

MEETING OF THE BOARD OF SELECTMEN

Town of Charlemont

Goodnow Town Hall

September 12, 2016

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The meeting was convened at 7:00 P.M. by Chairman Beth Bandy. Selectmen Sarah S Reynolds and Toby Gould, along with Administrator Dean, was also in attendance. No one was absent.

1. Administrator Dean explained that the 8-3-16 Selectmen's minutes listed on the agenda to approve and sign were not available. Other items on the agenda that were asked to be tabled were: fuel monitoring system quotes; Auction-discuss process. The letter naming Administrator Dean as the Town's DUNNS Administrator was considered unnecessary as Treasurer Lynn Hathaway will continue as the Administrator.
2. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve: payment of the Franklin County Selectmen's annual dues; the Town Hall custodian to paint the back pillars and cellar hatch and to hang a new Accounting drop box in the hallway; the request for funds from the Berkshire East Gift account from Rachel Porter and Wayne Filan; changing the name of the Special Events Account to the Ambulance and Fire detail.
3. The Selectmen discussed a request from the Federated Church for funds from the Berkshires East Gift account. It was decided that the Federated Church had previously sent in a request for fund, which was already awarded. The criteria states one award per property. The Board will draft a letter to the Federated Church thanking them for their request and explaining why it has been denied.
4. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve and sign: 8-29-16 Selectmen's minutes; payroll and vendor warrants.
5. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to acknowledge: EMD correspondence regarding the Defense Property Disposal System; National Register nomination for the Little Red School; Dept. of Tele Communications and Cable public hearing notice; Animal Inspector meeting notice from the Mass. Dept. of Agriculture; October presentation notice from the Mass. Office of Disability.
6. Police Chief Bellows was recognized. Chief Bellows introduced Jason Pelletier to the Board and requested the Board appoint Mr. Pelletier to the Police Department. The Board, Ms Bandy - yes, Mr. Gould - yes, (Ms S Reynolds recused herself as she works with Mr. Pelletier at another business) unanimously voted to appoint Jason Pelletier to the Police Department, who was immediately qualified for office.
7. The Board acknowledged that a Special Town Meeting will not be needed for payment of previous years bills. It was decided that the costs for repair and rental of the Town loader

will be expensed out of the Highway Department's budget. The re affirmation of discontinuance of several old Town roads will be on the warrant. Ms Bandy will contact Counsel for receive the proper wording for the road article(s). The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to schedule a Special Town Meeting on Wednesday, October 12, 2016 at 7:00 P.M.

8. The Board discussed agenda items for the All Board Meeting that is scheduled for September 22nd at the Hawlemont School. As Ms Bandy will not be able to attend this meeting, the subject of "Ambulance update" was removed from the agenda. The Administrator was request to ask the Planning Board if they would like any subjects to appear on the agenda. Notices will be sent out to other Boards letting them know that discussion from the floor at the end of the meeting will be limited to 5 to 10 minutes. Boards should create and bring handouts if their subject to be discussed will have details.
9. Highway Superintendent Gordon Hathaway attended the meeting to discuss with the Board the Legate Road bridge repair design plans that have been submitted by Gill Engineering. Funding for the design plans and repair costs will be requested through the Massworks grant. Gill Engineering will be contacted and asked their opinion of the bridge rating after it has been repaired.
10. The Board instructed the Administrator to start the Small Bridges grant for the 2 closed bridges on Maxwell Road.
11. Ms Bandy reported that she has not received a commitment for the position of Animal Inspector for large animals.
12. Highway Superintendent Gordon Hathaway and Police Chief Jared Bellows attended the meeting to discuss possible contingency plans regarding their department's vehicles. Superintendent Hathaway stated that his department is already down one truck and will not be able to do the same job with less. The time frame for winter road maintenance will be extended, less efficient and costlier due to the additional hours needed to get the job done. The department is at a 25% loss of the main winter maintenance fighting force.
13. Chief Bellows stated that his department is spending funds on the department's newest cruiser just to keep running. Funds already spend for the 4X4 has put that vehicle in reasonable good shape but additional decaying issues are starting. The department is currently down to 2 vehicles. Several weekends ago all police vehicles were down for a while. Chief Bellows listed several repairs needed to be completed before the winter months. The Selectmen requested an estimate of the 4X4 repair costs and a running tally of repairs and down time for each vehicle.
14. Planning Board members Gisela Walker, Robert Malone and Carlene Millett attended the meeting to discuss old development roads that do not meet the criteria for a Town Rd. The Planning Board would like to look at relaxing the standards of these roads for building permit purposes. Ms Walker stated that all Town roads were mapped out in

