

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

October 7, 2013  
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The meeting was convened at 7:00 P.M. by Chairman David Cunningham. Vaughn Tower and Beth Bandy also attended the meeting.

1. Highway Superintendent Gordon Hathaway attended the meeting to request the Board sign a Chapter 90 approval form to black top from the intersection of East Hawley Rd and Route 8A South to the West Hawley Rd. town line. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the document.
2. Superintendent Hathaway reported that the Town is still waiting for the contracted amounts due regarding the South River Road Federal Highway project.
3. The warrants were signed.
4. The 9-30-13 minutes were discussed. The document will be placed onto the October 21<sup>st</sup> agenda once it has been edited.
5. It was reported that 8 key cards have been received that allow access through the Town Hall bulk head and into the POI room. Cards were obtained for the Fire Department, Highway Department, Ambulance Department, Police Department, Town Hall Custodian, Board of Selectmen Chair, and Secretary to the Boards and the Executive Secretary. A draft sign out sheet for the cards was reviewed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve of the sign out sheet and distribution of the cards.
6. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to schedule Selectmen's meetings on November 4<sup>th</sup> and 18<sup>th</sup> and December 2<sup>nd</sup>.
7. The Board received a MassDOT sign application that was completed up to a point. This application is to replace the welcome to Charlemont signs located at the east and west ends of the Village. The signs were ruined by storm Irene. The Board provided the additional information needed for the application.
8. The Board agreed to schedule a meeting with the Municipal Space Committee members on October 21<sup>st</sup>. A 30 minute appointment will be scheduled for this meeting and the Committee's charge will be forwarded to the Committee members before the meeting.
9. Fire Inspector Ken Hall and Fire Chief Douglas Annear attended the meeting to discuss the possibility of raising the inspection rates. The current inspection rate is \$25.00 per inspection with an additional 10% administrative fee. A rate sheet for several Towns was distributed and reviewed. Fire Chief Annear recommended the rates to be reasonably increased. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to increase the Fire Inspection rates to \$35.00 per inspection with a 10% administration fee, effective November 1, 2013.
10. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to table item #7, "Revised FY 2012 EMPG contract" until the 9:00 P.M. appointment with the EMD.
11. A draft cover letter that will be included with the 2013 inventory request was reviewed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the letter as written.
12. The Board reviewed the Special Town Meeting warrant articles. The article for the Fire Department chimney cleaner was removed. Mr. Cunningham reported that the Fire Chief will

- be using his budget for this item. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept and approve the articles as written.
13. Scott Mailman from G4S and Cornell Robinson from MBI attended the meeting to discuss the POI room located in the Town Hall basement. Mr. Mailman stated that the POI room has been constructed and that March 2014 is the goal for the fiber to be up and running. Town Hall Custodian Russell Kelly voiced his concern with finding the bulkhead unlocked numerous times. Mr. Mailman stated that the magnetic lock needs to be repaired. Other concerns raised were the noise in the front office that is generated by the unit and the need for the Town, including emergency personnel, to have access to the bulkhead and POI room. It was noted that key cards for the bulkhead and POI room have recently been received. It was noted that once the unit is complete and on line, new key cards will need to be ordered, at no cost to the Town.
  14. The Board reviewed items for the All Board Meeting Agenda.
  15. Ms Bandy reported that she is waiting to see what other School District Towns are doing regarding the State minimum contribution formula before bringing a recommendation to the Board.
  16. The FRCOG H2374 support letter will be addressed during the meeting scheduled for October 21<sup>st</sup>.
  17. The Board agreed that they would like to meet with the Town of Buckland Selectmen in a joint meeting regarding the possible purchase of land in Charlemont by the Town of Buckland. The Board agreed that they are willing to attend a Buckland Selectmen's meeting.
  18. The Complaint Policy, voted by the Board of Selectmen in 2006, will be forwarded to Mr. Tower. This subject will be placed under Old Business of the agenda.
  19. Mr. Tower suggested holding a spaghetti dinner for the general public to raise funds for the welcome to Charlemont signs. Mr. Tower will be contacting the Hawlemont School for permission to use their facilities. This subject will be placed under action for the October 21<sup>st</sup> meeting.
  20. Christopher Evans attended the meeting at 8:30 P.M. for an interview for the Assistant Transfer Station Attendant position. Mr. Evens stated that he is looking for work that is closer to home and that a part time position will fit in with his other interests. Mr. Evans was informed that he would be reporting to Transfer Station Attendant Russell Kelly. Mr. Kelly asked Mr. Evans several questions. Mr. Evans was thanked for attending the meeting.
  21. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to offer Christopher Evans the Assistant Transfer Station Attendant position, to begin on October 12<sup>th</sup> at the same rate of pay.
  22. The executive session to sign executive session minutes was tabled until the October 21<sup>st</sup> meeting.
  23. The Board received a request from the Fire Chief to sign two Federal Excess Personal Property Cooperative Agreement forms. Mr. Cunningham reported that the forms are so the Town may take ownership of excess Federal equipment/property with the Federal Government keeping the title to the equipment/property. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approved and sign the documents.
  24. The Board received and acknowledged the United Nations Association UN Day proclamation.
  25. Simon Dean attended the meeting to discuss the removal of sheet rock from the cellar. The Board and Mr. Dean took a field trip to the cellar to review the job. It was decided that Mr. Dean will score the sheet rock and observe the condition of the insulation between the floors, taking care of the plumbing, wiring and alarms located in the ceilings. Mr. Dean will remove

- and dispose of what materials he is able. If further removal is necessary, Mr. Cunningham was given permission to grant that removal. Mr. Dean will report his findings to the Board.
26. EMD Michael Walsh attended the meeting to discuss the 2012 EMPG. Mr. Walsh encouraged the Board to approve and sign the grant contract which will allow the Town to purchase a mobile radio for direct communication with MEMA during an emergency. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the contract.
  27. Mr. Walsh reported that next year he will be applying for an Emergency GPS system.
  28. Mr. Walsh reported that he will be meeting with the Bone Frog Coordinator regarding the possibility of holding another event in Charlemont next year.
  29. Mr. Walsh reported that he will be writing to the railroad to ask them to clean up their end of the culvert that runs under Zoar Road near the Zoar Cemetery.
  30. Mr. Walsh will be notified of the next meeting with MassDOT regarding the detour of Route 2 over Burrington Road.
  31. Ms Bandy reported that she has filled out the DEP Form 3 regarding the tree in Rice Brook up to her point of expertise. The Form has been given to the Conservation Commission for completion.
  32. Ms Bandy reported that a meeting with the Roundtable has been put on hold for now as a meeting date cannot be coordinated.
  33. Mr. Tower will research who is on the call list for the Town Hall alarm company.
  34. Mr. Tower will research the water flow of the existing fire hydrant system.
  35. Business being concluded, the meeting was adjourned at 9:35 P.M.

Respectfully submitted

Approved by:  
Charlemont Board of Selectmen

Kathy A. Reynolds  
Executive Secretary

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

List of documents reviewed by the Board

Chapter 90 approval form  
Warrants

9-30-13 minutes  
MassDOT sign application  
Fire inspection rate sheet  
FY 2012 EMPG grant contract  
2013 inventory cover letter  
Special Town Meeting warrant articles  
All Board Meeting Agenda items  
FRCOG H2374 support letter  
Federal Excess Personal Property Cooperative Agreement forms  
United Nations Association UN Day proclamation