

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

April 22, 2019  
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The meeting was called to order at 7:00 P.M. by Chair Sarah Reynolds. Select Board member Marguerite Willis and Jay Healy also attended the meeting.

1. Bob Handsaker MLP Manger and Trevor Mackie, Broadband Committee member, attended the meeting to discuss several items regarding the Fiber Optic Project. Mr. Handsaker stated that the plans for the “hut” in the basement are ready for procurement. The Board informed Mr. Handsaker that the Town uses Andrea Wood, Procurement Officer at the FRCOG for its bidding purposes. The cost of procurement is an MLP expense. The Board also explained that if borrowing of funds is needed, the MLP will need to decide if the borrowing will be a part of the 1.7 million vote or if it will be paid back through grant funds.
2. Mr. Handsaker distributed draft plans of the fiber optic project for the outside of the Town Hall. Ms S Reynolds would like to physically walk the property with the plans in hand. Ms Willis questioned where the water line to the building is located and suggested having an “as built plan” created and filed with the Town after the project is completed. The Board also suggested contacting other Town Boards to ensure their requirements are going to be met.
3. David Berson from Bacon Wilson, P.C. attending the meeting to request appointment as Special Municipal Council for Charlemont. Attorney Berson explained that his firm is offering to take on a Conservation Commission case pro bono, but it would require the Special Municipal Council designation for possible future representation of a resident verses the Town. Hard costs of this case are not known at this time but would not be included in the services. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to accept the offer of pro bono services and to designate Bacon Wilson, P.C. as Special Municipal Council, hard expenses of this case to be pre-approved by the Select Board.
4. Mr. Healy would like to draft a letter to businesses in Town that explains the Opportunity Zone. Mr. Healy will present the letter at the May 6<sup>th</sup> meeting.
5. Ms Willis reported that the Electrical Aggregation is proceeding on schedule.
6. Ms S Reynolds will explore the placement of a crosswalk at the Federated Church during the traffic calming project with MassDOT.
7. Ms Willis reported that the Hampshire Council of Government is going bankrupt, but the Hampshire Insurance Trust is sound and breaking away from the HCOG.
8. Tom Matuszko from the Franklin Regional Council of Governments attended the meeting to discuss the Woodland Partnership. Mr. Healy feels joining the Partnership would benefit the Town. Property owners have a choice to participate in benefits of the Partnership. The program is voluntary. Joining the Partnership can be by Select Board vote or Town Meeting vote. The Board unanimously

- voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to join the Woodlands Partnership.
9. Ms S Reynolds reported that the Secretary to the Boards has requested use of flex time the week of May 6<sup>th</sup>. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to grant this request.
  10. The Board decided not to spend any more time reporting on the FRCOG River Corridor Mapping project.
  11. The Board discussed fees for use of Town services for special events. The Executive Secretary was directed to bill the Penthalon for the amount quoted, the amount for the police department detail and the 10% administration fee.
  12. The Board unanimously voted, Ms Willis – yes, Mr. Healy – yes, (Ms S Reynolds recused herself) to approve the Bone frog special event application with Police Detail but NO Fire Detail needed. The Executive Secretary will notify the Fire Chief of the Board vote.
  13. The Select Board will be reviewing the Special Event Application for revision.
  14. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to approve a \$5,500 yearly increase for the Ambulance Department and a \$9,400 yearly increase for the Police Department. The Executive Secretary will notify the Secretary to the Boards of this vote so the FY 2020 budget can be updated.
  15. The FY 2020 budget line item for Accounting Services does not reflect the proper amount of \$33,000. The Executive Secretary will notify the Secretary to the Boards of the correction needed for the budget.
  16. Re-filing of the Recreation Tax Legislation will be discussed during the Joint Finance Committee & Select Board meeting scheduled for April 26<sup>th</sup>.
  17. Ms Willis reported that she has met and explained the Cemetery warrant article to Cemetery Committee member Bonnie Lee Nugent.
  18. The Board will ask the Finance Committee if they will approve of spending the \$375 early withdrawal penalty for the Assessors Conversation Project out of the Reserve Fund.
  19. The Board received a first draft of the FY 2020 Annual Town Meeting Warrant Articles.
  20. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to approve and sign:
    - 4-8-19 meeting minutes
    - Payroll warrant #1942 for \$7,967.41, #1841 for \$17,191.36
    - Vendor warrant # 1942 for \$16,738.52, #1941 for \$121,653.81
    - Letter requesting inclusion of funds for services at the Shun Pike rest area in the re-licensing of Brookfield Power
    - MOU with the FRCOG for Green Communities assistance
    - Letter to the Planning Board asking for their review and approval for the Tower Road and West Oxbow Road bridge layouts

21. Ms Willis presented a press release thanking Lanoue Tree Service for their Arbor Day assistance with trimming of trees at the Village Cemetery. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to approve of the press release.
22. Business being concluded, at 9:50 P.M. the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to enter into executive session for reason #3 and #7, and to not return to open meeting.

Respectfully submitted

Kathy A. Reynolds  
Executive Secretary

Approve by:  
Charlemont Select Board

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

Document viewed by the Board

Draft plans for the fiber optic hut  
Draft plans for the fiber optic placement at the Town Hall  
Woodlands Partnership handouts  
Bone Frog Special Even Application  
Draft FY 2020 Town Meeting Warrant articles  
Meeting minutes  
Payroll and vendor warrants  
Letter regarding Brookfield Power relicensing  
FRCOG MOU  
Letter to the Planning Board  
Press release