

**Town of Charlemont
Select Board Meeting Minutes
September 8, 2014**

Select Board members in attendance: Vaughn Tower, Chair; David Cunningham; Beth Bandy. Others in attendance: Jared Bellows, Clay Herbert and Melinda Herzig (Charlemont Police Department); Gordon Hathaway, Toby Gould, Janine Desgres (Personnel Handbook Workgroup); Erwin Reynolds, Jr. (Animal Control); Doug Annear (Fire Chief); Dana Johnson (Ambulance Director); Sarah Reynolds, Steven Reynolds (Park & Recreation); Erwin Reynolds, Sr. and Eric Dean (Hawlemont Agriculture
;(program

.Mr. Tower called the meeting to order at 7:05pm

The Board approved warrants, meeting minutes for August 8, 2014 and August 18, 2014. On a motion by Mr. Cunningham, seconded by Mr. Tower, the Board unanimously approved the Town Council invoice and an invoice from Carl's Four Seasons for mowing cemeteries. Mr. Gould, a member of the
.Finance Committee, noted that this invoice should be charged to account #495400000

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board unanimously approved Mr. Tower
.as the Select Board representative to FRCOG Council

Robert Lingle, Chair of the Board of Health, was unanimously appointed as the BoH representative to
.the Earth Removal Committee on a motion by Mr. Tower, seconded by Mr. Cunningham

On a motion by Mr. Tower, seconded by Ms. Bandy, the Board unanimously voted to appoint Mr.
.Cunningham as the Select Board representative to the newly-formed Earth Removal Board

Ms. Bandy said she will draft a letter to the Select Boards and Finance Committees of the other towns that belong to the Hawlemont and Mohawk Trail Regional School Districts, asking them to participate in a joint budget preparation meeting with the School Committes this fall. She will bring this letter to
.the next BoS meeting for discussion

FundWare Training will be held on Monday, October 27 at 9:00am at Town Hall. Ms. Bandy will contact the Town Accountant, Brian Morton, regarding the date for this training. Mr. Cunningham will
.bring a projector for this training

Toby Gould met with the Select Board for a monthly review of financial reports. Mr. Gould will check with Mr. Morton about the accounts for cemetery expenses. All budgeted amount for Veterans benefits will be expended by December. They discussed an upcoming Special Town Meeting and the

possibility of pushing it back into November. Mr. Annear asks about paying bills that are due from FY2014. Ms. Bandy will contact Amy Wales, Chair of the Finance Committee, about scheduling a
.Special Town Meeting preparation meeting

The Personnel Handbook Workgroup met with the Select Board. Ms. Desgres introduced the work performed by the Personnel Handbook Workgroup. She highlighted differences between the content of the new handbook and the existing personnel policy document, as well as potential issues that might
:need to be addressed by the Select Board prior to voting to accept the new handbook

?month probationary period – does this have an impact on other things, such as pensions 3 ●

The time frame for termination after leaving a position without notice has been reduced from 5 ●
.days to 3 days

.There is now a non-harassment section ●

The new draft of the handbook addresses who keeps personnel files. The Select Board will need ●
.to review this section again when the Town Administrator has been hired

Mr. Tower made a motion, seconded by Mr. Cunningham, to send the new handbook to the Town attorney for review. The motion passed unanimously. Mr. Tower said he will call Ms. Reynolds and ask her to send the handbook to the attorney. The attorney would need to return the handbook to the Town no later than September 29, 2014. Copies of the approved handbook will be distributed to all Town
.employees for signature no later than October 6, 2014

The Board then met with Department Heads. Mr. Bellows submitted Charlemont Police Department flow chart and monthly report, as well as two letters requesting promotions for Officer Melinda Herzig (to Sargent) and Officer Clay Herbert (to Deputy Police Chief). On a motion by Mr. Tower, seconded by Mr. Cunningham, the promotions were unanimously approved. Mr. Herbert presented Ms. Herzig with her stripes. Mr. Tower and Mr. Bellows discussed the current balances of river patrol accounts. Mr. Bellows provided an update on the river patrol, noting that no crimes were reported on the river in
.Charlemont in the last year

Mr. Annear presented the Fire Department report. His current concerns include: a discrepancy over fuel costs, a matter on which he is working with the Town Accountant; the physical condition of the Fire Department; and ways to encourage more people to complete Fire Fighter 1 and Fire Fighter 2 training. Mr. Cunningham asked how many people in the Fire Department have been or will be trained in both Fire Fighter 1 and 2. Mr. Annear reported approximately 25% are likely to become fully trained, although all 23 members need this training. He reported that the trainings cost \$150 per person,
.including in-person training (held in Montague and Sunderland) and work on a CD-ROM

