

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

February 23, 2015  
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The meeting was convened at 7:00 P.M. by Chairman Vaughn Tower. Beth Bandy, David Cunningham, and Town Administrator Margaret Dean 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 thank you letter to Thomas Cashin II and the Selectmen's minutes for the meetings that were held on 1-29-15, 1-12-15 and 12-29-14.
2. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to acknowledge receipt of: a Mass Dash 7/18/2015 notice, the notice for regional dam planning, an e-mail sent in December giving gratitude to the Highway Department, the FRCOG FY 2016 assessments, the Fire Chief's response to changing to a quarterly payroll schedule and a letter from the Town of Heath regarding ambulance service.
3. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to remove agenda item #36, Administrator's goals, duties, etc.
4. Finance Committee members Amy Wales and Toby Gould attended the meeting to discuss financial matters. The Selectmen were informed that the Finance Committee did not receive a notice from DOR that Free Cash is certified, nor have they been notified of the amount. The Board shared their Free Cash notification with the Finance Committee and announced the amount of Free Cash that has been certified is \$335,745.00. Both the Finance Committee and Selectmen acknowledged that January financial statements have not been submitted by the accountant.
5. Several accounting issues were discussed. It was agreed that the most serious issues identified are: communication, late reports, late certification of Free Cash and no action regarding the last audit points.
6. FRCOG Director Bob Dean has requested the Town submit a list of accounting issues to him and to schedule a meeting with one representative of the Town to discuss the items on the list. Mr. Tower will meet with Mr. Dean and invite the FRCOG Director Dean and Accountant Morton to the March 9, 2015 Selectmen's meeting for an appointment at 7:45 P.M.
7. The Executive Secretary was requested to forward the current FRCOG accounting contract to the Selectmen, Finance Committee and Administrator.
8. Ms Bandy reported that joint Finance Committee/Selectmen meetings have been scheduled for the next 3 Fridays at 8:30 A.M. in the Town Hall. The meetings are to meet with Departments and discuss their FY 2016 budget. One Saturday joint meeting will be scheduled in the future.
9. At 7:15 P.M. the Board met with Fire Chief Douglas Annear, Police Officer in Charge Jared Bellows, EMD Michael Walsh and Ambulance Director Dana Johnson for a Departmental meeting.
10. Director Johnson reported that the Ambulance Department is having difficulties with staffing. The OEMS license expires in March and Director Johnson suggested the Selectmen draft a letter to the Mohawk School urging them to implement an EMT training class. Director Johnson stated the he believes first responders should receive a minimum 4 hours per response, the same as EMT's. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, ambulance first responders will receive a minimum 4 hours per response.
11. Director Johnson reported that he has noticed several issues at the Fire Station. Full O2

- containers are being exchanged with empty containers, stiff neck collars are missing, ambulance doors and cabinets are left open, inventory of towels and blankets are down, the ambulance vehicle has been found unplugged and 3 to 4 gallons of antifreeze are missing.
12. Fire Chief Douglas Annear reported that the Fire Department is running well. Fire Station doors have been found unlocked, fire trucks have been left on so the battery is found dead. A trail camera was installed at the station but it did not capture anything.
  13. The Administrator will research security camera systems for the Board and Fire Chief to review.
  14. Fire Chief Annear suggested the Town hire a Fire Chief to do the job correctly. Also suggested is a Mutual Aide Fire agreement with other Towns.
  15. Mr. Tower informed the Fire Chief that DEP will not approve an addition to the Fire Station due to the proximity of the building to the brook.
  16. EMD Michael Walsh reported that his budgets are ok. He will be buying 1,000 sand bags twice a year to build of the Town stock pile. Director Walsh submitted forms to join the U.S. excess property program. The program allows the Town to tag items that are already in the U.S. and pay for the item to be shipped to the Town. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to defer action upon this application until the March 9<sup>th</sup> meeting.
  17. Police Officer in Charge Jared Bellows stated that the Police Department seems to have a great moral, officers are participating in training programs and he has an appointment with the Finance Committee to review his budget request. Officer Bellows stated that he and Officer Herbert have drafted and submitted a Use of Force and Electronic Weapons Police policy and 2 updated job descriptions. The Board was request to send these documents to Town Council for review. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to request the Executive Secretary to send the policies and job descriptions to Town Council.
  18. Mr. Tower explained that he feels it is costly for the Town to issue Police Cruisers to officers who perform details. Officer Bellows stated that he has researched the laws regarding use of cruisers for details and found that a Town cannot profit from, but can charge, for use of cruisers. As an example, the Town of Greenfield charges a \$10.00 per hour cruiser use fee plus an administrative fee.
  19. Ms Bandy stated that she feels a cost analysis should be created. The Board will continue discussion of police cruisers used for detail during their March 9<sup>th</sup> meeting.
  20. Ester Purinton and Andrea Santos attend the meeting to be appointed to the Charlemont/Hawley Cultural Council. Ms Santos reported that John Hoffman and Julia White were not able to attend but wish to be appointed to the Council. Mr. Tower stated that the Selectmen will need the terms of each member before they are appointed, but the Board will appoint the members without their attendance at a meeting. Ms Santos stated that she will send the terms of each member to the Selectmen's office.
  21. Jerry DuPree was recognized by Chairman Tower. Mr. DuPree stated that the Flag Committee is falling apart and new members are needed. Mr. DuPree recommended purchasing smaller flags to be placed along Main Street as they are not as affected by traffic. Flag Committee members will be placed onto the March 9<sup>th</sup> agenda.
  22. Mr. DuPree explained that he would like to place a memorial bench made of stone, in honor of his mother and father, on the look-out platform at the Bissell Bridge. The bench will be a gift to the Town, free of charge. The Board unanimously voted Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to allow the bench to be placed at the overlook platform.

