

## MINUTES OF THE SELECT BOARD'S MEETING

Town of Charlemont

Goodnow Town Hall

May 22, 2017

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The meeting was convened at 7:02 P.M. by Select Board Chair Beth Bandy. Board members Toby Gould and Sarah Reynolds were in attendance along with Administrator Peg Dean.

1. Town Administrator presented the Select Board with a grid snapshot of available funds and timelines through the Massachusetts Historical Commission, the ADA grants program, and the Green Communities. The Select Board asked for this to be expanded/revised to include the full cost of renovating Town Hall, to include HVAC on all floors, and for the goal to be renovating the 1<sup>st</sup> and 2<sup>nd</sup> floors as multi-use spaces, taking into consideration the parking lot.
2. **Action:** The Board unanimously voted on a motion from Ms. Bandy, 2<sup>nd</sup>, by Ms. S. Reynolds – yes, Mr. Gould – yes, Ms. Bandy – yes, Ms. S. Reynolds – yes, for the Select Board to approve Town Clerk vacation request for June 19 through June 23, proposed scope of work from Bill Hoyerman, LSP previously with CHA Consulting, Inc. now with Civil and Environmental Consultants, to address portions of MassDEP's post-closure monitoring and maintenance requirements for three town landfill, posting information about local bulky waste disposal to website per a request from the Franklin County Solid Waste Management District, request from Fire Chief for permission to hold a Memorial Service on Town Hall lawn 10am Memorial Day, and post on town sign Wednesday; approve and sign payroll # 45 for \$8,142.47, payroll # 46 for \$8,768.35, payroll # 47 for \$9,889.32, the following Select Board minutes: 01-12-17 revised (Ms. S. Reynolds abstains), 04-13-17 immediately following the All Boards meeting, 04-13-17 All Boards meeting minutes, 04-28-17 joint budget meeting minutes, warrants, Deerfield Festival special events application contingent on all departments signing off, Franklin County Sheriff's Office Regional Dog Control and Adoption Center invoice and Memorandum of Understanding, 1-day liquor license from Berkshire Brewing Company for the Charlemont Reggae Festival; acknowledge Massachusetts Interlocal Insurance Agency participation credits for Property and casualty insurance totaling \$2,492; Solicitations for: net metering credits from Solar on Earth and Zero-Point Development, Inc., Tuck mattress disposal services, HyperReach mass notification system, Vergent Power microgrid feasibility assessment, Accountant's Charlemont Fiscal 2017 close schedule, Climate Crisis Task Force of FCCPR's invitation to attend a presentation from Mass Power Forward [mapowerforward.com](http://mapowerforward.com), Massachusetts Housing Partnership 2016 Annual Report, Municipal Vulnerability Preparedness Grant Program (MVP), KP Law eUpdate: Massachusetts Prevailing Wage Laws Violation Letters - Olaf Zwickau, Air Solutions & Balancing LLC, MassDEP Municipal Recycling Branch reposting the Municipal Assistance Coordinator Grant for the western region, correspondence from Senator Hinds' office making towns aware of upcoming Massachusetts Department of Transportation's Capital Improvement Planning meeting in Greenfield May 22<sup>nd</sup> at 5:30; and accept donations from the Berkshire Highlands Pentathlon to the Town of Charlemont Ambulance Services gift account from Sam Bartlett - team Zephyrs for \$10, Wendy Ferris - team Sunshine Daydreamers for \$5, Shahid Jalil for \$10, Bruce Lessels - West County Old Stars for \$10, Ann Markes - team The Old Couple for \$50, Michael McCusker – MacMcBerkish for \$10, Phillip Pless - West County Old Stars for \$25, Richard Warner - West County Old Stars for \$50, Jamie Wooldridge – Joe's Garage for \$10
3. The Select Board discussed a letter received from residents on North River Road asking Town to address illegal parking on North River Road. The Select Board will draft a letter to the residents stating that they understand the situation and are asking the Highway Department to come up with a solution, address with additional parking signs and some sort of barrier that precludes parking and will ask the

Police Department to schedule additional drive-throughs on the weekends. There was a discussion about whether Charlemont could work with the adjacent towns of Colrain and Shelburne to come up with solutions for access to fishing.

