

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

February 10, 2014
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The meeting was called to order at 7:00 P.M. by Chairman David Cunningham. Vaughn Tower and Beth Bandy also attended the meeting.

1. The warrants were signed.
2. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the 1-27-14 Selectmen's minutes.
3. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve for payment a partial bill for the new Town website.
4. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve for payment a Kopelman & Paige bill.
5. A gentleman attended the meeting to research the need for a permit to start a business from his home. The Board referred the gentleman to the Planning Board.
6. Mr. Tower and Ms Bandy signed a letter responding to concerns from a resident regarding the Old Burn Dump water testing.
7. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to cancel the All Board Meeting that was scheduled for March 12th due to scheduling conflicts. The Board decided to schedule All Board Meetings on: March 24th, June 23rd, and September 22nd. All meetings will convene at 7:00 P.M. and end at 9:00 P.M. The location for each meeting is to be determined.
8. Phoebe Walker, FRCOG, and Robert Lingle, BOH Chair, attended the meeting to review the FY 2015 CHPS budget. Ms Walker handed out an overview of the costs and services since 2013. The FY 2015 assessment is \$18,617. The professional services to the Town have increased.
9. Ms Walker left two forms for the Board to consider and sign. The Statewide Mutual Aid Agreement and Regional Shelter Plan & Mutual Aid Agreement will be considered later in the meeting.
10. Police Officer in Charge Jared Bellows, Highway Superintendent Gordon Hathaway, EMD Michael Walsh, Ambulance Director Dana Johnson, Fire Chief Douglas Annear, and Asst. Fire Chief Kevin Crowningshield attended the meeting to discuss/share their department's activities and how the departments and Selectmen are able to support each other.
11. Director Johnson stated that he has noticed a decline in EMT's responding. He is hoping the school will hold trainings for EMT's to boost interest and enrollment in the Ambulance Department. A new defibrillator will be need. The Ambulance has approximately 23,000 miles and he is working with a mechanic on a new/different air ride system in the vehicle. Regionalization of Ambulance Services in other Towns was discussed.
12. Mr. Johnson will draft a letter to the Mohawk School regarding holding EMT training classes and solicit support for the classes from other area Towns.
13. Mr. Johnson scheduled a meeting with the Selectmen on March 3rd to discuss ambulance plans.
14. EMD Walsh stated that he is putting together emergency directives and considers Dana Johnson his back up person. Mr. Walsh feels the Town owned Avery Brook Rd property would be an excellent site for an emergency center or possibly doubling up with the Town of Buckland at the old movie theater property. Sites on high ground are a priority to evacuate and store

- equipment. Mr. Walsh also stated that he is thinking of privately putting in a dry hydrant system in the E. Oxbow area.
15. Police Officer in Charge Bellows stated his purchase of a new computer was necessary as the old state computer failed. He will be purchasing a new printer in the near future. The FY 2015 Police budget has already been submitted with some increases but large expenses are not anticipated. The river patrols went very well last year. Officer Herbert is gathering donations towards the patrols. The Selectmen were thanked for their support. The mobile speed sign is in dire need of repair or replacement for FY 2016. Mr. Walsh volunteered to look into any possible EMPG grants that might help with the cost of the speed sign.
 16. Superintendent Hathaway submitted a copy of the Highway Safety Policy. Mr. Hathaway stated that several mini mud seasons have already occurred along dirt roads and he is concerned that this will be a bad mud season. In anticipation of a severe mud season the Highway Department is preparing as best as they can. The Department has a long list of summer projects that will be prioritized. Mr. Tower requested a written work plan for the Department which will be submitted during the next Departmental meeting. Mr. Johnson requested frequent e-mailed updates regarding the condition of dirt roads during mud season. Mr. Hathaway explained the science of freezing and thawing of dirt roads during the winter and spring months. It was suggested that the Board conduct telephone calls to residents with dirt road updates and conditions during mud season.
 17. Fire Chief Annear submitted a copy of the 2007 Fire & Rescue Policies and Procedures. Mr. Annear reported that the Firemen and Station are being brought up to Mass Standards. In reviewing the Department budget he is seeing that the budget for the Fire Department has been reduced for the last several years. In order to continue improvement in the Department, the budget will need to be increased to a realistic level. Mr. Annear stated that the Department had 9 members when he became Chief, there are now 23 members. Training is key, and response to a fire will depend on the level of training of the Fire Fighters that respond. The Department is putting policies and procedures in place. Mr. Tower stated that he would like to see a warrant article for a Fire Station addition on the FY 2015 warrant. The Assistant Fire Chief has been assigned this task. Asst. Crowningshield suggested that the Highway Department have the same radios as the Fire and Ambulance Departments to coordinate communication. Mr. Johnson will research the cost to purchase radios for the Highway Department.
 18. Mr. Johnson stated that the Town will need to address large events that are being held in Town that required Fire, Police, and Ambulance personnel to be on site.
 19. The Board received a request from the Fire Chief for permission to participate in the FRCOG Purchasing Program. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve as requested and signed the appropriate forms.
 20. The Board received a FRCOG Essentials Workshop notice.
 21. The Board received a notice of the Hawlemont budget hearing.
 22. The Board received a request for a proposed town ordinance titled “2nd Amendment Preservation Ordinance”. After review, Ms Bandy stated that the draft ordinance appears to ask the Town to violate Federal Law. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to acknowledge receipt and thank the sender of the ordinance and to take the document under advisement. A letter responding to the request shall be drafted.
 23. Ms. Bandy stated that the Town website address shown on the Town sign located on the front lawn of the Town

