

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

May 4, 2015  
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The meeting was convened at 7:02 P.M. by Chairman Vaughn Tower. Beth Bandy, David Cunningham and Administrator Peg Dean also attended the meeting.

1. Shana Totino of 224 Avery Brook Road, attended the meeting to answer any questions the Board may have during their discussion of the request for a one day beer and wine license for 224 Avery Brook Road that was submitted by Wendell Rheinheimer, also of 224 Avery Brook Road. Chairman Tower read the request. Ms Totino asked if attendees can park along one side of Avery Brook Road, or on the Town owned property located at 279 Avery Brook Road. The Board denied parking at 279 Avery Brook Road to avoid any liability to the Town. The Board warned Ms Totino not to park cars along the Avery Brook Road shoulder in order to avoid any vehicles from getting stuck. The Board unanimously voted, Mr. Tower – yes, Ms Bandy - yes, Mr. Cunningham – yes to grant a one day beer and wine license to Wendell Rheinheimer for May 30, 2015 between the hours of 1:00 P.M. and 10:00 P.M., sale and consumption of beer and wine to be confined to the barn and immediate area around the barn as shown on attached map. Parking is to be contained to the property. Proof of alcohol insurance must be submitted to the Town before the license will be issued. The Police Officer in Charge will be made aware of this event.
2. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to approve and sign the warrants, 4-8-45 joint Finance Committee and Selectmen’s meeting minutes, the 4-13-15 and 4-23-15 Selectmen’s meeting minutes, the MIIA Professional Liability renewal information form, a bill from Town Counsel and a service proposal from New England Fire and Security, Inc.
3. Mr. Tower and Ms Bandy unanimously voted to appoint Selectman David Cunningham to the Accountant Search Committee. Mr. Cunningham abstained from this vote.
4. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to appoint Administrator Dean as the Town’s representative to the FCSWMD. A letter informing the FCSWMD of this appointment was signed.
5. The Board received a request for use of vacation time from the Secretary to the Boards. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to approve the request as submitted.
6. The Board discussed the need to create a system that tracks employee vacation time. Administrator Dean will create a system that tracks employee vacations.
7. The Board read a letter of resignation from Cemetery Committee member Camille White. Administrator Dean will reach out to Mrs. White to inquire to the reasons for this resignation. The Board will not act upon this matter until Administrator Dean reports back.
8. The Board read a letter of resignation from Agricultural Commission member Clare Pearson. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to regretfully accept Ms Pearson’s resignation.
9. Friends of the Fairgrounds YDD Coordinator attended the meeting to inform the Board that YDD is scheduled to be held at the Fairgrounds on July 24, 25 and 26. Ms Hicks reported that the FOF are repairing fencing and a gate on the Fairgrounds. Ms Hicks requested Mr. Cunningham to be the “go to person” regarding YDD insurance needs. Mr. Cunningham agreed. Ms Hicks stated that the FOF is currently holding fundraisers for YDD and that this

year's fair will be bigger and better.

