

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

June 20, 2016
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The meeting was called to order at 7:00 P.M. by Chairman Beth Bandy. Selectmen Sarah Reynolds and Toby Gould, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes, to approve a vacation request from the Secretary to the Boards; a draft MBI readiness request form and payment of a Kopelman & Paige invoice.
2. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes, to approve and sign meeting minutes from the 5-23-16, 6-2-16 and 6-8-16 meetings, payroll and vendor warrants; Davenport's Mountain Road bridge construction change order 1 for concrete and 2 for bridge railings; letter to MEMA outlining the Mountain Road bridge change orders; Franklin Regional Council of Governments FY2017 Highway Cooperative bids participation form.
3. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes, to acknowledge a letter from a Shelburne resident titled "Nowhere safe to go, literally"; a flier regarding the Hampshire Council of Governments website service; a Green Team newsletter; notice of the Hampshire County Selectmen's Association meeting; Tighe and Bond's Phase 1 final report for the northern Sherman properties; a letter from Marguerite Willis regarding her thoughts about Town Meeting; List of 2016 Franklin Regional Council of Governments Local Technical Assistance Projects; Public records law update.
4. The Board received a list of appointments for FY 2017 along with a list of appointments for the Fire Department, Police Department, and Ambulance Department. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes, to approve all appointments on each list. Ms S. Reynolds recused herself from voting to appoint the Fire and Ambulance Department personnel.
5. Ms Bandy stated that the ACO has requested to be appointed as Animal Inspector for the purpose of conducting quarantines only. The ACO is not interested in conducting any of the other duties associated with the Animal Inspector position. The current Animal Inspector will remain and continue his duties. The Board unanimously voted, Ms Bandy -yes, Ms S Reynolds - yes, Mr. Gould -yes, to appoint ACO Ed Grinnell a second Animal Inspector for Charlemont.
6. The Board received a draft letter to a former Fire Fighter thanking him for his service. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve and sign the letter.
7. Mr. Gould stated that the Board would like to thank all emergency service departments for keeping the Town safe. Ms Bandy and Ms S Reynolds agreed.
8. At 7:15 P.M. the Board recognized Carlene Hayden, Secretary to the Boards. Ms Hayden explained that she has been fighting with Conservation Commission members for years regarding attendance, scheduling and response. Ms Hayden stated that due to the lack of action by the Commissioners, she is receiving angry calls from applicants.
9. Kathy Reynolds, former Conservation Commission Chair, was recognized. Ms Reynolds stated that since she became Chair, a quorum of the Commission held a meeting every month and all RDA/NOI applications were acted upon in a timely fashion. The month of June is a different

story as the meeting date for June has been changed multiple times.

10. Ms Hayden suggested that the Chair of the Con Comm. be the one to schedule meetings and contact applicants instead of the Secretary to the Boards. Ms Hayden was requested to send the current applicants contact information to Mr. Gould.
11. Trevor Mackie, Broadband Committee member, attended the meeting to receive feedback regarding the draft MBI readiness request form. The Board stated that they have reviewed the form, of which Bob Handsaker will sign and submit to MBI. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes to approve the form as written.
12. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes to approve spending an additional \$250 towards replacing the Town Hall sign. The additional expense will be taken from the Town Hall Contracted Service expense account.
13. The Board reviewed two reports from the Accountant and will revisit the reports during their first meeting in September.
14. At 7:45 P.M. Joe Markarian, CCC Consultant, was recognized. The Capital Improvement Program is fairly complete at this time but several areas still need to be edited. An updated Capital Improvement Program document was submitted to the Board for their review. The Board and Mr. Markarian reviewed the document and went over each chapter. The Administrator will send the Selectmen's recommendations to Mr. Markarian, who will update the document. Mr. Markarian offered to meet with the Capital Improvement Committee on an advisory bases once the Committee has been created.
15. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes to enter into a 3 year contract with BMAG, Inc. for their accounting services. The Board will sign the contract when it becomes available.
16. Mr. Gould submitted a draft letter to the Franklin County Selectmen's Association that welcomes the Association members to the meeting that is scheduled for June 30th, but also expresses the Selectmen's surprise to find out the meeting is scheduled in Town without the Board receiving advanced notice. Ms S Reynolds will read the letter during the Association meeting if she is able to attend. If Ms S Reynolds finds she is not able to attend; the letter will be given to another Town to read. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes, to approve the letter.
17. Ms. Bandy stated that only the Board of Selectmen have the authority to sign off on contracts that have financial impact to the Town. Ms Bandy will contact Mohawk to find out if process for invoicing the Tech/Voc busing costs is to directly invoice the Towns or send them to the VEAC Committee for distribution.
18. Ms S Reynolds stated that she had a conversation with Gill Engineering and MassDOT has asked for a load rate inspection for the Legate Hill Bridge to be conducted in early July. Gill Engineering feels the rating will not be good. Engineering costs for a repair estimate for the Legate Hill Bridge is estimated at \$10,000. Repair cost is unknown at this time. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes, to apply for a Mass Works Grant for the two 8A North Bridges and the Legate Hill Bridge.
19. Mr. Gould will contact the Director of MassDOT District 1 to state that the load rate inspection was not disclosed during their meeting with District 1 and to ask what their plans are for the residents that still live on Legate Hill Road if the status of the bridge is changed.
20. Ms S Reynolds reported that the Highway Superintendent has provided her with the process required to discontinue Town roads.

21. Tax Collection and Abandoned Property: outline steps to take in FY 2017 was tabled until the next Selectmen's meeting.
22. The Board unanimously voted, Ms Bandy - yes, Ms S. Reynolds - yes, Mr. Gould - yes, to approve the transfer station scrap metal container facility use form and purchase order.
23. Administrator Dean explained that the Assistance to Firefighters grant is not open to applications yet but briefings will be conducted up to August. Grants can be applied for up to \$1,000,000. Mr. Gould will reach out to Fire chief Douglas Annear regarding applying for a Regional Assistance to Firefighters Grant.
24. To be discussed at the next meeting: Welcome letter for new residents; Follow-up to Multi Agency Coordination Center proposal; Wood Bank: discuss next steps; Laptop for Town Administrator; Microsoft: free upgrade is available until 7/29/16; Discuss installing existing bicycle rack.
25. At 9:35 P.M., the Board unanimously voted, Ms Bandy -yes, Ms S Reynolds - yes, Mr. Gould, yes, to enter into executive session under exemption #7, to comply with Federal statute 104-191 HIPAA Privacy Act, not to 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

Vacation request	Letter to the Selectmen's Assoc.
MBI readiness request form	
5-23-16,6-2-16,6-8-16 meeting minutes	Scrap metal container forms
Payroll and vendor warrants	
Mtn. Rd. Bridge change orders (2)	FY 2017 appointments list
MEMA letter explaining Mtn. Rd. bridge change orders	Letter to a Fire Fighter
FY 2017 Highway Cooperative bid authorization form	
Letter from a Shelburne resident	Draft Capital Improvement Program
Website service flier	
Green Team newsletter	
Sherman properties final report	
Town Meeting letter	
List of 2016 Local Technical Assistance Projects	
Public records update	

