

## MINUTES OF THE SELECT BOARD MEETING

Town of Charlemont

Goodnow Town Hall

February 13, 2017

The meeting was convened at 7:00 P.M. by Select Board Chair Beth Bandy. Select Board members Sarah Reynolds and Toby Gould, and Town Administrator Peg Dean were in attendance.

1. There was a discussion about the representative in Adam Hinds' Williamstown office trying to contact Select Board Chair Beth Bandy, wanting to know what Towns were represented at the Small Town Summits. Ms. Bandy will follow-up with Hinds' office.
2. **Action:** The Select Board Chair made a motion, 2<sup>nd</sup>d by Mr. Gould, and voted unanimously to approve KP Law statement no. 110866, Town Clerk/ Executive Secretary vacation request, Eric Dean as a special employee- able to be hired by the Town as a contractor while serving for the Ambulance and Fire Departments, fuel bills by department, paying Franklin Regional Council of Governments invoice for Legate construction procurement bid from Highway Capital Construction Outlay account, Miller's Petroleum bill to be paid from Community Compact Cabinet IT grant account for \$8,581.08; approve and sign Select Board meeting minutes for Select Board meeting minutes for 10-21-16 (Joint Budget Meeting), 1-9-17 (11am with Gill Engineering), 1-9-17, 1-21-17, 01-25-17 (Select Board Chair abstains from voting on 01-25-17 minutes because she was not present for meeting), warrants, Charlemont banner agreement from National Grid - contingent on naming National Grid on Town umbrella insurance policy; and acknowledge Federal Emergency Management Agency requesting supporting documentation to close Project Works # 00191, 00225, 00558, 00563, 00581, 00613, 00636 from Tropical Storm Irene, the Office of the Inspector General January 2017 *Procurement Bulletin*, survey from the Franklin Regional Council of Governments and Community Action regarding regional reliance on federal funding, solicitation from Gerard Bruno to provide strategic planning services, Division of Local Services Bulletin 2017-01B: *Authorization of Departmental Revolving Funds and Model By-law/Ordinance*, email from the Strategic Engagement and Law Enforcement Coordinator of District 1 Massachusetts US Attorney's Office, Subject: Religious Land Use and Institutionalized Persons Act (RLUIPA) - Obligations of Public Officials, solicitation from TEC for bridge engineering services, Franklin Regional Council of Governments' Budget Advisory Notice, Mass DOT's request for input for their 5 year Capital Investment Plan, AJ Virgilio's Certificate of Insurance, and Massachusetts Department of Transportation National Bridge Inspection Standards Bridge Inspection Reports for C-05-006, C-05-007, and C-05-027.
3. The Select Board discussed making temporary appointments to the Zoning Board of Appeals. Because of the potential conflict of interest, the Select Board will not appoint Eric Dean. **Action:** Chair Bandy made a motion to appoint Trevor Mackie, Charlotte Dewey, and Mr. Gould to the Zoning Board of Appeals, Ms. S. Reynolds 2<sup>nd</sup>d. Voted unanimously.
4. The Select Board discussed preparing the Annual Report. The Select Board Chair prepared a spreadsheet that she emailed out to the Select Board, Executive Secretary, and Town Administrator, tracking departments' submissions. As of today, the Town has received 12 of 32 reports. The Select Board discussed preparing their own Annual Report. Important to them is the need to discuss bridges, ambulance, the recreation tax, and efforts made to address these issues working with legislators. The Select Board initiated Small Town Summits. The town auctioned off a police car, got a Highway

vehicle as a temporary replacement. Grants received, the cap on spending, and the failed vote for capital items will be added to the annual report.

5. Jim Sinclair was not present for scheduled appointment.
6. The Select Board discussed preparations for upcoming dog hearing. The hearing is scheduled for 2-27-17 at 7pm.
7. The Select Board will hold the agenda item to review the Comstar – 2017 rate change form for the Ambulance until their next meeting.
8. The Select Board will hold the agenda item to discuss the date warrant articles are due to Town until the Town Clerk is present.
9. The Select Board discussed whether to take any action regarding the Main Street accident January 31, 2017. The Town Administrator was asked to compile a report of what the expenses to the Town were, and submit on Town's behalf to the driver's insurance company.
10. The Massachusetts Interlocal Insurance Agency grant was awarded for security cameras for safety. The Select Board approves having the cameras pointing to exterior doors, towards the parking lot, and in the interior hallway. Mr. Gould will work with the Administrator to notify staff.
11. The Select Board discussed hanging banners in Town. Per the agreement with National Grid, the Town will pay \$150 to name National Grid during this fiscal year, and discussed bringing the request to Town Meeting to set up a revolving fund, "banners" to then collect funds from businesses and then pay to name National Grid in FY18 and FY19. **Action:** Mr. Gould made a motion for the companies to pay the cost for the banners directly to the banner company, and for the Town to cover the cost to name National Grid on the umbrella policy for this fiscal year. Ms. Bandy 2<sup>nd</sup>d. Voted unanimously.
12. The Select Board reviewed the 2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide and Contact Information Update Form and revised to correct the contact information.
13. The Select Board discussed the Request for Information for Broadband. Bob asked the Select Board to contact Adam Hinds letting him know the pole count is incorrect; Mr. Gould will write him.
14. The Select Board discussed the status of the recreation tax. Representative Mark's Office is waiting for committee appointments to then invite the Department of Revenue to come out to Charlemont, preferably the Chair of the Joint Committee on Revenue. Ms. Bandy will follow-up. The second part of the recreation tax discussion was discussion of an email from Clay Herbert regarding river patrol donations. Mr. Gould will send a letter to the recreation companies explaining why we're asking once again for money and letting them know we hope this will be the last time.

