

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

June 25, 2018  
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The meeting was called to order at 7:00 P.M. by Chair Sarah Reynolds. Select Board members Marguerite Willis and Beth Bandy, along with Administrator Dean, also attended the meeting. No one was absent.

1. Ambulance Director Dana Johnson attended the meeting to introduce and request appointment of Erica Dean as an EMT to the Ambulance Department. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes to appoint Erica Dean EMT to the Ambulance Department pending a CORI check. Ms Dean was duly qualified for office during the meeting.
2. A request from EMD Dennis Annear to appoint Kenneth Hall as the Assistant Emergency Management Director was discussed. The Assistant EMD would be a new position and it was questioned as to what the position would entail and if the Town needs more than 1 person in Emergency Management. The Board voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – nay, to appoint Kenneth Hall Assistant Emergency Management Director.
3. At 7:15 P.M. Tom Bowman was recognized. Mr. Bowman attended the meeting to review the Draft Energy Audit. The Audit contained findings for the Highway Garage, Town Hall and Fire Station. After reviewing the document Mr. Bowman was thanked for attending the meeting.
4. At 7:30 P.M Bonnie Lee Nugent, Cemetery Committee, was recognized. Ms Nugent explained that tree work is needed in all Town owned cemeteries and she would like to provide to the Board a site visit to all the cemeteries to review their condition and needs. Ms Nugent informed the Board of a 3 ring binder that holds all the information for the Town cemeteries. Ms Nugent would like to accumulate each year's budget, rolling over into the next year any remaining amount, to be used on larger projects. Ms Willis will contact the Town Accountant to find out how the budget funds can be saved and used for future years. Ms Nugent will present the Board with potential site visit dates to choose from.
5. At 7:50 P.M. the Board opened sealed bids for the FY 2019 Town propane needs. The bids received were from: Sandri at 1.999, George Propane @ 1.585/gallon; Dead River @ 1.5454 per gallon with no cost to change out the propane tank at the Fire Station and from Mirabito Energy Products: firm \$1.6900 per gallon with a fluctuating cost as of 6/22/18 of \$1.4146 per gallon. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to award the bid to Dead River @ a fixed rate of \$1.5454 per gallon.
6. Highway Superintendent reported that he is planning to use Chapter 90 funds for engineering costs to straighten Route 8A North by the Sherman properties, completing the project next year. The plan is to re-tar Warner Hill Road during this project. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve the plan and signed the Chapter 90 forms.

7. At 8:00 P.M. the Board opened sealed bids for the FY 2019 Highway Equipment rental needs. Bids were received from Tyler Equipment and Schmidt. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to refer the bids to the Highway Superintendent for review and recommendation.
8. The Board received yearly appointment requests. Appointing Earth Removal Committee members was deferred until the next meeting so the bylaw can be researched to see if members can serve for a specific number of terms. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to appoint all requests.
9. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to appoint Frank Carcio representative to Veteran’s Service pending his willingness to continue to serve.
10. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to appoint Executive Secretary/Town Clerk Kathy Reynolds as Vocational Education Advisory Committee alternate representative.
11. No one was appointed as the Franklin Regional Transportation Authority Advisory Board member at this time.
12. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to honor the request from Executive Secretary/Town Clerk Kathy Reynolds to carry over into FY 2019: 50.25 hours vacation time, 8.50 hours personal time and 14.75 hours flex time.
13. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve for payment a KP Law invoice.
14. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to authorize the Treasurer/Collector to expend up to \$100 to purchase a scanner to use in her home office, the cost to be expended out of the Technology account.
15. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign Select Board minutes for meetings held on 4-16-18, 5-14-18, 5-16-18, 5-22-18, 6-11-18, and 6-14-18; vendor warrant #1852 for \$23,679.96.
16. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign: payroll and vendor warrants; Vadar Accounting invoice, Cabot/Chubb Police and Fire Line of Duty Insurance renewal application; thank you letter to Tom Campbell; Thank you letter to Sean Neill; revised Employee Handbook.
17. The Executive Secretary/Town Clerk will type out a new Transfer Station lease agreement with the Town of Shelburne by Friday morning so the Board may sign the agreement during their Friday meeting. The lease agreement will be for one year.
18. The Board acknowledged a letter from the Department of Environmental Protection regarding the state of recycling markets; letter from Marguerite Willis

- to Lt Governor Polito regarding the MMA's article on the skills gap for municipal finance jobs.
19. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to schedule a meeting on Thursday, July 26<sup>th</sup> at 6:00 P.M. to review the special events application with departments and to also discuss the MOU for Emergency Management Coordination Services.
  20. Ms Bandy will perform a walk around the 3 Town Landfill with the Town of Heath. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to repair the fence around the 3 Town Landfill for \$800.
  21. Administrator Dean will contact the Sewer District to inform them that the Town is researching BUILD grant opportunities for the Long Bridge and to ask the District if they would like to be included in a grant application.
  22. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve a MassDOT Municipal Small Bridge Construction contract for the Maxwell Road Bridges that has been amended to include an additional \$10,000.
  23. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve the long bridge cost estimate invoice for \$5,310 to be expended from the Capital Highway Infrastructure account.
  24. Ms Bandy reported that she has forwarded to the Board members the Ambulance RFP for their review and edits.
  25. Administrator Dean reported that Fire Department home visits were made available to seniors from the Safe 4 Seniors Grant. Ms Willis requested documented time spent by the Administrator for this grant. Ms Willis stated that working for the Fire Department is not the best use of the Administrator's time in her opinion.
  26. Ms Willis stated that she feels training on the WebEOC should be opened up to others besides the people in the Town Hall offices. The Board agreed that they are willing to train to use this system.
  27. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to create a donation/gift account specifically to purchase Right to Farm signs, the Agricultural Commission has authority for this account.
  28. The unregistered vehicle bylaw letter to residents was deferred to action for the next Board meeting.
  29. Guidelines for the Community Development Block Grant will be discussed at the next Board meeting.
  30. The Board decided not to add a tag line to Town emails as suggest by the Administrator.
  31. Business being concluded, the meeting was adjourned at 10:25 P.M. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to enter into executive session to approve executive session minutes and for exemption #7, to comply with the health insurance portability and accountability act, and not to enter back into public meeting.

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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 Board.

Documents reviewed by the Board

request from EMD Dennis Annear to appoint Kenneth Hall as the Assistant  
Emergency Management Director  
Draft Energy Audit  
Sealed bids for the FY 2019 Town propane  
Chapter 90 forms  
Sealed bids for the FY 2019 Highway Equipment rental  
Yearly appointment requests  
Accumulated benefits carry forward request  
KP Law invoice  
4-16-18, 5-14-18, 5-16-18, 5-22-18, 6-11-18, and 6-14-18 meeting minutes  
Payroll and vendor warrants  
Vadar Accounting invoice  
Cabot/Chubb Police and Fire Line of Duty Insurance renewal application  
Letter to Tom Campbell  
Letter to Sean Neill  
Revised Employee Handbook  
Transfer Station lease agreement  
Letter from the Department of Environmental Protection  
Letter from Marguerite Willis  
MassDOT Municipal Small Bridge Construction contract  
Long bridge cost estimate invoice  
Tag line to Town emails  
vendor warrant #1852