

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

September 25, 2017  
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The meeting was convened at 7:00 P.M. by Chair Sarah Reynolds. Select Board Member Marguerite Willis and Administrator Peg Dean also attended the meeting. Select Board member Beth Bandy was absent.

1. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve; Exec. Secretary/Town Clerk out of office request; Administrator to attend an ADA training on 10-5-17; Moving forward with a shared paper compactor with alterations on the Shelburne side of the Transfer Station.
2. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign minutes for the 6-17-17, 9-11-17, and 9-14-17 meetings; payroll warrants 10,11 and 12; vendor warrants 1810 and 1811. The draft lease agreement for use of the parking lot behind the Town Hall was held.
3. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to acknowledge: a letter of interest to the Accountant to pursue a regional grant for one year of Financial Director services; payment from the Springfield Materials Recycling Facility for recyclables delivered; a letter form the Town of Hawley to Michael Knapik regarding the inequity of vocational school costs; Building Inspector's letter to a resident; Vocational Educational Advisory Committee minutes; KP Law eUpdate.
4. Ms Willis reported that Jackie Cashin has volunteered to be Charlemont's representative to Yankee Rowe. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to appoint Ms Cashin to this position.
5. Council on Aging Camille White submitted her resignation as Chair, at the start of the Town's next fiscal year. A letter will be drafted to Ms White, thanking her for many years serving the Town.
6. Ms Willis stated that she will be reviewing the actual invoices before they are sent to the Accountant.
7. Ms Willis reported that the Town is receiving requests for information from nonprofits that are located outside of Massachusetts. It was stated that the enormity of the requests can easily shut down a small Town. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to support Ms Willis lobbying for changes to the Public Records Law.
8. Ms S Reynolds reported that illegal dumping and graffiti on equipment have occurred in the area around the Route 8A bridge/Maximillian construction site. Ms Reynolds will contact the Transfer Station attendant regarding disposal of the items dumped at the site. Ms S Reynolds will also consider obtaining signs stating that the construction site is under camera surveillance.
9. Ms S Reynolds reported that the University of Mass would like the beams from the Maxwell Road bridges for their research project. It was agreed to donate the beams to the University of Mass if it will be at no cost to the Town. Gill Engineering will be requested to include in the project specifications to take care of the demolition of the existing bridge decks to preserve the steel beams.
10. Ms Willis reported that the ambulance was out of commission over the weekend for needed repairs. The ambulance is now back on the road.
11. Glen Ohlund, Director from the Franklin County Regional Housing & Redevelopment

Authority, attended the meeting to discuss Community Development Programs. Director Ohlund stated that Community Development Block Grant applications will be accepted in December and that the Housing Authority can/will assist with the application. Individual or joint applications with other Towns can be submitted. A handout of programs completed using the grants was distributed. Also available are grants for low income residents for housing rehabilitation assistance. Director Ohlund suggested the Town start thinking of Town needs as the grants are highly competitive. It was suggested that if the Town decides to apply for a joint grant with other Towns, Charlemont is not designated as the lead Town for that grant. It was reported that 20 Charlemont residents are on a waiting list for low income program funds. The Board stated that they wish to move forward with grants for low income residents.

