

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

August 5, 2013
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The meeting was convened at 7:00 P.M. by Chairman David Cunningham. Beth Bandy also attended the meeting. Vaughn Tower arrived at 7:20 P.M.

1. The July 22, 2013 minutes were discussed. It was unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to edit the July 22, 2013 minutes.
2. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve and sign the minutes from the July 30, 2013 meeting.
3. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve and sign a thank you letter to Hyytinen Hollow for submitting funds to the River Patrol Gift account.
4. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve and sign a letter giving the Park and Recreation Commission permission to maintain the grounds to the north, south, and observation platform around the Bissell Bridge.
5. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to accept a gift of \$150 for the River Patrol account from the Deerfield River Watershed Association, Inc. A thank you letter to the Association will be drafted.
6. The Board received a resignation letter from EMT and Fireman Ken Hall. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to accept the resignation.
7. The Board received a resignation letter from Park and Recreation Commissioner Jerry Gosetti. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to accept the resignation. A letter will be drafted thanking Mr. Gosetti for his service.
8. The Board received a resignation letter from Park and Recreation Commissioner Todd Gerry. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to accept the resignation. A letter will be drafted thanking Mr. Gerry for his service.
9. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve and sign a curb cut application for Tower Road
10. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve and sign a curb cut application for 289 Warner Hill Road #2.
11. The Board received a State contract for the 2012 EMPG Grant. Mr. Cunningham stated that before the document is signed, he would like to know what the Town is getting and if the Town will be responsible for any matching funds. EMD Walsh will be asked to attend the meeting scheduled for August 19th to discuss the contract.
12. The Board received a request from the Finance Committee Chair to amend the June 24, 2013 minutes to reflect the correct employee raise amount, 1.7%. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to amend the minutes to accurately reflect the voted employee raise percentage.
13. Ms Bandy stated that as the Executive Secretary's vacation is near, who will be coving for that position while the Secretary is away. Ms Reynolds explained that in the past, she has remotely monitored the office telephone and e-mail, attending to any business that might need immediate attention during her vacation. Ms Reynolds also stated that the area funeral homes are equipped with her home telephone number if the need for a burial permit arises.
14. The Board received a request for reimbursement, with receipts, from the Berkshire East gift account from the owner of 184 Main Street. As the painting project had already been approved by the Board, and the receipts totaled more than the maximum award of \$1,000, the Board

- unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to authorize the payment of the maximum award.
15. The Board received a request for reimbursement, with receipts, from the Berkshire East gift account from the owner of 22 Main Street. As the project had not been previously accepted, the Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept the request as it fit the criteria for the funds. The Board next unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to authorize payment of the maximum award of \$1,000.
 16. Officer in Charge Jared Bellows attended the meeting to discuss the 2005 Crown Vic police cruiser. Officer Bellows explained that the cruiser has a blown cylinder head and is inoperable. One estimate of \$4,300 was received to replace the cylinder head and \$5,000 to replace the entire motor. Currently the vehicle has 120,000 miles and is in relatively good condition. Officer Bellows stated that brand new cruisers are quoted at \$32,000 complete and he is asking the Board for advice, either repair the 2005 cruiser with hopes something else major does not go wrong, or ask for a brand new cruiser. There is a 3 month waiting period if a new cruiser is ordered and the Department, although down 1 vehicle, can wait until next year for a third vehicle. The Board decided to place this subject onto their August 19th meeting. Ms Bandy will discuss the options with the Finance Committee and Mr. Tower will speak with a mechanic regarding the number of future years for the 2005, if repaired.
 17. Ray Willis attended the meeting to discuss the condition of Rice Brook after Hurricane Irene in the area around his property. Mr. Willis stated that one tree is in the middle of the brook and the water, having to travel around the tree, is beginning to erode his property, possibly to the point of flooding the Hawlemont School grounds again. Mr. Willis stated that he has informed the Conservation Commission, DEP, the Hawlemont School Committee and Representative Paul Mark, seeking assistance with removing the tree and restoring his property. Mr. Willis stated that the Conservation Commission has agreed to “rubber stamp” any decision the Board of Selectmen makes regarding removal of the tree and restoration of the property. The Board of Selectmen will need to submit an NOI, form 3 to the DEP if they decide to take on the project. Mr. Willis stated that he did receive financial aid from FEMA to restore his property after Irene, but found a way for the restoration to be done for free. Mr. Cunningham will speak with the Highway superintendent and Mr. Tower will speak to the Conservation Commission regarding their roles with this project. Mr. Cunningham informed Mr. Willis that if the Town moves forward the Town will need written permission to enter and work on his private property. Mr. Cunningham will contact Mr. Willis when a plan has been voted.
 18. James Boehmer attended the meeting to request permission to serve alcohol during his wedding scheduled for August 24, 2013 at the Fairgrounds. Mr. Boehmer explained that the food prep, service and alcohol will be done by friends. Mr. Cunningham informed Mr. Boehmer of the certificate of insurance requirement in the amount of 1/3 million. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to allow alcohol to be served on the Fairgrounds during the August 24th wedding contingent upon the Town receiving the proper insurance certificate.
 19. Cemetery Committee member Camille White attended the meeting to ask the Board if they had made a decision regarding the Committee’s recommendation to cut all the trees on the Old Cemetery and purchase fence posts. Ms White stated that the Selectmen’s minutes reflect the

