

# MINUTES OF THE SELECT BOARD'S MEETING

Town of Charlemont

Goodnow Town Hall

June 19, 2017

Page 1 of 9

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

1. In advance of approving, approving and signing, and acknowledging items from the agenda, the Select Board discussed the following items:
  - a. Regarding “permission to request new pictures of Emergency Services crews and Select Board” there was a discussion about what is done with the photos being requested for Town Hall, and who will take the photos. The photos are displayed in Town Hall, and Dana Johnson’s been asked in the past to take the photos.
  - b. Regarding “posting the Franklin Regional Council of Governments (FRCOG) 2017 Business Development Resource Guide to the website,” how much website space the guide takes up and how the guide was paid for were asked. There was a response that minimal space is used to post this guide on the web, allowing the public to easily access information, that the more that gets posted to the web the better to help address questions from the public, that other towns have a lot more information on their website than Charlemont has, that we’re trying to get more on the website as a matter of keeping people informed and that it is assumed the guide was paid for out of the Towns’ dues. A Select Board member suggested discussing again this next year.
  - c. Regarding “allowing Shelburne to use the Roundabout Book box drops and revenue to go to the recycling revolving fund until a separate revolving fund for shared revenue can be created,” there were questions about rather than sharing whether another book box should be added, and how funds are divided. It was clarified that the question is how to account for the funds that come in from the existing boxes and that the amount of funds is nominal, currently getting the Towns approximately \$25 a month in book donations and \$100 at most in scrap metal.
  - d. Under approve and sign and acknowledge the following items were held for discussion: Massachusetts Interlocal Insurance Agency FY 2018 renewal proposal, amended contract with Franklin Regional Council of Governments for procurement services to bid construction for 8A bridge repair(s) extending end date from 6-30-17 to 09-30-17, Franklin County Solid Waste Management District’s Hauling and Disposal Memorandum of Understanding, Municipal Vulnerability Program grant contract from the Executive Office of Energy and Environmental Affairs, VADAR contract for accounting, FRCOG Franklin County Cooperative Inspection Program monthly inspection reports, and Culvert Replacement Municipal Assistance Grant Program Announcement.
  - e. Under accept, the Select Board discussed the donation from Berkshire East to Charlemont Ambulance Service for \$281.40 from which Sarah recuses herself.
2. **Action:** On a motion from Ms. S. Reynolds, 2<sup>nd</sup>’d by Ms. Bandy, Ms. Bandy – yes, Ms. S. Reynolds – yes, Ms. Willis – abstains, to approve payroll # 50 for \$14,284.15, town Administrator rolling over remaining vacation into next fiscal year, permission to request new pictures of Emergency Services crews and Select Board, invoice(s) to the Town of Shelburne for transfer station expenses in FY17 and FY18 use, posting the Franklin Regional Council of Governments (FRCOG) 2017 Business

Development Resource Guide to the website, allowing Shelburne to use the Roundabout Book box drops and revenue to go to the recycling revolving fund until a separate revolving fund for shared

Page 2 of 9

revenue can be created; approve and sign Select Board meeting minutes for 5-08-17 and 6-5-17, warrants, Memorandum of Understanding with the FRCOG to coordinate energy audits for the Town using the Department of Energy Resources META funds; and acknowledge the fully executed contract with Gill Engineering for design services to repair the Maxwell bridges, Massachusetts Department of Transportation National Bridge Inspection Standards Bridge Rating and Posting for C-05-036, Mountain Road at Hartwell Brook, public records law training session rescheduled for 06-29-17 at the FRCOG, FRCOG Franklin County Cooperative Inspection Program monthly inspection reports, Vocational transportation assessment for June, letter(s) from the Building Commissioner to Ms. Griswold and Ms. Ovitt, Scott Randall, and Cold River Properties, and the Regional Dog Services Agreement, and accept Kevin Crowningshield's resignation as Assistant Fire Chief and the donation to the Town of Charlemont from The Great Outdoors for \$250.

