

**Town of Charlemont**  
**Minutes of the**  
**July 14, 2014 Board of Selectmen Meeting**  
Charlemont Town Hall

*Select Board members in attendance were Chair Vaughn Tower and Beth Bandy. David Cunningham was absent. Other people in attendance at the meeting were Amy Wales and Toby Gould (Finance Committee), Brian Morton (Town Accountant), Robert Dean (Franklin Regional Council of Governments), Tammy and Paul Hicks (Yankee Doodle Days), Bonnie Lee Nugent (Cemetery Committee), Maureen Flaherty (resident), and Sgt. Jared Bellows (Police).*

Mr. Tower called the meeting to order at 7:00pm.

On a motion from Mr. Tower, seconded by Ms. Bandy, the Board voted unanimously to approve and sign meeting minutes from June 16, 2014 and June 30, 2014; a thank you letter to Alan Booth; a response letter to the Town of Heath. The motion also approved a response to a subpoena, as well as payment of a Kopelman & Paige bill and Town warrants.

Mr. Tower made a motion, seconded by Ms. Bandy, to end meeting appointments by 8:30pm on a trial basis for the next six months. The motion passed unanimously.

In response to a letter from the Town's former attorney about the upcoming destruction of old files, Ms. Bandy made a motion, seconded by Mr. Tower, to instruct Kathy Reynolds to ensure that the Town does not have any pending cases with the firm and that the Town has all of the files it needs. The motion passed unanimously.

Ms. Bandy made a motion, seconded by Mr. Town, to ask Gisela Walker to follow up with Jon Schaefer about serving as the Charlemont Representative to the newly-formed Mohawk Trail Woodlands Partnership Advisory Committee. The motion passed unanimously. Ms. Bandy will contact a possible alternate if Mr. Schaefer declines the invitation to serve on this committee.

The Board discussed a copy of a letter from the Buckland Select Board to the Mohawk School District regarding transportation reimbursement. The letter indicated that, should State reimbursement for regional transportation increase as anticipated to 90% in FY15, the Town of Buckland expects a related reimbursement for transportation funding provided by the Town. Ms. Bandy will contact Buckland Selectman Kevin Fox for more information.

At 7:15pm, the Select Board met with the Finance Committee and Town Accountant Brian Morton to discuss year-end appropriations. Mr. Morton reviewed the spreadsheet, "Town of Charlemont: Appropriation Deficits to be covered 6/30/2014," which showed accounts in deficit and the accounts from which they would be covered. All agreed that there is a need for regular budget discussions with Department Heads. Mr. Morton stated that money will be closed out to Stabilization from FEMA funds. Amy Wales noted that the Finance Committee had been told that the FEMA funds could be returned to the General Fund. Mr. Morton clarified that the amount appropriated from Stabilization must go back to Stabilization. He will email the Finance Committee when he knows what is left over (closeouts). Mr. Tower made a motion, seconded by Ms. Bandy and passed unanimously, to sign off on the "Town of Charlemont: Appropriation Deficits to be covered 6/30/2014" document.

At 7:30pm, the Select Board met with Tammy and Paul Hicks about Yankee Doodle Days. They reviewed vendor insurance coverage. Ms. Hicks is getting finalized insurance forms for the remaining vendors (a few address changes needed on forms). She noted that the Board of Health permits are all done online now. She will keep Mr. Tower apprised of her progress and send the missing materials to Town Hall as they come in. Mr. Hicks noted that insurance will cover activities on the Charlemont Fairgrounds from July 21 to July 29.

At 7:45pm, the Select Board met with Bonnie Lee Nugent of the Cemetery Committee. Ms. Nugent began by asking about cemetery mowing bid process. She wanted to be sure that volunteers continued to maintain the cemeteries until a bidder is selected and begins work.

Ms. Nugent then showed the Board a binder in which the Commission keeps all of its information about the cemeteries located in Charlemont, with the exception of the East Charlemont and Leverett Cemeteries, which are maintained under the direction of their own Boards of Trustees. The binder includes information about all burials and the histories of each of the other cemeteries in town.

Ms. Nugent said the Cemetery Committee had discussed the possibility of becoming a Cemetery Commission. She said commissions generally operate cemeteries that are active with salable plots. Since the cemeteries in town are small, and there are no additional plots to sell in any of them, making the change to a Commission did not make sense. No change will be made.

Ms. Nugent brought up the possibility of using money from the Perpetual Care Fund and the Village Cemetery Fund for restoration of cemeteries throughout town. Mr. Morton noted that the original donor intention was for these funds only to be used at Village Cemetery. Ms. Wales agreed, stated that the Town was given those funds specifically for the Village Cemetery, and the Town does not have authority to use the funds for other purposes. Ms. Nugent will contact Lynn Hathaway regarding the original paperwork for these funds, as well as research Cemetery Committee records regarding donor restricted funds.