4. The Select Board discussed the June Newsletter. It will recap Town Meeting, outline the Broadband agreement with the State, and will mention the recreation tax meeting scheduled. There was a brief discussion about where the recreation tax legislation stands.
5. The Select Board discussed their priorities of broadband, recreation tax, ambulance, grants and upcoming meetings. Regarding broadband service, they are pleased that Last Mile funds are becoming available through the Mass Works grant program. Discussing the Ambulance options, there was mention that the Ambulance license is up for renewal. Regarding progress with the recreation tax, the recreation tax bill is moving through the House.
6. Regarding the Fire House grant, the Select Board ask that the items requested are those already on the Capital Improvement Plan, recommended by the Capital Improvement Committee. The Select Board approves applying for the ADA planning grant and emphasized their interest in potentially applying for all three Town Hall related grants after further developing the grid of funding options.
7. Reviewing with Ms. S. Reynolds what was discussed at the information meeting in light of her absence, Mr. Gould shared that he didn't use the pictures from Ms. S. Reynolds' presentation as Highway liaison, that he did use the narrative slides to explain the Highway's needs. He mentioned that there was a request from a resident to show the cost of Highway per mile. Looking at neighboring towns and their populations, Ms. S. Reynolds suggests people can compare towns by going to the following website: <http://www.city-data.com/>. Ms. S. Reynolds outlined what she researched in preparation for Town Meeting, hindrances to purchasing surplus equipment and comparisons to Florida's surplus equipment purchases, why a glider kit isn't appropriate for the sidelined truck the Town is requesting to replace, and salary comparisons. The Select Board discussed other statistics affecting the town. The question was asked if \$5,000 was invested fixing up a surplus vehicle, what would its expected shelf life be.
8. Regarding Upcoming meetings, the Select Board discussed Town Meeting. The Select Board asked that the Police Chief be prepared to outline his replacement schedule for vehicles and whether he is aiming to have three (3) cruisers.
9. There was mention of residents who expressed concerns about their taxes going up. One, the Assessors office looked into and determined that the resident's taxes had gone down. The other, they understand the cost of deferred maintenance the town is facing but was genuinely concerned that his taxes have gone up 23%.
10. The Select Board also discussed the Small-Town Summit scheduled for June 15<sup>th</sup>. Ms. Bandy will send out invitations.
11. **Action:** The Board unanimously voted on a motion from Mr. Gould, 2<sup>nd</sup>d by Ms. Bandy, Ms. S. Reynolds, and to proceed with creating emails formatted first name last name for all employees, boards, committees. The Select Board asks for a list of committees, commissions, boards and all employees/appointments paid in the last year for the first meeting in July. There was discussion about how other towns commonly have emails formatted first.last name that they list on their website, that listing forwards as contacts is not transparent, and that this will help prevent. Kathy will have a new list

after Town Meeting of all appointments that should be provided to the Select Board; this can then be given to Cheryl to generate the emails. The same would happen with employees – the Select Board asks for a list of all employees who've gotten a paycheck in the last year. This process should happen on an annual basis. Ms. Bandy will draft a process and policy.

12. Review of the recent mass notifications results was tabled until 6-5-17.

13. The meeting was adjourned at 8:08 pm.

Respectfully submitted by:  
Peg Dean, Town Administrator 06-16-17

Approved by: Charlemont Select Board

Draft minutes until approved by Select Board

Documents viewed:

Proposed scope of work from Bill Hoyerman, LSP with Civil and Environmental Consultants  
Franklin County Solid Waste Management District information about local bulky waste disposal  
The following payrolls” Payroll # 45 for \$8,142.47, Payroll # 46 for \$8,768.35, and Payroll # 47 for \$9,889.32  
The following minutes: 01-12-17, 04-13-17 immediately following the All Boards meeting; 04-13-17 All Boards meeting minutes, and 04-28-17 joint budget meeting minutes;  
Warrants  
Deerfield Festival Special Events Application  
Franklin County Sheriff’s Office Regional Dog Control and Adoption Center invoice and Memorandum of Understanding  
1-day liquor license from Berkshire Brewing Company for the Charlemont Reggae Festival  
Massachusetts Interlocal Insurance Agency participation credits for Property and casualty insurance totaling \$2,492; Solicitations for net metering credits from Solar on Earth and Zero-Point Development, Inc., Tuck mattress disposal services, HyperReach mass notification system, Vergent Power microgrid feasibility assessment  
Accountant’s Charlemont Fiscal 2017 close schedule  
Climate Crisis Task Force of FCCPR’s invitation to attend a presentation from Mass Power Forward [mapowerforward.com](http://mapowerforward.com)  
Massachusetts Housing Partnership 2016 Annual Report  
Municipal Vulnerability Preparedness Grant Program (MVP)  
KP Law eUpdate: Massachusetts Prevailing Wage Laws Violation Letters - Olaf Zwickau, Air Solutions & Balancing LLC  
MassDEP Municipal Recycling Branch reposting the Municipal Assistance Coordinator Grant for the Western region  
Correspondence from Senator Hinds’ office making towns aware of upcoming Massachusetts Department of Transportation’s Capital Improvement Planning meeting in Greenfield May 22 at 5:30

Spreadsheet from Berkshire East showing the list of donor and amounts from the Berkshire Highlands Pentathlon to the Town of Charlemont Ambulance Services

Letter from residents on North River Road

Snapshot of available funds and timelines through the Massachusetts Historical Commission, the ADA grants program, and the Green Communities