

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

March 21, 2016  
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The meeting was convened at 7:03 P.M. by Chairman Beth Bandy. Selectmen Sarah Reynolds and Toby Gould, along with Administrator Peg Dean attended the meeting. There were no absent members.

1. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to approve and sign the payroll and vendor warrant, Selectmen's minutes for the 3-7-16 and 3-11-16 and 3-14-16 meetings, a letter of consent regarding Professional Conduct rule 1.7 from Kopelman & Paige, a letter to Suburban Propane, a MassDOT permit application to allow Route2/Main Street crosswalk signs, a letter referring Zoning Bylaw revisions to the Planning Board, a MEMA grant for generator switches and a form to authorize ambulance billing service rate changes for 2016.
2. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to acknowledge a notice of a rabies vaccination clinic at the Hawlemont School, a seasonal retail license deliver memo from the ABCC, receipt of the Town of Leverett's Municipal Broadband Model, an invitation to attend the Mass. Forest Alliance annual meeting, a Federal Energy Regulatory Commission order, Franklin Regional Council of Government wage and salary survey, MassDOT follow up bridge visit, Shelburne Control notice of a retirement party, MEMA 2016 Mitigation Assistance Program, DEP payment of \$417.20 for recycled materials.
3. Mr. Gould suggested that the Selectmen find out if other Towns in the western part of the State are having bridge situations like Charlemont due to MassDOT inspections and suggested a joint meeting of these Towns to discuss and petition the legislature for assistance. Ms Bandy will contact the MMA and Ms S Reynolds will contact the FRCOG to obtain a list of Towns to contact for this meeting. The meeting will be scheduled for April 14<sup>th</sup>, 7:00 P.M. at the Hawlemont School. The Board will conduct the preemptive calls to the Towns.
4. The Board welcomed Sam Lovejoy to the meeting. Mr. Lovejoy stated that he will be submitting to the children of the Floyd Sherman properties an access agreement form that states their cooperation regarding the Brownsfield Grant, Phase 1.. If the document is signed, a copy will be forwarded to the Town for filing. The Board thanked Mr. Lovejoy for bringing this matter to their attention.
5. Before the Board acts upon the DLTA grant to update the Towns Open Space Plan, the Administrator will forward a copy of the current Open Space Plan to the Board, along with the deadline for this grant.
6. The Board discussed several Annual Town Reports needed. Ms Bandy is drafting the Selectmen's report and formatting the booklet.
7. There are 2 event applications available to applicants, the Selectmen's Special Event Application and the Use of Town Property application. Both applications should to be combined into one. Groups working with multiple Towns for their event are also required to fill out Charlemont's Special Event Application. Once the necessary signatures have been received, the applications need to be approved and signed by the Selectmen. Ms S Reynolds recused herself from this discussion.
8. The Board agreed that all town computers should have the same antivirus software. The Administrator will research the cost of a group rate (20) option.

9. Ms Bandy reported that the Library presented the Finance Committee a request for a sign at the Town Hall that notifies people where the Tyler Memorial Library is located. The Selectmen feel that the sign could also list the Town Offices located in the building as well as the Library. It was suggested that the Town appropriate \$1,000 towards the cost of the sign.
10. The Board discussed the All Board meeting agenda. It was agreed that a few quick updates would be added to the beginning of the agenda. The last 15 minutes of the meeting will be open for quick updates from other Boards.
11. It was explained that Town Emergency Departments have been requested to submit letters explaining how bridge closures impact their ability to respond to emergencies. The letters are to be submitted to the Selectmen's office.
12. The Executive Secretary/Town Clerk was requested to research the number of people who reside between Maxwell Road and Legate Hill Road (including connective roads) and submit the total to the Selectmen.
13. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to include the Legate Hill bridge in the bridge assessments that are being conducted through the FRCOG.
14. The Administrator will contact MassDOT to obtain their most recent list of bridges in Charlemont.
15. Mr. Gould will discuss a letter from the Governor's office with Bob Handsaker, Broadband Committee, and report his findings to the Selectmen.
16. Ms S Reynolds stated that the Administrator needs to submit the application for funds for the composting toilets to Brookfield Power and TransCanada ASAP as it takes 6 to 8 weeks to process the application. The Administrator was requested to research funding for the toilets with the Deerfield Watershed and Representative Paul Mark.
17. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to approve and sign a letter addressed to Legislatures supporting the Woodland Partnership.
18. Upon review of a recommendation from Town Counsel, the Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to update Public Records Request Form to conform to the new Public Records Law.
19. Ms Bandy reported that placement of solar panels on the 3 Town Landfill is restricted by deed. The Administrator will respond in kind to the resident who suggested placement of solar panels on the property.
20. Ms Bandy reported that during the last 3 Town Landfill meeting, the Town of Heath strongly suggested that Charlemont consult with Counsel before selling the 579 Avery Brook Road property to ensure the Town does not have liabilities. Ms Bandy will contact the resident who has voiced their interest in purchasing the property.
21. The Board unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to change to a fixed rate with solar option for the supply of electricity through the Hampshire Council of Governments.
22. The budget for Town Property and Casualty insurance was deferred to the joint Finance Committee and Selectmen's meeting on April 1<sup>st</sup>.
23. At 9:30 P.M., the Selectmen unanimously voted, Ms Bandy – yes, Ms S Reynolds – yes, Mr. Gould – yes, to enter into executive session to comply with the provisions of HIPAA's Privacy Act, and to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, not to return to open meeting.

Respectfully submitted

Kathy A. Reynolds  
Executive Secretary

Approved by:  
Charlemont Board of Selectmen

This document is to be considered a draft until approved and signed by the Board of Selectmen.

Documents reviewed by the Board

Payroll and vendor warrant  
Selectmen's minutes for the 3-7-16 and 3-11-16 and 3-14-16 meetings  
Letter of consent regarding Professional Conduct rule 1.7 from Kopelman & Paige  
Letter to Suburban Propane  
MassDOT permit application to allow Route2/Main Street crosswalk signs  
Letter referring Zoning Bylaw revisions to the Planning Board  
MEMA grant for generator switches  
A form to authorize ambulance billing service rate changes for 2016  
Notice of a rabies vaccination clinic at the Hawlemont School  
Seasonal retail license deliver memo from the ABCC  
Town of Leverett's Municipal Broadband Model  
Invitation to attend the Mass. Forest Alliance annual meeting  
Federal Energy Regulatory Commission order  
Franklin Regional Council of Government wage and salary survey  
MassDOT follow up bridge visit  
Shelburne Control notice of a retirement party  
MEMA 2016 Mitigation Assistance Program  
DEP payment of \$417.20 for recycled materials  
Draft Brownsfield Phase 1 access agreement  
E-mailed acceptance of the DLTA grant to update the Open Space and Recreation Plan  
Broadband letter from the Governor's office  
Woodland Partnership support letter  
Public Records Request MEMO from Town Counsel