

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

October 19, 2015  
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The meeting was convened at 7:00 P.M. by Chairman Beth Bandy. Selectmen David Cunningham and Sarah Reynolds also attended the meeting as well as Administrator Ped Dean. No one was absent.

1. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to approve for payment an invoice from Kopelman and Paige and to allow Russell Kelly to work 2 hours cleaning out the Emergency Dispensing Site storage closet at the Hawlemont Elementary School.
2. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to approve and sign the payroll and vendor warrants, a memo for Emergency Services to attend the October 31<sup>st</sup> briefing from 8:00 to 9:00 A.M., a one day beer and wine license for an outside sale and service event on October 31<sup>st</sup> at Berkshire East (Ms S Reynolds recused herself from this vote), the 9-28-15 and 9-2-15 Selectmen’s meeting minutes, a letter from the Selectmen to Representative Kocot supporting Wired West’s proposal to use one year notes to finance the last mile of the fiber network, a letter to Charlemont residents supporting the fiber optic network, the FY 2016 Massachusetts Cultural Council contract, the 3 Town Landfill work authorization, the HUD grant partnership agreement, a thank you card to MassDOT Mark Devylder, a letter to a resident thanking them for a donation of archival boxes.
3. The letter to MassDOT endorsing the Traffic Calming Committee’s recommendations will be edited by the Administrator. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to sign the letter individually once the corrections have been made.
4. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to appoint Cheryl Handsaker to the Agriculture/Forestry Commission.
5. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to hold a Special Town Election on Tuesday, December 22, 2015 from noon to 7:00 P.M. to fill a vacancy on the Board of Selectmen. Notices of the Special Election will be placed at the Post Office, Avery’s, 4 Family Convenience Store and on the Town website.
6. The Town Clerk was asked if hold a Special Town Election will create a shortage in the Elections Expense account. An estimated shortage for the year of \$500 to \$600 is anticipated.
7. Holding a Special Town Meeting immediately after the Special Election at 7:30 P.M. was discussed. The Executive Secretary was requested to send out a memo to all departments/boards requesting that any items they may have for placement on a Special Town Meeting warrant be submitted to the Selectmen’s Office no later than Friday, November 6<sup>th</sup>.
8. Ms Bandy reported that she, Ms S Reynolds, and Finance Committee member Toby Gould are speaking with departments regarding their capital planning needs. Bids received in a previous year (2008) for repointing of the Town Hall exterior bricks will be pulled and copies given to the Administrator. The Board also reviewed the bridge inventory spreadsheet.
9. Ms S Reynolds stated that the response from Verizon regarding the Town petitions to provide adequate cell phone service in Town is “to bad, to sad”. Ms S Reynolds stated that AT&T is currently working on installing cell service on the tower at Berkshire East. Ms S Reynolds will approach AT&T regarding cell service needs in Charlemont when they return to Berkshire East.
10. Ms S Reynolds will approach Brookfield Power regarding the possibility of providing funding

for a composting toilet that will be placed at the State owned Shun Pike rest area. Ms Bandy confirmed that the composting toilets will require maintenance.