Tree Warden agreed to remove 2 of the trees but the Committee would like all the trees to be removed. Ms White explained that the Committee has requested the Board to accept a tree removal proposal from Paul Hicks to remove the trees on the Old Cemetery. Mr. Cunningham stated that he would like to see a formal report from the Tree Warden before he reaches any decision regarding the trees. Mr. Tower stated the he will request the report from the Tree Warden.

20. Mr. Cunningham informed Ms White that the Board is in receipt of the Committee's request to appoint Bill Harker as a member, but currently the positions of the Committee are full. Mr. Tower stated that he will submit his resignation and the Board will consider the appointment of Mr. Harker during their August 19th meeting.
21. The Board received a monthly report from the Fire Chief for July. The Board agreed that no action is needed.
22. Ms Bandy reported that the Library is going through some major changes and upgrades, including the purchase of a lap top. Mr. Cunningham suggested the Library use their "working account" to purchase a lap top. The other Board members agreed.
23. Ms Bandy reported that the Accountant would like to hold a training session regarding the use of the Fund Ware accounting system. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to hold a training on September 16th at 6:30 P.M. in the Library. Ms Bandy will invite everyone that is included on the department group e-mail list.
24. Ms Bandy explained that the Town of Wendell has an example of policies and procedures. She has spoken with Bob Dean of the FRCOG and he recommends Charlemont create and implement the same. Ms Bandy also suggested DOE has free assistance regarding coming into a Town and auditing the office procedures. Ms Bandy will bring more information to the Board.
25. Mr. Tower questioned why things come out of the office and not through the Selectmen. Mr. Tower stated he is referring to a complaint regarding YDD that came from the Executive Secretary, i.e. the Selectmen's office. The Executive Secretary, Ms Reynolds questioned the Board as to why they allowed all the rumors and innuendos revolving around this alleged complaint to occur without speaking with her. Ms Reynolds went on to state one rumor that is consuming the Town is that a Selectboard member fueled the fire and verbally tried, convicted, and fired her in a public arena. Ms Reynolds went on to state that a complaint did not come out of the Selectmen's office and that in fact Ms Reynolds had asked a Handbook Committee and Parks and Recreation Commission member a simple question. Ms Bandy stated that the Board could not speak with her on this matter.
26. Mr. Tower stated that he does not want the Executive Secretary to pose any questions she might have to anyone other than the Selectmen, during a Selectmen's meeting.
27. Ms Bandy volunteered to be the liaison to the Charlemont Sewer District. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept.
28. A draft bid advertisement for the 1994 highway truck was reviewed. "For parts only" will be added. Mr. Cunningham explained that he will post the advertisement on Craigs list. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept the advertisement once edited.
29. Ms Bandy reported that Accountant Jackie Cashin is working on the items listed in the audit needs letter from the auditor. Audit needs will be placed under action of the agenda for the

August 19th meeting.

