

**MINUTES OF THE BOARD OF SELECTMEN'S MEETING**  
**Town of Charlemont**

December 6, 2012

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The meeting was convened at 6:05 P.M. by Acting Chair David Cunningham. Vaughn Tower also attended the meeting.

1. Cornell Robinson, MBI and Michael Hoover, IT Specialist, submitted 11x14 plans for the POI room and bulk head entrance in the Town Hall. It was confirmed that all building and electrical permits for the project have been obtained.
2. Mr. Hoover explained that it should take 3 weeks for the initial construction. The outside bulkhead will be replaced and have a mag lock with a card reader. The door at the bottom of the bulk head stairs will be made thicker and will be opened with a card swipe from outside and will have a push panic latch from the inside. The Town will have access through the bulkhead and into the POI room at all times , mostly for emergency situations.
3. The Board recognized its responsibility for ensuring access to the telephone room and to the bulk head. As MBI will be starting the project on Monday, Dec. 10<sup>th</sup>, Erwin Reynolds, Jr. will be asked to ensure the room is clean and the bulk head accessible.
4. A certificate of insurance is on file and Mr. Robinson will forward a copy of the certificate to the Selectmen's office.
5. Demolition of the POI room will be the first stage. Re-construction of the bulk head is the second stage. Re-placing the radiator in the cellar ceiling will be the third phase of the project.
6. The Selectmen voiced their concern regarding keeping the building heat on during the radiator re-placement. Mr. Robinson assured the Board that MBI will take every measure to maintain the Town Hall with heat during this phase of the project. Mr. Robinson agreed to place this assurance in writing.
7. Other concerns of the Board was the placement of a dumpster, if needed. Additional lighting at the base of the bulkhead stairs, with a battery back up. The placement of a door that can be locked on the new telephone room in the cellar. Mr. Robinson agreed to all of the concerns and will send his agreement in writing to the office.
8. Mr. Robinson and Mr. Hoover reviewed the cellar one last time. The Board unanimously voted, Mr. Cunningham - yes, Mr. Tower - yes, to give their final approval for the project contingent upon receiving: a copy of the certificate of insurance, confirmation in writing that any dumpster necessary will be placed as far away in the parking lot as possible, a door will be built for the new telephone room, the Town Hall will have temporary heat while the radiator is being replaced.
9. Business being concluded, the meeting was adjourned at 7:05 P.M.

Respectfully submitted

Approved by:  
Charlemont Board of Selectmen

Kathy A. Reynolds  
Executive Secretary

**Document reviewed by the Board:** MBI POI plans

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