3. It was explained that the purpose for "acknowledge" on the agenda to show the public that stated documents have been received, and no other action has been taken.
4. Regarding "allowing Shelburne to use the Roundabout Book box drops and revenue to go to the recycling revolving fund until a separate revolving fund for shared revenue can be created," there were questions about why a separate revolving fund. It was explained that the Town currently has a 53E ½ Recycling Revolving Fund for recycling revenue. The purpose of creating an additional account is to be able to track the shared revenue from Charlemont and Shelburne for scrap metal and the book drop. The Select Board asks if the Accountant recommends this new account, and for the immediate, all shared revenue will go into the recycling revolving. **Action:** On a motion from Ms. S. Reynolds, 2<sup>nd</sup>d by Ms. Bandy, Ms. Bandy – yes, Ms. S. Reynolds – yes, Ms. Willis – yes, the Select Board approves sharing the existing book box with Shelburne and collecting the revenue in the 53E ½ Recycling Revolving Fund.
5. There was a question about the Insurance. **Action:** On a motion from Ms. Willis, 2<sup>nd</sup>d by Ms. Bandy, Ms. Bandy – yes, Ms. S. Reynolds – yes, Ms. Willis – yes, the Select Board request that the insurance is submitted in time for the 3% premium discount. Ms. Willis will follow-up with Kathy. There was also a comment that the amount the additional line of duty coverage increases the Town's premium seems reasonable.
6. There was a question about the following item: amended contract with Franklin Regional Council of Governments for procurement services to bid construction for 8A bridge repair(s) extending end date from 6-30-17 to 09-30-17, and whether the Franklin Regional Council of Governments procurement services included legal aid.
7. The Select Board opened the propane bids from 1) Mirabito Propane – offering a fluctuating bid price of \$1.2165/gallon and a firm price of \$1.35/gallon, 2) George Propane – offering \$1.425/gallon fixed, 3) Sandri – offering a rack-rate \$.599 markup for fluctuating fixed price of \$1.799/gallon, with a firm differential, and **Action:** On a motion from Ms. Willis, 2<sup>nd</sup>d by Ms. S. Reynolds, Ms. Bandy – yes, Ms. S. Reynolds – yes, Ms. Willis – yes, the Select Board chooses the lowest bidder, Mirabito Propane's firm price of \$1.35/gallon. Peg will find out if the Town owns its propane tanks and will report back to the Select Board.

8. The Select Board opened its Highway equipment bid – which requests bids for heavy equipment with or without an operator, to be used in the case that the Town needs to hire during FY18. One bid was received from Tyler Equipment in East Longmeadow, with and without front end wheel loader, vibratory roller, excavator, backhoe, dump truck, excavator track, and a hammer. **Action:** On a motion

Page 3 of 9

from Ms. Willis, 2<sup>nd</sup>d by Ms. Bandy, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes, the Select Board defers to the Highway boss for his input and approval of the Tyler equipment bid.