11. Ms Bandy stated that she feels the Selectmen might have push back from businesses regarding the idea of creating a recreation tax. Logistics of creating such a tax was discussed. Ms S Reynolds stated that she has found 2 Grants for Ambulance Departments. This information will be forwarded to the Town Administrator for further research.
12. The Board received options to replace computer/telephone modems for the Town Hall and Municipal Complex on Factory Road. One option is to replace 4 modems with the exact same modem at the cost of \$ 70.00 each. Another option is to replace 3 modems, at 10x their speed at a cost of \$140.00 each. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to order 3 modems at the cost of \$140.00 each.
13. The Board of Selectmen unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to write thank you letters to Representative Paul Mark, Senator Downing, Senator Rosenberg and to MassDOT Acting Director Mark Moore for their efforts in securing a temporary bridge for West Oxbow Rd. The Executive Secretary will create a draft for review and signature.
14. Selectmen's priorities for the remainder of the year was deferred until the next scheduled meeting.
15. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to approve a new mileage reimbursement policy.
16. The Board agreed that the Selectmen's FY 17 budget will need to include a mileage reimbursement account.
17. The Board discussed a request to allow the Town Accountant to take invoices and checks off site to process. The Administrator stated that processing invoices off site will free up the Accountant's time so he is more available for questions. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to allow invoices and vendor checks to be taken off site to process.
18. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, not to use a boiler plate for contract language, but to create each contract on a case by case basis.
19. Mr. Cunningham reported that October 26, 2015 is scheduled as the public EMT meeting, although this date may be pushed back. Mr. Cunningham feels the Town needs to look at other Towns Ambulance departments that are successful, Colrain and Hill Side for instance. On November 20<sup>th</sup> there is a meeting with Representative Hogan in Hudson, MA regarding the ambulance special legislation. The meeting is scheduled for 4:00 P.M.
20. Ms Bandy will contact other Ambulance Departments to explore options and to see how they are set up.
21. Administrator Dean stated that she is working with the Fire, Ambulance and Police Department heads on their needs and suggestions for the Special Events Application. Ms Dean requested a meeting with the Selectmen in November to discuss her findings. This request was granted.
22. Ms Bandy will continue to update the draft Volunteer Handbook.
23. The Board agreed that publicity is needed regarding collecting nominations for Volunteer of the Year. The Administrator was request to place this information on the Town Website, along with the Special Town Election information.
24. A robo call regarding the upcoming Special Town Election will go out as soon as possible. The Executive Secretary/Town Clerk was asked to put together the language for the call.

25. Discussion of a gift policy was deferred until the next Selectmen's meeting.
26. The Finance Committee is reviewing the tax title accounts and suggests the Town start collecting on the amounts owed. The Board agreed to schedule monthly meetings with the Tax Collector to receive collection updates.
27. Mr. Cunningham stated that the Tax Collector should have been invited to the meeting that took place in the Town of Colrain to discuss tax titles that was attended by Town Administrator Dean, the Town of Colrain and the Town Accountant.
28. The Board discussed possibly placing an article on the Annual Town Meeting Warrant asking for permission to sell the Town owned properties located at 279 and 8 Avery Brook Road. The Administrator was requested to contact the abutter of 279 Avery Brook Road to inform him of the Town's progress regarding selling the property.
29. The Board decided to wait until a meeting in January to discuss raising the Hotel tax from 4% to 6% and to opt in to a Meals Tax at the rate of .75%.
30. The Administrator was requested to clarify if the MEMA Mitigation Grant requires the 25% Town share to be in place before a contract is signed, and to report her finds at the next Selectmen's meeting. The 2 Mitigation Grants are: #1 to conduct a feasibility study to relocate the municipal complex out of the floodplain, #2 to purchase mobile generators for the Town Hall and sheltering site.
31. A draft Special Alcohol (One Day) license application was submitted by the Executive Secretary/Town Clerk. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, Ms S Reynolds, - yes, to approve and use the application and to place the document on the Town Website.
32. Ms S Reynolds stated that an e-mail has been received that questions why the Highway Department did not mow a certain road and that hydraulic fluid was noticed on a road. When the tractor used for mowing broke, it left some hydraulic fluid in the road. A Highway truck broke down at the same time. Unfortunately due to these break downs, road side mowing will not continue this year. Ms Bandy will respond to the e-mail.
33. Administrator Dean requested the Board to consider adjusting her hours during the winter months. The Board requested Ms Dean submit a written proposal regarding this request that will be considered and discussed during the next Board of Selectmen's meeting.
34. Business being concluded, the meeting was adjourned at 9:45 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.

Documents reviewed by the Board

Kopelman & Paige invoice  
Payroll and Vendor warrants  
Emergency Services Memo  
One day beer and wine license request and license for Berkshire East  
9-28-15 and 9-2-15 Selectmen's minutes  
Traffic Calming recommendations letter to MassDOT  
Mass Cultural Council contract  
3 Town Landfill work authorization  
HUD grant partnership document  
Thank you card to MassDOT Mark Devylder  
Letter to residents supporting the fiber optic network  
Town Hall and Municipal Complex computer/telephone modem options  
Mileage reimbursement policy  
Request to take invoices and vendor checks off site  
Special Alcohol (One Day) license application  
Samples of boiler plate contract language  
Current Town gift policy  
List of Town owned properties