30. The Executive Secretary reported that she has obtained the names of several water testing labs to conduct the Old Burn Dump water testing that is required by DEP. Health Agent Glen Ayers is also certified to collect water samples and submit them to the proper labs for testing. Mr. Ayers has offered his service with collecting the samples. It was explained that the Town will need to receive permission from 5 property owners located around and south of the Dump before testing can begin. A draft letter to the residents was reviewed and edited. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept the offer from Glen Ayers to collect the samples and to edited the letter. The Executive Secretary will continue to work on this project.
31. The Board received the Brownsfield contract for the Westfield Box cleanup. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to refer the contract and question regarding what is needed to be done with the remaining Brownsfield funds to Town Counsel.
32. The Board discussed creating a Committee to study the municipal space needs of the Town. It was suggested that the Committee will consist of 5 members and work towards submitting a formal proposal to the Board regarding current and future needs. Ms Bandy will write a draft charge for the Committee for the September 9th meeting.
33. The Board read an update from the Fire chief regarding the old water main. Unfortunately the Chief has not been able to shut the water main pipe. Ms Cunningham stated that the Highway Department is willing to lend a hand. Mr. Cunningham will follow up with the Fire Chief and Ms Bandy will contact the Charlemont Sewer District to request a map of the pipes to this main.
34. Tree Warden Stephen Reynolds attended the meeting to submit his report regarding the condition of the trees located on the Old Town Cemetery. Mr. S. Reynolds reported that he has found 2 large and a couple little trees that are not healthy and he will be removing those trees. Mr. S. Reynolds was informed that the Cemetery Committee has recommended that all the trees be removed. Mr. S. Reynolds stated that the trees in question are all located on Town property and all are not a hazard. A Tree Hearing is necessary in order to remove/cut healthy trees. Mr. Tower stated that Mr. S. Reynolds should speak with Cemetery Committee member Camille White regarding his report.
35. The Board received a letter from Planning Board Chair Gisela Walker. The letter encourages the Board to create a Town Administrator position. The Board discussed some pros and cons of crating such a position. Mr. Cunningham stated that this would be an additional position for the Town. Creation of a Town Administrator position will be placed onto old business of the Selectmen's agenda.
36. The Board received a letter from MassDOT that states the Mountain Road Bridge over the Mill Brook project is complete and the bridge is now turned back over to the Town.
37. Mr. Tower reported that the Ambulance Director has now obtained a fuel card.
38. Mr. Tower reported that Hyytinen Hollow would like a blue state sign advertising their business. The Executive Secretary will contact MassDot to inquire as to the process need for such a sign.
39. Ms Bandy suggested the Board consider scheduling their meetings to coincide with the Accounts vendor warrant schedule.
40. Mr. Cunningham reported that the Highway Department is working on receiving quotes for the

- guardrails leading up to the Bissell Bridge and paving 8A South to Tower Road.
41. Mr. Cunningham stated that he is working with MEMA regarding finalizing the Mtn. Rd/8A bridge Irene repairs.
 42. The Town sign will be on action for the September 9th meeting. The Executive Secretary will contact MassDot to inquire the process of replacing the Town sign located east and west of the village. The position of the signs is within MassHighway right of way.
 43. Mr. Cunningham reported that he has received a letter from Denny Fuller that recommends the Town hire a specific individual for the seasonal highway position. Mr. Cunningham reported that the Highway Department uses a temp. agency for the seasonal positions so the Town is not responsible for benefits and taxes.
 44. Ms Bandy submitted 2 financial reports from the Accountant, end of the year expenses and revenues and the same for the month of July. The reports will be kept on a table in the hallway of the Town Hall.
 45. Business being concluded, the meeting was adjourned at 11:20 P.M.

Respectfully submitted

Approved by:
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

List of documents reviewed by the Board of Selectmen

Warrants
Minutes
Thank you letter to Hyytinen Hollow
Park and Recreation Commission permission letter
Deerfield River Watershed Assoc. gift.
3 resignation letters
2 curb cut applications
2012 EMPG Grant contract
Request to amend minutes
2 requests for reimbursement from the Berkshire East Gift
Fire Chief monthly report
Bid advertisement
Audit needs letter
Draft water testing letter
Brownsfield contract

Water main update from the Fire Chief
Tree Warden report for the Old Town Cemetery
Letter from the Planning Board
Letter from MassDOT
Letter of recommendation
Financial reports

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