

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

November 18, 2013

Page 1 of 5

The meeting was convened at 6:30 P.M. by Chairman David Cunningham. Vaughn Tower and Beth Bandy also attended the meeting.

1. It was noted that the tax classification hearing scheduled for 6:45 P.M. has been cancelled as the preliminary tax certification has not been received.
2. The warrants were signed.
3. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the 11-4-13 minutes.
4. Mr. Cunningham reported that the reimbursement to Mr. Tower and charges to Avery's Store for the Spaghetti Benefit was expensed out of the Selectmen's Recognition account. The reimbursement and charges should have been expensed out of the Town Sign Account. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to direct the Accountant to change the expenses to the Town Sign Account. Ms Bandy will inform the Accountant.
5. The Board received receipts for painting of the Carcio Law Office building, although a request for use of the Berkshire East Gift account had not been submitted or approved. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve payment from the Berkshire East Gift account, \$1,000, to reimburse Frank Carcio for painting expenses.
6. The Board received invoices from A.L. Avery's for painting of their building. The Board had previously voted to reimburse Avery's for up to \$3,000 out of the Berkshire East Gift account for this activity. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve the payment.
7. The Board received a list of licenses and the fee amount charge for 2013. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, not to raise the license fees for 2014.
8. The Selectmen received the 2013 DEP grant agreement that will fund blue recycling bins and signs for the Transfer Station. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to sign the agreement.
9. An invoice for Charlemont's share of the 3 Town Landfill maintenance was received. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve payment of the invoice.
10. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to address #22 of the agenda, "Academy at Charlemont request for support regarding the FRTA route changes" as John Baldwin from the Academy was in attendance.
11. Mr. Baldwin explained that the FRTA is proposing to change its busing schedule, pushing the timing backwards 1 hour. Currently the Academy students use the FRTA to and from school and the changes will greatly impact the student's time of arrival from school. Mr. Baldwin stated that the Academy has petitioned the FRTA not to change the schedule and the Academy is asking the Selectmen to support their petition. The Board agreed the busing change will impact the school and unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to draft a letter to the FRTA to support keeping the schedule as is. The Executive Secretary will

draft the letter and once approved, will sign for the Board.

November 18, 2013

Page 2 of 5

12. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to hold Selectmen’s meetings on December 16 and 30 and January 6 and 20 of 2014.
13. Ms Bandy reported that the Finance Committee is requesting the Selectmen attend their meeting on January 17, 2014 at 8:00 A.M. in the Town Hall. This meeting will need to be posted as a joint meeting.
14. Acting upon the request of the FRCOG Alcoholic Beverages Compliance Initiative, the Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to request the Executive Secretary to schedule an appointment for the Compliance Initiative and to invite the Charlemont ABCC Officer and Officer in Charge to the meeting.
15. Mr. Cunningham reported that the contractor who plowed the Transfer Station last winter will not be available this winter. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to allow the Highway Superintendent make the decision as to how the Transfer Station driveway will be maintained this winter.
16. The Board discussed securing the Town owned Avery Brook Road property. Mr. Cunningham will contact the Highway Superintendent regarding securing, cleaning and closing of the foundation on the property. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to authorize the Highway Superintendent to take whatever reasonable steps necessary to close the property.
17. It was unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, that Mr. Tower will purchase a get well card for one of the highway department employees.
18. Mr. Cunningham will speak with the Highway Superintendent regarding the FRCOG Highway Sign Survey.
19. Ms Bandy stated that she believes she will be able to attend the FRCOG Town Accounting Program meeting scheduled for December 3rd.
20. The Board received messages from the Cemetery Committee regarding allowing a burial at the Zoar Cemetery. The messages will be forwarded to Mr. Cunningham and placed onto the December 2nd agenda.
21. The Town of Heath forwarded a 3 Town Landfill maintenance and repair proposal from Pantermehl Land Clearing, Inc. The Town of Heath requested the Board review the proposal and respond with any thoughts or comments. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, they were happy with the proposal. The Executive Secretary will respond to the Heath Board of Selectmen.
22. Ivy Palmer, Hawlemont School Committee Chair, attended the meeting to obtain the status of the Sex Offender Bylaw that was approved by the Attorney General on 10/12/12. Mr. Cunningham explained that the Attorney General did approve of the bylaw with numerous cautions. The Selectmen have asked Counsel to review the cautions and return an opinion; unfortunately the opinion has not been received. Mr. Cunningham will contact Counsel regarding this bylaw. Ms Palmer stated that she feels the Town must inform residents of the bylaw and offered to assist the Selectmen in crafting a letter to property owners within 1250 feet of the school. The Sex Offender Bylaw will be placed onto the December 2nd agenda.
23. Ms Palmer requested the Selectmen to sign a Community Innovation Challenge grant supporting the Hawlemont Elementary School’s application for funding of the School’s Agriculture Initiative. Possible uses for the funds, should the School receive an award, were discussed. The Board suggested Ms Palmer approach the Parks and Recreation Commission regarding building and use of the Town owned property behind the School.

