

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

November 17, 2014  
Page 1 of 4

The meeting was called to order by Chairman Vaughn Tower. Beth Bandy and David Cunningham also attended the meeting.

1. Resident Melody Whelden attended the meeting to inform the Selectmen of the difficulties she is having with the Charlemont Sewer District. Ms Whelden stated that the Sewer District inspected her property to determine if a portion of her property is an apartment or rented room. A determination was made by 2 Sewer Commissioners during the inspection that if a microwave is removed, the area will be considered a rented room, thus reducing her sewer bill to 1 unit instead of 2 units. Ms Welden complied but continued to be billed as a 2 unit building. Ms Welden called a Commissioner who returned her call a month later and stated the building will need to be re-inspected. Meanwhile the sewer bills continue to be for a 2 unit property. Ms Whelden stated that she is aware that the Board of Selectmen do not have jurisdiction over the Sewer Commission but she wanted the Board to know of her plight. The Board wished Ms Whelden the best of luck.
2. Jay Healy attended the meeting to give the Board an update regarding the Forestry Initiative. Mr. Healy stated that he has attended several meetings and his impression is that no one is excited to have land taken up by the Federal Government and removed from the tax rolls.
3. Mr. Healy suggested the Hawlemont School District look into using wood pellets for their heat. State Grants are available for assistance with changing the heating system to wood pellets.
4. Mr. Healy stated that he will keep the Selectmen posted as the Forestry Initiative progresses.
5. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the warrant and the 11-3-14 Selectmen's minutes.
6. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to grant Town employees 11-28-14, 12-26-14, and 1-2-15 as paid holidays.
7. Upon reviewing a recommendation from COA Chair Camille White, the Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to appoint Jean Crowningshield to the Council on Aging.
8. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the Small Scale Initiative Grant agreement sent by the FCSWMD.
9. The Board tabled the Comstar receivable partnership/collection agency service option until the next meeting. The Ambulance Director will as asked for his opinion regarding using this service for ambulance bill collections.
10. Upon review of a letter from Trailside Health regarding moving health care service into Charlemont, the Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to as Trailside Health for more information regarding their intentions/needs. The Executive Secretary was requested to draft and sign the letter asking why they are interested in Charlemont, the type of facility needed and their intended hours/days of availability in Town.
11. The Board received and discussed a Wired West resolution along with estimated costs and enrollment needs to provide broadband service for the last mile Towns. The purpose of the resolution is to show support for passage of bond measures at Annual Town meeting. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, the resolution to support a warrant article to issue a bond between the proposed \$1.5 to \$2.2

- million. Although there is a risk, there is also a possibility for a return of funds if enough households sign up for the service.
12. Ms Bandy stated that residents may not be able to sell their property if high speed internet is not available.
  13. The hearing for the Charlemont Café' liquor license application was opened at 8:00 P.M. by Chairman Tower. Michael Sisum, owner of the Charlemont Café, explained that the Café is separate from the Cold River Package Store. Hours of the license was discussed. It was decided that the license will state the full hours available by law. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve the application and signed ABCC Form 43. The hearing was closed at 8:06 P.M.
  14. Upon review of the FRCOG request for local technical assistance the Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to list the following services that the Board feels would be helpful for Charlemont.
    - #1. Sub-Regional Collaborations of Health, Wellness & Broadband
    - #2. Cooperative bid for cloud/off-site data back-up service
    - #3. Municipal Official Trainings/Workshops
    - #4. Opioid Task Force
    - #5. Regional Library Program Sharing
  15. Ed Grinnell, Animal Control Officer for the Towns of Buckland and Shelburne, attended the meeting to discuss Charlemont's vacant ACO position. Mr. Grinnell submitted a job description for ACO's. Mr. Grinnell stated that he is presently full time ACO in Buckland and Shelburne and supervisor in the Towns of Heath and Rowe. Mr. Grinnell recommended the Town join the Regional Shelter program.
  16. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to join the Regional Shelter program and to hire Mr. Grinnell until June 30, 2015 as the ACO based on the job description submitted by Mr. Grinnell. Mr. Cunningham will update telephone message on the Town telephone system and contact the Police Officer in Charge with the new ACO information.
  17. Paul and Tammy Hicks, members of the Friends of the Fairgrounds, attended the meeting to request the Town use sodium chloride on the Fairgrounds track before the parade scheduled in 2015 so to protect the YDD vendors from any dust that may arise from the parade. The Board agreed and suggested an article for the cost by placed onto the Annual Town Meeting Warrant. The Board decided the article should be submitted by the Parks and Recreation Commission as they have authority for the Fairgrounds. The Executive Secretary was requested to contact the Parks and Recreation Commission with this information.
  18. Ms Bandy will draft a letter to the State that asks to speed up the process to forgive loans for physicians practicing in underserved areas.
  19. The tax classification hearing was convened at 8:45 P.M. by Chairman Tower. Assessors Sarah Reynolds, Karen LaClair and Jacquelyn Cashin, along with Secretary Millett, attended the hearing. The Assessor's recommended a flat tax rate at \$17.88 per \$1,000 value. The excess levy capacity was discussed. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, a flat tax rate at \$17.88 per \$1,000 value, as recommended by the Assessors. The hearing was closed at 9:04 P.M.
  20. Long and short term municipal space needs and ideas were discussed. Ms Bandy reported that the Town should have started applying for a Community Block Grant for an elevator in the

Town Hall 6 months or so ago. It was suggested that the Board start looking into the steps needed for installing an elevator.

21. Moving and creating offices was discussed. It was suggested the Accountant and Treasurer offices move to the meeting room, the Boards work station be moved to the Library or Assessor's office, with the Administrator's office placed into the meeting room. It was discussed moving file cabinets that are not used on a daily basis to the second floor of the building. Ms Bandy stated that everyone will be inconvenienced for a while until additional space can be found.
22. Ms Bandy reported that the Library would like a tour of the second floor of the Town Hall. The Board unanimously voted to hold the Selectmen's meeting on December 1<sup>st</sup> at 6:00 P.M. with a public walk through of the Town Hall, first, second and third floors to review and discuss space. All Boards/Department/Commissions/employees who use space in the building and the Historical Society will be invited to attend the walk through.
23. Ms Bandy reported that during the Coffee & Conversation meeting with Senator Downing and Representative Mark, legislation to reduce the number of EMT's necessary to transport in an ambulance was discussed. 9C cuts and transportation reimbursement cuts were also discussed.
24. Ms Bandy suggested several Town Hall sign messages: Happy Thanksgiving, Municipal Space Walk Through and the Hobby Horse Bazaar. The Executive Secretary will forward the messages to the Town Hall Custodian.
25. The Executive Secretary was requested to send out a memo to all departments on the Town website. The memo is to remind all to update their approved minutes and website pages.
26. The Board discussed several potential capital requests such as pointing the bricks of the Town Hall, updating the wiring at the Town Hall, securing Town documents.
27. Acting upon website policies was tabled until the December 1<sup>st</sup> meeting.
28. The Selectmen received a request from the Planning Board to contact Town Counsel. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to grant permission as requested.
29. Ms Bandy will investigate the progress of the cell phone tower located atop of Berkshire East.
30. Business being concluded, the meeting was adjourned at 10:00 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

Warrant  
11-3-14 Selectmen's minutes  
COA appointment recommendation  
Small Scale Initiative Grant  
Comstar receivable partnership/collection agency service option  
Trailside Health service letter  
Wired West resolution with costs and enrollment needs  
Charlemont Café liquor application  
FRCOG request for local technical assistance  
ACO job description  
LA-5 tax rate documents  
Planning Board request