

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

May 14, 2018
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The meeting was convened by Chair Sarah Reynolds at 7:00 P.M. Select Board members Beth Bandy and Marguerite Willis, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve: payment of a KP Law invoice; posting to the Town website that A.L. Avery's sells Town trash bags.
2. The Board did not agree with paying \$500 for a solution to the Town Hall fire alarm issues if that solution may or may not work. Ms Willis stated she has concern regarding possible insurance issues with the alarms inconsistencies. The Board will discuss the Town Hall Fire Alarm issues and quotes for repair/replacement during the joint finance Committee/Select Board meeting that is scheduled for May 16th.
3. The Administrator was instructed to wait until after Town Meeting to start working on the Federal Emergency Management Agency's Pre-Disaster Mitigation Grant to apply for funds to purchase a generator for the Town Hall.
4. Ms S Reynolds read a draft letter retracting a comment filed under P-2669 of the Federal Energy Regulatory Commission's relicensing process for Brookfield Power submitted by Clay Herbert. Frank Mooney, owner of Crab Apple Whitewater sent in edits to Mr. Herbert's letter. The Executive Secretary will combine Mr. Herbert's letter with Mr. Mooney's suggestions for a final draft to be signed by the Board.
5. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve vacation for the Secretary to the Boards on July 27, July 30 through August 3rd, August 24, and August 27 through August 31 and vacation for the Administrator for June 28 and 29, July 19 and 20, and August 20 and 24.
6. Secretary to the Boards Carlene Hayden attended the meeting to discuss job duties and hours. Ms Hayden explained that due to the time required for a database conversion in the Assessor's Office, and the multiple training seminars required, she is unable to keep up with other duties required by the other Boards she is assigned. Ms Hayden explained that she is working late and has accumulated overtime hours. Other staff are unable to pick up her other duties but possibly the Boards themselves can take over duties such as returning phone messages and e-mails, etc. Ms Hayden stated that the conversion will be completed by May 30th. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to allow Ms Hayden to close the office for 2 weeks, the Select Board will notify the Boards regarding the closure and the need for the Boards to check their phone messages and e-mails. The Board also requested Ms Hayden to continue keeping track of her additional work time and unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to allow this time to be used as flex time, to be carried over from FY 2018 to FY2019. Removing the duties of the budget spreadsheet was discussed. Explaining the spreadsheet to someone else will take considerable time. This will be discussed later in September.
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign: Select Board minutes for 4-2-18 and 4-30-18 (4-19-18 minutes were not available); payroll warrants #1845 for \$9,601.25, #1844 for \$7,421.89; vendor warrants #1845 for \$23,595.40, #1846 for \$5,600.65; variance application for the Commonwealth of Mass

- Boiler Rules; one day liquor license for Berkshire East and Lefty's Brewing Company (Ms S Reynolds recused herself from this vote); Special Event Application for the Bone Frog event (Ms S Reynolds recused herself from this vote).
8. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept the MIIA insurance renewal proposal.
 9. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept and approve the MIIA insurance property quote, without terrorism coverage, for the Town owned property located at 99 East Hawley Road.
 10. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to acknowledge a Municipal Vulnerability Preparedness workshop on May 18th; letter from Michael Walsh resigning as the Emergency Management Director; letter from John Atwater regarding an alleged incident between a Select Board member and resident/establishment owner; an article from the Washington Post title “Saving Net Neutrality, One House at a time” (Ms Willis abstained).
 11. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to draft a thank you letter to Michael Walsh.
 12. John Atwater interrupted the meeting to ask the Board if they were going to discuss his letter that was just acknowledged. Mr. Atwater requested Ms Bandy to resign or at the least apologize for her actions. Ms Bandy responded that she will not resign nor apologize. Mr. Atwater left the Town hall.
 13. Ms Bandy explained to the Board members that she was waiting for someone to join her at the Old River Café when Charlie Ricko entered the building and sat down. Mr. Ricko started raising his voice, stating that he is being doubly taxed with the new recreation tax, drawing a crowd. Ms Bandy went over to speak with Mr. Ricko regarding his statements when Mr. Ricko stated, “are you calling me a liar”. Mr. Ricko then left the building. Ms Bandy stated that she is receiving feedback regarding this incident from Legislators who are asking if all businesses knew about the recreation tax. Mr. Ricko is claiming that he was unaware of the recreation tax although he attended at least one of the meetings.
 14. Ms Willis stated that she will contact the Accountant to request an updated special funds report and ask if the Accountant is planning on attending the Annual Town Meeting.
 15. The Board acknowledged that they are aware of e-mail issues occurring. Ms Bandy stated that the Town Report must be submitted for printing and there are a few reports missing. The Town Report will be submitted by 8:30 A.M. tomorrow and there is still time to add any missing reports by then.
 16. William Harker, Conservation Commission, reported that the Commission has given Brian DuPree until October 15th to clean up the vehicles on his property. It will be a while before Mr. DuPree will be applying for a junk dealers license.
 17. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign the Annual Town Meeting Warrant.
 18. Ms Willis reported that the Franklin Regional Transportation Authority is reducing its services. A resident along Main Street is having problems with the FRTA stop located on their private property and feels the Town should express their reservations with bus stop locations to the FRTA. Ms Bandy stated that the transportation model is not feasible for small Towns, but the Town does need public transportation. The Board will be discussing a letter submitted by a resident regarding the FRTA bus stop during their next meeting.
 19. Ms Willis stated that people are not cashing their paychecks which causes a back log of