9. The Board of Assessors were acknowledged at 7:36 pm, for the purpose of replacing their State CAMA system. Tyler Technologies won the State’s bid, MassIT is funding the conversion, and the Department of Local Services will potentially not require the full measure and list. There is no end date to the contract; the State reserves the right to go to bid for a new software at any time. This cloud-based system has the personal and real estate property in one system, a marked improvement for the Assessors. The town was provided two positive references. The cost is \$3735 per year starting FY19. **Action:** On a motion from Ms. Willis, 2<sup>nd</sup>d by Ms. Bandy, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes, the Select Board approved and the Select Board Chair signed the contract to engage Tyler Technologies for CAMA software.
10. Reviewing contract language, the Select Board discussed when it is appropriate to get Town Counsel review. Anything that legally obligates the Town to anything should be taken to Town Counsel. **Action:** On a motion from Ms. Bandy, 2<sup>nd</sup>d by Ms. Reynolds, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – no, the Select Board approve and sign the amended contract with Franklin Regional Council of Governments for procurement services to bid construction for 8A bridge repair(s) extending end date from 6-30-17 to 09-30-17.
11. The Select Board discussed the Franklin County Solid Waste Management District’s Hauling and Disposal Memorandum of Understanding. **Action:** On a motion from Ms. Bandy, 2<sup>nd</sup>d by Ms. Willis, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes, the Select Board approve and sign the Franklin County Solid Waste Management District’s Hauling and Disposal Memorandum of Understanding.
12. The Select Board discussed the Municipal Vulnerability Program (MVP) grant contract from the Executive Office of Energy and Environmental Affairs. There is no matching required by the Town. Its purpose per the Town Administrator’s grant cover letter is to take the two products from the Silver Jackets project, the floodplain management plan, and the evacuation plan, bring them to the community and provide community awareness. The Town will then hire an MVP certified facilitator to hold community meetings. **Action:** On a motion from Ms. Bandy, 2<sup>nd</sup>d by S. Reynolds, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – no, the Select Board approve and sign the Municipal Vulnerability Program grant contract from the Executive Office of Energy and Environmental Affairs.
13. Philip Banks was acknowledged at 8 pm. He comes to the Town for the third time to raise concerns about his driveway, which is “constantly being washed out.” (He submitted a letter to the Conservation Commission regarding an adjacent property, which was provided in the Select Board’s packet.) His concerns were first brought to the Town in 2007 or 2008, then again in 2013. He stated that there was a partial correction to the drainage in the road.) Outlining some of the histories, he shared that during/after Tropical Storm Irene, the Banks lost 3+ acres to a landslide, which included old growth trees, caused after the Cold River burst. Phil has a 15-page report with pictures he’s providing to the Town. Water coming off the mountain in front of his driveway on the other side of the road where the

gravel pit is has to travel down a pathway down the road; that water drains into a 12” pipe by his driveway. The sediment comes down from the mountain, clogs it, and goes over the road, a known fact that causes many accidents in the winter and other times. There are a couple possibilities. 1) He spoke with the Planning Board about addressing the permit/ requirements again that have been given. “There is activity going on across the road with a permit that is supposed to be followed,” activity that is building up water pressure right in the area where 200 feet down was a landslide in 1980. “It’s being dammed up there

Page 4 of 9

from the activity.” The water has to come through the sediment, it comes off the mountain “like a waterfall” under Zoar Road, into the 12” pipe on his side. 2) He’s concerned about his side of the road, recommends another pipe\*, is expecting the Town to follow through on it, and in the interim, asks the Town to raise the elevation of the curb. He showed pictures of the culvert and his driveway. Phil walked the Select Board through the pictures from the report. The Select Board will follow-up with the Highway Department and Planning Board. Phil left at 8:15.

\*There is a 3 ½’ - 4’ pipe that goes under the road by the end of the trailer park, to his driveway. Put the drain at the bottom of the mountain where the water comes down, rather than the water has to travel down the road and then into a drain. If the Town could put another drain in without going under Zoar Road, can run pipe up to the pipe that goes under to the corner of his property, and then put a bigger pipe on his property, that might be the most affordable solution for the Town.

