

Select Board Meeting Minutes

February 19, 2018, 7pm, Town Hall

In Attendance: Select Board Chair Sarah Reynolds, Select Board members Beth Bandy and Marguerite Willis, Town Administrator Peg Dean

1. The meeting was called to order at 7:06pm.
2. **Action:** On a motion from Marguerite Willis, the Select Board voted to approve item 2 on the agenda under approve “the Pentathlon Special Events Application contingent on Departments’ approval” and item 3 “providing the Broadband Committee a key to the basement,” 2ndd by Beth Bandy. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes.
3. Regarding item 1 under approve, “purchasing key box with key code access for Town Meeting Room and labor to install” Marguerite Willis asked why the need for another key box. Peg Dean explained that the previous key box was defective. **Action:** On a motion from Beth Bandy, the Select Board approved purchasing a new key box with key code access for the Town Meeting Room and labor to install, Sarah Reynolds 2nd’s. Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis abstains from the vote.
4. The Select Board tabled item 4 under approve, “Town Administrator to expense \$200 towards professional development training through the Massachusetts Municipal Personnel Association”. Marguerite Willis is not in support, Sarah Reynolds is suggesting different training. Sarah Reynolds and Beth Bandy feel it is important, but Sarah Reynolds would like to hold off on voting for now.
5. Discussing the Community Compact Cabinet (CCC) Year 3 Application, the Select Board explained that through the CCC there are three separate grant opportunities, one is for the Efficiency and Regionalization grant which our Accountant pursued, one is for an IT project the Assessors pursued, and the third asks that the Town apply for its best practice(s). If expertise is available at the State or through the local planning agencies they may be able to help; if not, funds are sometimes available for consultants to be hired. The Town already indicated on its list of Direct Local Technical Assistance (DLTA) choices from the Franklin Regional Council of Governments FRCOG two CCC best practices, 1) shared services and 2) succession planning. (There are DLTA funds through the FRCOG outside of the CCC opportunities and there are DLTA funds that can be used for the CCC best practices.) Marguerite Willis asks if we should focus solely on Heath’s request to pursue a feasibility study to examine regionalizing into the Hawlemont school. Reviewing the timeline there may be an article relative to this at Town Meeting. **Action:** On a motion from Beth Bandy, 2ndd by Sarah Reynolds, the Select Board voted, to complete the Community Compact Cabinet application for 1) shared services to support Heath’s feasibility study to explore regionalizing into the Hawlemont School and shared services for its Emergency Services, and 2) succession planning for the Interim Fire Chief.
6. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board voted to approve and sign the following meeting minutes, 1-22-18, 1-27-18, 2-12-18, and 2-14-18, payroll warrants, vendor warrants, and letter to the Franklin Regional Retirement System rejecting the 3%

increase to retirees, recommending 2%. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes.

7. The Select Board will hold the thank you letter to Elisha Erb for their \$500 donation to the Ambulance Service until next meeting.
8. **Action:** Beth Bandy moves that Sarah Reynolds sign the registration form for Witmer Public Safety Group per the Interim Fire Chief's request, Marguerite Willis 2nd's. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes.
9. Discussing the Animal Control Officer position, Melinda Herzig is willing to do the kennel inspections if the Department of Agricultural Resources will allow it. **Action:** Beth Bandy made a motion, Sarah Reynolds 2nd'd, for Peg Dean to contact the Department of Agricultural Resources to ask if Melinda Herzig is allowed to be hired for the purpose of inspecting the kennels only. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes. Note Melinda is the interim Animal Control Officer in Heath. Sarah Reynolds will discuss compensation with Melinda Herzig and report back.
10. Discussing the recurring agenda item to appoint a Capital Improvement/ Planning Committee member, Sarah Reynolds suggested asking Jerry Dupree. Beth Bandy will ask him and report back.
11. **Action:** On a motion from Beth Bandy, 2nd'd by Sarah Reynolds, the Select Board acknowledged three items, a letter from the Massachusetts Department of Agricultural Resources regarding the Apiary Program and brochure, which Marguerite Willis recommended forwarding to Hawlemont (touting the local honey), Franklin County Regional Housing and Redevelopment Authority's Annual Report for Charlemont's Housing Rehabilitation Revolving Loan Fund (HRRLF) account in 2017 and the Community Economic Development Assistance Corporation regarding its Home Modification Loan, to be posted on Town website and brochures to go in Town Hall. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes.
12. The Select Board discussed how to budget for fuel. Per Marguerite Willis as accounting liaison, the Accountant recommends that there are no subaccounts in the Fiscal Year 2019 fuel account, that Highway will pay the bills, and the fuel monitoring reports will be generated once a month in Fiscal Year 2019.
13. The Select Board reviewed their Fiscal Year 2019 budget. **Action:** On a motion from Sarah Reynolds, 2nd'd by Beth Bandy, the Select Board vote to combine the Town Administration Equipment Maintenance and Town Hall Contracted Service. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes.
14. **Action:** On a motion from Sarah Reynolds, 2nd'd by Beth Bandy, the Select Board vote to adjust the Mohawk Office expenses in fiscal year 2018 to billed to Town Administration Equipment Maintenance instead of Town Hall maintenance. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes.
15. The Select Board are asking for the annual cost from MIIA for Property and Casualty insurance, having received the newest invoice to insure the new vehicles. Can the estimate include Gordon's newest trucks and the potential cost for a brush truck?