1942 and suggested the Board contact the FRCOG for a copy of that map. The pros and cons of bringing new roads to Town meeting to vote their discontinuance was discussed

15. Ms S Reynolds reported that the Earth Removal Committee spoke with Town Counsel and are all set for their hearing scheduled for Tuesday, September 13th.
16. The Town Clerk reported that Early Voting for the November 8, 2016 election will begin Monday, October 24th through Friday November 4th. The usual place for Early Voting is in the office of the Town Clerk, but another voting site can be designated by the Board of Selectmen. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to hold Early Voting in the office of the Town Clerk. The required hours for Early Voting is during the normal business hours of the Town Clerk, but additional hours are being encouraged. One incentive is a Grant for holding Early Voting on Saturday, October 29th. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to hold additional Early Voting hours on Tuesday, October 25th from 6:00 P.M. to 8:00 P.M. and on Saturday, October 29th from 1:00 P.M. to 4:00 P.M. The Town Clerk will share any new information regarding the Early Voting Grant when it is received.
17. The Board reviewed Capital Improvement Planning 3 ring binders and unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to approve the Capital Planning letter that will go out to departments.
18. The Executive Secretary/Town Clerk reported that the Town bylaws that were sent to the Attorney General have been returned, approved. The final step is to post the bylaws in 5 public places in Town for fourteen days. Moderator Dewey will be contacted and reminded to appoint members to the Capital Improvement Committee.
19. Mr. Gould reported that Town departments rent many post office boxes which can be condensed by sharing. Mr. Gould will obtain a list from the post master of the departments who rent a post office box and ask departments to give up or share a box.
20. The Board discussed adding a new telephone/fax line to the Fire Station. Mr. Gould will speak with the Fire Chief about splitting the set up cost between the Fire Expense account and the Technology funds. The Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to move forward with the installation after Mr. Gould speaks with the Fire Chief.
21. The Executive Secretary reported that one parent of a student that attends the Franklin County Technical School is willing to sign a waiver letter that relinquishes the Town's responsibility to provide that student with a seat on the bus. Another parent of a different Franklin County Technical School student would like to keep their student's reserved bus seat, even though the student drives to and from school.

22. Transfer Station financials will be discussed during the joint Finance Committee/Board of Selectmen's meeting on Friday, September 16th.
23. The Executive Secretary will obtain 3 telephone quotes from Auditors for the FY 2015 Town audit.
24. Ms Bandy will obtain an estimate cost to remove/replant trees on the Town Hall lawn. This information will be included in a letter to the Main Street Tree Committee that asks for permission to use its funds for this project.
25. The Board noted that the Town does not have the funds for a grant writing training.
26. The ADA Town Hall Feasibility study will be discussed at the next scheduled meeting.
27. Business being concluded, the Board unanimously voted, Ms Bandy - yes, Ms S Reynolds - yes, Mr. Gould - yes, to adjourn the open meeting at 9:05 P.M. and to enter into Executive Session, exception #7, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; and to 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.

Documents reviewed by the Board

2 request for funds from the Berkshire East gift account

8-29-16 Selectmen's minutes

Payroll and vendor warrants

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Defense Property Disposal System correspondence from the EMD

National Register nomination for the Little Red School

Dept. of Tele Communications and Cable public hearing notice

Dept. of agriculture Animal Inspector meeting notice

Notice of a presentation from the Mass. Office of Disability

Capital Improvement Planning 3 ring binder

ADA Town Hall Feasibility study