The Board agreed to set up appointment with Mr. Annear to discuss Fire Department training issues on September 29. A separate meeting will be held at the Fire Department to discuss municipal space issues
.for the Town's Emergency Services

Mr. Hathaway presented the Highway Department's report. Following up on the recent departure of a member of his staff, he asked to make two internal promotions, allowing him to hire a new employee at the lower rate and remaining within his current personnel budget. On a motion by Mr. Cunningham, seconded by Mr. Tower, the Board unanimously approved this request. Mr. Hathaway reported that the Highway Department has been having radio problems. Requests for new radios will need to be sent to .the Finance Committee for inclusion on the Special Town Meeting warrant

Mr. Johnson presented the Ambulance report. He said that getting people to respond to EMT calls has continued to be difficult, and that most calls are now being covered by only four people. The Ambulance Workgroup was continuing to explore this and other ambulance service problems. He said FRCOG has been a partner with the work group. No obvious solutions have been found in the first two meetings of the group. Mr. Johnson said he has not heard any more from the Mohawk Trail Regional School District about the possibility of providing EMT training at the school. He noted that the ambulance radiator may need to be repaired. Ms. Bandy said she would reach out to Senator Benjamin Downing and Representative Paul Mark regarding a meeting with the Select Boards, Ambulance .Workgroup, and Mr. Johnson

Steven Reynolds and Mr. Hathaway discussed Mr. Reynolds' occasional need for a pickup truck to use on an emergency basis in the course of conducting his Tree Warden duties. Mr. Hathaway agreed to allow Mr. Reynolds to use a Highway Department pickup truck for this purpose, as long as the truck is signed out by Mr. Hathaway. The Board then discussed the need for a memorandum of understanding (MOU) between the Town and the owner of the parking lot behind Town Hall. Currently, there is no written agreement regarding plowing or other maintenance of this space. Mr. Cunningham will draft an .MOU to share with the owners. That MOU will then be sent to the Town Attorney for review

Representatives of Hampshire Collaborative met with the Select Board to discuss questions that need to be sent to the Department of Public Utilities (DPU) regarding an electricity aggregation program. In order to submit these questions to the DPU, Hampshire Collaborative needed paperwork signed by the Select Board. The Board asked questions about this aggregation program, which the Hampshire Collaborative representatives explained is designed to allow the bulk purchase of electricity for residents of a community. Bulk price will vary by electric rate fluctuations. They said that, if approved by DPU, Hampshire Collaborative will be licensed and able to present the towns with a rate. Town residents will automatically be included in this program but can opt out. The "supply" section of residents' utility bills will show difference between Hampshire and other suppliers' prices. They are guaranteeing a savings off National Grid immediately. Mr. Cunningham made a motion, seconded by Mr. Tower and unanimously approved, to sign off on the questions packet from Hampshire .Collaborative

Members of the Park & Recreation Commission, including Sarah Reynolds and Steven Reynolds, met with the Select Board. Steven Reynolds reported that the recently-refurbished tennis courts are cracking and need repair again. The Board reviewed a proposal for the original work from Vermont Tennis Court Surfacing Proposal, dated 4/15/2013. Mr. Cunningham said he would call the company to investigate. Jerry Gosetti may have the original contract for this work. Mr. Cunningham said he would follow up with Mr. Gosetti to obtain a copy of that contract. The Park & Recreation Commission will call Franklin Technical School regarding electrical work at the Exhibition Hall. They also will work with

Fire Chief Annear on emergency issues at the Charlemont Fairgrounds, in particular the correct street address for emergency responders to use for that location. Mr. Reynolds raised the possibility of holding a bonfire at the fairgrounds, but there was general concern about the possibility of the fire spreading. Mr. Tower noted that metal scrap left over from the demolition derby at Yankee Doodle Days is still on the Fairgrounds. Park and Recreation will contact Friends of the Fairgrounds, asking .them to complete this cleanup

Erwin Reynolds, Jr., the Town's Animal Control Officer, reported that he was the subject of an anonymous complaint to the MSPCA. He said that the Town needs a new kennel, and he would like to have this item included as a warrant article at the upcoming Special Town Meeting. Mr. Cunningham asked him to work on price estimates for this kennel. Mr. Tower asked about receiving a copy of the Town's Dog Policy in writing. He also asked Erwin Reynolds, Jr. what phone number he should call to learn more about the anonymous complaint, and about maintenance of the current facility. Erwin .Reynolds, Jr. left the meeting