16. The Select Board discussed having a uniform Annual Report. There is a standardized template that if Kathy Reynolds uses to drop the reports into, will automatically generate the page numbers and table of contents and should save time. Sarah Reynolds will talk to Kathy Reynolds about it. Beth Bandy can forward the template. They recommend that the Assessors not include their chart of assessments, that they direct people to where they can find it, that if they want to generate the same format the Town can post it to the website. **Action:** On a motion from Beth Bandy, 2ndd by Sarah Reynolds, the Select Board makes a motion to tell the Assessors they can leave out the property values and include a shorter statement in the report. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes. The Select Board suggest dedicating the report. Sarah Reynolds and Marguerite Willis will do write-ups by one of the upcoming meetings. Sarah Reynolds reviewed her draft of the Select Board’s Annual Report with the Select Board. She will share it with the Board for approval at the next meeting.
17. When adding the Annual Town Meeting to the agenda, the Select Board would like the agenda to state the date, May 22, 2018.
18. **Action:** On a motion from Beth Bandy, 2ndd by Marguerite Willis, the Select Board voted to pursue the Green Community Designation. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes. The Town of Charlemont owns the old high school building. The Select Board would like to ask the Superintendent if he would like it included in the list of buildings being evaluated for energy efficiency. The Select Board would like to dig out the lease.
19. The Select Board discussed the Opportunity Zone Program. This came out of the Federal tax overhaul bill. The State designates certain areas as opportunity zones which offers incentives to private investors. The Town would like the Governor to choose our census tract, which includes Rowe, Monroe, Colrain, Heath, and Hawley. **Action:** On a motion from Beth Bandy, 2ndd by Marguerite Willis, the Select Board voted to pursue Opportunity Zone designation. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes. The Select Board asked the Town Administrator to contact the State to advise them that the Town is interested in applying.
20. The Select Board discussed bridges. Maxwell bridges’ bid packet being prepared by the Franklin Regional Council of Governments for advertising will be presented to the Select Board when ready. Regarding the long bridge, the Select Board signed Gill Engineering’s cost estimate proposal. Sarah Reynolds provided a quick update on the Municipal Small Bridge Proposal; the Town’s application is automatically entered into the next round for consideration.
21. The Broadband Committee and Capital Improvement Planning Committee recommend the Town Hall share a generator with the Emergency Management Director who needs one for the purpose of standing up an Emergency Operation Center in Town Hall. Peg Dean will research grant opportunities.
22. Discussing access to the basement, the Select Board approve making a key for Andrea Bernard the Librarian, in case she needs to re-start the boiler on a Saturday.
23. Beth Bandy gave an update on the Recreation Tax. The Select Board needs the original amended homerule bill for Senator Hinds’ records. Beth Bandy will send the 2-14-19 minutes along.