12. Kimberly MacPhee from the Franklin Regional County of Governments attended the meeting to suggest using \$4,000 of the Technical Assistance funds, offered by the FRCOG, to conduct a “windshield” survey of buildings to create a list of properties that are abandoned and distressed.
13. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to use the \$4,000 Technical Assistance funds offered by the FRCOG to conduct a windshield survey of the Town, the scope of the project as delineated in an e-mail to the Town Administrator. The Board of Health will be invited to the October 16<sup>th</sup> meeting to discuss the grants.
14. Treasurer/Tax Collector Lynn Hathaway attended the meeting to be appointed custodian for tax title takings. Ms Hathaway reported that there are enough properties in the possession of the Town for an auction. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to appoint Ms Hathaway custodian tax title takings. Properties going to auction was discussed. All agreed that the goal is to bring the properties back onto the tax rolls.
15. It was reported that there will be a meeting on October 2<sup>nd</sup> with the Greenfield Fire Chief at the Town Hall to discuss suggestions regarding the transition for a new Fire Chief.
16. Administrator Dean suggested setting up an enterprise fund for the Municipal Lighting Plant.
17. Administrator Dean asked how the webmaster advised the Executive Secretary/Town Clerk with transition to Town e-mail. It was suggested that Ms Dean contact the webmaster for this information. The webmaster will also be requested to set up a back-up e-mail address.
18. Ms Willis reported that she attended the Silver Jackets meeting on September 19<sup>th</sup> and felt the meeting went extremely well.
19. Ms S Reynolds reported that the Highway Department would like to pursue widening Route 8A north at the Sherman property corner using funds from the regular Highway budget along with funds from Chapter 90. This project may entail attaining additional property. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve this project.
20. Ms S Reynolds reported that Pan Am Railways, under agreement with the Mass Dept. of Transportation, is requesting approval to upgrade the crossing warning system on West Hawley Road, at no cost to the Town. The Board reviewed design and sign plans submitted by Pan Am Railways. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to support the upgrade.
21. The Board reviewed a letter submitted by Attorney Richardson regarding a drainage issue of a resident, Eleanor Rowley, on Deer Run Lane. Ms S Reynolds reported that there have been prior issues regarding drainage at this address, of which the Highway Department has pictures and records. Deer Run Lane has not been changed. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, that the Highway Department will compile the appropriate documentation, to then be submitted to Attorney Richardson.
22. The Board discussed a letter from the Building Inspector regarding concerns of a retaining wall

at 91 Main St. Ms S Reynolds submitted photos of the project and reported that the Highway Superintendent has an expert coming to review the retaining wall project. The Town is concerned with the stability of the road that abuts the wall. It was agreed that the property owner is responsible for any repairs within the right of way. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to sign a letter to the property owner stating that the property owner is legally responsible for the repair.

23. The Board reviewed a revised booklet submitted by the Vocational Education Advisory Committee that includes information regarding the reasoning for turning over to the Mohawk District transportation for the vocational/technical school students. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and accept the booklet. The Executive Secretary will notify the Advisory Committee of this vote.
24. The Board discussed road names for Harmony Heights addresses. The 911 list of names on Harmony Heights Extension match the list of residents in the Town Clerk records. The Board discussed numerous Town road names and scenarios. It was suggested the original 911 Coordinators be consulted as to the names of roads when the Town started it's 911 numbering.
25. The Executive Secretary/Town Clerk explained to the Board that the all in one printer has failed and that the computer being used is on its last leg. Permission to purchase an all in one printer and desk top for the front office was requested. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to permit the purchase of both, at a maximum cost of \$1,000, to be expensed out of the electronics contingency account.
26. Business being concluded, at 9:05 P.M., the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to adjourn the open meeting and enter in to executive session under exemption #7: to comply with the health insurance portability and accountability act of 1996, not to return to open meeting.

Respectfully submitted

Approved by:  
Charlemont Select Board

Kathy A. Reynolds  
Executive Secretary

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

Documents reviewed by the Board.

Exec. Secretary/Town Clerk out of office request  
ADA training notification on 10-5-17  
6-17-17, 9-11-17, and 9-29-17 meeting minutes  
payroll warrants 10,11 and 12  
vendor warrants 1810 and 1811.  
draft lease agreement for use of the parking lot behind the Town Hall was held  
letter of interest to the Accountant  
payment from the Springfield Materials Recycling Facility  
Town of Hawley letter regarding the inequity of vocational school costs

Building Inspector's letter to a resident  
Vocational Educational Advisory Committee minutes  
KP Law eUpdate  
Council on Aging Chair letter of resignation  
Council on Aging Chair letter of resignation  
Franklin County Regional Housing & Redevelopment Authority handout of programs completed  
Pan Am Railways railroad design and sign plans  
Deer Run Lane drainage issues letter  
Building Inspector's letter to the property owner of 91  
Letter to the owner of 91 Main property from the Town  
Vocational Education Advisory Committee booklet