The Board discussed possible locations and construction of a new kennel. As a temporary fix, Mr. Cunningham will work on a possible secured facility near the Highway Department with the Highway .Superintendent and the Animal Control Officer

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board approved reimbursement from the Berkshire East Gift Account for the Federated Church. Mr. Tower and Mr. Cunningham voted yest; Ms. .Bandy abstained to avoid a conflict of interest, as she attends this church

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board voted unanimously to hold a meeting about municipal space and emergency services at the Fire House on Monday, September 15, .2014 at 7:00pm

Erwin Reynolds, Jr. returned to the meeting, delivered his resignation letter from the position of Animal Control Officer, and left again. The Board took a break from 9:40pm to 9:50pm so Mr. Cunningham could speak privately with him outside. When the meeting resumed, the Board agreed to put Mr. .Reynolds' resignation letter on next meeting agenda

The Board received a request for public information from Morrison Mahoney LLP regarding an incident on Zoar Road. On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board unanimously agreed to ask Kathy Reynolds, in her capacity as Town Clerk, to find and send ASAP any Select Board minutes involving Zoar Road, as well as any information the Police and Highway .Departments might have regarding this matter

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board agreed to allow the 250th Committee to make a town-wide call about the upcoming Town photo shoot. The Board agreed to suggest that the date of the photo shoot be changed to Sunday, October 19, so that staff at Avery's could .participate

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board unanimously approved reimbursement from the Berkshire East Gift funds for Melody Wheldon

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board unanimously agreed to send a thank you letter to Mr. Chadwick for his volunteer work on cemetery signs in Charlemont

On a motion by Mr. Tower, seconded by Ms. Bandy, the Board unanimously agreed to ask current members of Charlemont's Local Cultural Council come to a Select Board meeting to be appointed

.The Board took a letter from Marguerite Willis about 21st Century taxation policy under advisement

The Board received requests for the Special Town Meeting from Brian Morton and the Fire Department. Mr. Tower will ask Ms. Reynolds to forward copies of these documents to the Finance Committee

Mr. Cunningham expressed an interest in asking Michael Walsh, Emergency Management Director, discuss the draft Hazard Mitigation Plan with the Board. Mr. Tower will ask Ms. Reynolds to schedule this appointment during the Board's September 29 meeting

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board voted unanimously to approve the Massachusetts Municipal Association invoice, once it is clear that this document is not a duplicate and the invoice has not already been paid

Mr. Cunningham said he would contact Jan Ameen, Executive Director of the Franklin County Solid Waste Management District, regarding the space requirements for pellet and farm plastics recycling facilities at the Transfer Station

Mr. Tower will ask Ms. Reynolds to forward a letter from the Massachusetts Department of Transportation regarding Winter Rapid Road Recovery to the Highway Superintendent

The Board received a letter from Hawlemont Regional School requesting a town-wide phone message about upcoming dates for a Barn Raising at the school. On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board unanimously approved this request. Mr. Cunningham will coordinate the call

Mr. Cunningham reported that the Tyler Memorial Library is getting ready to spend funds out of its gift accounts to buy furniture and would like to sell existing furniture at the same time. The Board members discussed the need to see receipts or other proof of furniture ownership before making a determination on this request. Mr. Cunningham will contact Andrea Bernard, the Town Librarian, to follow up

The Board discussed the announcement sign located on the front lawn of Town Hall. Russell Kelly will be asked to change the sign messages on Wednesdays, rather than Sundays. Text for the sign messages will be delivered to him in advance at the Transfer station

The Board will start the All Board meeting on September 15, 2014 fifteen minutes early (at 6:45pm) to discuss Town Administrator position. Ms. Bandy will bring text for the job posting and ideas for where to post the ad to that meeting

Ms. Bandy will ask Ms. Reynolds to put the Special Event Application on the Board's September 29 agenda and then schedule a meeting about this application in October with Fire, Ambulance, and Police

On a motion by Mr. Tower, seconded by Mr. Cunningham, the Board voted unanimously to thank the Department Heads for submitting their monthly reports

.The meeting was adjourned at 10:55pm

Documents Reviewed

Charlemont Police Department flow chart and monthly report
Two letters from requesting promotions for Officer Melinda Herzig (to Sargent) and Officer Clay
(Herbert (to Deputy Police Chief
.Vermont Tennis Court Surfacing Proposal, dated 4/15/2013
Morrison Mahoney LLP regarding an incident on Zoar Road
Letter from Marguerite Willis on 21st Century taxation policy

.Respectfully submitted by Beth Bandy