

SELECT BOARD meeting minutes
November 21, 2016, Goodnow Town Hall
Called to order 7:03pm

In attendance: Select Board Chair Beth Bandy, Select Board members Sarah Reynolds and Toby Gould. Broadband Committee Chair Bob Handsaker present for questions.

1. **Action:** Beth made motion, and Sarah added to the motion to include Chapter 90 documents, Toby 2ndd, with edit to the October 31 minutes as requested by email, all in favor to approve payroll, \$15,000 on recap for tax title; approve and sign the Select Board meeting minutes for 10-21-16, 10-31-16 and 11-7-16, warrants, a letter to the State closing out the Community Compact Cabinet financial planning grant, and the Mass Works grant contract; and to acknowledge Massachusetts Department of Environmental Protection's Equipment grant award of \$7,500 for a paper compactor, materials from KP Law's New Public Records Law update, Assistance to Firefighters Grant application, 2017 Calendar from Congressman Richard Neal's office, a solicitation from TEC Engineering Inc. for Mass Works grant work, Massachusetts Executive Office of Public Safety and Security regrets to the Town of Charlemont's grant request, National Grid's email Re: ways to get connected with National Grid for Outage Information, Massachusetts Highway Association's 2016 Fall Newsletter, MTRSD's BEST Committee's recommendations, KP Law's E-Update Re: Recent Amendments to Chapter 40A, Letter regarding Emergency Dispensing Drill(s) from Sheila Litchfield RN, Hawlemont EDS Medical and Operations Section Chief, Franklin Regional Council of Governments Farmland Leasing and Protection Workshop flyer, and Massachusetts Broadband Institute's Last Mile Broadband FAQs.
2. The Select Board discussed next steps for a Broadband poll survey. Toby described there being no outlay of funds to pursue, that it puts Charlemont in line with other towns. Bob assured the Select Board that he clarified to MBI taking this next step does not imply the Town has a solution. **Action:** Toby makes a motion that they go ahead with the pole survey, Beth 2ndd. All in favor.
3. The Select Board will include a link to the Broadband survey in their December newsletter. The Select Board discussed how to get the newsletter out for December. **Action:** Sarah makes a motion that the Select Board accept text from Bob about Broadband to be included in the newsletter and text from Andrea about the Library, Toby 2ndd, discussed length, all in favor.
4. The Board of Assessors were present for a tax rate hearing at 7:15. Present was members Tony Ostroski and Jacqueline Cashin, and Chair Karen LaClair. **Action:** Sarah makes a motion that the Select Board accept the single tax rate for FY17, Beth 2ndd. All in favor.
5. The Select Board had an appointment with Paul Fantucchio at 7:30 to discuss Mandigo's dogs. Town Administrator requested permission to record appointment which the Select Board approved. Paul stating the Select Board voted for no dogs, that Mandigo took the Town to court contesting it and lost it, yet the minutes state he can have 3 dogs. There was discussion about whether the court order or Town Counsel allowed three dogs if licensed. Beth clarified that there are two parts: 1) the Judge told Sarah that we have to go by the bylaw of 3 dogs. 2) Ed Mandigo needs to license the dogs he has. The kennel license had to be revoked, and those minutes may not be seen because they happened in Executive Session. There was a question from Paul about why he hasn't seen the minutes stating the Town could legally take the dogs because Ed Mandigo hadn't complied with the Town. **Action:** Sarah makes a motion that the Town contact Town Counsel to ask what next steps are to get Mandigo's non-compliance of the court order that he have three unfenced dogs legally remedied. Beth 2ndd. All in favor. It was asked, can the Town issue a piece of paper stating he can no longer have animals? **Action:** Sarah makes a motion that as a Select Board policy the Select Board record hearings for accurate capturing, Toby 2ndd. All in favor.
6. The Select Board mentioned that there are no updates regarding the Earth Removal, that the hearing is Nov 29th at 4pm.
7. The Select Board will proceed with the current format for the December Newsletter.

