

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

August 24, 2015
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The meeting was convened at 7:00 P.M. by Chairman Beth Bandy. Selectman Sarah Reynolds and Administrator Peg Dean also attended the meeting.

1. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve and sign the payroll and vendor warrants, the FRTA MOA for Emergency Response Transportation, and thank you letters to Ruth Cannavo and Dan Girard.
2. The follow up regarding suggestions made during the last All Boards Meeting will be placed onto the next Selectmen's agenda.
3. A site visit at the Shunpike rest area with MassDOT will take place on September 4th at 5:30 P.M.
4. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to approve and sign the MEMA contract for the Mountain Road bridge time extension.
5. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to regretfully accept a resignation letter from Ruth Cannavo as a member of the Board of Health.
6. Upon receipt and review of a recommendation from the Conservation Commission, the Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to appoint Michael Walsh to the Conservation Commission to fill the position left vacant by the resignation of Ruth Cannavo.
7. The Board received a request from the Planning Board to seek Town Counsel's opinion regarding operating hour's verses alcohol license hours. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to request the Executive Secretary to contact Town Counsel regarding the Planning Board's request.
8. The Board received a request for permission to hold a helmet drive on Main Street on October 10, 2015 to benefit the POP Warner football. It was discussed that the Fireman's Association usually holds their Boot Drive on Main Street during Columbus Day. Also discussed was concern for the safety of minors on such a busy street. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to request the Executive Secretary to contact the Fire Chief to confirm the date of the Boot Drive and to reply to the request by stating the Town is not able to grant permission as Main Street (Route 2) as is under the jurisdiction of Mass DOT. It will also be relayed that the Selectmen have concern with holding 2 drives on the same street on the same day and suggests contacting the Police Chief regarding safety.
9. Ms S Reynolds reported that the Highway Superintendent received a call on Monday, August 24, 2015 from MassDOT. MassDOT will be closing a bridge on West Oxbow Road on Wednesday, August 26th due to safety concerns. The Highway Superintendent was also informed that the Tower Road Bridge may be closed in the near future. Both the Highway Superintendent and Ms S Reynolds, Highway liaison, will research obtaining a temporary bridge.
10. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to request the Administrator to conduct a telephone broadcast notification to the residents affected by this closure and to also notify the Town Safety (Fire, Ambulance and Police) Departments, and to contact the school bus company. The Administrator will also contact Senator Downing and Representative Mark requesting additional bridge funding. The Board also unanimously

- voted, Ms Bandy – yes, Ms S Reynolds – yes, to allow the Board to sign any paperwork needed outside of a meeting.
11. The next Selectmen’s meeting agenda will contain, “Review and sign bridge closure funding letters”.
 12. The Administrator requested permission to shred, using the FRCOG shredder, old Town checks. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to grant permission to the Administrator as requested.
 13. The Administrator stated that the Accountant has sent a sample monthly report to the Accountant’s liaison David Cunningham and the Finance Committee Chair Amy Wales for review.
 14. Ms Bandy stated that she is concerned that the Ambulance Director has left for a while without an update regarding scheduling the introduction to EMT Service Session. The Board will ask the Ambulance liaison Mr. Cunningham to contact the Director for an update and if a response is not received, the Director will be invited to the next Selectmen’s meeting.
 15. A meeting with the Finance Committee is scheduled for August 29th. Discussion regarding the process for room tax ensued. The Administrator was requested to contact the Department of Revenue to request a spreadsheet of several years of room tax that the Town has received. The Dept. of Revenue will also be consulted as to the process needed to seek special legislation for a recreation tax.
 16. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to allow Ms Bandy to contact Town Counsel regarding the steps to take in order for the Town to charge a Meals tax and Recreation tax.
 17. The Selectmen will contact Department heads to obtain their Department’s future municipal space needs.
 18. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to request the Administrator to explore Hazardous Mitigation Funds for a future feasibility study.
 19. The Board unanimously voted to allow the Administrator to reach out to the Sewer District for answers regarding the condition, age, etc. of the sewer pipes. The Traffic Calming Committee will be notified of any information obtained.
 20. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to appoint Mr. Cunningham as the liaison to the Sewer District. If Mr. Cunningham is unable, the Administrator will be the authorized liaison.
 21. The Board next discussed the need for ZBA members. The Selectmen will reach out to potential volunteers.
 22. The Board received a request to forward to all used vehicle businesses in Town the “Used Vehicle Warranty Law” from the Office of Consumer Affairs & Business Regulation. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to send the Law as requested.
 23. The Administrator was requested to work with Josh Bellows, the Police Chief and Treasurer regarding replacement of the Police computer and the purchase and installment of Windows 365 for both departments.
 24. The Board agreed that it is worth perusing grants for Excel training for Town employees.
 25. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to place a Google calendar onto the Town website if the webmaster feels it is prudent.
 26. The Administrator requested the Selectmen send a message to the Town Boards/Committees/Commissions that explains the reasoning for providing updates for their

Board/Committee/Commission. It was unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, that Ms Bandy would send out the message via e-mail.

27. Ms S Reynolds reported that minutes are not being posted to the Town website. Administrator Dean explained that she is capable of posting minutes and updates to the website. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to direct all website updates to the Town Administrator for posting. The Executive Secretary will send out an e-mail to all departments informing them of the new procedure. The Administrator will inform the webmaster of the new procedure.
28. The Board received notice from the Franklin District Court of an appeal for the Mandigo dog decision. The Executive Secretary will send all information regarding the hearing to Town Counsel. Ms Bandy will inform Counsel of the appeal and that all documents regarding the hearing and decision will be forth coming from the Executive Secretary. The ACO and complainants will be notified as well.
29. At 9:00 P.M., the Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, to enter into executive session under the exemption #7 To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; not to return to the open meeting but to adjourn the meeting during executive session.

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.

Documents reviewed by the Board

Warrants
FRTA MOA for Emergency Response Transportation
Thank you letters to Ruth Cannavo and Dan Girarad
MEMA Mountain Road bridge time extension contract
Board of Health resignation letter from Ruth Cannavo
Recommendation to appoint letter from the Conservation Commission
Request for Counsel's opinion from the Planning Board
Request for permission to hold a helmet drive
Used Vehicle Warranty Law and request to distribute
District Court notice of an appeal