- uncashed checks. Ms S Reynolds will consult with Town Counsel as to the number of days a person has to cash a check before it becomes void. Also, to be discussed with Town Counsel is if the Town can require direct deposit for paychecks and if the Town can withhold a check if the employee does not sign up for direct deposit.
20. Ms S Reynolds reported that she has discussed the 99 East Hawley property with the Highway Department who has agreed to secure the building.
 21. Ms S Reynolds reported that Gill Engineering has submitted an estimate for the Long Bridge. State and Town funds will be needed to match in kind the Federal Grant for this bridge. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to include the South River Road Bridge into the Build Grant for the Long Bridge.
 22. Ms S Reynolds reported that the Ambulance Director has found that the Interim Fire Chief Dennis Annear is able to respond to an ambulance call if the ambulance is toned while Mr. Annear is in Town. The Board voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis abstained, to appoint Dennis Annear to the Ambulance Department contingent upon receiving the Special Town Employee Ethics letter from the Interim Fire Chief.
 23. Ms Willis reported that she is working on the distribution of cemetery flags for veteran's graves and will be contact Douglas Annear regarding a list of veterans.
 24. Ms S Reynolds reported that the Town may continue with the Interim Fire Chief without having to re-open a search for a Fire Chief.
 25. Ms Bandy reported that a meeting with the Franklin Regional Council of Governments was held that afternoon in Buckland to discuss shared Animal Control Officer services. 4 models for shared services were discussed. Other Towns are having difficulties finding ACO's and Inspectors. One model was to have an ACO stationed at the County shelter and another model is to be affiliated with the Greenfield ACO. Another meeting to discuss ACO shared services will be scheduled in the future.
 26. Ms Willis reported that January and February fuel invoices have not been paid and cannot be found. The Highway Superintendent will be taking over fuel billing starting May 15th. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, that Ms Willis will be working with the Accountant regarding this transition. Percentage usage spreadsheets that were created by the Administrator and sent to the Departments will no longer be needed. Administrator Dean stated that she has no idea where the January/February fuel invoices are or where they went.
 27. Ms Willis reported that the VEAC and Mohawk are looking at transportation for non-district technical/vocational students. Other Towns have been providing fuel for busing at their bid rate that may save on busing costs. Ms Willis has discussed this with the Highway Superintendent who is ok with the buses fueling at the Highway Garage. Ms Willis is letting the other Board members know that using Town fuel is an option.
 28. Ms Willis will invite Colonial Power to a meeting in July to give a presentation regarding electricity aggregation to the Board.
 29. The next meeting of the Select Board is scheduled for June 11, 2018.
 30. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to request a Reserve Fund transfer of \$2,000 to be transferred to the Town Hall building Maintenance account.
 31. Business being concluded, at 9:45 P.M. the Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to adjourn the open meeting and enter executive session to approve executive session minutes and not to return to open meeting.

Respectfully submitted

Kathy A. Reynolds
Executive Secretary

Approved by:
Charlemont Select Board

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

Documents reviewed by the Board

- KP Law invoice
- Draft retraction letter from Clay Herbert
- Vacation request from the Secretary to the Boards
- Vacation request from the Administrator
- Select Board minutes for 4-2-18 and 4-30-18
- payroll warrants
- vendor warrants
- Variance application for the Commonwealth of Mass Boiler Rules
- One day liquor license for Berkshire East and Lefty's brewing Company
- Special Event Application for the Bone Frog event
- MIIA insurance renewal proposal
- MIIA insurance property quote
- Municipal Vulnerability Preparedness workshop notice
- Resignation letter from Michael Walsh
- Letter from John Atwater
- Article from the Washington Post
- Annual Town Meeting Warrant
- Reserve Fund transfer form