

MINUTES OF THE BOARD OF SELECTMEN'S MEETING
Town of Charlemont

March 23, 2015
Page 1 of 4

The meeting was convened at 7:00 P.M. by Chairman Vaughn Tower. Beth Bandy, David Cunningham and Administrator Peg 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, the Selectmen’s minutes from the 2-23-15 and 3-9-15 meetings, the Police Mutual Aid policy, the Employee Drug and Alcohol testing policy, the liquor license hearing date of April 13, 2015, the Northampton Cycling Race, Selectmen’s Annual Town Report, the edits from Council for the Police Use of Force and Electronic Weapons policies and the new format for the Selectmen’s agenda.
2. Upon the recommendation of Administrator Dean, the Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to remove a list items that are under Old Business of the agenda.
3. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to accept the recommendations of the Finance Committee to hold the April 6, 2015 Special Town Meeting at the Hawlemont Elementary School and to reverse placement of the articles on the Warrant. The April 6, 2015 Special Town Meeting warrants were presented and the Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the warrants. Constable Bellows attended the meeting to accept the warrants.
4. The Board discussed the upcoming inspection of the Ambulance Department by the Dept. of Public Health that may determine if the Department will obtain a license to operate.
5. The Board received information and potential Annual Town Meeting warrant articles from MBI. The Board will discuss the articles during the next scheduled Selectmen’s meeting.
6. The Board was informed that 4 students from Charlemont have applied to the Franklin County Technical School at the 9th grade level.
7. Administrator Dean recommended the Town purchase Microsoft 365 software for the Board of Selectmen/Town Clerk and the Treasurer’s computers. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to purchase the recommended software for the Board of Selectmen/Town Clerk’s computer and to add a telephone extension for the Town Administrator, both to be charged out of the Electronics Contingency account.
8. Administrator Dean was requested to research obtaining a Visa or Master Card for Town use.
9. The Board will discuss the purchase of a dehumidifier for the Town Hall cellar during their next scheduled meeting.
10. Brian Carney attended the meeting to discuss the Bone Frog event that will be held at Berkshire East on May 16, 2015. The gates will open at 7:00 A.M. and close at 6:00 P.M. Approximately 2,000 racers and 1,000 spectators are anticipated. The Bone Frog is looking for services from EMS, possibly the Fire Department and maybe the Police Department. Mr. Carney was directed to the departments for additional information and instructions.
11. Mr. Carney stated that it is possible some overnight campsites may occur at Berkshire East and at the Valley View Farm. The Board of Health will be approached for direction/permission for camping.
12. The Park and Recreation Commissioners will be approached for permission to use the Fairgrounds for the overflow of parking, with a shuttle bus transporting spectators to and from Berkshire East. The Bone Frog coordinators will contact property owners along Route 2 for

- permission to place signs on their properties that advertise the Bone Frog event. Mr. Carney was given permission to place signs for the event on the Town Hall lawn.
13. Ms Bandy would like to meet with Mr. Carney after the Bone Frog event, in the early summer, for a debriefing on the event.
 14. The Board of Selectmen confirmed that the Welcome to Charlemont sign design is the design that was submitted by Rachel Porter. The Board will need to make additional decisions regarding what material to use for the sign and who will be chosen to create the sign. The signs will be placed in the same area where they were originally. Administrator Dean will research pricing for the signs and their placement. Letters will need to be sent to property owners asking permission to place the signs on their property and informing them that the Town will be applying and paying for a building permit for the signs.
 15. Ms Bandy stated that she feels the Town has adequate parking at and around the Hawlemont School. It was suggested that a sign be placed at the top of School Street that points the way to the parking areas at the school and lists the hours (after school hours) that parking is available.
 16. Administrator Dean informed the Board that the service day offered by Lanoue Tree Service is to trim trees in celebration of Arbor Day. Ms Dean stated that she has discussed the tree cutting at the Old Cemetery with Tree Warden Stephen Reynolds, who stated the trees will be cut and trimmed by the end of the fiscal year. Ms Dean stated that she has insisted the project be completed by Annual Town Meeting.
 17. Administrator Dean requested the Board approve joining STAM for \$35.00 per year. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to join STAM and to charge the \$35.00 dues out of the Selectmen’s Dues and Subscriptions account.
 18. Ms Bandy stated that she wanted to make sure the Town Departments are aware that reporting requirements have changed since the Administrator has come on board. Administrator Dean stated that she feels everyone is aware of the new reporting structure.
 19. The Board discussed the purchase of Right to Farm signs that have been mentioned by the Agricultural Commission. It was decided that a letter will be sent to the Commissioners explaining the budget process and their need to submit a request for funding to the Board of Selectmen and Finance Committee to purchase the signs.
 20. The Board suggested the Administrator scheduled an appointment with the Selectmen during a meeting to discuss the goals, objectives and needs of her position.
 21. Ms Bandy expressed her concern regarding the sound system, use of a projector and video screen during the Annual Town Meeting. The Executive Secretary explained that last Town Meeting, the person who supplies the sound system was of ill health and unavailable. It has been confirmed that the usual sound system will be available this year. Administrator Dean will research the availability and set up of a projector and video screen for the Town Meeting, along with how to reschedule softball games so parking at the School is available to Town Meeting attendees.
 22. Administrator Dean informed the Board that she will be assisting Toby Gould and Gordon Hathaway with the roll out of the Employee Handbook. Mr. Cunningham agreed to bind 12 copies of the handbook.
 23. Ms Bandy suggested creating a work group by June 1st to create an approach to condemned and/or abandoned properties in Town. The work group could be comprised of a representative