Ms. Nugent reported that funds are needed to repair broken headstones at cemeteries throughout Charlemont. The Town would be eligible to receive some funding from the State for this purpose, but the cemeteries first would need to be listed on the Massachusetts Historic Register, at a cost of \$3,000 per cemetery. Ms. Wales asked how much additional funding the Cemetery Committee would need to repair the broken stones. She and Toby Gould said the Finance Committee could help the Cemetery Committee plan budget requests for cemetery repair expenses. They also noted that, in the future, a line item for cemetery mowing should be broadened to cover both mowing and maintenance.

At 8:00pm, the Select Board met with Maureen Flaherty, who read a letter she had previously sent to the BoS regarding the drainage problem at her home located 9 North Street in Charlemont. She also shared photographs of the drainage problem. She reported that problem has been ongoing but became much worse after Hurricane Irene, when all storm drains above her property were washed out. She said she applied as an individual to FEMA for relief after the storm, but did not receive funding. "The road is now in danger of collapse," she said.

Mr. Tower stated that this topic will be discussed with Highway Superintendent Gordon Hathaway at a meeting on July 28. Mr. Tower also noted that there will be a need for engineering work at the site. Mr. Morton stated that voters at Town Meeting could re-appropriate for this purpose the \$118,000 in a FEMA account that is due to be released. Ms. Wales stated that the Town would first need to determine

how much money would actually be required to fix this problem. Mr. Gould asked if there is Chapter 90 money available that could be used for part of this project. Mr. Tower stated that Ms. Flaherty would be invited back to meet with the BoS and the Highway Superintendent to discuss next steps.

At 8:20pm, the Select Board met with Robert Dean, Director of Regional Services at the Franklin Regional Council of Governments (FRCOG). Mr. Dean requested this appointment to officially dispel a rumor that Jacqueline Cashin was fired by the FRCOG from her former position as the Town of Charlemont's Accountant after making an egregious error. Mr. Dean stated that this rumor has no basis in fact. Instead, he said, there was a reallocation of staff resources within FRCOG, and Ms. Cashin was simply transferred to another town during that process. Mr. Tower, Ms. Bandy, Ms. Wales, and Mr. Gould all voiced their approval of Ms. Cashin's work in Charlemont.

The Board then discussed progress on municipal space planning. Mr. Tower reported that use of a modular office unit seems unlikely, as there is no good place to put such a unit. Mr. Tower and Ms. Bandy then discussed the possibility of putting in an elevator to allow use of the upper floors in Town Hall. Ms. Bandy noted that there is a possibility of applying for a Community Development Block Grant for this purpose. She also noted the possibility brought up by Kevin Crowningshield of developing an emergency services building (with possible additional meeting and storage space for the Town) next door to Town Hall. Mr. Gould noted that having these two buildings side-by-side could create an effective municipal complex, possibly with a cultural wing in the Town Hall and administrative offices in the emergency services building.

Mr. Tower and Ms. Bandy agreed that these options need to be explored further, but that they also are long-term solutions to the Town's municipal space problems. There is a need for a short-term solution to the space crunch and record retention problems currently existing in Town Hall. On a motion by Ms. Bandy, seconded by Mr. Tower, the Board voted to create a short-term solution to this problem by changing the Selectmen's Meeting Room into office space for the Town Treasurer/ Tax Collector and Town Accountant. They asked Mr. Morton about his impression of using removable dividers to create cubicles in the room. He said this arrangement would be fine. Ms. Bandy will follow up with the Town Librarian about using the Tyler Memorial Library as an alternate meeting space. She also will contact Eric Dean about the costs of removing existing shelving from the Selectmen's Meeting Room and will research sources for dividers.

At 8:30pm, the Board met with Police Sergeant Jared Bellows about Town Hall security, in response to the disappearance of several items from the building in recent weeks. Sgt. Bellows noted that installing a full security system in the building would cost between \$40,000 and \$60,000. He did not believe such a system would be necessary, however. He said it would not be difficult to determine who is behind this problem. He will open an investigation into this situation. If anyone notices any items missing from Town Hall, those items should be reported immediately to Sgt. Bellows, who will keep the Board informed of new developments.

Mr. Tower and Ms. Bandy then discussed the need for monthly reports from department heads. An email reminder from the BoS to department heads a week before reports are due may help.