8. The Select Board reviewed FRCOG's Phoebe Walker's question asking if they wanted to develop questions for Small Town Summit survey. The Select Board will call around to ask if neighboring towns will be attending remind take an informal survey while on the phone. Toby will call Heath and Rowe.
9. The Select Board discussed publicity for Tri-Town Community Food Assessment Survey. **Action:** Beth makes a motion that the link be included in the newsletter, Sarah 2ndd. All in favor.
10. The Select Board discussed the Legate Hill Bridge bids. Sarah shared that the cost for purchasing a steel plate is \$843; Highway is recommending the Town get two plates.
11. The Select Board discussed the Mass Works grant. **Action:** Sarah moved the motion to authorize the Chair to accept Virgilio's bid contingent they can stay within the 20% change order increase after the Mass Works executed contract is received, and authorize the purchase of 2 steel plates for \$1800 and any other actions required to start work. Toby 2ndd. All in favor. Beth will contact the State requesting the executed contract be turned around by Nov 28. **Action:** Sarah makes a motion and Beth 2nd's that Peg pay the Gill Engineering bill out of the new highway capital funds.
12. The Select Board mentioned that there is a draft RFP for the Ambulance Service being assembled, 1 for 24 hour and 1 for 12.
13. Regarding discontinuing roads, the Select Board will respond to resident's request for written information about Burnt Hill Roads. Regarding the process and strategy for discontinuing roads, Sarah sent mail to residents discussed in previous Select Board meetings and hasn't heard back. The Select Board will bring this item back to their next meeting.
14. The Select Board discussed tax Collection and abandoned property. They reviewed status information from the Tax Collector. Sarah will ask Carlene about the property in court, thank Lynn for providing, and will ask for the report quarterly. The Select Board requested this item be added to a January agenda. The Select Board brought up the question of who in town pays as an Air B and B. Peg check with DOR to see if they can get a list of businesses paying hotel taxes.
15. Sarah will reply to Bill Coli's request for information.
16. Capital Improvement Planning – the Select Board will contact the Committee members to help lock in a date for a kick-off meeting.
17. There were no updates on the Animal Inspector for large animals.
18. The Select Board discussed whether there were any updates to the the Vocational Education Advisory Committee agenda item. Beth was scheduled to go to their last meeting, but the meeting was postponed; the next meeting is January 17. The non-members need to request that they specify what the Town's preferred tech school is. **ACTION:** Beth makes a motion that Franklin Tech is its preferred school. Toby 2ndd. All in favor. Sarah abstained. Beth will let VEAC Chair John Sears know. Relating to their mission statement, the Committee will be discussing what their role related to transportation at their next meeting.
19. The Select Board discussed 279 Avery Brook Road property; Beth will contact Town Counsel for options.
20. The Select Board discussed the process for reviewing and releasing executive session minutes. Kathy will find the last date for Executive Session minutes and the Select Board will start a list of Executive Session minutes from there. Provide a list of executive sessions from x date on.
21. The Select Board passed over the discussion of next steps for moving to townofcharlemont.org email.

22. The Select Board discussed the Massachusetts Historical Commission (MHC) grant for Town Hall. Beth will contact Chris Skelly to discuss what becoming "local historic district" requires and obligates the Town to. This designation would allow the Town to pursue 50% funding through MHC.
23. The Select Board will not pursue the MA Department of Housing & Community Development (DHCD)'s 2017 Massachusetts Downtown Initiative (MDI) technical assistance application. The Select Board stated they would pursue a radar speed sign if eligible; however, grant funds are only available for consulting services.
24. The Select Board discussed the Transportation Investment Generating Economic Recovery, or TIGER Discretionary Grant program. The Select Board would like to apply for funds towards the Long Bridge using the TIGER grant. It was brought up whether the Complete Streets program could be used for the Long Bridge; The Select Board discussed how the Complete Streets program grant may not meet this and other surrounding towns' needs. They may want to bring this to their State reps.
25. The Select Board discussed speed limit sign recommendations from Highway and Police. Per Sarah, they met. They requested that Peg send Highway and Police an email asking what they've come up with.
26. The Select Board discussed how to comply with the Right to Farm Bylaw. Sarah will discuss with Lynn to put in tax bill.
27. The Select Board discussed the process for posting Select Board minutes to the web. **Action:** Beth makes a motion that anything the Select Board approves, Peg can then post on the website. Toby 2ndd. All in favor.
28. The Three Town Landfill is over budget as of 10-31-16 bill to vendor: Pantermehl Land Clearing Inc. **Action:** Beth makes a motion that the SB complete the Fin Com reserve form to request funds, Toby 2ndd, all in favor.
29. The Select Board discussed the BEST Committee report follow-up meeting. It will be held Thursday in January 5th or 12th.
30. The Select Board discussed creating press contact information. Beth will draft a press sheet, something to the effect of "It is important that we get back to you. Please call the Select Board Chair within 9am – 4pm." The Select Board discussed updating it after Town Elections each year. They suggested laying out how best to contact the Select Board, email where to contact. Beth will contact Ginny and requests it be added to the next agenda.
31. The Select Board makes a motion that the Town Clerk be the point person for all public records requests, what they were given and when it was turned around.
32. The Select Board asked if Kathy can verify the Chapter 90 miles were sent, and resend Town Meeting minutes?
33. The Select Board discussed how to clarify the process for accepting appointments. Beth will be look into whether there is existing policy.
34. Does the Select Board have anything to request from Silver Jackets proposal? Peg will follow-up by email.

Adjourned at 9:35pm

Documents viewed:

Documentation of minutes provided to Paul Fantucchio
 Assessor's tax rate hearing data
 Newsletter draft
 Tax Collector's Tax title taking data
 Select Board meeting minutes for 10-21-16, 10-31-16 and 11-7-16
 Warrants
 Letter to the State closing out the Community Compact Cabinet financial planning grant, and

Mass Works grant contract

Respectfully submitted by Peg Dean 12-5-16

Draft minutes until approved by Select Board