

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

December 5, 2016

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The meeting was convened at 7:00 P.M. by Acting Chair Sarah Reynolds. Selectman Toby Gould and Administrator Peg Dean were also in attendance. Selectman Beth Bandy was absent.

1. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to approve: the payroll warrant; Town Counsel bill; permission for the Administrator to attend the Mass. Office of the Inspector Generals and the Operational Services Division procurement best practices training; Administrator's December vacation request; Blackboard Connect Reverse 911 annual service renewal with contact updates; Planning Board's request to contact Town Counsel; purchase of Holiday Gift Cards for Town employees.
2. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to approve and sign: vendor warrants; reserve fund transfer; LA-5 Tax Classification FY 2017 form; 2017 Class II and Class III licenses.
3. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to acknowledge: letter to the Governor from a resident supporting the Recreation tax; executed Chapter 90 reimbursement request; approved Chapter 90 project request; MBI response to letters sent on 9-9-16 and 10-7-16; ACO continuing education credits; Franklin County Solid Waste Management FY 18 proposed budget; Executed Mass Works contract.
4. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, not to post meeting packet materials to the Town website.
5. The Board discussed changing out the street lights on Main Street to LED lights. It was decided that LED lights are brighter and the residents along Main Street should have a chance to witness the difference and weigh in. Traffic Calming Chair Karen Bloom will be consulted to see if she may have contact information for Main Street residents. If so, the residents will be informed of the potential change. The residents will be offered a chance to visit Berkshire East, whose lights have been changed to LED, to witness the brightness difference and invited to report back to the Selectmen by the December 19th meeting.
6. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to continue with the Senior Trash bag distribution in 2017. The Senior Trash bag information will be included in the January newsletter and posted on the Town website.
7. Robert Handsaker, Broadband Committee, attended the meeting to give the Selectmen an update regarding Broadband in Charlemont. Mr. Handsaker stated that so far, the Committee has received 106 responses to the recent survey, the readiness process is being reviewed by MBI, a Town specific RFP is currently being drafted, responses to letters sent to MBI have just now been received.

8. Mr. Handsaker asked if the Town would like to reply to the MBI responses that have been received. Mr. Gould suggested the Town respond to the letters as a whole. Mr. Gould also suggested the Broadband Committee draft a reply to be reviewed by the Selectmen.
9. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to divide the Animal Inspector's yearly salary as such: 1/2 for the Small Animal Inspector and 1/2 for the Large Animal Inspector. The Board was made aware that the Barn Inspections are to be completed by the end of December. The Board will continue to search for someone to fill the Large Animal Inspector position.
10. Ms S Reynolds reported that the Earth Removal Committee (ERC) had continued the Charlemont Land Trust Gravel pit hearing to January 10, 2017 with a snow date scheduled for January 17, 2017. The ERC may need to consult with Town Counsel.
11. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to award, approve and sign the Legate Hill bridge project, with the change order, to A.J. Virgilio Construction, Inc.
12. Mr. Gould requested the Administrator to ensure the Fire Department sends in their Capital requests.
13. The "process for reviewing and releasing executive session minutes" was deferred to the Dec. 19th meeting.
14. The "discussion of the next steps for moving to townofcharlemont.org email" was deferred to the Dec. 19th meeting.
15. Discussion of Grants was deferred to the Dec. 19th meeting.
16. The Tax Collector will include in the mailing of the tax bills a Right to Farm and Forest notice created by the Agriculture Commission.
17. The Board will discuss whether to consider a new lateral cabinet for use of the Town Administrator during the Dec. 19th meeting.
18. It was reported that the Building Inspector would like either the Board of Selectmen or Planning Board to notify property owners of the general bylaw prohibiting more than two unregistered vehicles kept on a property. Complaints regarding the number of unregistered vehicles on properties have been received. The Selectmen intend to contact the Planning Board to ask if they have any input or suggestions regarding the notification.
19. The Town received a grant to be used to purchase a paper compactor for the Transfer Station. The grant will not be enough to cover such a purchase and the additional cost will need to be voted by Town Meeting. A foundation for a paper compactor and placement at the Transfer Station must also be taken into consideration. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to send for consideration the purchase of a paper compactor to the Capital Improvement Planning Committee.
20. The Board decided to remove from the agenda participating in the MassDEP's Small Town Environmental Partnership until January, at which time this subject will be discussed.

21. Discussion regarding how to approach long-term financial goals was deferred to the Dec. 19th meeting.
22. Mr. Gould will contact the Parks and Recreation Commission regarding the agreement with the Charlemont Land Trust.
23. The Board unanimously voted, Ms S Reynolds - yes, Mr. Gould - yes, to defer holding an Executive Session until the Dec. 19th meeting.
24. Business being concluded, the meeting was adjourned at 8:25 P.M.

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 warrant
Town Counsel bill
Blackboard Connect Reverse 911 annual service renewal with contact updates
Planning Board's request to contact Town Counsel
vendor warrants
reserve fund transfer form
LA-5 Tax Classification FY 2017 form
2017 Class II and Class III licenses
letter to the Governor from a resident supporting the Recreation tax
executed Chapter 90 reimbursement request
approved Chapter 90 project request
MBI response to letters sent on 9-9-16 and 10-7-16
ACO continuing education credits
Franklin County Solid Waste Management FY 18 proposed budget
Executed Mass Works contract.
National Grid information regarding changing Main Street lights to LED lights
Senior Trash bag distribution information and request to continue
A.J. Virgilio Construction, Inc. bid and change order for the Legate Hill bridge
MassDEP's Small Town Environmental Partnership invitation