10. The Board received a letter from a resident that commends the Highway Department. This letter was so noted.
11. Alternatives for Town postage was tabled upon Administrator Dean's request.
12. The Board received a letter from the FRCOG regarding the time frame to end their service with the Town. Closing of the current year financials is a concern. Administrator Dean will contact Bob Dean, FRCOG to invite him to the May 18<sup>th</sup> meeting. Mr. Dean will also be informed of the items that will be discussed during the appointment.
13. Ambulance Director Dana Johnson attended the meeting to inform the Board of several EMT training avenues, including a hybrid course. Director Johnson will set a date to hold an ambulance recruitment meeting.
14. Ambulance Director submitted job descriptions for EMT Basic and Ambulance Director. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to approve of both documents.
15. The Board received and reviewed Finance Committee recommendations regarding the Annual Town Meeting Warrant articles. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to edit the warrant articles as recommended by the Finance Committee.
16. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to request the Executive Secretary to send the articles to Town Counsel for review once they have been edited.
17. Mr. Tower stated that he is appalled by the Highway Superintendent's lack of reporting and paperwork regarding the Highway Department's work schedule and expendables.
18. Mr. Tower stated that during the Annual Town Meeting he will not support the articles that ask the Town to purchase a Highway truck.
19. Park and Recreation Commissioner William Harker attended the meeting to request a letter from the Board that states the Park and Recreation Commission has authority over the Hawlemont School grounds. The Board requested the Park and Recreation Commission draft this letter and submit it to the Board for consideration.
20. The Board reviewed the recommendations from the Highway Superintendent regarding acceptance of the FY 2016 Highway Equipment bids. Mr. Tower stated that certificates of liability and health from the bidders must be received and submitted to the Town Hall before any work can begin. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to accept the bids as recommended by the Highway Superintendent.
21. A request for permission to hold the Pain in the Mass Tour was received. Administrator Dean has already responded to the request. A copy of the event information will be forwarded to the Fire, Police and Ambulance Departments.
22. Heating Zones in the Town Hall will be discussed during the May 18<sup>th</sup> meeting as an update was not available during the meeting.
23. The Board received a letter from Marguerite Morris Willis reminding the Board that she has written before and offered her name to serve on the Local Cultural Council. The letter also asks if the Council has submitted a report for the Annual Town Report. Ms Morris Willis will be notified of the action that the Board has taken regarding the Council. The Council will also be notified that a candidate from Charlemont is willing to fill the vacant seat. Also, a request will go out to the Council members asking them to create an Annual Report that can be included in

the Annual Town Report.

24. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to hold the Annual Town Meeting on Tuesday, May 26, 2015, to be convened at 7:30 P.M. The meeting will be held at the Hawlemont Regional Elementary School.
25. Administrator Dean will reach out to Moderator Charlotte Dewey regarding holding a candidates on May 19<sup>th</sup> at 7:00 P.M. If Moderator Dewey is able to hold this event, a reverse 911 call will be made on May 15<sup>th</sup> by Administrator Dean, inviting residents to attend.
26. A meeting with the Wired West Committee will be scheduled for Monday, May 18, 2015 from 7:30 P.M. to 8:00 P.M.
27. Administrator Dean will make a reverse 911 call to residents informing them of the public ambulance meeting that will be held on May 5, 2015 at 7:00 P.M., Hawlemont Regional Elementary School.
28. The Board took no action regarding the CRR proposal.
29. Administrator Dean explained that an additional NOI fee has been added to the engineering services for the Mountain Road bridge project in the amount of \$1,500. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to accept the additional fee with a note to the engineer stating that the Town does not expect to be asked for additional funds that are not stated in the contract.
30. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to move forward with the FY2016 CDBG grant.
31. Administrator Dean was asked to contact Tom Campbell to see if he is willing to represent the Town on the Citizen Advisory Committee for the 2014 CDBG grant.
32. Administrator Dean reported that her research has found that the retention schedule for e-mails is the same as for paper documents. Administrator Dean stated that she is continuing her research.
33. Discussion of the Town absorbing the Historical Society's assets was tabled.
34. The Board received a request for a beer license from American Whitewater for their River Fest that will be held at the Charlemont Fairgrounds on July 11, 2015. The request is for a permit between 3:00 P.M. to 11: 00 P.M. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to grant the permit with the same conditions as in previous years.
35. Administrator Dean reported that the old EMD laptop has been unlocked and can be used by Boards to take minutes during their meetings. The laptop is not able to be used for internet/e-mail purposes.
36. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to grant reimbursement of out of pocket funds expended by the Administrator Dean for a file cabinet, reconfiguration of the old EMD laptop and postage.
37. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to place the Curb Cut application on the Town website. It was suggested that a website page be created that contains all Town permits.
38. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to grant the Administrator permission to attend the DLS Financial Forum for New Officials.
39. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to hold a Selectmen's meeting on May 19<sup>th</sup>, at 6:45 P.M. to receive and accept the FRCOG fuel bids.
40. The Board noted that the FRCOG building inspection fees have increased.

