

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

April 2, 2018
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The meeting was convened at 7:00 P.M. by Chair Sarah Reynolds. Board members Marguerite Wills, and Beth Bandy, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board deferred discussion of job descriptions until the next meeting.
2. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve: KP Law invoice; Traffic Count request from the Franklin Regional Council of Governments; inviting the Depart. Of Energy Resources to present information regarding Green Communities during the Planning Board's public hearing on May 3, 2018; vacation request of the Executive Secretary/Town Clerk; Administrator's request for vacation.
3. The Board discussed signing off on fuel invoices. March fuel invoices or usages have not been reviewed by the Departments and the Board will not sign off on those invoices at this time. Ms Willis stated that she is not comfortable with signing the invoices. The Board voted, Ms S Reynolds -yes, Ms Bandy – yes, to approve the fuel adjustments and the Chair to sign the invoice cover sheets that approve payment of the invoices up through the month of February.
4. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign: minutes of the 3-14-18, 3-19-18 (as edited during the meeting), 3-21-18 meetings; 2016 payroll warrants #1649 for \$12,503.63, #1648 for \$8,048.84, #1647 for \$9,167.99, #1646 for \$9,391.41; 2018 payroll warrant #1839 for \$8,353.46; vendor warrants #1840 for \$4,554.42, #1839 for \$6,717.57, #1837 for \$12,259.10; a letter to Melody Wheldon regarding sidewalk maintenance; invitation to Charlemont's Municipal Vulnerability Preparedness workshop; Memorandum of Understanding with the Franklin Regional Council of Government to extend the timeline to assist the Town with meeting the Green Communities criteria.
5. The Board confirmed that the Executive Secretary continues to write the articles for the Town Meeting Warrant.
6. The Board asked the Administrator why they were signing off on 2016 payroll warrants. It was explained that it was noticed that the warrants had never been signed thus they were being presented for signature during the meeting.
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to invite Matt Cole and Brookfield Power to the Municipal Vulnerabilities Preparedness workshop.
8. The Administrator will follow up with Phoebe Walker regarding scheduling a meeting to discuss shared ACO services.
9. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to acknowledge: a letter of support from the Town of Hawley to proceed with the Opportunity Zone designation application; a petition to include an article on the Annual Town Meeting warrant to include the property values in the Annual Report.

Ms Willis stated that answers to questions sent to the Accountant are confusing. Finance Committee member Amy Wales has suggested the Treasurer review and redo the FY17 bank statements against the cash book. This should take an estimated 4 days. The Treasurer has contacted Stephanie in the Accountant's firm who has stated that cash is balanced between the

Accountant and Treasurer up to January 2018.

10. Ms Bandy reported that she is working on putting together the Annual Town Report booklet.
11. Important dates and deadlines leading up to the Annual Town Meeting will be posted in the meeting room. A pre-town meeting date is being researched. The Board discussed the procedures of reading articles during the Town Meeting.
12. It was reported that the FY18 gas contract has been fulfilled. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to have the Highway Department receive quotes for gasoline, up to 600 gallons, to finish out the fiscal year needs and to select a vendor whose quote is \$2.30 per gallon or less. The Highway Department will also discontinue automatic delivery from the current vendor if a new vendor is selected.
13. The Board instructed the Administrator not to bid with the FRCOG for FY19 for diesel fuel but to place on the FY19 budget spreadsheet the amount needed to pay for 10,000 gallons of diesel as the Town still has approximately 10,000 gallons on the current contract. The budget shall also read for gasoline \$2.35 times 3,000 gallons.
14. Administrator Dean asked about a disclaimer form that the Departments are to sign regarding the fuel invoices/usage. Ms Willis stated that the disclaimer forms have nothing to do with the fuel adjustments and it is not a condition required to pay the invoices. It was stated that the Departments are only agreeing that fuel bills need to be paid. Ms S Reynolds stated that the current fuel adjustments need to be happening now and future adjustments need to happen after the Department heads sign off on invoices. All adjustments/bills/invoices need to be completed by the end of this week. Ms Bandy stated that fuel invoices need to be paid at the end of every month. Usage reports for the month of March are to go to the Highway, Fire, Police and Ambulance Departments for their review. Ms S Reynolds will sign off for payment of the March fuel invoices once the Departments have reviewed their usage.
15. The Board passed over discussion regarding Recreational Marijuana Local Option tax, Green Communities stretch code and OPEB language warrant articles.
16. The Board reviewed the budget spreadsheet regarding possible employee pay increases. Ms S Reynolds will speak with the Police Chief regarding his salary request. The Administrator was requested to present to the Board for their next meeting a spreadsheet showing only salary lines with a column showing a 2% pay increase.
17. Ms S Reynolds reported that the South River Road bridge is over 20' long so funding from the Small Bridge program will not apply. The Town will need to look for funding to repair this bridge. Ms S Reynolds will consult with MassDOT for funding options.
18. An application to the Small Bridge program has been submitted for funding of the Laurel Lane bridge repairs.
19. The Board disregarded considering having KP Law review the proposed Westfield Gas & Electric agreement to participate in the Federal Communications Connect America Fund II auction.
20. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to sign a letter to the Executive Office of Housing and Economic Development requesting detailed written guidelines regarding overages.
21. Ms Willis asked if the Ambulance RFP's can be sent out sooner than later. Ms Bandy stated that the RFP is moving along and a meeting with the Town of Hawley regarding ambulance service will be held at the end of April.
22. Ms S Reynolds distributed a document titled "AGREEMENT ESTABLISHING A STEERING COMMITTEE TO ESTABLISH THE WEST COUNTY POLICE COOPERATIVE". The