14. There was a question about whether the Accountant was asking for the Town to take over the Vadar accounting software contract. **Action:** On a motion from Ms. Bandy, 2<sup>nd</sup>d by S. Reynolds - yes, Ms. S. Reynolds – yes, Ms. Bandy – yes, Ms. Willis – yes, the Select Board approve and sign the Vadar contract.
15. The Select Board discussed how the packets and agenda are compiled.
16. **Action:** On a motion from Ms. Bandy, 2<sup>nd</sup>d by Ms. S. Reynolds, Ms. S. Reynolds – recuses herself, Ms. Bandy – yes, Ms. Willis – yes, the Select Board accepts the donation from Berkshire East to Charlemont Ambulance Service for \$281.40. It was explained that if a check is mailed to the Town, that the Town is to collect those funds into the Town account, not the Ambulance Association, a separate nonprofit entity from the Town.
17. The Select Board moved onto yearly appointments. They were provided a list of appointments, which the Select Board noted was missing some positions. For the next meeting, Beth will work with Kathy to figure out which other vacancies there are. Examples: the Cultural Council’s appointments are supposed to be staggered and should not all be up at this time; the Agricultural Commission and Capital Planning Committee have vacancies. Beth will ask the Agricultural Commission if they have suggestions and will talk to Kathy about asking the Moderator who would fill the Capital Planning Commission position. **Action:** On a motion from Marguerite, 2<sup>nd</sup>d by Beth, Ms. S. Reynolds - yes, Ms. Bandy – yes, Ms. Willis – yes accept the appointments as presented.
18. The Select Board acknowledged Chief Doug Annear for his appointment. They discussed with Doug that Kevin Crowningshield has resigned as Assistant Fire Chief. Doug would like to keep the Assistant Fire Chief open and split the funds for the positions between the two captains, having one become a training officer and work on some school-related things, and the other taking over the rest of the things Kevin was handling. Can he split the money? Doug will revise the position descriptions. The Town

will notify the Treasurer and the Accountant of the change, should there be any red flags. Options for the Fire Truck were discussed. The Fire Chief feels there aren't going to be enough funds for a fire truck. Looking at the 2004 Truck, he thinks that for very little money, it could be converted into a very useful rescue/ pumper truck, without the bells and whistles, such as a Cascade system that could fill up the air pack. They talked with the vendor who made the truck about taking some of the water off because, for instance, it has 1500 gallons now. Ideally, they would want 500, however, the vendor would not adjust the amount of water the truck holds because the weight affects the design. Doug needs to check with Tri-State to verify the Town still falls into their criteria for a pumper and tanker engine. In addition, continue to pursue grants to replace the Engine Two. Research whether, because the Truck is

Page 5 of 9

20 years old, NFPA starts downgrading it; will the consequence be increased homeowners' insurance town wide. Kathy can ask MIIA. Has Doug floated any of this past the Capital Planning Committee? Doug talked to Kathy about the Town's insurance for equipment replacement. He believes the trucks are not insured to the replacement value. Doug doesn't want to pursue refurbishing a truck without first researching the NFPA standards. The question was asked whether hydrants were ever considered; it was mentioned that there was previous interest in them, looking at the existing lines. It was mentioned that for underwriting purposes, the coverage is affected by how close to the riverbed houses are. Marguerite will get insurance related questions to Kathy. The Chair asked if Kathy could contact the Moderator to find someone to replace Erwin Reynolds' vacant seat so that Doug can get a meeting with the Capital Planning Committee. Doug suggests that the Town go for grants knowing the Town cannot fund replacing Engine 2, that it instead can ask for a truck in 2 years instead of 1, and that it asks for 2 Scott Air Packs next year, subsequently budget for \$20,000 a year for the next few years rather \$60,000 next year. It was agreed that it would better to get a grant rather than have the tax payers fund vehicles and equipment. It was mentioned that it would be best to keep the Capital Planning Committee informed.