41. A discussion to send letters to property owners who have debris within the Town's right of way was deferred until the meeting scheduled for May 18, 2015.
42. Administrator Dean displayed two versions of the new Welcome to Charlemont sign. One sign version was straight edged (option A), one form had a rounded form (option B). The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to choose option B with the logo “on the Mohawk Trail” to be placed onto the sign.
43. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to schedule a Selectmen's meeting on Monday, June 8, 2015.
44. The Board received a request for a 1 day beer and wine license from Berkshire East, the event to take place on May 16, 2015 from 11:00 A.M. to 5:00 P.M. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to approve of the license as requested. Once the license has been created, the Board members will come to the Town Hall individually to sign the document. The license will be release to the applicant once the proper proof of insurance has been received.
45. Town Clerk Kathy Reynolds submitted a request to contact Town Counsel to receive a determination regarding poll workers having the appearance of campaigning during the local elections. The Board decided not to spend additional funds for Town Counsel's opinion and denied the request.
46. The Board received a consent to represent request from Town Counsel. Town Counsel also represents the Town of Buckland who has asked for an opinion regarding the Mohawk School District, of which Charlemont is also a member. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to grant the request and sign the form.
47. It was determined that the minutes for the All Board Meeting and Selectmen's meeting that was held on March 16, 2015 were taken by Mr. Cunningham. The minutes will be submitted shortly.
48. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to approve for payment a bill from Town Counsel for treasurer/collector services.
49. A permit from MassDOT for the 250 Anniversary parade was received. As the permit has conditions and a sign off form once the parade is finished, the permit will be forwarded to Jared Bellows.
50. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to allow the FRCOG Accounting Department (Bob Dean) to remove vendor bills from the Town for processing. This was requested as the Accountant was unable to meet his scheduled time in Charlemont.
51. Mr. Cunningham reported that the Town owned equipment that was turned in by the former ACO has been brought to the Highway Department for temporary storage. The Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to contact ACO Grinnell to see if he has a use for the equipment.
52. Ms Bandy stated that the Hawley Selectmen are asking how the Wednesday, May 6<sup>th</sup>, public ambulance meeting will be formatted. It was decided that the Charlemont Selectmen will be leading the meeting. A short slide presentation will also be presented.
53. At 9:50 P.M. the Board unanimously voted, Mr. Tower – yes, Ms Bandy – yes. Mr. Cunningham – yes, to enter into Executive Session under Open Meeting Law exemption # 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; (HIPAA's Privacy Act) and not return to open meeting.

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

Beer and Wine license request for 224 Avery Brook Rd  
Warrants

4-8-15, 4-13-15 and 4-23-15 minutes

MIIA Professional Liability renewal information form  
Town Counsel bill (2)

New England Fire and Security, Inc. service proposal

Letter of appointment to the FCSWMD

Request for vacation from the Secretary to the Boards

Cemetery Committee letter of resignation

Agricultural Commission letter of resignation

Letter commending the Highway Dept.

End of service letter from the FRCOG

EMT Basic job description

Ambulance Director job description

Finance Committee warrant article recommendations

FY 2016 Equipment bid recommendations

Pain in the Mass Tour request

M. Willis letter regarding the Local Cultural Council

CRR proposal

Mountain Road bridge NOI fee notice

FY 2016 CDBG gran notice

2014 CDBG grant update and request for a Citizen Advisory Committee representative

Historical Society's list of assets

American Whitewater beer license request

Receipts for out of pocket expenses from the Administrator

New FRCOG building inspection fee schedule

Two mock ups for the Welcome to Charlemont sign

1 day beer and wine license request from Berkshire East

Request to use Counsel services from the Town Clerk

Consent to represent request from town Counsel

MassDOT parade permit