23. Administrator Dean will research any building codes or permits needed for this project.
24. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to hold an All Board Meeting on Monday, March 16, 2015 at 6:30 P.M. at Berkshire East, in the “Crazy Horse” room. Refreshments will be available. A request from the Board of Health to add a discussion of the Charlemont Inn to the agenda was approved.
25. The Board decided not to hold a meet and greet for the Town Administrator.
26. The Administrator will work with Transfer Station Attendant Russell Kelly to decide purchases for the \$500 DEP Grant.
27. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to schedule a Special Town Meeting on Monday, April 6, 2015 at 6:30 P.M.. A memo will be sent out to ask that all items for warrant be submitted to the Selectmen’s office by March 9, 2015. The articles will be sent to Town Council after March 9<sup>th</sup> for review and the warrants will be signed by the Board during their meeting on March 23, 2015.
28. Administrator Peg Dean questioned why FEMA funds that were placed in a special account are now gone and how should she address this issue. The Board suggested Ms Dean speak with the Town Accountant and unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to give Ms Dean permission to do so.
29. Administrator Dean will follow up on her reply regarding a snow removal complaint.
30. Upon review of a letter to residents that provides information regarding wired west, Ms Bandy stated that she is not sure with the wording of the letter. It was also suggested that the Finance Committee might like to vote their approval before the letter is signed and sent. Discussion of the letter was deferred until the meeting with the Finance Committee on Friday, March 13, 2015. Ms Bandy stated that a mass mailing of the letter will be conducted by Wired West and she is not sure if Wired West is expecting the Town to provide paper, envelopes, stamps, etc. The Executive Secretary will contact Charlemont’s Wired West Representative Bob Handsaker to clarify Wired West’s expectation of the Town regarding the letter.
31. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to instruct the Administrator to purchase a new laptop for her use. It was explained by Mr. Cunningham that employees are running on old versions of Microsoft Office and Antivirus programs. The Administrator was requested to inventory all computer operating systems that are currently being used by the Town.
32. Town operating systems will be placed onto the March 9<sup>th</sup> agenda.
33. Mr. Tower requested permission from the Board to research the purchase of a door plaque for the Town Administrator. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to give Mr. Tower permission.
34. Mr. Tower explained that he feels if the Tree Warden becomes an appointed position; it may give the Selectmen more control over the position to accomplish tasks in a timelier manner. No action was taken regarding this subject.
35. Tree Warden Stephen Reynolds was in attendance during the discussion of the trees in the Old Cemetery. Warden Reynolds described the duties needed to perform his position and explained that he is required to abide by the Shade Tree Law. After consulting with Arborist Nelson Lanoue, it has been determined that there is no immediate threat of trees falling into the Old Cemetery. Three trees along the Old Cemetery will be cut by July, 2015 and Warden Reynolds strongly urged the Selectmen to accept the Community Service offer submitted by Nelson Lanoue.
36. Mr. Tower stated that he would like the Tree Warden to submit monthly reports to the

Selectmen.

37. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to send a thank you letter to the men who clear the sidewalks during the winter.
38. Discussion of uniform e-mail addresses was deferred and will be discussed during the March 9, 2015 meeting.
39. The Board next discussed the Administrator’s Goals and Projects document that was edited by the Board during the January 29, 2015 meeting.
40. Ms Bandy expressed her concern regarding the Administrator not preparing the Selectmen’s agenda, as she is the pulse of the Town. Ms Bandy stated that she feels the Administrator should be the one preparing this document.
41. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve the original Administrator’s Goals and Projects document, unedited, as written and submitted by Beth Bandy.
42. Administrator Peg Dean reported aspects of her meeting with Whiting Fuels Technician regarding the needs of the Town Hall furnace. A quote to repair the furnace for \$600-\$800 was reviewed. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to accept and sign the quote.
43. Ms Dean explained that Whiting also suggested removing the heating zones in the Town Hall as the current furnace is not large enough to accommodate the zone heating requirements.
44. Administrator Dean received permission to set up a new telephone extension for her office and to set up the telephone located in the meeting room so it will ring. A battery needed for service at the Fire Station will also be replaced.
45. Ms Dean was also requested to research the telephone/internet service at the Fire Station.
46. An offer from Lanoue Tree & Landscaping Service for one free day of Community Service was reviewed by the Board. It was unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to accept this offer. Ms Dean will contact Lanoue Tree and Landscaping Service to inform them that the Board has accepted their offer.
47. Mr. Tower reported that the ACO is all set with the current fine and fee schedule regarding loose dogs.
48. Mr. Tower reported that a pull chain is needed for the light in the back stairs to the second floor of the Town Hall. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to request Ms Dean to contact the Town Hall Custodian to install the pull chain.
49. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to appoint Mr. Tower as the representative to the FCCIP.
50. Ms Dean was requested to ask the Transfer Station Attendants if they might like to serve as Charlemont’s representative to the FCSWMD.
51. The Town Sign project was deferred to the March 9<sup>th</sup> meeting.
52. The Selectmen’s annual report was deferred until the March 9<sup>th</sup> meeting.
53. The Board worked on their FY 2016 budget request. It was unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to request the following:
  - Grant Writer – 2,500
  - Bonding Town Officials – 750
  - Town Counsel – 20,000
  - Town Reports – 750
  - Care of Cemeteries – 2,000

Town Hall building Maintenance – 4,500

54. Discussion of the Event Policy was deferred until the March 9<sup>th</sup> meeting.
55. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to give their approval to move forward regarding the Wired West service location maps.
56. Ms Bandy suggested creating a startup packet for newly elected Selectmen.
57. Ms Bandy reported that she has been notified that some residents are not being accommodated with deliveries from their home heating oil companies. No action was taken.
58. The Board received a proposal from MIIA Insurance Co for a guaranteed no increase in premiums for FY 2016 and a rate increase of no more than 2.5% for FY 2017. It was unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the proposal.
59. Mr. Cunningham reported that the Highway Department Winter budget is going into a deficit.
60. Business being concluded, the meeting was adjourned at 10:50 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  
Thank you letter  
1-29-15, 1-12-15, 12-29-14 Selectmen's minutes  
7/18/15 Mass Dash race notice  
Regional Dam Planning notice  
Letter of gratitude to the Highway Department  
FRCOG FY 2016 assessments  
Fire Chie's response to quarterly payroll  
Letter from the Town of Heath  
Free Cash notification  
U.S. excess property program forms  
Use of Force and Electronic Weapons Police policies and job descriptions  
Request to include an item to the All Board Meeting agenda from the Board of Health  
DEP Grant choices document from the FCSWMD.  
Request for Special Town Meeting articles from the Ambulance Director  
Snow removal complaint  
Draft Wired West letter to residents

Administrator's Goals and Projects document  
Furnace repair proposal from Whiting Fuels  
Community Service Day offer from Lanoue Tree & Landscaping Service  
Current and suggested ACO dog fines and fees  
Selectmen's FY 2016 budget worksheet  
Wire West service location maps request for assistance  
MIA Insurance Co premium proposal