- Hall is incorrect and that she has received questions regarding use of the sign. The sign will be placed under action on the 2/24th agenda. The Town Hall Custodian Russell Kelly will be invited to the meeting to discuss the sign.
24. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign a letter informing the Dept. of Public Safety that payment of a previous years bill will need to be approved by Town Meeting vote.
 25. A draft letter to owners of property that are within 1250’ of both the Hawlemont School and the Academy of Charlemont informing them of the Sex Offender Bylaw was reviewed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to date the letters February 13, 2014 and once dated, the Board members will come to the Town Hall individually to sign the letters.
 26. The Board received a request from Girl Scout Troop 11340 to sell Girl Scout Cookies on February 15th at the Transfer Station. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to grant this request.
 27. A letter from Marguerite Willis regarding the creation of a National Forest Designation was reviewed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to draft a letter thanking Ms Willis for her insight and stating that the Board will take her points under advisement.
 28. A second letter from Marguerite Willis regarding the possible purchase of land in Charlemont by the Town of Buckland was received. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to draft a letter thanking Ms Willis for her insight and stating that the Board will take her points under advisement.
 29. Mr. Tower stated that he feels Charlemont should request the Town of Buckland to include in their special legislation to purchase land in Charlemont that Buckland will continue to pay real estate taxes to Charlemont and that Charlemont will have the right of first refusal if the Town of Buckland ever considers selling the property. Mr. Cunningham will contact Kevin Fox, Buckland Selectman, to inquire as to the status of the land purchase.
 30. The Board reviewed M.G.L. Chapter 114, s 34 regarding authority for abandoned cemeteries. Mr. Cunningham stated that he is unsure if the Selectmen have the right to say yea or nay, legally, to someone who wishes to be buried in an abandoned cemetery. Mr. Tower made a motion to allow plots, contingent upon input of the Cemetery Committee, for cremation only. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, the motion. Mr. Tower will notify Marie Rice of the Selectmen’s vote.
 31. Ms Bandy reported that the east and west welcome to Charlemont signs will need a permit from the building inspector and that the private landowner will need to pull the permit before they are installed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to put out a press release asking for sign designs to be submitted to the Selectmen’s office by April 30, 2014. Mr. Cunningham will create the press release.
 32. Ms Bandy stated that she is concerned that the Town computers do not have any sort of back up other than the backups conducted by each individual computer operator. Ms Bandy also wants to review calls coming to the Town and will contact Verizon to see if they will be able to provide a call log. The Board will discuss creating a sign-in log during their next meeting.
 33. The Board reviewed the responses received from Department heads regarding charge accounts that are held at Avery’s Store. Responses were not received from either the Park and Recreation Commission or the Police Departments. The Board agreed to keep the charge account for the Park and Recreation Commission open and Mr. Tower will contact the Police

- Department for feedback. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve of keeping and removing accounts as requested and to remove the Charlemont Selectmen’s Special Account. The Executive Secretary will send the responses to Avery’s Store once Mr. Tower receives an answer from the Police Department.
34. Information regarding the Dam and Seawall Fund will be forwarded to the EMD and MJ Adams of the Franklin Housing Authority.
 35. Responses to the Audit from the Treasurer were deferred until the March 3rd meeting.
 36. Mr. Cunningham will conduct further research regarding cafeteria plans and report to the Board during the March 3rd meeting.
 37. Ms Bandy stated that she has heard from several people about the Community Partnership for Forest Conservation and Economic Development meeting held recently in Charlemont. Most of the comments she received indicated that word about the meeting did not circulate widely in time for all interested people to attend. There also has been a request for more town-level involvement with the National Forest issue. Ms Bandy will contact Peggy Sloan at the FRCOG to discuss these concerns and next steps.
 38. The Transfer Station winter maintenance will be placed under various on the February 24th agenda.
 39. The Selectmen’s budget was tabled until the March 3rd meeting.
 40. The Fire Department’s update was noted.
 41. A letter from a resident regarding the Hawlemont Agricultural-Based Curriculum as read. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to draft a thank you letter to the resident.
 42. Suggested topics for the All Board Meeting from the Planning Board will be kept for the All Board Meeting that has been scheduled for April.
 43. The handicapped parking abuse information from MassDOT will be forwarded to the Police Department.
 44. The Agricultural Commission members will be invited to the second Selectmen’s meeting scheduled in March.
 45. The CIC grant award notification from Hawlemont was noted. The CIC grant award notification from the FCSWMD was noted.
 46. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the Statewide Mutual Aid Agreement and the Regional Shelter Plan & Mutual Aid Agreement that was submitted by Phoebe Walker earlier in the meeting.
 47. Business being concluded, the meeting was adjourned at 10:30 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
1-27-14 Selectmen's minutes
Website bill
Kopelman & Paige bill
Old Burn dump water testing letter
CHPS services and costs overview
Statewide Mutual Aid Agreement and Regional Shelter Plan & Mutual Aid Agreement
Highway Safety Policy
2007 fire & Rescue Policies and Procedures
Fire Department FRCOG Purchasing Program forms
FRCOG Essentials Workshop notice
Hawlemont budget hearing notice
2nd Amendment Preservation Ordinance
Dept. of Public Safety payment response
Draft letter to property owners within 1250' of Hawlemont School and the Academy
Request from Girl Scout Troop 11340
2 letters from Marguerite Willis
M.G.L. Chapter 14, s 34
Departmental responses regarding charge accounts held at Avery's Store
Dam and Seawall Fund information
Audit responses from the Treasurer
Cafeteria plan information
Community Partnership for Forest Conservation and Economic Development information
Selectmen's budget
Fire Department update
Letter regarding the Hawlemont Agricultural-Based Curriculum
All Board Meeting topics from the Planning Board
Handicapped parking abuse information from MassDOT
Hawlemont's CIC Grant award notification
FCSWMD CIC Grant award notification