

MEETING OF THE CHARLEMONT BOARD OF SELECTMEN
Town of Charlemont
Goodnow Town Hall

April 13, 2015
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The meeting was convened at 6:30 P.M. by Acting Chair Beth Bandy. Also attending the meeting were David Cunningham and Administrator Peg Dean. Hawley Selectmen Robert MacLean and John Sears were in attendance to discuss the Charlemont Ambulance Department. A reporter from the West Count Independent attended the meeting as well.

1. The Selectmen from the Town of Charlemont and Heath discussed possible solutions to increase the ambulance response rate. Mr. Sears recommended letting residents know about the possibility of the ambulance service losing their operating license and ask people to volunteer. Possibly, residents within the age range of 60-70 would be candidates for EMTs as they are often available. It was suggested to create a brochure or letter to all residents from all the Towns involved. It was agreed that getting the word out that the ambulance department is desperately seeking volunteers is necessary.
2. Mr. Cunningham feels a formal plan to increase the number of ambulance calls needs to be created and finalized when the license comes up for renewal in May. The plan can be implemented in stages. Although the State is willing to work with the Town, the issue of none responses to calls has been an issue for longer than the town was made aware. Unfortunately there is not a law that states a Town is required to have ambulance coverage. Charlemont has already increased the pay rate for responding EMT's and has voted to pay a minimum of 4 hours per response. Perhaps Fire Department personnel can come on board as EMT's. Businesses might be able and willing to assist with EMT needs. It was agreed that a public meeting will be called the first week of May informing the general public of the ambulance situation. A letter will be drafted to all residents within Charlemont inviting them to attend a meeting that will be held in May. The Towns of Rowe and Hawley will receive a copy of this letter that can be edited to apply to their Towns. The meeting will be open to the public of all three Towns and held in Charlemont. Another meeting will be held with invitations going out to Berkshire East, Zoar Outdoor and Crap Apple Whitewater. This meeting will be to ask the businesses to pull together their resources and assist with the ambulance responses. Another meeting to recruit EMT's will be scheduled after the first two meetings. The Hawley Selectmen were thanked for attending the meeting.
3. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve and sign the warrants, the 4-6-15 Selectmen's minutes, the yearly letter to the Democratic Town Committee and a thank you letter in response to a resignation.
4. Upon a recommendation from Bob Handsaker, the Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to appoint Cheryl Handsaker to the Broadband Committee.
5. The yearly MDAR Animal Inspector nomination was reviewed. Upon the recommendation of the MDAR, the Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to appoint Erwin Reynolds, Jr. as Charlemont's Animal Inspector, if he accepts the appointment.
6. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to use the MIIA insurance credits against future invoices.
7. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve the Highway Superintendent's use of vacation time as submitted by the Administrator.
8. The hearing scheduled for 133 Warfield Reality LLC to act upon their application for an alcohol

license was convened at 7:30 P.M. Attorney Frank Carcio attended the meeting as representative for the applicant. Attorney Carcio stated that 133 Warfield Reality LLC wishes to have the same hours of operation as the previous holder of the license. Attorney Carcio also stated that the business will be run concurrent with the activities of Berkshire East. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to approve and sign the application. The hearing was closed at 7:35 P.M.

9. Discussion of warrant articles for the Annual Town Meeting was deferred until later in the meeting.
10. Administrator Dean reported that the rack cards that have been donated by the GSFABA are available and free of charge. The Board decided that they would like a proof of the rack cards before they are printed.
11. Administrator Dean submitted to the Board the FRCOG Traffic Counting request. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to send the traffic count request to the Highway Superintendent for his suggestions and final say.
12. Administrator Dean stated that it has been suggested the Town turn off the heating zones in the Town Hall as the zones might help with reducing the clanging of the heating pipes and save wear on the furnace. Administrator Dean stated the Whiting Fuel will remove the zones for free. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to discuss this issue at the next Selectmen's meeting.
13. At 7:45 P.M., the Board opened sealed, FY 2016, propane bids. 3 bids were received and are as follows:
 - Sandri: variable rate, daily rack price plus a \$.585 mark up per gallon
 - George Propane: fixed price of \$1.365 per gallon
 - Mirabito submitted two bids within the same document: fluctuating price as of 4/13/15 of \$1.3894 per gallon and a fixed price of \$1.6450 per gallon
14. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to award the FY 2016 propane bid to George Propane at a fixed price of \$1.365 per gallon. The Administrator will contact the Secretary to the Boards with this information for budgeting purposes.
15. Administrator Dean reported that Park Commissioner Sarah Reynolds and FRCOG Health Agent will be working together regarding creating an on line permitting system for use of Town properties. The Board voiced their approval.
16. Administrator Dean reported FRCOG Health Agent Glen Ayers and M.J. Adams from the FCRHRA has suggested general language for the charge of the Abandoned Properties Task Force. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to continue discussion regarding the creation of the task force after Town Meeting. The Charge for this Task Force will be discussed during the next Selectmen's meeting.
17. At 7:55 P.M. the Board opened bids for FY 2016 equipment rental. 3 bids were received. The bidders are: George Rice, Tyler Equipment Corp., and Hertz Equipment Rental Corp. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to send the bids to the Highway Superintendent for review and recommendation.
18. Bob Handsaker, Wired West representative, attended the meeting to answer questions and recommend a warrant article and ballot question for the Annual Town Meeting and Elections. Mr. Handsaker stated that there are 3 options. The Selectmen can place an article and ballot question on the Annual Town Meeting Warrant and Annual Election Ballot. The Selectmen can table the article at Town Meeting until a later date. The Board can place the article and ballot question on a Special Town Meeting Warrant and Special Election ballot. Timing and

