

MINUTES OF THE BOARD OF SELECTMEN'S MEETING
Town of Charlemont
Hawlemont Regional Elementary School

April 6, 2015
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The meeting was convened at 7:05 P.M. by Chairman Vaughn Tower immediately following the Special Town Meeting. Beth Bandy, David Cunningham and Administrator Peg Dean also attended the meeting.

1. The Board recognized Cheryl Handsaker who attended the meeting to discuss setting up uniform Town e-mail addresses. Ms Handsaker suggested setting up a separate server for Town e-mail addresses. E-mail boxes could be set up for Town roles. Employees who serve multiple Town rolls would have an e-mail address for each role. A super server can be set up for daily backups. The Board agreed to allow Administrator Dean to work with Ms Handsaker regarding cost estimates for time setting up the server and e-mails and a price for the super server backup option.
2. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign the warrants and the 3-23-15 Selectmen’s minutes.
3. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve for payment a bill from Kopelman & Paige.
4. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve and sign a letter giving Carahsoft Technology authorization to explore costs by transitioning the Town telephone services to COMA
5. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to approve, with the Chair to sign, the 2015 Ambulance billing rates as submitted by Comstar.
6. The Board received a letter of resignation from Library Trustee Vivian Conant. The Board acknowledged the resignation. A letter to Ms Conant thanking her for her service to the Town will be drafted.
7. Jerry Gosetti and Greg Rowehl attended the meeting to discuss with the Board closing the bridge (Long Bridge) that crosses the Deerfield River for a community dinner. The closing would occur on September 13, 2015 and approximately 120-150 people would attend. Beer and wine would be served. The Board suggested they speak with the Police Officer in Charge and MassDOT regarding closure of the bridge. It was also suggested that Mr. Gosetti and Mr. Rowehl work with Administrator Dean regarding this event. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to support a dinner on the “Long Bridge” on September 13, 2015.
8. Glen Ayers, FRCOG Health Agent attended the meeting to discuss the Brownfields Grant program and to suggest the Board request the services of the FRCOG Regional Brownfields Committee to consider two properties in Charlemont for inclusion in the program. Both properties are located on Route 8A North. Mr. Ayers stated that there are 2 phases of the Grant. Phase I is to compile the historical use of the property. Phase II requires cooperation from the owner of the property to conduct assessments to protect public health and safety and the environment. The Grant pays for 100% of the programs cost. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to support the Brownfields Grant program and to sign a letter that requests the services of the FRCOG Regional Brownfields Committee for inclusion in the program.
9. The Board tabled discussion of #6 on the agenda, “Hiring an Accountant” until later in the

meeting.

10. The Board received information regarding a Conservation Commission member who has not been qualified for office. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, not to recognize Elise Whelden as a member of the Conservation Commissioner by default due to non-qualification to the position of appointment.
11. Administrator Dean questioned if Department Heads are to report to her or to their previously assigned liaisons. The Board took no action at this time.
12. Administrator Dean stated the following which are some of the items that she is addressing: Attending an open meeting law webinar, rolling out the new employee handbook, uniform e-mails, and addressing financial offices roles. Administrator Dean stated that she is not organized at this time and is working on obtaining an electronic calendar. Administrator Dean stated that she is looking for feedback from the Selectmen as to how she is doing.
13. Mr. Cunningham stated that he concerned with the possible lack of silo communication as over the weekend he, while he was at a local store, he was informed of Town business that he was not aware of. Mr. Cunningham also stated his concern with the possibility of burn out due to the number of tasks the Administrator is addressing at the same time.
14. Ms Bandy stated that she feels that she knows more about what is happening in Town and that she likes the fact that the Administrator is available to answer questions and conduct research.
15. All Board members expressed concern regarding overload of work.
16. Ms Bandy reported that she met with the FRCOG Accounting Director Bob Dean along with Administrator Dean regarding the Town Accounting Department. During that meeting, Mr. Dean stated that the FRCOG cannot provide the Town with Accounting service and the services currently provided will end at the end of the fiscal year. Ms Bandy stated that it appears the FRCOG is willing to close the FY 2015 Town books. The Finance Committee is researching options for the Town Accountant position.
17. The Selectmen stated that they would like to set up an Accountant Search Committee consisting of 1 Selectman, 1 Finance Committee member, and the Treasurer. Ms Bandy will draft a charge for the Accountant Search Committee. Administrator Dean will obtain quotes from Accounting Firms for their services.
18. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to purchase a dehumidifier for the Town Hall cellar from Staples, with the Town Hall Custodian installing the unit.
19. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to send the 2014 Annual Town Report to print, and to designate the 2015 Annual Town Report to the Town's 250 Anniversary.
20. Administrator Dean reported that the Agriculture/Forestry Commission are inactive and have been for some time. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to request the Administrator to reach out to the Commission.
21. Administrator Dean reported that MassDOT would like to know if the Town would like to keep 2 lanes open, with a load weight reduction on two bridges on Route 8A North or to keep the load weight the same but to block off one lane on each bridge. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to allow the Highway Superintendent to use his judgement regarding this issue.
22. Administrator Dean shared her findings regarding the number of members for the Conservation Commission as voted at Town Meeting. Also shared was Council's opinion regarding the

- process of reducing the number of members for the Conservation Commission and Board of Health. The Administrator received permission to share this information.
23. The Board so noted the new FY 2016 certified Hawlemont assessment, a letter from the Mohawk School Committee Chair regarding the proposed Mohawk Regional Agreement changes and a letter from FEMA approving of the Local Multi-Hazard Mitigation Plan.
 24. Ms Bandy stated that the Town will be cutting their FY 2016 budget and she feels some School financing requests are not so urgent and can wait for another year. Hawlemont School Committee member Erwin Reynolds explained that some items that have been requested are mandated and regulated by the State. Mr. Tower asked Mr. Reynolds for copies of the regulations and mandates.
 25. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to defer the outstanding Comstar bills vote until the April 13, 2015 meeting.
 26. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes, Mr. Cunningham – yes, to convene the April 13, 2015 Selectmen’s meeting at 6:30 P.M. which will be held in the meeting room at the Goodnow Town Hall and to review and discuss the Ambulance Department.
 27. Business being concluded, the meeting was adjourned at 9:10 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 reviewed by the Board

Warrants
3-23-15 Selectmen’s minutes
Kopelman & Paige bill
Hawlemont Town meeting articles
MBI warrant articles and ballot question
Verizon letter of authorized agent
Letter of resignation
2015 Comstar ambulance billing rates
Brownfields Grant program information and letter requesting program services
MassDOT bridge load limit information
Council’s opinion regarding reduction in the number of members of a Board/Commission
FY 2016 Hawlemont assessment
Letter regarding the Mohawk Regional Agreement changes
FEMA Local Multi-Hazard Mitigation Plan approval

