

MINUTES OF THE BOARD OF SELECTMEN'S MEETING

Town of Charlemont

March 3, 2014

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The meeting was convened 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 2-24-14 Selectmen's minutes.
3. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve for payment a Kopelman & Paige bill.
4. An FCSA quarterly meeting notice was received. Ms Bandy will make arrangements for each Board member who will be attending.
5. The Board received the FY15 FRCOG fuel bids survey. It was noted that propane bids will be offered for FY15. The Executive Secretary was requested to collect estimated fuel usages from various departments for FY15. The combined amounts will be needed to participate in the bidding through the FRCOG.
6. Gisela Walker, Planning Board Chair, attended the meeting to receive permission from the Board to place several Zoning and one General bylaw on the Annual Town Meeting Warrant. The General Bylaw is an Earth Removal Bylaw. The Zoning Bylaws are: Village Center District, Medical Marijuana Overlay District and a zoning amendment to exempt earth removal operations from the Zoning bylaws.
7. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to place the Zoning and General Bylaws onto the Annual Town Meeting Warrant.
8. Ms Walker requested use of Town Counsel to review the bylaws before Town Meeting. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve use of Counsel as requested.
9. Ms Walker stated that due to the many bylaws that will be addressed during Town Meeting she suggested the Board hold the Annual Town Meeting in 2 sessions.
10. After discussion, the Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to move the Annual Town Meeting from Tuesday, May 27, 2014 to an all-day meeting on Saturday, May 31, 2014 to convene at 10:00 A.M. pending availability of the Finance Committee, Hawlemont School and the Town Moderator. Ms Bandy will contact the Finance Committee and the School regarding the new meeting date.
11. Ms Bandy stated that there will be a joint meeting with the Economic Roundtable, Board of Selectmen, Planning Board and Board of Health on Tuesday, March 11, 2014 at the Hawlemont Elementary School from 7:00 P.M. to 9:00 P.M. Agenda items for this meeting are discussion of: public water supply, broadband, sewer district and Town Administrator. Various other items may be brought up during the meeting. The Executive Secretary was requested to post this joint meeting and agenda items to the bulletin board at the Town Hall.
12. Webmaster Cheryl Handshaker attended the meeting to discuss granting authority to post items to the new website. Ms Handsaker state that she has received requests to be granted the authority to post to pages and events to the new website. Ms Handsaker suggested the Board

- create a policy regarding the criteria necessary to be granted access to post. Positions of Editors and Contributors may be created with Ms Handsaker being the sole poster to the website.
13. Ms Handsaker stated that she would prefer the Selectmen draft guidelines regarding the appropriateness of a posting to the site.
 14. Ms Handsaker agreed to create a draft policy. Website posting policy and address will be placed onto the Selectmen's agenda for their March 31st meeting.
 15. Mr. Cunningham asked Ms Handsaker to clarify the official website address for the Town. Ms Handsaker stated that the ma.us address is registered with the State of Mass as the Town's official web address. The .org address was set up as an address to test the new website before going live. Ms Handsaker recommended keeping the website address that is registered with the State.
 16. Bruce Lessels and Mike McCusker came before the Board to discuss the Pentathlon that is to occur on April 5, 2014. Ms McCusker stated that 3 times as many as last year's participants have registered and many spectators are anticipated. The event will start at Berkshire East and after running, biking, canoeing/kayaking end up at Berkshire East. The event will include running, biking, canoeing/kayaking and a bone frog. Although Zoar Outdoor will be providing emergency services during the race, traffic control was requested from the Police, Ambulance and Fire Departments. It was also requested to have the Highway Department maintain 8A South, Tower Rd and Zoar Rd. before the race. The organizers are planning to place signage giving pre-notification of the race.
 17. Mr. Tower stated that the Finance Committee suggests the Town cannot keep absorbing the costs of private events that need/use Town resources. Creation of a Town wide policy for use of Town services for private events will be considered.
 18. Ambulance Director Dana Johnson attended the meeting to discuss issues regarding the lack of EMT's that respond to calls. Mr. Johnson explained that the current Ambulance staff is not responding. It was noted that other communities are having the same issues. Mr. Johnson stated that the Town needs to address the issue of continuing with the ambulance service.
 19. Mr. Johnson reported that he has not received a response from Mohawk Superintendent Buoniconti or the Mohawk School Committee regarding creating a class to offer an EMT program for students and possibly for adults. This type of class might benefit all communities within the nine Town School District.
 20. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to draft a letter to the Towns of Heath, Hawley and Rowe informing them of the Ambulance coverage issues. The letter is to ask for possible suggestions and input to resolve this issue. The Charlemont Board of Selectmen is willing to meet with the other Towns to discuss this issue. A response by March 31st will be requested.
 21. The Board received a notice from the FRCOG regarding the continuation of their technical assistance project.
 22. The Board deferred a Capital expense request from the Ambulance Director to the March 15th meeting.
 23. The Board reviewed answers to the FY12 Audit that were submitted by the Treasurer. It was unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve the responses which will be forwarded to the Auditor.
 24. Discussion of creating a cafeteria plan for employees was deferred to the March 17th meeting.

25. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to submit to Avery’s General Store the charge account information that has been collected.
26. The Board next discussed the Municipal Space Committee final report. Ms Bandy stated that she feels the report should be shared and that the Selectboard should invite the Sewer District, Library Trustees and the Historical Commission to a joint meeting to discuss the Space Committee’s findings. Ms Bandy will coordinate a joint Municipal Space Hearing on April 14, 2014 at the Hawlemont Elementary School.
27. The Board received a workplace safety and health consultation service provided by the Dept. of Labor Standards. This offer was so noted.
28. The subject of “sign in log” will be placed under old business on the agenda.
29. Mr. Cunningham volunteered to conduct more research regarding an offer from the DOR for a remote IT-Data Protection Program.
30. Mr. Cunningham reported that the destroyed Welcome to Charlemont signs were 4’X4’ on 2 2x4 legs. Additional information regarding the signs will be discussed during the March 31st meeting.
31. The Board received information regarding a resident’s intent to install a dry hydrant system. Mr. Cunningham reported that DEP has questions regarding this system which will be discussed during the next Conservation Commission meeting.
32. The Board next working on their FY 15 budget requests. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, the following:
 - 1.5% COLA increase for all employees with the exception of Board/Committee/Commission members
 - Moderator – 35.00
 - Grant Writer – 2,500.00
 - Bonding Town Officials – 750.00
 - Town Counsel-15,000.00
 - Town Electricity-12,000.00
 - Town Reports-750.00
 - Care of Cemeteries and Village Cemetery line items were combined into one line item named Care of Cemeteries-\$2,000.00
 - Town Hall Sewer Expense-690.00
 - Emerg. Communicaitons-5,405.00
 - BOS/Clerk Postage-1,200.00
 - BOS/Clerk Supplies-1,600.00
 - BOS/Clerk Equip. Maint.-2,000.00
 - Electronics Contingency-2,000.00
 - Selectmen’s Recognition-500.00
 - Selectmen’s Advertising-400.00
 - Selectmen’s License/Dues-800.00
 - Transfer Station Telephone-600.00
 - Transfer Station Capital-1,200.00
 - 3-Town Landfill Expense-3,600.00
33. The Executive Secretary was requested to confirm any FY15 insurance increases during the

3/17 meeting.

34. The Board reviewed a draft Annual Town Report submitted by Ms Bandy. It was suggested welcoming statements for the Librarian, Fire Chief and Accountant are included. Ms Bandy will continue to write the report.
35. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, not to respond to a request for authorization to receive electricity load data that was received from the Hampshire Council of Governments.
36. After review of a request for an audit report, the Board unanimously voted, , Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to inform the USDA that the FY12 audit is in draft form but that the Town will be forwarding the finalized audit once it has been received.
37. An e-mail regarding the length of time to renew an FID card was received. Mr. Tower will forward the message to the Police Office in Charge.
38. The Board will discuss the Mohawk Capital Warrant Articles with the Finance Committee during the joint meeting on March 8th.
39. The Board noted the FRCOG Emergency Communications assessments.
40. The Board noted receipt of a request to support business tax classification reform from the Town of Dartmouth.
41. Ms Bandy reported that she has received paperwork to fill out regarding the FRCOG HR Consultant. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to allow Ms Bandy to fill out the paperwork for the Board.
42. Business being concluded, the meeting was adjourned at 11:00 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
2-24-14 minutes
Kopelman & Paige bill
FCSA quarterly meeting notice
FY15 FRCOG fuel bids survey
Request from the Planning Board to receive permission for warrant articles
Request to post pages and events to the website

FRCOG technical assistance project continuation notice
Capital expense request from the Ambulance Director
FY12 Audit response
A.L. Avery's charge account information
Municipal Space Committee final report
Workplace safety and health consultation service
Remote IT-Data Protection Program offer from the DOR
Dry hydrant system plan
Selectmen's FY15 budget work sheet
Draft Selectmen's Annual Town Report
Request from the Hampshire Council of Governments for authorization to receive electricity
load data
USDA audit report request
E-mail regarding FID card renewals
Mohawk Capital Warrant articles
FRCOG Emergency Communications assessments
Request to support business tax classification reform