from the Board of Assessors, Planning Board, Board of Health and the Tax Collector. The Selectmen will create the charge for this task force before inviting the Boards to join the work group.

24. The Board reviewed their FY 2016 budget and unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to request the following:
 - Town Electricity - \$14,000
 - Town Hall Contracted Svc - \$2,000
 - Town Hall Telephone/Comp - \$4,500
 - Line of Duty Ins., Property & Casualty Ins., Public Officials Ins., and Workers Comp. Ins. were level funded.
 - BOS/Clerk Postage - \$1,200
 - BOS/Clerk Supplies - \$2,000
 - BOS/Clerk Equip. Maint. - \$2,000
 - Electronics Contingency - \$2,700
 - Selectmen's Recognition - \$500
 - Selectmen's Advertising - \$700
 - Selectmen's License/Dues - \$800
 - Transfer Station Telephone - \$500
 - Transfer Station Sanitary - \$1,500
 - Roll off containers - \$1,100
 - Transfer Station Hauling - \$29,000
 - Transfer Station Trash Bags - \$5,800
 - Transfer Station Maintenance - \$1,000
 - Transfer Station Capital - \$1,000
 - 3-Town Landfill Expense - \$3,400
25. The Board discussed creating expense accounts for the Administrator's office. Further discussion regarding the financial needs for the Administrator's office will be discussed during the joint Finance Committee and Selectmen's meeting scheduled for March 28, 2015.
26. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, that Administrator Dean will record the voice over on the Town telephone system.
27. The Board will be meeting with the Police Officer in Charge, Fire Chief, Ambulance Director and Highway Superintendent on April 2, 2015 at 7:00 P.M. in the Town Hall to discuss and continue to edit the Event Policy. This will be a posted meeting.
28. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and the Chair signed the MassDOT Winter Recovery Assistance contract.
29. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, approval of the Pain in the Mass bike tour coming through Town.
30. An Ethics public disclosure notice was acknowledged by the Board.
31. Administrator Dean submitted a proposal to purchase furniture and file cabinets for the Accountant's and Treasurer's office when they move into the meeting room. The proposal included additional costs to re-arrange the Assessor's office. The Board suggested Administrator Dean present the proposal to the Finance Committee.
32. The Administrator will conduct a robo call to residents informing them of the Wired West

informational meeting.

33. Administrator Dean informed the Board that she has met with the Ambulance Director to discuss costs for hiring ambulance personnel. Also discussed were options regarding the future of the Ambulance Department.
34. Administrator Dean submitted a quote for a surveillance system at the Town Hall.
35. Administrator Dean reported that she has discussed with the Town Hall Custodian his job duties per the job description. It has been found that the custodian does not shovel at the Town Hall so the Administrator suggested reducing the Town Hall Custodian hourly wage and increasing the hourly wage for his position as Transfer Station Attendant.
36. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to have the Administrator follow up with the men who are hired to remove the snow from the Town sidewalks to see if they are willing to shovel the Town Hall steps before the sidewalks.
37. Business being concluded, the meeting was adjourned at 10:15 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
2-23-15 and 3-9-15 Selectmen's minutes
Police Mutual Aid policy
Employee Drug and Alcohol testing policy
133 Warfield Reality LLC alcohol application
Northampton Cycling race notification, Police Use of Force and Electronic Weapons policies
List of agenda items to be removed
April 6, 2015 Special Town Meeting Warrants
MBI information and warrant articles
FY 2016 Selectmen's budget worksheet
MassDOT Winter Recovery Assistance contract
Pain in the Mass bike tour request for approval
Ethics public disclosure
Furniture and file cabinets purchase proposal
Quote for a surveillance system in the Town Hall