Ms. Bandy addressed the issue of updating messages on the announcement sign in front of Town Hall. The current system for updating the sign does not appear to be working. Russell Kelly, the person currently responsible for updating the sign messages, does not work in Town Hall frequently enough to update the messages on a regular basis. She suggested that the Board find someone else who is in Town Hall regularly to handle this task. Mr. Tower made a motion, seconded by Ms. Bandy and passed

unanimously, to make Kathy Reynolds responsible for changing the sign messages going forward. They also made a note to ask Ms. Reynolds to write a letter to Mr. Kelly about this change, noting that it is being made only for the sake of convenience and is not a reflection on his excellent work on behalf of the Town.

Mr. Tower made a motion, seconded by Ms. Bandy and passed unanimously, to hold discussion of the pellet bag recycling program for a future meeting when Mr. Cunningham, who serves as liaison to the Transfer Station, was in attendance.

Mr. Tower and Ms. Bandy reviewed GANTT charts showing all of the projects currently on the Select Board's plate. Ms. Bandy also talked about the hiring process for the new Town Administrator position, using a schedule from the Massachusetts Municipal Managers Association hiring manual as a reference. She will update the GANTT charts and create a time line for the Charlemont hiring process.

Ms. Bandy stated that she had heard from Phoebe Walker about possible assistance FRCOG could provide to Charlemont regarding ambulance services. Ms. Bandy made a motion, seconded by Mr. Tower and passed unanimously, to ask Ms. Reynolds to send contact information to Ms. Walker for members of the Ambulance Workgroup and for Mr. Tower, who is the BoS Ambulance liaison.

Mr. Tower discussed the topics to be addressed at an upcoming Department Heads meeting. These topics included Fundware training by Mr. Morton, the need for regular monthly reports, and draft versions of special events applications.

The Board received with thanks a submission from Keeley Herbert for the new "Welcome to Charlemont" sign. The Board also voted, on a motion made by Ms. Bandy and seconded by Mr. Tower, to extend the submission deadline by one week to allow for more publicity of the contest.

Mr. Tower made a motion, seconded by Ms. Bandy and approved unanimously, to hold discussion of website content managers until Mr. Cunningham returns.

Ms. Bandy reported that she continues to work on a Special Event Application form for the Town. She will send a draft of this document for review by the BoS and emergency services.

The Board approved, on a motion by Mr. Tower and seconded by Ms. Bandy, Mr. Tower to reach out to a local builder about serving on the FRCOG Building Plumbing, and Wiring Program Advisory Committee.

Mr. Tower made a motion, seconded by Ms. Bandy and unanimously approved, allowing him to serve as Charlemont's FRCOG Council Committee member for the current fiscal year.

In response to a request from a Town police officer to be assigned an official Town email account, the Board agreed that any decision on this matter would need to be made after the Board finalizes its website policy. This matter is to be discussed when Mr. Cunningham returns.

Ms. Bandy made a motion, seconded by Mr. Tower and unanimously approved, to ask Ms. Reynolds to prepare a list of all current and available liquor licenses in Charlemont. This document is for BoS reference purposes.

Mr. Tower made a motion, seconded by Ms. Bandy and unanimously approved, to establish the

following liaison roles for Select Board members in the current fiscal year. Mr. Tower: Ambulance, Police, Park & Recreation, Assessors, Planning Board, Historical Commission, Tree Warden. Mr. Cunningham: Fire, Finance, Town Accountant, Tax Collector, Solid Waste, Conservation, Emergency Management Director. Ms. Bandy: 250<sup>th</sup> Committee, Highway, Board of Health, Schools, Library, Council on Aging, ZBA, Cemetery, Finance.

Mr. Tower said he would like to post photos of all Departments and boards in Town Hall, starting with the Select Board.

After reviewing a Charlemont Police Department To/ From Notification Letter, Mr. Tower made a motion, seconded by Ms. Bandy and unanimously approved, to write a letter of commendation from the Select Board to Officers Gregory Dekoschak and Officer Ryan Martin for their outstanding and heroic service in a recent rescue of a stranded river user. This letter will be copied to Brookfield Power and forwarded to the press.

The Meeting adjourned at 10:05.

**Documents Reviewed:**

Select Board meeting minutes from June 16, 2014 and June 30, 2014

Thank you letter at Alan Booth

Response letter to Town of Heath

Subpoena for Highway records response letter

Kopelman & Paige bill

Town Warrants

Keely Herbert's submission for a "Welcome to Charlemont" sign

Town of Buckland letter to Mohawk regarding reducing assessments.

Appropriation deficits to be covered 6/30/14 document

Cemetery Committee binder

Drainage complaint letter from a resident

Request for a Town email account

Draft calendar for Town Administrator hiring process

Select Board Projects GANTT charts

Charlemont Police Department TO From Notification Letter

Respectfully submitted by Beth Bandy.