

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

September 14, 2015
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The meeting was convened at 7:02 P.M. by Chairman Beth Bandy. David Cunningham, Sarah S. Reynolds and Administrator Peg Dean also attended the meeting.

1. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to approve for payment a bill from Kopelman & Paige and a bill for accounting services.
2. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to approve and sign payroll and vendor warrants, a thank you letter to Ruth Cannavo and Jerry DuPree, the FCSWMD MOU for the Transfer Station third party inspection, the FCSWMD MOU for the household hazardous waste collection day, the MIIA auto insurance statement of values and special property insurance documents, the minutes of the 8-10-15 and 8-24-15 Selectmen's meetings, the 8-10-15 dog hearing minutes, a 1 day liquor license for Mohawk Park with the license fee waived (charitable event).
3. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to acknowledge a letter commending Police Officer Cutter and a resignation letter from the COA sit manager.
4. Administrator Dean reported that the COA is asking if the Selectmen are willing to charge the site manager advertisement costs out of the Selectmen's Advertising budget but if the Board decides not to, the COA does have the funds for this expense. The Board discussed this request and unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to have the COA use their funds for the advertising, but if this expense causes a hardship later in the year please notify the Selectmen.
5. Administrator Dean reported that the Traffic Calming Committee will be sending new recommendations for the MassDOT 2017 Village paving and traffic calming project. The Board discussed other projects that might coincide with the MassDOT project. The Board decided that at this time the funding for additional projects are not in place.
6. Michael Walsh, EMD attended the meeting to inform the Board that an EDS drill will occur on October 31st along with the Flu Clinic at the Hawlemont Elementary School. The State is not funding the flu vaccines this year but 2 nurses will be obtaining 250 doses. Mr. Walsh stated that he has sent out a memo informing the emergency service departments of the drill but has not received any responses. Police are needed for this drill. The Board will reach out to the Police Department regarding their attendance. Administrator Dean will draft a memo to the safety departments recommending they attend.
7. Mr. Walsh stated that there is a grant that will allow the Town to purchase a drone that can be used during emergencies when emergency vehicles are unable to access an area. Mr. Walsh also reported that he will be attending the HMPG training on September 15th and that the EDS has been successfully updated.
8. Mr. Walsh was informed that an EMD office is being built at the Fairgrounds, lower floor of the Exhibit Hall.
9. Ms Bandy reported that during a meeting with Mass DOT District 1 Acting Director Mark Moore, it was offered to allow the Town to place/build composting potties in the State owned Shunpike rest area. Ms S Reynolds will contact Brookfield Power to see if they might be able to assist with the funding for the potties that are estimated to cost \$60,000 each. This project

will need to be put out to bid and permitted through the proper authorities. A discussion regarding the timeline ensued.

10. Also during the meeting with Director Moore, it was stated that if the Town would pick up trash bags at the MassDOT garage, volunteers would be able to clean the rest area with the bags which MassDOT would pick up and dispose of on Mondays.
11. Representative Paul Mark will be assisting the Town with long term funding for further maintenance of the area.
12. Administrator Dean stated that the Accountant is asking permission to take warrants offsite to process. The Board felt that this would be ok if a system was in place that documents what is taken and when it is returned. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, that the Accountant and Treasurer is to set up the documentation system and submit it to the Selectmen for approval.
13. The Board will consider boilerplate contract language for costs over \$10,000 that will be used by Town departments during their September 28th meeting.
14. The Board discussed a draft letter that will be sent to all recreational businesses in Town inviting them to a meeting to discuss and receive input regarding current and projected recreational use of Town services and funding for each. Ms S Reynolds stated that she feels the letter should be signed by the entire Board of Selectmen and entire Finance Committee instead of signed only by one member. The letters are to be personalized. The Board discussed the criteria needed to be considered a recreational business.
15. The Board realized that scheduling of an All Board Meeting is needed. The Board unanimously voted to hold the next All Board Meeting on October 5th, if space is available at the Hawlemont Elementary School, and to invite Attorney Brian Riley to the meeting to conduct an Open Meeting Seminar. The Executive Secretary will notify the Boards/Committees/Commissions of the date for this meeting and ask them to submit items to be placed onto the agenda. The Executive Secretary will also invite Attorney Riley to the meeting.
16. Mr. Cunningham reported that the EMT's have sent their proposal regarding scheduling for the Board to consider. An open house will be scheduled in the month of October. Special legislation regarding allowing 1 EMT and 1 First Responder to respond to ambulance calls has been pushed back. EMT update will be placed onto the September 28th agenda for further discussion.
17. The Board discussed creating an inventory of all bridges owned by the Town using data from the MassDOT bridge reports. Ms Bandy will create the spreadsheet and Ms S Reynolds will contact the Highway Superintendent regarding this project.
18. Ms Bandy reported that the latest draft of the Volunteer Handbook has been e-mailed to each Board member. Discussion of this document will be placed onto the September 28th agenda.
19. Ms S Reynolds reported that she, Ms Bandy and Executive Secretary Kathy Reynolds conducted a walkthrough of the Baptist Church, which is for sale, located on Main Street, for consideration as Town municipal space. Ms S Reynolds stated that the condition of the building is such that it will cost more to bring the building up to code than the asking purchase price.
20. The Board discussed the use of the Facility Study funds. The funds will be used for a professional public safety complex study. Administrator Dean will reach out to other Administrators for ideas regarding professional services that have been used by other Towns and report her findings during the September 28th meeting.
21. The Board reviewed telephone quotes for mowing and trimming of 4 cemeteries, once a month, for the months of September and October of 2015 and April, May and June of 2016. The

