

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

January 25, 2016  
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The meeting was convened at 7:00 P.M. by Chairman Beth Bandy. Selectmen Sarah Reynolds and Toby Gould, along with Administrator Peg Dean, attended the meeting. No one was absent.

1. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to approve the FY 17 employee health insurance rate sheet, the transfer station staff to attend a paid training on 1-29-16, the completion of the EPA grant for Phase II of the Sherman properties, promotion of the Community Action's fuel assistance program, using \$5500 of the DEP grant to purchase a rigid plastics collection roll off container with ancillary costs to be expended from the 531/2 recycling revolving fund.
2. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to approve and sign the payroll warrant, the 12-28-15, 12-31-15, 1-5-16, 1-7-16, 1-11-16 and 1-19-16 Selectmen's minutes. The yearly ABCC report and 4 Presidential Primary warrants.
3. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to acknowledged the Franklin Regional Retirement FY 17 assessment, Franklin County Cooperative Inspection Program letter to a resident, a letter from a resident regarding a beaver dam, a letter from a resident regarding bridge closings, the FY16 Vocational Transportation payment process, and MassDOT bridge inspection reports.
4. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to allow expenditures to repair a furnace pipe in the Town Hall cellar and a valve in the Library up to \$400.00
5. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, that a Public Records request form must be used for records that created during the course of governance, but the form is not necessary if the requested documents are publically available or if part of an employee's job duties.
6. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, that the Fire Department needs to have the same disciplinary policy as the Employee Handbook and that the Fire Chief has the authority to reprimand a member of the Fire Department but disciplinary measures, if necessary, should be considered by the Board of Selectmen.
7. Fire Chief Douglas Annear attended the meeting to update the Board regarding the fire safety progress at the Hawlemont Elementary School. Chief Annear reported that there is still some small confusion as to what can be hung on the walls and that he will be visiting the School soon.
8. Fire Chief Annear reported that some Fire equipment that was purchased through grant funds are now expiring and need to be replaced. It was suggested that Chief Annear work with the Finance Committee regarding these expenses.
9. Chief Annear reported that security measures for the Fire Department are being developed and instituted.
10. Chief Annear reported that he will not be available for several weeks and that Assistant Fire Chief Kevin Crowningshield should be contacted regarding Fire Department issues.
11. Emily Boss from the Franklin Land Trust attended the meeting to discuss placing a conservation restriction upon 2 properties along South River Road. The restrictions would be held by the Town, with the monitoring being conducted by the Franklin Land Trust. The Board requested

- another meeting with Ms Boss to discuss the restrictions sometime in the beginning of March, 2016.
12. The Selectmen will provide their feedback regarding the draft Capital Improvement Program bylaw to the Administrator who, in turn, will send this feedback to Joe Markarian.
  13. Mr. Gould reported that he has been in contact with several firms regarding temporary bridges. Several factors are required for the temporary bridges; cost, timeline, funding sources, needs.
  14. Ms S Reynolds stated that she has found a temporary bridge in the Town of Hawley at the DCR which was used by the Town of Hawley after Tropical Storm Irene. Ms S Reynolds also stated that she has obtained pricing for various lengths of temporary bridges which was distributed during the meeting. Ms S Reynolds will continue her research regarding temporary bridges.
  15. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to contact 4 Site Land Services to obtain cost, timelines, difficulty and scope of engineering regarding placement of temporary bridges on Maxwell Road. Ms S Reynolds will be gathering this information.
  16. Ms S Reynolds will contact the Highway Superintendent for information regarding the length of each bridge in the Town. Discussion of bridges will be placed onto the agenda for the next Selectmen's meeting.
  17. Mr. Gould and Finance Committee members Amy Wales and Tom Campbell are working on creating local option recreational tax legislation. It was suggested that letters supporting the legislation from Charlemont businesses would be helpful. Hopefully a meeting with the businesses that will be effected by the tax can be scheduled before Town meeting.
  18. Ms Bandy and Finance Committee members Ron Smith and Rich Filoramo are working on Ambulance options by reaching out to other ambulance services in the area for their input.
  19. Ms S Reynolds recused herself from the discussion of the recreational tax and ambulance service.
  20. Mr. Gould provided Ms S Reynolds with 2 edits for the draft Volunteer Handbook. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to adopt the Volunteer Handbook as written with the edits. The handbook will be posted to the Town website.
  21. The Board will announce the Volunteer of the Year during the Annual Town Meeting.
  22. The Annual Town Reports will be sent to the Board of Selectmen's office via the Board of Selectmen's e-mail. The Board will be electronically sent all reports as they are submitted.
  23. The Administrator reported that the Town Hall back door must be unlocked via an alan key in order for the handicap mechanism to work properly. The back door must be unlocked in this way for all open office hours and public meetings. The Administrator will send out a memo to all who hold meetings at the Town Hall that an alan key will be placed next to the back door for use during public meetings.
  24. Ms S Reynolds stated that a specific Town policy should be created regarding damage to mailboxes during the winter months. Ms S Reynolds will draft and send out such a policy for consideration.
  25. The Administrator will continue to investigate town e-mails and contacts.
  26. Discussion of the Woodland Partnership was deferred to another meeting.
  27. Discussion of a solar field at the 3 Town Landfill and the Hampshire Electricity Aggregation was deferred until the February 8<sup>th</sup> meeting.
  28. Upon review of a dissolution request from the 250 Committee and suggested distribution of the remaining funds and merchandise, the Board unanimously voted, Ms Bandy – yes, Ms S

Reynolds – yes, Mr. Gould – yes, to disband the 250 Committee; direct the remaining funds to the General Fund; to donate the 2 large banners, 1 street banner, 1 large photograph of townspeople, the Parade Marshall sash and photo of Frances Avery to the Historical Society; and to determine the disposition of the merchandise once an inventory has been received. A letter thanking the 250 Committee members individually will be drafted.

29. Business being concluded, at 9:00 P.M. the Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to enter into executive session under exemption #1 (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 exemption # 7 (7) To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, and to adjourn the meeting while in executive session, not to return to the regular open meeting.

Respectfully submitted

Kathy A. Reynolds  
Executive Secretary

Approved by:  
Charlemont Board of Selectmen

This document is to be considered a draft until approved and signed by the Board of Selectmen.

Documents reviewed by the Board

Health Insurance rate sheet, Payroll warrant, 12-28-15,12-31-15,1-5-16,1-7-16,1-11-16,1-19-16  
Selectmen's minutes, ABCC yearly report, Presidential Primary warrants, Franklin Retirement assessment, FCCIP letter to a resident, letter from a resident regarding beaver dam, letter from a resident regarding bridge closings, Vocation transportation payment process, MassDOT bridge inspection reports, furnace pipe and valve repair proposal, Conservation restriction language and maps for properties along South River Road, Capital Improvement Program bylaw, temporary bridge rate sheet, Dissolution request from the 250 Committee