- Board will review the document and discuss its content during the April 16th meeting.
23. Ms S Reynolds will attend the next Hawley Select Board meeting to discuss sharing Highway equipment. Ms Willis suggested discussing with the Town of Hawley sharing of personnel if the opportunity arises.
 24. Interim Fire Chief Dennis Annear attended the meeting to ask the reason for the delay regarding the Safer Grant. The Board informed Chief Annear that the new OSHA laws prompted their decision. Ms S Reynolds stated that she was going to meet with Chief Annear on Thursday to discuss the reason for this decision.
 25. Ms S Reynolds stated that she feels the Town needs to be prepared for a full time Fire Chief.
 26. Ms Willis stated that fire department recruitment is very important and feels the Interim Fire Chief is doing his due diligence in this area.
 27. Chief Annear stated that there is still some negativity within the Department. The fire house and surrounding area needs to be cleaned up and maintained. Chief Annear suggested the Board think about holding an employee day.
 28. Chief Annear stated that access to the National Volunteer Fire Council website is important as the website holds valuable information.
 29. Chief Annear was asked to send to the Board his ideas of what the Town should be looking for in a Chief that will serve only the Town of Charlemont. This will be discussed during the April 16th meeting. Chief Annear stated that the future Chief for Charlemont needs to attend certain training and seminars. The Board stated that they will be looking to hiring a permanent Chief to start July 1st and will be advertising for this position.
 30. Town Clerk Kathy Reynolds stated that she sent to the Board draft letters to employees and a website posting regarding the Ethics Training Laws several weeks ago. Clerk Reynolds stated that she has consulted with other surrounding Towns who have suggested ways to assist with bringing the Town into compliance with the Ethics Laws. Ms Bandy stated that she feels this is the responsibility of the Town Clerk and instructed the Clerk to move forward.
 31. Ms Willis volunteered to be the designee contact for floodplain management to attend the Federal Emergency Management Agency meeting regarding the role of a floodplain manager. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to appoint Ms Willis to this role.
 32. Ms Bandy reported a Broadband meeting with Comcast will be scheduled around April 9th.
 33. At 9:20 P.M., the Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to adjourn the open meeting and to enter executive session for reason #3, to discuss strategy with respect to litigation of Town v. Shea, and to adjourn while in executive session.

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

KP Law invoice

Traffic Count request

Vacation request of the Executive Secretary/Town Clerk

Administrator's request for vacation

Fuel invoices

3-14-18, 3-19-18), 3-21-18 minutes

2016 payroll warrants

2018 payroll warrant and vendor warrants

Letter to Melody Wheldon

Invitation to Charlemont's Municipal Vulnerability Preparedness workshop

Memorandum of Understanding with the Franklin Regional Council of Government

Opportunity Zone designation letter from the Town of Hawley

Petition to include an article on the Annual Town Meeting warrant

Recreational Marijuana Local Option tax, Green Communities stretch code and OPEB warrant articles

Budget spreadsheet

Letter to the Executive Office of Housing and Economic Development

AGREEMENT ESTABLISHING A STEERING COMMITTEE TO ESTABLISH THE WEST COUNTY POLICE COOPERATIVE document