

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

January 12, 2015  
Page 1 of 4

The meeting was convened at 7:00 P.M. by Acting Chair Beth Bandy. David Cunningham was also in attendance. Chairman Vaughn Tower was absent.

1. The warrants and 12-8-14 Selectmen's minutes were approved and signed.
2. The Board received and acknowledged an appreciation card from the Filoramo family.
3. It was noted that the Selectmen's meeting scheduled for Monday, April 20, 2015 falls on a holiday, Patriot's Day. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to cancel the meeting on April 20, 2015 and instead, schedule a meeting on Monday, April 13, 2015.
4. The Board discussed finding a representative for the FCCIP. A critical budget meeting is scheduled for January 15, 2015. Mr. Cunningham will try to attend the meeting.
5. The Board received a request from the Executive Secretary/Town Clerk for use of vacation time. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to grant the request as submitted.
6. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the alcohol and common victualler's licenses for the Charlemont Café'.
7. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the ABCC renewal certification form for the 2015 licenses.
8. The Board discussed an offer from Town Counsel to attend a meeting and conduct a presentation, free of charge. It was noted that this offer was presented last year. The board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to invite Town Counsel to an All Board Meeting that will be held after the Annual Town Elections. Scheduling of future All Board Meetings will be placed under Action on the April agenda.
9. The Selectmen approved sending out the Annual Town Reports requests. The request document will give submitters the deadline of the end of February to send their report to the Selectmen's office. The Board discussed and agreed that each report should have the same format. Town Reports will be discussed during the Departmental meeting that is scheduled for February 23, 2015.
10. Toby Gould attended the meeting to report his recommendations regarding Town Counsel's edits and suggestions for the new Personnel Handbook. Mr. Gould recommended that the Board include in the document all the edits and suggestions made by Town Counsel. Mr. Gould suggested the Board accept the document, with Counsel's edits, as of a date certain. Also suggested was to have someone with a Human Resources background to introduce the document, possibly Janine Desgres.
11. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to accept the Personnel Policy, with changes submitted by Town Council, effective January 30, 2015. The Board also voted, Ms Bandy – yes, Mr. Cunningham – yes, under FMLA of the document, the new year will begin on July 1<sup>st</sup> and the Drug and Alcohol Policy be included in the document.
12. The Executive Secretary was requested to contact Janine Desgres to see if she is willing and available to introduce the 2015 Personnel Policy during a meeting date of her choice.
13. Dana Johnson, Ambulance Director, attended the meeting to discuss the Ambulance Task Force recommendations and FRCOG ambulance report. Director Johnson feels recommendations 1

through 3 of the Task Force Committee's recommendations are only phase #1 of the changes needed for the Department. Success rates of EMT's that are trained at the Mohawk High School were discussed. Director Johnson explained that the FRCOG will compose the letters indicated in recommendations 1 & 2.

14. Director Johnson stated that he feels as long as the Town can show that the issues involving the ambulance are being working on, OEMS will be flexible.
15. Item #3 of the Task Force Committee's recommendations regarding an increase in pay rate and implementing a four hour minimum was discussed. It was noted by the Selectmen that it is not standard policy of the Town to give mid -year pay increases. The Finance Committee will be consulted regarding this recommendation.
16. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to support the Ambulance Task Force Committee's recommendations one and two, and to support recommendation number three if the Finance Committee votes their approval.
17. As Director Johnson was in attendance, the Board discussed item #13 of the agenda, "EMS letter from the Town of Heath". The letter informs the Towns of Charlemont, Hawley and Rowe that the Town of Heath has decided to create their own EMS Service Zone Plan and that the Colrain Ambulance Department will be primary responder, with Charlemont Ambulance second on the call list. Director Johnson will address this letter with the Town of Colrain and report back to the Board what, if any, effect this will have for the Charlemont Ambulance Department.
18. The Partnership for Youth letter of support was unanimously, Ms Bandy – yes, Mr. Cunningham – yes, approved and signed.
19. Ms Bandy reported that Vaughn Tower spoke with Paul Hicks regarding his withdrawn proposal to cut trees on the Whipple Cemetery. Mr. Hicks stated that he is not interested in this project. The Board decided to request the Cemetery Committee to obtain and submit to the Board quotes from various vendors to cut the trees. Mr. Cunningham will contact the Tree Warden to discuss his activities regarding the cutting of the trees. Mr. Tower and the Cemetery Committee will be updated regarding this discussion.
20. A letter from the Town of Colrain regarding their view for Wired West was acknowledged.
21. The Town Website Policy, dated 3/27/14 was discussed. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to approve and accept this policy as submitted.
22. The Board discussed creating a running list of duties for the Town Administrator. The first item on the list will be to assign website mangers as stated in the Website Policy.
23. Mr. Cunningham submitted two documents, a contract and an agreement. The Board decided to use the contract document for this position. Edits of the document were discussed. Mr. Cunningham will update the contract as edited. Once edited, the document will be forwarded to Town Counsel for review.
24. The draft Event Policy was next discussed. Additional information and edits were discussed. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to invited the Emergency Services Departments (including the Highway Department) to the January 26, 2015 meeting to discuss their event policies, needs, and fees. Mr. Cunningham will edit the draft Event Policy as discussed and forward the document to Ms Bandy on Friday, January 16, 2015. Ms Bandy, in turn, will send the document to the departments on Tuesday, January 20, 2015 for their review before the meeting on January 26, 2015.
25. Town Hall sign messages will be placed onto the running list of duties for the Administrator.
26. Ms Bandy would like the Town Hall sign to reflect the Mohawk Long Range Planning Meeting