15. The Select Board met with Sherrill Hogen, who presented an article for consideration at Town Meeting as a warrant. Ms. Hogan handed out the resolution and it was decided the Select Board would take time to review and respond at a later date. "The purpose of the resolution is to express our concerns here as a Town about what is happening to our climate and what might be effective to bring down the level of carbon dioxide." Mr. Gould made a recommendation to send the resolution to State Representative Paul Mark. The Select Board will vote at the next meeting. The Administrator will get back to Ms. Hogan with their outcome.
16. The Select Board then accepted their next scheduled appointment with Ambulance Director Dana Johnson to appoint a new EMT – Jon Crawford Seban, "Sonny" who has completed his class at Greenfield Community College, his exam, and is currently certified in MA through the National Register of EMTs. Mr. Johnson recommending his appointment pending the CORI, and his success in the preceptor program. **Action:** Mr. Gould moves the appointment to Charlemont Ambulance of Jon Crawford Seban, "Sonny", contingent on the CORI and the required training (session on regulations, computer), Ms. S. Reynolds 2<sup>nd</sup>'s. Voted unanimously.
17. The Town Administrator provided a Capital Improvement Committee update that relates to other agenda item "Discuss whether to recommend a paper compactor to the Capital Improvement Committee." In the interest of time, the Committee did go ahead and recommend the paper compactor if revolving, special, or other funds can be used, from for instance the Recycling revolving or the DEP special funds account, which have an approximate combined total of somewhere around \$7,000 per the Accountant. She mentioned that Kathy Reynolds, Executive Secretary, purchases paper from one of these accounts which usually comes in well under \$1,000.
18. The Board discussed the Mass Works grant. The Administrator submitted the 1<sup>st</sup> monthly report includes three invoices for reimbursement: Gill, AJ Virgilio, and Road Plates. Ms. Bandy will follow up with Counsel whether the contract has been approved.
19. Regarding Counsel, the Board of Assessors is asking for an Executive Session with Counsel to review the Shea property. The Select Board decided on 6:45 for an Executive Session to discuss the Shea property, and Ms. Bandy will verify with Counsel.
20. The Select Board discussed appointments for their next meeting. It was recommended that Ras John meet with the Parks and Recreation Commission before coming to the Town to make sure the date is available, and that the application is complete before coming to the Town. A future appointment for Jim Sinclair will be scheduled. The dog hearing will be scheduled for 7pm.
21. The Select Board discussed postponing the TIGER grant because of the general concern whether to complete Tower Road first. Gill recommended putting it off because of the potential detour. Ms. S. Reynolds will follow-up with Mass DOT as a next step.
22. The Select Board will check with the Attorney about 279 Avery Brook Road property and will bring back to next meeting.
23. Regarding the next steps for moving to townofcharlemont.org email, the Select Board will review what Cheryl Handsaker submitted to the Town at their next meeting.
24. Regarding the National Grid offer to put in LED lights, **Action:** Mr. Gould makes a motion that National Grid install the new LED lights, Ms. S. Reynolds 2<sup>nd</sup>'d, contingent on further discussion with a resident who had objections. Voted unanimously.

25. The Select Board discussed how to publicize Community Action's Fuel Assistance program. The Select Board will include the newsletter and put on website.
26. The Select Board will review the audit quotes during their upcoming joint budget meeting 02-18-17. They are requesting that the quotes be emailed to the Finance Committee in advance.
27. Ms. Bandy updated the Select Board on efforts with the Ambulance Request for Proposals (RFP). They recently spent time incorporating changes based on feedback from consultants. The RFP will be brought to the next meeting as an Executive Session.
28. The Select Board worked on their FY 2018 budget. Line items were reviewed. Revisions to come before the next meeting. Regarding articles related to school, can the Select Board show it at the bottom of the page outside the operating budget?
29. The Select Board request a meeting with the Administrator to continue from 12-19-17 Executive Session on Monday 2-27-17 at 10am.

Meeting adjourned at 9:30pm

Respectfully submitted 2-24-17

Approved by:

Charlemont Select Board

Peg Dean

Town Administrator

This document is to be considered a draft until approved by the Select Board.

Documents reviewed by the Board

payroll warrants

KP Law statement

Select Board minutes from 10-21-16 (Joint Budget Meeting), 1-9-17 (11am with Gill Engineering), 1-9-17, 1-21-17, 01-25-17

vendor warrants

Charlemont banner agreement from National Grid

2020 Census Local Update of Census Addresses Operations Contact Information Update Form

BOS FY 2018 Budget from Town Admin