

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

March 13, 2017  
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The meeting was convened at 7:00 P.M. by Chairman Beth Bandy. Board member Toby Gould was in attendance along with Administrator Peg Dean. Select Board member Sarah Reynolds was absent.

1. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to approve, approve and sign and to acknowledge: payroll; KP Law statement; purchase of Office 365 for five users; fuel bills; vacation request from the Executive Secretary/Town Clerk; to reduce the insurance requirement for Deerfield Fest alcohol vendor to 1 and 2 million; MIIA insurance invoices; Administrator to attend a STAM meeting; minutes 3-3-17 meeting; warrants; Audit engagement letter from Scanlon and Assoc., letter to Mary Boehmer, Berkshire Highlands Pentathlon application; Planning Together for a Health Aging meeting schedule; Let's Talk Taxes presentation notice; Enews "Spill Reporting Obligations"; MMA Best Practice Series; Notice of recycling payment to the Town; Vegetation Maintenance notification from National Grid; FY 18 Emergency Communications overview and assessments from the Franklin Regional Council of Governments; notice of the Planning Board's new post office box; Sewer District notification of their acceptance of MGL c83 s 16A; flyer from the SHINE program; letter to the Planning Board regarding Potter Road Extension; Western Mass Historical Commission meeting notice; Community Public Health Services meeting dates; Charlemont newsletter.
2. The Board reviewed a quote from Dean Structures to replace windows at the Fire Station in the amount of \$7,500. The Board noted that the voted warrant article for the windows is for \$6,000 and wondered how the remaining \$1,500 was going to be paid. Administrator Dean stated that the Fire Chief can use \$1,500 from his expense account for the windows. Reviewing the recent Expense report from the Accountant the Board noted that the Fire Station Building Maintenance account did not have enough remaining to cover the \$1,500. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to hold on approval of the quote until the Fire Chief could be reached to explain financing for the additional amount in the quote for this project.
3. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to appoint Sean Neill to the Boardband Committee.
4. The Board discussed renewing the Town's existing agreement with Hampshire Power at a fixed rate and for a definitive term. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to renew at a fixed rate for 18 months, at a rate of .0949 per kwh. Stephen Grout, representing Hampshire Power, produced the contract, which was immediately signed.
5. James Sinclair and Tammy Hicks, members of the Friends of the Charlemont Fairgrounds, attended the meeting to inform the Board that Yankee Doodle Days is scheduled for one day on July 22, 2017. A schedule for the day event was handed out. A

demolition derby is scheduled but the event will not have fireworks. It was explained that the vendors for this event will be covered under their own insurance. It was stated that the Friends paid approximately \$800 for the necessary General Liability insurance for the last YDD. This expense is cost prohibitive and the Friends is asking the Town to cover the insurance needed. The Executive Secretary will contact the Town's insurance carrier to ask if this can be done and if so, what additional cost will be charged, if any. The Friends also asked the Board if they are able have access to the hay field abutting the Fairgrounds.

6. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to approve and sign the minutes of the dog hearing that was held on February 27, 2017.
7. Representative Paul Mark has been asked to meet with the Department of Revenue, a member of the Joint Legislation of Revenue and a member of the Select Board to discuss the Recreation Tax Legislation.
8. Ms Bandy will reach out to Representative Paul Mark to ask assistance with scheduling a meeting with Senator Hinds to discuss the First Responder bill.
9. Jerry DuPree, Flag Committee, attended the meeting to present two designs of the banners that will be hung on 12 telephone poles along Main Street. After review and discussion, the Board recommended and suggested using the banner that has a picture of the Town Hall.
10. Mr. Gould asked that an MOU between the Town of Charlemont and the Town of Hawley to share Highway equipment be held until the full Board is available.
11. The Board reviewed two quotes, one from Industrial Residential Security LLC in the amount of \$2,597 and another from Detectoguard in the amount of \$2,100, to replace the locks at the Fire Station with electronic locks. The Board reviewed the Fire Department's budget and questioned how the cost will be funded. Administrator Dean will ask the Fire Chief to explain where in his budget this and the additional \$1,500 for the windows will be expended.
12. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to approve the quote from Dean Structures and the quote from Industrial Residential Security LLC. Mr. Gould will speak with the Fire Chief about budget concerns.
13. Mr. Gould reported that the Broadband Committee has been meeting with potential companies who can provide fiber optic service to the Town.
14. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to approve and sign the contract for design services that was awarded to Gill Engineering.
15. Mr. Gould submitted a proposal from Charlemont Web Works for all e-mails to be changed and under the townofcharlemont.org address. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to move forward with a detailed plan to be submitted by Charlemont Web Works.
16. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to remove from the agenda "Speed limit sign recommendations from Highway and Police" until the April 24th meeting.

17. Ms Bandy has templates for posting of different types of meetings to address different types of complaints. Discussion of the templates will take place during the April 24th agenda.
18. Mr. Gould will respond to the Planning Board's request to hire a part time temporary person for filing purposes.
19. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to pay the temporary large animal inspector 1/4th of the total salary for the Animal Inspector position.
20. The Board of Health will be asked for follow up with the FRCOG regarding the 2017 Technical Assistance Grant for Wellhead Protection Plans to Protect Public Drinking Water Supplies.
21. The Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to change the name of the Board of Selectmen to the Select Board.
22. Business being concluded at 8:45 P.M., the Board unanimously voted, Ms Bandy - yes, Mr. Gould - yes, to enter into executive session to sign executive session minutes and for exemption #7 to comply with The Health Insurance Portability and Accountability Act of 1996, with the intention to adjourn from executive session.

Respectfully submitted

Kathy A. Reynolds  
Executive Secretary

Approved by:  
Charlemont Select Board

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

Documents reviewed by the Board

Payroll  
KP Law statement  
Fuel bills  
Vacation request from the Executive Secretary/Town Clerk  
Request to reduce the insurance requirement for Deerfield Fest alcohol vendor to 1 and 2 million  
MIIA insurance invoices  
3-3-17 meeting minutes  
Warrants  
Audit engagement letter from Scanlon and Assoc.  
Letter to Mary Boehmer  
Berkshire Highlands Pentathlon application  
Planning Together for a Health Aging meeting schedule  
Let's Talk Taxes presentation flyer

Enews "Spill Reporting Obligations"  
MMA Best Practice Series  
Notice of recycling payment to the Town  
Vegetation Maintenance notification from National Grid  
FY 18 Emergency Communications overview and assessments from the Franklin  
Regional Council of Governments  
Notice of the Planning Board's new post office box  
Sewer District notification of their acceptance of MGL c83 s 16A  
Flyer from the SHINE program  
Letter to the Planning Board regarding Potter Road Extension  
Western Mass Historical Commission meeting notice  
Community Public Health Services meeting dates  
Charlemont newsletter  
Quote from Dean Structures  
Hampshire Power Contract  
YDD 2017 schedule  
Feb. 27, 2017 dog hearing minutes  
Flag Committee banner designs  
Sharing of Highway equipment MOU  
2 quotes for Fire Station locks  
Contract for design services  
Proposal from Charlemont Web Works  
Planning Board's request to hire a part time temporary person