- scheduling of the warrant article and ballot question was discussed.
19. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to send the ballot question, as submitted by MBI, to the Town Clerk to be placed onto the Annual Town Election Ballot.
 20. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to place the MBI article onto the Annual Town Meeting Warrant, with the Executive Secretary to adjust the article wording to include the language of the motion that was submitted as well. The amount that will be placed in the article will be \$1,750,000.
 21. Mr. Handsaker stated that the ballot question and warrant article can be brought back to the Town if they do not pass the first round of votes.
 22. Mr. Cunningham stated that he feels the new telephone extension for the Administrator should be in place by now.
 23. Administrator Dean asked the Board for permission to purchase a filing cabinet to comply with the Town's legal obligation for record retention. Administrator Dean also asked if an article can be placed onto the Annual Town Meeting Warrant for office furniture. The Board explained that requesting funds for municipal space may not be prudent at this time.
 24. The Administrator was asked to research the law regarding retention of e-mails and to provide that information to the Board during their next scheduled meeting.
 25. A review of outstanding Comstar bills was deferred until the end of the meeting.
 26. Administrator Dean reported that if the Selectmen deem parts of the town as areas of slum and blight the Town will be at a prime point for grants. The Board informed Ms Dean that they were already approached by M.J. Adams of the FCRHRA regarding designating areas of Town as slum and blight areas which the Selectmen refused.
 27. Administrator Dean reported that water and sewer grants might be available through the FCRHRA. Ms Dean was requested to invite M.J. Adams to a meeting scheduled for after Town Meeting.
 28. Mr. Cunningham suggested Administrator Dean met collectively with the Highway Superintendent, the Town of Buckland the FRCOG Planning Department regarding jointly applying for State TIP funds for South River Road.
 29. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to place an article on the Annual Town Meeting Warrant that seeks special legislation to reduce the number of Board of Health members.
 30. The future of the Historical Society was discussed. Administrator Dean submitted an e-mail that reports her discussion with the one remaining Historical Society member Joanne MacLean. The message states that Ms MacLean is interested in surrendering the Societies funds and inventory to the Town as permitted by the Societies Charter. The Board was asked if they feel the Town should accept the Societies donation or to ask for the opinion of the Historical Commission. The Board voiced their concerns regarding items in the museum that were loaned to the Society. The Board will review the inventory of the museum and the Administrator will reach out to the Historical Commission for their input.
 31. The Board reviewed a spreadsheet submitted by the Administrator that included a COLA pay increase to Town employees along with pay revisions. The Board unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to request a COLA for Town employees on the FY 2016 budget.
 32. Administrator Dean reported that Jerry Gosetti, 250 Committee Chair, has requested permission to place Town Anniversary signs on the Town Hall lawn. The Board unanimously voted, Mr.

- Cunningham – yes, Ms Bandy – yes, to grant this request as long as the signs do not interfere with the line of sit for traffic entering and exiting the Town Hall driveway.
33. Administrator Dean submitted a draft ad for the Town Accountant position and a draft charge for the Ad Hoc Accountant Search Committee. The Board suggested changes for the ad and unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to accept the ad once the changes have been made.
 34. The Board edited the Ad Hoc Accountant Search Committee charge and unanimously voted, Mr. Cunningham – yes, Ms Bandy – yes, to accept the edits. The Administrator will let the Committee members know that they have been appointed and are required to be qualified for office.
 35. The Executive Secretary stated that she was refused an appointment with the Selectmen for this meeting but she has a couple of questions for the Board. Ms Bandy disagreed with this statement.
 36. The Executive Secretary asked the Board why other employees were aware of the decision to reduce her hours before she was informed. Ms Bandy stated that the decision to reduce the Executive Secretary's hours was made in a joint open meeting of the Finance Committee and Board of Selectmen that was held on April 8, 2015. During that meeting all Town employee job descriptions were reviewed for overlap with other positions. It was decided that some duties of the Town Administrator and Executive Secretary overlap so the hours of the Executive Secretary were reduced.
 37. The Executive Secretary asked why a vendor that came to the Town Hall on Friday, April 10th was told that the Executive Secretary was leaving the Town. Documentation was offered to the Board who refused to review the document. Ms Bandy stated that this must have been a misunderstanding.
 38. 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.

Documents reviewed by the Board

Warrants
4-6-15 Selectmen's minutes
Letter to the Democratic Town Committee
Resignation thank you letter

MDAR Animal Inspector nomination forms
MIA insurance credits
133 Warfield Reality LLC liquor license application
FRCOG Traffic Counting request
3 FY 2016 propane bids
3 FY 2016 Highway equipment bids
MBI ballot question, warrant article and motion
E-mail regarding a discussion with Joanne MacLean
FY 2016 employee COLA pay increase spreadsheet
Draft Accountant ad and Accountant Search Committee charge