- approve and sign the grant.
25. Ms Palmer and the Board discussed how the School Committee members are paid. Ms Palmer suggested paying each Committee member per regular meeting attend instead of a set amount per year.
 26. Mr. Tower stated that he has discussed the removal of the trees located around and on the Whipple Cemetery with the Tree Warden. The Tree Warden has agreed to speak with Cemetery Committee member Camille White regarding this issue.
 27. The Board received completed inventories from the Highway Department, Treasurer, Tax Collector and Library. The inventories will be placed into a folder for future reference.
 28. Mr. Tower explained that the Police Officer in Charge submitted the Police Department inventory to him several weeks ago.
 29. Ms Bandy will inform the FRCOG that the Town is interested in participating in procuring a Regional HR consultant.
 30. Ms Bandy reported that the Transfer Station invoice to the Town of Shelburne is all set and the Accountant will be sending an invoice to MBI for leasing the POI space in the Town Hall cellar.
 31. MJ Adams from the Franklin County Housing Authority and Steve Ferguson, Block Grant Writer, attended the meeting to discuss grants that may be available to the Town through the 2014 Block Grant Application. Village revitalization was discussed. MJ suggested the Board vote an area of the Village be deemed a slum and blight area of the Town to enhance any Village revitalization requests. Mr. Tower suggested using grant funds to activate the old hydrant system. Possible infrastructure planning studies were discussed.
 32. Kenneth Elstein from Hampshire Power attended the meeting to discuss the Municipal Aggregation for residential and business customers. Mr. Elstein reminded the Board that the Town voted to participate in the Aggregation. Residents will be contacted by Hampshire Power at which time the residents will have the option of opting out. The Board voted, Mr. Cunningham – yes, Ms Bandy – yes, Mr. Tower – abstained, to approve and sign the amended Municipal Aggregation contract.
 33. Geoffrey Rogers from the Hampshire COG will be invited to the next Selectmen’s meeting to discuss the agreement that provides the Town buildings with electricity.
 34. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to terminate the EECBG contract. The Executive Secretary will draft a letter reflecting the Selectmen’s vote.
 35. The Selectmen’s Capital items request was discussed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to keep Records Preservation at \$20,000 and Pointing of the Town Hall at \$90,000 for FY 2015. The hydrant system will be added to the plan in the amount of \$50,000 for FY 2017.
 36. The Board received a reply from MassDOT regarding the Welcome to Charlemont signs application that was submitted. Several areas of information were missing from the application. The Board decided to put the application aside until a later date.
 37. Eric Dean suggested the Board contact the Franklin County Technical School to commission the students to create the Welcome to Charlemont signs. Mr. Cunningham suggested local artisans could be asked to submit designs. Town signs will be placed onto the December 2nd agenda.
 38. The Board received an introduction letter from the FRCOG regarding the FCREPC. The letter will be forward to the Fire Chief, Ambulance Director, Police Officer in Charge and Emergency Management Director for their review and consideration. The deadline for responses to the

39. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to support and sign the CPHS Lyme Grant.
40. The Municipal Space questionnaire will be placed onto the December 2nd agenda.
41. A solicitation for broadband services will be placed into a folder for possible future reference.
42. Mr. Tower suggested creating a Hydrant Committee. More information will be presented during the December 2nd meeting.
43. Mr. Tower suggested notifying people within the village that there is a hydrant system under their property. Hydrant letters to residents will be placed onto the December 2nd agenda.
44. Ms Bandy reported that the VEAC (Vocational Education Advisory Committee) will be meeting tomorrow to discuss the vocational busing bids received. Busing costs might increase 80% for Franklin Tech and 20% for Smith. It was agreed that the Town does not currently have any other options regarding busing of the Town Tech/Voc students.
45. Ms Bandy reported that the Finance Committee has two questions. One is in regards to a capital request from the ACO for funds to build dog kennels. Mr. Cunningham will contact the ACO with this question. The Finance Committee would like to know where the kennels are to be built. The second question is if Charlemont will be able to share space on the property in Town that the Town of Buckland purchases.
46. Ms Bandy stated that she feels the Selectmen should respond to what happened at the Special Town Meeting and that the Board should take action on the Town side personnel wise.
47. Ms Bandy also stated that she feels the Selectmen need to be more responsive to the public and to complaints that are submitted. A letter policy should be created regarding responses to the public. This will be placed onto the December 2nd agenda.
48. Ms Bandy also stated that because someone might place the Town Clerk position onto the Annual Town Meeting Warrant, which is controversial, something might happen to the Town Clerk. Ms Bandy feels someone else should be trained for the Town Clerk position in case something happens to the current Clerk. This will also be placed onto the December 2nd agenda.
49. Mr. Cunningham reported that the FY13 propane vendor delivered fuel to both the Highway and Fire Department after July 1st. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to draft a letter to the vendor, reminding them that they did not get the FY2014 Town bid and that the fuel that the vendor should honor the current year price for the fuel already delivered.
50. Eric Dean volunteered to decommission the foundation at the Town owned 279 Avery Brook Road property, along with the septic system when he moves his excavator from the Town of Heath. The decommissioning should take approximately 8 hours. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to allow Eric Dean to secure and clean up the property, with Mr. Dean to submit a bill for the time taken for this project.
51. The Town Clerk explained that the vacant position on the Board of Registrars will need to be filled immediately. The Board was asked for suggestions regarding who they feel might be willing to serve as a Registrar. As the Board was not able to suggest a candidate, the Town Clerk stated that she requests the Board to appoint Jean Brisson. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to appoint Jean Brisson to the Board of Registrars.
52. Business being concluded, the meeting was adjourned at 10:50 P.M.

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.

List of documents reviewed by the Board

Warrants
11-4-13 minutes
Berkshire East Gift account receipts from Carcio Law Office
Berkshire East gift account receipts from A.L. Avery & Son
List of license and fees
2013 DEP grant agreement
Request for support regarding the FRTA route change from the Academy at Charlemont
FRCOG Alcoholic Beverages Compliance Initiative request for a meeting
FRCOG Highway Sign Survey
FRCOG Town Accounting Program meeting notice
Cemetery Committee e-mails
Hawlemont Community Innovation Challenge grant
Highway Department, Treasurer, Tax Collector, Library inventories
Municipal Aggregation contract
EECBG contract
Capital item request
Sign application reply from MassDOT
FCREPC introduction from the FRCOG
CPHS Lyme Grant
Municipal Space questionnaire
Broadband services solicitation