

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

December 28, 2015

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The meeting was called to order at 7:02 P.M. by Chairman Beth Bandy. Selectmen Sarah Reynolds and Toby Gould, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to approve an application for the Berkshire East Gift funds, renewal of the Blackboard Connect subscription, a draft letter from the Fire Chief to schools, a vacation request from the Executive Secretary/Town Clerk and to pay 2 bills from Town Counsel. Ms S Reynolds announced that she recuses herself on acting upon the request for funds from the Berkshire East Gift account.
2. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to approve and sign the payroll and vendor warrants and the liquor license renewals and licenses for Berkshire East and 133 Warfield LLC. Ms S Reynolds announced that she recuses herself on acting upon the Berkshire East and 133 Warfield LLC licenses.
3. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to acknowledge the 2016 IRS tax rate mileage change, and a letter from the Mohawk Trail School System update regarding the Hawlemont wood pellet system.
4. Selectmen's liaison roles were discussed. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to assign Mr. Gould as liaison to: Accountant, Ambulance Dept., Broadband, Finance Committee, Fire Department, Franklin County Council on Governments Council, Police Department, Webmaster. Ms Bandy was assigned liaison to: Board of Health, Cemetery Committee, Emergency Management, Library, Park & Recreation, Planning Board, Schools, Tree Warden, Zoning Board of Appeals and the Sewer District. Ms Bandy will also be the alternate Franklin County Solid Waste Management District Alternate Representative and the liaison to the Executive Secretary/Town Clerk.
5. The Board met with members of the Broad Band Committee to discuss the MBI design and construction of the internet RFP. It was noted that the entire RFP has not been released. Oversight of Wired West was questioned and it was agreed that the deadline to respond to the RFP should be extended to give enough time for review of the document. Concern was expressed regarding MBI asking the Towns to move forward when all the information needed to move forward is not available. The Board will create a response letter to MBI (copied to legislators and Wired West) that expresses the Towns concerns regarding the RFP, lack of information to move forward and requesting an extension to the RFP time frame. The letter, once created, will be approved and signed during the December 31st meeting. If the Town does not receive a response the Broadband Committee will coordinate a letter regarding the RFP.
6. It was reported that the 1st and 3rd (going north) short bridges on Maxwell Road have been closed by MassDOT. Administrator Dean stated that she has already called the people that are effected by the closures. The Administrator will put out a Town Wide telephone broadcast regarding the bridge closures and emergency Departments, along with the Towns of Rowe and Heath will be notified. The Town has not received a report regarding the closed bridges from MassDOT. An engineer will need to be consulted to repair or replace the bridges. Financing options was discussed. Ms S Reynolds will be meeting with the Highway Superintendent regarding the closures.

7. A meeting was scheduled for January 12 at 7:00 P.M. at the Hawlemont Elementary School to inform the public of the status of all the bridges.
8. EMD Michael Walsh will be invited to the next Selectmen's meeting to discuss who should and should not be receiving his informational reports.
9. Ms S Reynolds stated that the Town has received a request for copies of the Highway Department time sheets. Some information on the time sheets are not to be distributed to the general public. The Board discussed the Town created public request form and when it is to be used. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, that every request for a document received by the Town must include a Public Request Form and that each Department Head is responsible for collecting and keeping copies of what is requested and provided, along with a receipt for the amount charged for the document(s). Copies are to be sent to the Board of Selectmen's office as an FYI. Ms Bandy will create this policy which will be submitted and voted during a future Selectmen's meeting.
10. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to remove the subject "Accounting" from the Priority section of the agenda and to add the subjects of "Town Bridges" and Broadband".
11. The Town Administrator was requested to place on the Town Hall sign a reminder to vote for the volunteer of the year.
12. The Board discussed an offer of a land donation to the Town. The land is located on South River Road. Administrator Dean stated that the lot in question is land locked. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, that the Town might not be the entity to receive this property. Administrator Dean will reach out to the land owner to suggest the owner contact the Franklin Land Trust.
13. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to request the Administrator to forward the Special Events Application to the event holders who schedule larger events in Town on a yearly basis.
14. It was explained that the Board may rank up to 3 Technical Assistance projects on the FRCOG 2016 Local Technical Assistance Request Form under each of three categories: Community Compact, Planning and Regional. The Board reviewed the form and choose:
 - Community Compact Projects: Financial Management
 - Planning: #1 Complete Streets, #2 Open Space and Recreation Plans, #3 Master Planning
 - Regional: #1 Public Waste Water or Water System Development Technical Assistance, #2 Ground Water Protection, #3 Regional Fire Suggested Operating Guidelines

Business being conclude, the open meeting was adjourned at 9:52 P.M.. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to enter into executive session, not to return to open meeting, under exception #7: To comply with or act under the authority of, any general or special law or federal grant-in-aid requirements; and for exception #4: to discuss the deployment of security personnel or devices, or strategies with respect thereto.

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

Berkshire East Gift account request
Blackboard Connect renewal subscription
Draft letter to schools from the Fire Chief
Vacation request
2 Town Counsel bills
Payroll and vendor warrants
Berkshire East and 133 Warfield LLC liquor license renewals and license for 2016
2016 IRS tax rate mileage change notice
Mohawk letter regarding wood pellet system
FRCOG Local Technical Assistance Request Form