

MINUTES OF THE BOARD OF SELECMEN'S MEETING
Town of Charlemont
Goodnow Town Hall

July 21, 2014
Page 1 of 4

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

1. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the warrants, a memo to all who use the Town Hall regarding security, letters of commendation to Police Officer Martin and Dekoschak.
2. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to schedule a Selectmen’s meeting on Monday, July 28th. Maureen Flaherty and the Highway Superintendent will be invited to attend this meeting, 7:00 P.M., to discuss a culvert located on Ms Flaherty’s property.
3. Mr. Cunningham reported that he and the Highway Superintendent visited 31 Rowe Road. The Highway Department will install a swale to divert water from washing out the driveway.
4. Mr. Cunningham stated that he feels changing departmental liaisons should have been done during a meeting with a full Board.
5. There will be a Departmental meeting in the month of August. Departmental monthly reports are due to the Selectmen’s office by July 31, 2014. The Executive Secretary was requested to send this information to the effected departments.
6. Two proposals were received for mowing of the: Zoar Cemetery, Hawkes Cemetery, Village Cemetery and Old Cemetery. Carl’s 4 Seasons proposed \$2,000 for 2014. Snows & Sons Landscaping proposed a cost breakdown per individual cemetery with an additional initial mowing fee. The Executive Secretary was requested to contact Carl’s 4 Seasons for his indented frequency of mowing the cemeteries in writing.
7. Jerry Gosetti, 250 Committee member, attended the meeting to give the Board an update regarding events planned for the 250th Town Anniversary. Mr. Gosetti requested an appointment on the next All Board Meeting agenda, which was granted. Mr. Tower stated that he is helping to set up an Anniversary parade.
8. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to allow a round yellow sign, informing all who pass by of the Anniversary, to be placed on the front lawn of the Town Hall.
9. Bob Handsaker and Steve Ferguson, Wired West members, attended the meeting to request the Board to write a support letter for the 50 million bond bill. A draft letter was presented to the Board which was unanimously, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, approved and signed.
10. The Board received an FY 2014 invoice from the webmaster which was received after the close of the year. Mr. Cunningham will contact the webmaster to see if this invoice had previously been sent.
11. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to retrieve all legal files from the former town attorney before they are destroyed. Mr. Cunningham agreed to pick up the files and bring them to the Town Hall.
12. Discussion of the Smart Meter was tabled. Mr. Tower suggested purchasing a get well card for the EMD with the Board members to sign.
13. A document showing all alcohol licenses being used and the remaining number of license available for the Town was reviewed. No action was taken.

14. A request regarding a BYOB Town Ordinance was reviewed. As there is no known ordinance of this kind, Mr. Tower will contact the paralegal who posed the question with this information. The Executive Secretary will forward the question to the ABCC Officer and ask for his opinion regarding this issue.
15. Eric Dean, Hawlemont School Committee member, submitted his resignation from the Committee, effective July 8, 2014. The Board accepted the resignation with much regret.
16. Mr. Dean recommended the Board appoint Erwin Reynolds, Sr. to this vacant position. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to appoint Erwin Reynolds, Sr. to the Hawlemont School Committee until the next local election. Mr. Reynolds, Sr. was qualified for office and received copies of the open meeting and ethics laws.
17. The Board received a letter from the property owner of 31 Rowe Rd, Ed Root. The letter asks for the Town to create a bleeder so run off water does not wash out his driveway. This request was addressed previously in the meeting. The Executive Secretary was requested to inform the resident that the Highway Department will take care of the bleeder. The Secretary was instructed to sign the letter.
18. Ms Bandy reported that Gisela Walker has suggested the Board appoint Jon Schaeffer to the Woodlands Partnership Advisory. Ms Walker has not contacted Ms Bandy with further information so the Executive Secretary was requested to contact Ms Walker, asking her to contact Ms Bandy regarding this appointment.
19. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the COA EOE A grant statement of authorization.
20. The Board received a welcome to Charlemont sign design from Rachel Porter. The submission deadline for sign designs changed to July 25th. Mr. Tower will use the telephone messaging system to announce the new deadline.
21. The Board realized a quorum will not be in attendance for the scheduled August 4th meeting. As a hearing has been scheduled for August 4th and action by the Selectboard upon this application must be taken within a specific time frame, the Board unanimously voted to schedule a meeting on Friday, August 8, 2014 at 5:30 P.M.
22. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to post the Hazardous Mitigation Plan, 2nd review upon the Town website.
23. Mr. Tower stated that Police Officer Clay Herbert drafted a letter to MassDOT regarding the police crosswalk signs. Mr. Tower read the letter. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the letter.
24. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve use of vacation time as submitted by the Executive Secretary/Town Clerk.
25. The Board received an e-mail from the webmaster asking for permission to post the Smart Meter document written by the EMD. The Board decided the document is useful but not approved by the Town. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, not to post the document onto the Town website at this time. Mr. Tower will inform the EMD.
26. Mr. Tower reported that he has observed police officers in other towns on detail without using police cruisers. Since the Town does not charge for use of the cruisers, Mr. Tower would like to schedule the Police Officer in Charge Bellows during their July 28th meeting to discuss using Town cruisers for police detail assignments.
27. Mr. Cunningham submitted highway Chapter 90 forms to the Board for signature. Mr. Tower and Ms Bandy stated that they feel the projects should have been discussed more in depth with

