmen and family members.
3. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to acknowledge a notice of a Chapter 90 payment of \$269,696.79 for the 2014-2015 Chip Seal project along with the current Chapter 90 budget; letters to MBI from the town of Becket and the Town of Goshen; MassDOT bridge inspection report; Emergency Management Director report; Planning Board hearing notice; approved legislation to reduce the number of Board of Health members.
4. Ms S Reynolds stated that the Accountant will be sending an electronic version of the vendor warrants to the Board before each meeting.
5. Ms Bandy is updating an ambulance report created by Marguerite Willis. Ms Bandy would like another Selectmen, along with the Ambulance Director, to work on this project. The Selectmen will resume this discussion during the first Selectmen’s meeting in January.
6. Ms Bandy stated that she has not had a chance to edit the Volunteer Handbook as she feels updating the ambulance report should be completed first. Ms S Reynolds volunteered to continue reviewing the Handbook.
7. Ms S Reynolds reported that Russell Donelson will look at the Town Hall back door handicap access within 2 weeks. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to approved any repairs to the door that is needed while he is at the Town Hall that will cost \$200 or less.
8. Ms Bandy stated that the Community Development Block Grant application is substantial and it might not be so overwhelming if sections of the Grant were worked on individually. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to request the Administrator to work on the ADA section of the CDBG first.
9. At 7:17 P.M. a pole hearing upon the petition of National Grid was called to order. Bonnie Brown, Representative for National Grid, was in attendance. Ms Brown explained that placement of poles on East Oxbow Road, starting just above Windy Hill Road, is needed to provide electricity to a new home. Ms Brown was asked if the poles would have enough room to hold additional fiber optic lines. Ms Brown stated yes and to use the poles for such a line National Grid would need to be approached. The hearing was closed at 7:24 P.M.
10. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to grant placement of the poles as requested by National Grid.
11. The Board discussed the Special Events application. It was decided if a department is

approached to work detail for an event, that department will send the requestor to the Town Hall to fill out a Special Events application. The Board discussed where the application should be made available. It was decided to post the application on the Town website (Community page and Selectmen's page) and to send the document to entities who hold yearly big events on Town.

12. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to schedule Selectmen's meetings on December 28<sup>th</sup>, January 11<sup>th</sup> and January 25<sup>th</sup>.
13. The Board will discuss the entities that will be sent the Special Events application during their January 11<sup>th</sup> meeting.
14. Ms Bandy stated that there are some citizens who come to the Town Hall and they do not want their information shared with the general public. Ms S Reynolds stated that the Administrator was approached regarding a property disagreement and that the Town should not get involved as it is a civil matter. The Administrator needs to distinguish the difference between what the Selectmen and Town can do for residents and what cannot be done.
15. The Board revisited the Administrators Town Hall public hours. The Board suggested that keeping the office open when it is stated as closed hours confuse the public. The Administrator suggested instead of regular posted closed hours, a sign be posted on the office door whenever she is going to be out of the office. The Board agreed with this arrangement.
16. Ways of sharing Town information with residents was discussed. The Administrator will contact Hawlemont School to see if they are willing to post Town events on their new sign. Other ways to announce Town events, such as newspapers, e-mails, signs, reverse 911 calls, posting at the Transfer Station and other businesses in Town were mentioned. It was agreed that robo calls will be kept to the most important events and emergencies.
17. Administrator Dean explained that the Board has chosen projects for the Community Compact portion of the FRCOG 2016 Local Technical Assistance Request form but will need to choose projects from the Planning and Regional sections. The Board will review the form during their December 28<sup>th</sup> meeting.
18. Administrator Dean reported that she has looked at the placement for a roll off container for hard plastics at the Transfer Station. Hard plastics that are already accumulated will be paced into the container. This container will be paid for out of grant funds but the Town will be responsible for the costs associated with the container delivery and for the costs associated with hauling. Administrator Dean stated that she has met with the Shelburne Administrator to discuss sharing the container with that Town. This subject will be brought to the next Finance Committee meeting.
19. The Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to hold a pole hearing upon the petition of National Grid, at 7:00 P.M. on January 11, 2016.
20. Wired West/Broadband members attended the meeting to discuss concerns regarding the disconnect between MBI and Wired West. It was suggested that the Board forward the December 8<sup>th</sup> letter that went to MBI Director Eric Nakajima to Senior Manager Mr. Donnelly and copying Representative Paul Mark. The Executive Secretary was requested to forward the December 8<sup>th</sup> letter as requested.
21. Business being concluded, the Board unanimously voted, Ms Bandy –yes, Ms S Reynolds – yes, to adjourn the meeting at 8:45 P.M.

Respectfully submitted

Kathy 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 warrant  
11-30-15, 12-7-15, 12-17-15, 12-12-15 minutes  
Peer to Peer Technical Assistance Grant  
FRCOG rental equipment and procurement services contracts  
Liquor license renewals and licenses for:  
    Cold River Café, Crab Apple, Berkshire Pizzeria, Otters and Mohawk Park  
Borrowing authorization letter to MBI  
Payroll warrant  
Chapter 90 payment notice  
Chapter 90 budget  
MBI letters from the Town of Becket and Town of Goshen  
MassDOT bridge inspection report  
EMD update  
Planning Board hearing notice  
Passage of Board of Health legislation notice  
National Grid pole hearing petition