and the All Board Meeting. The Executive Secretary will provide the Town Hall Custodian

January 12, 2015

Page 3 of 4

with the information to post for the two events.

27. Ms Bandy submitted an outline for the Selectmen's Annual Town Report. Mr. Cunningham stated that the outline looked fine.
28. Ms Bandy stated that she has created a list of goals for the Town Administrator and will make the list available for the meeting scheduled for January 26, 2015.
29. Ms Bandy submitted a list of items for the Town Administrator's welcome packet. The Board discussed introducing the new Administrator to Departments and employees. Mr. Cunningham will create an orientation schedule. Mr. Cunningham will select a laptop to purchase for the Administrator. Administrator's welcome packet will be placed on the 1-26-15 agenda.
30. The Executive Secretary will contact the Highway Department to see if they are able to pop the locks on file cabinets located in the Town Hall Meeting Room. Keys to the file cabinets have been lost.
31. The Board decided that designated file cabinets in the Town Hall Meeting room will be moved to the second story, on the stage of the museum, on Sunday, January 25, 2015 at 11:00 A.M. Mr. Cunningham will be given the key to the museum for this move.
32. The Executive Secretary was requested to contact Berkshire East to inform them that the liquor license for the Valley View Farm was not renewed. If Berkshire East is planning on applying for a liquor license for that property, it will need to be filed as a new license.
33. Re-vamping of the Town telephone system will be revisited after the Administrator start date which is February 2, 2015.
34. The Executive Secretary was granted permission to order a file cabinet.
35. A notice from MassDOT regarding an increase in the FY 2015 Chapter 90 funds was noted.
36. The FY 2016 Selectmen's budget will be discussed at the January 26, 2015 meeting.
37. The current procedure for after hour emergency calls for the Town Hall was discussed. The Board agreed not to make changes to the current procedure.
38. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to join the Regional Dog Kennel program, sign the agreement document and expense the fee from the ACO Expense line item.
39. Mr. Cunningham reported that the 250 Committee has suggested placing the bonfire ice sculptures on the lawn of the Town Hall. The Board unanimously voted, Ms Bandy – yes, Mr. Cunningham – yes, to request the Highway Department bring the sculptures from the Fairgrounds to the front lawn of the Town Hall
40. Business being concluded, the meeting was adjourned at 9:55 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.

Documents viewed by the Board

Warrants  
12-8-14 Selectmen's minutes  
Appreciation card  
FCCIP request for a person to represent Charlemont  
Vacation request  
Charlemont Café alcohol and common victualler's licenses  
2015 ABCC renewal certification form  
Free presentation offer from Town Counsel  
Edited Employee Handbook  
Ambulance Task Force recommendations and FRCOG ambulance report  
EMS letter from the Town of Heath  
Partnership for Youth letter of support  
Town of Colrain letter regarding Wired West  
3/27/14 Website Policy  
Draft Administrator contract and agreement  
Draft Event Policy  
Selectmen's Annual Report outline  
List of items for the Town Administrator's welcome packet  
FY 2015 Chapter 90 funding notice  
FY 2016 Selectmen's budget request  
Regional Dog Kennel agreement and invoice