the Board before approval. Mr. Tower stated that he would like to see a color coded map from the highway department regarding the condition of all town roads. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the Chapter 90 forms as submitted.

28. Ms Bandy would like to have appointments with each department head, individually, for a ½ hour appointment. Scheduling of meetings with department heads will be placed onto the July 28th meeting agenda.
29. The Board received a letter of resignation from Highway Foreman Kenneth Shippee, effective August 1st. Mr. Cunningham reported that Foreman Shippee has 47 hours of vacation time, earned in FY 2014 that Mr. Shippee would like to be compensated. Mr. Shippee would also like to be compensated for the FY 2015 vacation time. The Board reviewed the vacation use policy in the Personnel Handbook.
30. Ms Bandy stated that she wants a monthly report from the Treasurer that give all employees yearly, accrued, and used vacation hours.
31. Mr. Cunningham stated that the Highway Superintendent will advertise for the empty position.
32. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to accept the resignation with regret.
33. Mr. Cunningham reported that the Highway superintendent will begin using part time season help.
34. Mr. Cunningham stated that he feels the decision of the Board members in attendance during the July 14th meeting regarding changing the Town Hall meeting room into office space should have been conducted with a full Board. Mr. Cunningham stated that he feels the Town needs to have its own meeting space. Other alternatives regarding office space exists and should be explored.
35. Ms Bandy stated that the Town will be able to use the Library and Hawlemont School for meetings.
36. Ms Bandy made a motion to change the meeting room in the Town Hall into office space with 2 work stations, Mr. Tower seconded and the Board voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – nay,
37. Ms Bandy reported that a Tech/Voke busing meeting is scheduled for July 31st and she will not be able to attend. The Executive Secretary/Town Clerk will represent Charlemont for this meeting and was authorized to commit to bus routes that are created during this meeting.
38. Finance Committee monthly appointments will be placed under action on the July 28th agenda.
39. Liaison positions will be placed under action on the July 28th agenda.
40. Mr. Tower stated that Dana Johnson will be at the Town Hall on July 28th at 6:30 P.M. sharp to take a team photo of the Selectmen.
41. Mr. Tower stated that the Transfer Station Attendant Russell Kelly has reported Town trash bags are missing from the Town Hall. This incident was reported to the POIC Jared Bellows.
42. The Executive Secretary was requested to place discussion of Municipal Space onto the July 28th agenda as a 30 minute appointment.
43. The Executive Secretary was requested to place discussion of the Town Administrator onto the July 28th agenda as a 30 minute appointment.
44. Business being concluded, the meeting was adjourned at 10:10 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

Warrants
Security memo
Letters of commendation
Cemetery mowing proposals
Yellow round sign
Wired West support letter
Webmaster invoice
Notice from the former town attorney of legal files to be destroyed
Document listing alcohol licenses
E-mail regarding town ordinances for BYOB
Letter of resignation from the Hawlemont School Committee
Letter from a resident requesting installation of a bleeder
COA EOEIA grant statement of authorization
Welcome to Charlemont sign design
Request to post the Hazardous Mitigation Plan, 2nd review on the Town website.
Draft letter to MassDOT regarding crosswalk signs
Use of vacation time request
Permission to post from the webmaster
Chapter 90 forms
Letter of resignation from the Highway Foreman