

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

April 28, 2014
Page 1 of 4

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

1. The warrants were signed
2. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the edited 3-31-14 and the 4-14-14 Selectmen's minutes.
3. The Board reviewed the 2014 Police and Fire injured on duty insurance quote. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept and sign the quote.
4. The Board received a request for a 1 day beer sales special license from the Bone Frog event that will be held at Berkshire East. The Board reviewed the ABCC requirements regarding issuance of a 1 day special license. The board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to deny the request as the Board does not have the authority to grant a license to premises that have an existing alcohol license.
5. The Hampshire Council of Governments sent a request for authorization to obtain electricity consumption information for ratepayers in the Town. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the request.
6. The Board received a request for employment in the Police Department. This request will be forward to Police Officer in Charge Jared Bellows.
7. The Municipal Space Meeting Summary was discussed later in the meeting.
8. At 7:15 P.M. the Board opened two sealed bids for the FY15 Highway Equipment Rentals. One bid was from George Rice and one bid was from Tyler Equipment. Both bids will be forwarded to the Highway Superintendent for his review and consideration.
9. Ms Bandy reported that the Library Trustees feel they had not heard of the Municipal Space Committee report. Ms Bandy stated that the next steps will be to put together long and short term plans.
10. An edited version of the Selectmen's Annual Town Report was reviewed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept the report as edited. The Executive Secretary was requested to insert the Selectmen's names at the bottom of the report.
11. Philip Bonaluto, Field Supervisor for the Ambulance Regulation Program, State Department of Public Health, attended the meeting to discuss and assist the Town with solutions regarding the ambulance response needs. Marilyn Wilson and Susan Gleason, Rowe Selectboard members, Sheila Litchfield, Heath Selectman, Dana Johnson, Ambulance Director, and Fire Department members Kevin Crowningshield, Eric Dean and Stephen Reynolds were also in attendance. Mr. Bonaluto stated that the ambulance service needs to ensure care in a timely manner. It is the obligation of the Town to respond to at least 50% of calls. Currently a high percentage of the calls are being responded to by 1 EMT and 1 First Responder. Although the initial transport can be made, an intercept with 2 EMTs must happen to complete transport. This intercept places a burden to the Towns responding to the intercept and/or delays transport. Mr. Cunningham stated that Bill #1007 has been written by Senator Downing and Representative Mark to allow transport changes for small Towns in western Mass. Ms Litchfield read a letter from the Heath

Selectmen stating:

- The Town of Heath will consider a vote at their Town Meeting to pay for EMT training for 2 people with the stipulation that persons pass the training and agree to work for the service for a period of time.
 - The current Heath EMTs and 1st Responders have been asked to respond ASAP if available.
 - The Town of Heath continues to support the Charlemont Ambulance Service
 - Suggests revisiting the inclusion of the Colrain Ambulance in responses to the Town of Heath
 - It is important to begin exploration in Regional ambulance Services
 - The Town needs time to train and explore coverage options
12. 50% of the population in the Town of Rowe is over 50 years in age but feels training students in the local schools might help.
 13. Ambulance Director Johnson reported the Mohawk Superintendent took no action upon several requests for an EMT classes that were made in the last 2 years.
 14. Mr. Bonaluto suggested having 1 EMT on an availability roster, not to sit at the station but are available if a call comes in. The Ambulance license is to expire on May 7th but can be extended if a plan is in place.
 15. A Committee will be created with representatives from each Town to review and recommend solutions for response to ambulance calls. A preliminary report will be sent to Mr. Bonaluto by the end of June. Mr. Bonaluto stated that if this happens the ambulance license will be extended for 1 year.
 16. Assessors Jackie Cashin and Sarah Reynolds introduced Pamela Wilder to the Board. The Assessors requested Ms Wilder to be appointed Assessor until the next local election. Mr. Cunningham recused himself from this request. The Board unanimously voted, Ms Bandy – yes, Mr. Tower – yes, to appoint Ms Wilder to the Board of Assessors until the next local election. As the Town Clerk was in attendance, Ms Wilder was qualified for office and given the Open Meeting Law and Ethics Law.
 17. The Board unanimously voted, , Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to appoint Dana Johnson and Eric Dean to the Ad Hoc EMS Committee.
 18. The Board received the draft Annual Town Meeting Warrant articles. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve the order of the articles and to request the Executive Secretary forward the articles to Town Counsel for review and opinion.
 19. Ms Bandy questioned if a bylaw is needed for the Administrator position. Mr. Cunningham will contact Town Counsel with this question.
 20. Mr. Cunningham stated that he feels information, pros and cons, should be available to voters regarding the article to change the Town Clerk’s position from appointed to elected.
 21. Ms Bandy stated that the Voc/Tech Advisory Committee has suggested Charlemont appoint an alternative to the Committee when Ms Bandy is not available for the meetings. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to appoint Kathy Reynolds as the alternative representative when Ms Bandy is unavailable.
 22. A meeting with Hampshire Power to discuss the real time Adder Increase will be set up after the Annual Town Meeting.
 23. The DOR financial review will be discussed during the 5-12-14 meeting.

24. Ms Bandy reported that the Accountant and Treasurer require new computers, namely 2 towers, 1 printer that is shared with both offices, 1 larger monitor for the accountant. The accountant also needs 2 locking file cabinets. Ms Bandy will ask the accountant to bring to the Selectmen a recommendation as to what computer equipment should be ordered.
25. Municipal Space needs was discussed. Mr. Cunningham questioned using space in the Assessor office and agreed to measure room dimensions and space needed for file cabinet needs. Mr. Tower will research the who, what, where regarding leasing a modular unit for storage or office space. Mr. Tower will also measure the jail for possible usable space.
26. Municipal Space: next steps will be placed onto the May 12th agenda.
27. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve of a Senior Trash Bag policy submitted by Ms Bandy.
28. Ms Bandy will inform the Agriculture Commissioners of the forestry meeting.
29. Ms Bandy will continue to research Town policies
30. Ms Bandy reported that to remove the tree from Rice Brook and shore up the embankment should not be undertaken without review by an engineer, according to the Conservation Commission. An engineering study should also be undertaken for future construction needed on the Harris Mountain Road bridge.
31. A letter will be drafted to Raymond Willis explaining that the Town is not able to assist him with the removal of the tree and restoring his property along the Rice Brook due to the funding that will be required.
32. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve for payment an Kopelman & Paige bill.
33. Mr. Cunningham will create a press release regarding submission of ideas for the Welcome to Charlemont signs.
34. Mr. Tower stated that he will bring to the May 12th meeting examples of flow charts for the Board of Selectmen.
35. The Board received a request for a 1 day sale of beer and wine permit from Wendell Rheinheimer. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, not to act upon this request but to invite Mr. Rheinheimer to the May 12th meeting for discussion. Police Officer in Charge Jared Bellows will also be invited.
36. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to schedule Selectmen’s meetings on June 16, 2014 and June 30, 2014.
37. Business being concluded the meeting was adjourned at 10:25 P.M.

Respectfully submitted

Approved by:
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

List of documents reviewed by the Board

Warrants

3-31-14 and 4-14-14 Selectmen's minutes

2014 Police and Fire injured on duty insurance quote

1 day beer sale special license request for the Bone Frog Challenge

Request for authorization from the Hampshire Council of Governments

Request for employment

Municipal Space Meeting summary

FY 15 Highway Equipment rental bids (2)

Selectmen's Annual Town Report

Draft Annual Town Meeting Warrant articles

DOR financial review

Senior Trash Bag policy

Kopelman & Paige bill

1 day sale of beer and wine permit request