- cemeteries are the Zoar, Hawks, Village and Old Cemeteries. Out of 7 vendors called, 3 responses were received. One vendor stated that they were not interested, Tamarack Property Management quoted \$1,600 and Nick Doneilo quoted \$2,750. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to accept the quote from Tamarack Property Management for \$1,600 pending receipt of a certificate of insurance.
22. The Board was notified that the leased copy machine must either be insured by the Town or an additional \$11.41 per month will be added to the lease invoice. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to add the copy machine under the Town insurance.
 23. Administrator Dean requested the Board to consider scheduling an annual boiler servicing from Whiting Oil for \$146-166 and to allow Whiting to replace 5 radiator valves during the boiler service, each valve might cost \$200 each. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to schedule a boiler service this fall with replacement of the 5 radiator valves to be discussed in a future meeting.
 24. Discussion of the East Oxbow bridge graffiti was deferred until the September 28th meeting.
 25. Discussion of the sex offender bylaw court ruling and the implications for Charlemont was deferred the September 28th meeting.
 26. Ms S Reynolds suggested additional wording for the policy on handling complaints. Possible additional wording would be “A call or e-mailed complaint will go into the weekly Citizen’s Concerns report that is sent to the Board of Selectmen by the Town Administrator and not necessarily be read in an open meeting”. Ms S Reynolds will draft the new language which will be discussed during the meeting scheduled for September 28th.
 27. The Board discussed the policy regarding fees charged for mid -year alcohol licenses that are issued or amended. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, not to pro rate the fees charged for alcohol licenses that are issued or amended mid- year.
 28. The Board will revisit scheduling a Town –wide visioning exercise during a meeting in December, 2015.
 29. The Board discussed their future meeting dates. It was unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to schedule Selectmen’s meetings on October 19th, November 2nd, 16th, and 30th.
 30. The Board discussed an invoice from A.L. Avery’s & Son for items not authorized by the Board. Administrator Dean will take care of this invoice.
 31. The Board received a copy of a check from Brookfield Power to be used for river patrols. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to draft a letter to Brookfield Power thanking them for this donation/gift.
 32. A letter to Linda Reynolds thanking her for her service on the COA as Site Manger will be drafted.
 33. The Board reviewed an invoice for accounting services and unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to authorize the Executive Secretary to pay these invoices as the come in unless they are considered unusual, then they will go before the Board for review and approval.
 34. At 9:35 P.M., the Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S. Reynolds – yes, to enter into executive session, Open Meeting Law Exemption (7) To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; and Exemption (1) To discuss the reputation, character, physical condition or

mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, and not return into open meeting.

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 viewed by the Board

Kopelman & Paige bill
Payroll & Vendor warrants
Thank you letters to Ruth Cannavo and Jerry DuPree
FCSWMD MOU for inspections and Household Hazardous Waste Collection Day
MIIA Auto Insurance, Statement of Values and Special Property Insurance
Letter commending Office Cutter
COA Site Manger resignation letter
EDS Drill notification
Draft contract language from the Accountant and FRCOG
Draft Recreational business letter
EMT scheduling proposal
Draft Volunteer Handbook
Cemetery mowing and trimming telephone quotes
Copy machine lease contract
Sex Offender Bylaw court ruling
Request to pro-rate mid-year alcohol license fee
A.L. Avery's & Son invoice
Brookfield Power River Patrol donation/gift (copy)
Invoice for accounting services