24. Regarding Ambulance, Marguerite Willis stated that the Ambulance Director will be providing a letter to her regarding a response.
25. Regarding Fire, there was discussion about next steps with Heath. The Select Board would like to know when do the Direct Local Technical Assistance funds become available for shared service discussions with Fire and is Dan Nietzsche available? Beth Bandy will follow up with Sheila Litchfield in Heath if she doesn't hear back from Robin Provost. The Select Board will first need to determine whether there is an opportunity to share services before discussing their rough schedule.
26. Regarding Police, there will be a meeting scheduled for next Monday to review sharing services.
27. Marguerite Willis reported back from Franklin Regional Council of Governments public hearing on recreational marijuana, she thought it was a respectful hearing. Her assumption is that money (income and taxation) will drive the decisions made for recreational marijuana.
28. Reviewing position descriptions, Sarah Reynolds asked Town Hall employees for a copy of their position description, and asked them to add to the description their duties. The Select Board looked over a previous letter outlining the process to review the All Boards Secretary position exemplifying that the All Boards Secretary position has been reviewed before. Addressing overlap, the Select Board recognize that there are duplicating responsibilities across several positions. The Select Board reviewed the minutes from when the Kathy Reynolds's position description was changed. Sarah Reynolds suggests that the Select Board make the corrections, ensure the changes are made, and once the position descriptions are changed Sarah Reynolds will meet with each individual to review their positions. Beth Bandy will build a matrix. Sarah Reynolds would like to do some team building exercises. She is willing to try them before considering hiring someone.
29. The Select Board tabled the following additional business items on the agenda: Selling off of defunct vehicles – consider advertising through Auctions International and/or Municibid, Review unregistered vehicle bylaw – Charlemont adopted Chapter 40 Section 21D on 12-14-2010; next steps – consider enforcement, Bylaw prohibiting snow being pushed from a property onto a town road and Town's complaint policy, Request from Town Clerk to discuss Notice to All Municipalities Concerning Distribution of the Summary of the Conflict of Interest Law, Consider group complaint to Verizon regarding landline service, Discuss need for Franklin Cooperative Inspection reports being sent to Board members.
30. The Select Board discussed a letter from Melody Wheldon regarding the sidewalks. The reason the Town shovels the south side of the sidewalk is because no one in Town wanted the responsibility of shoveling their own walk, and the Town had many kids walking to school at the time. This has been addressed at Town Meeting. Unfortunately, the Town doesn't have the budget to change this. Legal Counsel in the past advised against the town assuming responsibility for state owned land as the sidewalk is w/i state road layout. Sarah Reynolds will draft something for the Select Board to review and approve.
31. **Action:** On a motion from Sarah Reynolds, 2nded by Beth Bandy, the Select Board voted to adjourn from their open meeting at 9:20pm to enter into Executive Session to approve minutes from Executive Session meeting(s) 1-24-18 and 2-12-18 and for reason #1 to address a complaint against an employee,

not to reconvene in open session. Voted unanimously, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes. Roll call was taken; Ms. S. Reynolds – present, Ms. Bandy – present, Ms. Willis – present.

Respectfully submitted by Peg Dean

Draft minutes until approved by the Select Board

Documents Viewed

FY18_02-19-18 agenda

Select Board meeting minutes for 1-22-18, 1-27-18, 2-12-18, 2-14-18

Letter to the Franklin Regional Retirement System rejecting the 3% increase to retirees, recommend 2%

Thank you letter to Elisha Erb for \$500 donation to the Charlemont Ambulance Service

Registration to Witmer Public Safety Group Inc.

Letter from the Massachusetts Department of Agricultural Resources regarding the Apiary Program

Franklin County Regional Housing and Redevelopment Authority's Annual Report for Charlemont's Housing Rehabilitation Revolving Loan Fund (HRRLF) account in 2017

Letter from Community Economic Development Assistance Corporation regarding its Home Modification Loan Program

Select Board's Fiscal Year 2019 budget

Annual Report_2018.xlsx

Letter from Town of Heath – consider pursuing a feasibility study to explore the feasibility of Heath joining the Hawlemont District

Gill Engineering's cost estimate proposal to proceed with the long bridge

Bridge Inspection Reports received for C-05-023, C-05-033, C-05-038, and C-05-040

Opportunity Zone legislation

Position Descriptions

Letter outlining the process to review the All Boards Secretary position

Town of Charlemont Expense Report for Town Administration Meeting and Business Travel

Minutes from when the Kathy Reynolds's position description was changed

Letter from Melody Wheldon regarding the sidewalks