

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

August 18, 2014
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The meeting was convened at 7:00 P.M. by Chairman Vaughn Tower. Beth Bandy also attended the meeting.

1. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the warrants, the 7-14-14 minutes and the POI utilities invoice.
2. The Board received an invitation from the Academy at Charlemont to attend a potluck supper to welcome the he Head of School Brian Bloomfield. Mr. Tower and Ms Bandy took copies of the invitation. The invitation will be e-mailed to Mr. Cunningham who did not attend the meeting.
3. The Board received an e-mail from Christopher Gray, Hilltown Networks, asking if the Board is interested in discussing further his wireless internet proposal. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, to table this request.
4. The Board received a response from MassDOT to a request to reinstate the 1995 agreement for yield to pedestrian signs. MassDOT explained that yearly permits are required and forwarded the application forms for the required permit. The Board requested the Executive Secretary process the application forms with the cooperation of the Police Department. The Board also authorized the Executive Secretary to sign the application.
5. The Board received a letter from a resident in regards to Wired West. The letter will be shared with Wired West Representative Bob Handsaker the next time he has an appointment with the Board.
6. Mr. Tower and Ms Bandy next discussed a job description for the Town Administrator position. It was agreed that the position will be a “weak” Administrator. The Board will mark up the electronic draft with edits. The edited description will be discussed during the 9-8-14 meeting. An appointment (1/2 hour) will be created for this discussion.
7. Highway Superintendent Gordon Hathaway attended the meeting to provide an update regarding a culvert located on Maureen Flaherty’s property. Ms Flaherty also attended the meeting. Superintendent Hathaway reported that he met with a MassDOT Supervisor to discuss connecting a pile to the State drain. As there is already a small pipe attached to the drain and attaching a larger pipe will not increase the amount of water flowing in, the MassDOT Supervisor felt connecting a larger pipe would not be a problem. Superintendent Hathaway gave an estimated cost of \$12,000 to \$15,000 for the project that includes and engineer. The Superintendent will contact several engineering firms for a quote for their services for this project. Ms Bandy will contact the accountant to question if FEMA receipts can be used.
8. Highway Superintendent Hathaway reported that he has received several letters of interest for the vacant highway position. This will be discussed during the 9-8-14 meeting.
9. Highway Superintendent Hathaway submitted pictures of South Street where water is bubbling under the street. Superintendent Hathaway feels the water is coming from someone’s private water line and has directed a resident who lives on that street to discuss this issue with the Selectmen.
10. Amy Wales and Ronald Smith, Finance Committee members, attended the meeting to review and discuss the monthly expense reports that are distributed by the Accountant. Scheduling a Special Town Meeting mid-October was discussed. A notification will be sent to all departments and Boards regarding the Special Town Meeting, asking for all articles to be

- submitted to the Selectmen's office by September 8, 2014. The Accountant will be contacted to ask if he is aware of any FY 2014 bills still pending.
11. A joint meeting with the Finance Committee will be scheduled for September 22, 2014 at 6:10 P.M. to discuss the schedule and warrant for a Special Town Meeting.
 12. A memo will be sent to all departments asking them to submit a day and time that would be more accommodating for the accounting program training.
 13. Ms Bandy and Ms Wales discussed School budgeting process and the need for the Town to be involved with this process earlier than later. Ms Bandy would like Charlemont to invite other Towns to participate with the Schools budget process. This subject will be paced onto the September 8th agenda.
 14. Tree Warden Stephen Reynolds attended the meeting to discuss cutting of trees that are located on private property. Mr. Tower explained that the trees cut behind the Town Hall are on private property and that the Selectmen should know what/where trees are being cut and the future plans of the Tree Warden.
 15. Tree Warden Reynolds stated that he knows the property/trees in question are owned by Roy Schaefer. The trees died because the Town pushed winter salt over the bank, into the trees. The Tree Warden stated that since it is the Town's fault the trees died, he feels the Town should be paying to remove the destroyed trees. The Tree Warden stated that Roy Schaefer's opinion is that the Town should pay him for allowing the Town to use his parking lot and that he has a verbal agreement with the Town regarding use of the lot. If push comes to shove, Roy Schaefer will put up a fence so the Town is not allowed to use his parking lot.
 16. The Board stated that they need to know what Town Departments are doing and suggested the Tree Warden submit monthly reports to the Board. Mr. Tower will create a generic template for the Tree Warden to fill out and submit on a monthly basis.
 17. Tree Warden Reynolds stated that he would like a key to the highway garage so he can use Town equipment, at least in an emergency situation. The Board will discuss this request with the Highway Superintendent during their meeting on September 8th.
 18. Electricity Aggregation was deferred until the September 8th meeting.
 19. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the one day only beer and wine permit for the MTRHS Reunion that will be held on the Fairgrounds.
 20. Mr. Tower reported that Ambulance Director Dana Johnson feels the Ambulance Department is carrying too much debt and the Board should notify the ambulance billing service with instructions to be more aggressive with collections. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, to instruct the Executive Secretary to contact the billing service and to instruct them to be more aggressive with their collections.
 21. The Board updated the Town Administrator hiring process spreadsheet.
 22. The Executive Secretary will contact Selectman David Cunningham, notifying him that measuring of the Town offices will be done on September 8th, unless he has already measured and collected the information.
 23. Mr. Tower stated that he has scheduled an appointment with the realtor for 179 Main Street to conduct a walk through on Thursday, August 21st at 4:00 P.M.
 24. The Board discussed the untimeliness and lack of documentation for the Reggie Fest. A post event meeting will be held on September 29th. John Bullock and the Parks and Recreation Commission will be invited to this meeting.
 25. The Board reviewed a letter submitted by Marguerite Willis regarding the Local Cultural Council. Cultural Council representation will be discussed during the September 8th meeting.

26. A letter to Brookfield Power regarding use of their donation was submitted to the Board for signature. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the letter.
27. The Board discussed the September 22nd All Board meeting. The meeting will be held at the Hawlemont Elementary School library or the church located right by the School. The meeting will be held at 7:00 P.M. Agenda items will include Security, Municipal Space, Administrator update and Management tools. A memo will go out to the Boards and Commissions asking for agenda items and to ask each Board/Commission bring a report on 3 projects.
28. Examples of Town Administrator job descriptions will be obtained from the Towns of Whately, Buckland and Colrain. The descriptions will be used by the Board to assist with creating a job description for Charlemont.
29. A reminder to submit their monthly reports will go out to the Fire Chief and EMD.
30. An e-mail message will be sent to the emergency departments explaining that the Selectmen would like to have a joint meeting on September 15th or September 17th at 7:00 P.M. at the Fire Station to discuss their space needs. The message will ask for a reply with their choice of meeting date.
31. At 9:20 P.M., the Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, to enter into Executive Session to review and discuss an ambulance hardship application, with the intent not to re-enter into regular session.
32. The meeting was adjourned at 9:25 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.

Items reviewed by the Board

7-14-14 minutes
POI utilities invoice
Invitation from the Academy at Charlemont
Hilltown Networks wireless proposal e-mail
MassDOT yield to pedestrian sign response and application
Wire West letter
Draft Town Administrator job description
Pictures of South Street
July monthly expense reports
Electricity Aggregation interrogatory answers
MTRHS Reunion one day only beer & wine permit
Tonw Administrator hiring process spreadsheet
Local Cultural Council letter from Marguerite Willis
Letter to Brookfield Power