19. Chief Annear reported on the Charlemont Inn. The Chief stated they spent quite a bit of time there from 3am on, during a recent morning. There will be red x's going up on the building. He's met with Charlotte Dewey and the Building Inspector. There are 2 types of x's: one for do not enter, and one to enter with extreme caution. They will use the latter on the Inn. Doug is also aware that the Town has a list of abandoned properties, which the Fire Department needs to look at because there are more x's that need to go up. Beth will send the list of abandoned properties to Doug; this project was started but the Town got to a place where they couldn't handle it.
20. Marguerite mentioned that she had met with Doug and that they had covered these and other points. Marguerite would like to host a meeting with the two groups. Doug brought to Marguerite that if the Ambulance legislation goes through to have first-responders responding, the two departments need to be talking for the Town to take advantage of this new opportunity. It was mentioned that the Ambulance will only accept 1 or 2 people from the fire department for responses and that a concern for the Town should be that the Town is signing on the air, and then not responding because they don't have a crew. When he first became Chief, he suggested that if firefighters can be paged at the same time as the Ambulance, the Town could get a response together, but that has not been happening. For grants, The Chief recommends the Town continue to apply as a Town, not regionally, year over year for vehicles and equipment.
21. The Select Board reviewed the list of previous Town Meeting Articles. **Action:** On a motion from Ms. Bandy, 2<sup>nd</sup>d by Ms. Willis, Ms. S. Reynolds - yes, Ms. Bandy - yes, Ms. Willis - yes, the Select Board vote to close the following special article accounts:

- 1) 02-220-5240-17923 - Fire Station Insulation/Window Repairs Fiscal 2017 ATM 5/16 Art11, \$6,000, project complete, \$0 remaining,
- 2) 02-310-5300-17905 - Hawlemont Preschool Program Fiscal 2017 ATM 5/2016 Art14, \$14,000, once invoice has been paid,
- 3) 02-610-5300-15907 - Library Automation Fiscal 2015 ATM Art14, \$199.99, and the remaining funds to go back to the General Fund.

There was a discussion about what the TS Irene Infrastructure Fiscal 2015 ATM Art19 funds of \$82,934.67 were. These were costs reimbursed back to the Highway for Direct Administrative and Forced Labor Costs for repairs done by the Town during Tropical Storm Irene. Select Board member Sarah Reynolds will check with the Highway as their liaison, about how much remains and if spent, on what projects. This article was put on hold.

Page 6 of 9

22. "Other funds" will be reviewed at a future date.
23. The Tri-town landfill agreement was brought. Heath suggested having a meeting. Beth is happy to attend if they can propose a date in July. Thursday, July 6<sup>th</sup> works. Peg will follow up with Heath's Town Coordinator.
24. The Bridge projects are moving, nothing new to report. The Town received a letter from Massachusetts Department of Transportation to unrate the Mountain Road Bridge, a positive step in light of the bridge repairs completed last year.
25. As Highway liaison, Sarah also mentioned that the Highway Department patched the one lane on the East Oxbow Bridge to help mitigate potential accidents, opposite the side of the jersey barriers. There was a question about why jersey barriers need to be in place; this remains a discussion point when Sarah meets with Massachusetts Department of Transportation. Is there a way to restrict traffic without putting the weight on it.
26. Regarding recreation tax, Beth received an email from Senator Hinds' office. The Senate Counsel has been discussing possible changes they could make to the legislation, asking whether it is possible to collect the tax locally rather than going through the Department of Revenue. The Accountant Justin Cole and Treasurer Lynn Hathaway had some concerns which Beth brought back to the Senator's office; Justin asked about enforcement, and what recourse the Town has to collect and Lynn felt the prospect of getting a check every month would be fine. Lynn and Justin are working on their response. There was a discussion about how other local options taxes, i.e. meals and rooms taxes are collected at the State level through the Department of Revenue (DOR) and how the current text of the legislation modeled what the DOR already has in place. If the legislation is edited, Town will then review/ approve before bringing to the Senate for a vote. Senator Hinds office seems positive about the bill passing, and the Senate seems to be putting a lot more effort into the legislation this time around. Tomorrow's conference call with Beth will be with Senator Hind' Office, Senate Counsel, the Department of Revenue.
27. There are no updates on Ambulance.
28. Beth will follow-up with Cheryl Handsaker about the status of the Westfield Gas and Electric Pole Survey contract, which the Town hasn't signed yet. The contract will then need to go to counsel. Beth will attend the Broadband Last Mile build out the event with State representatives on June 27<sup>th</sup>.

29. Regarding counsel, the new Chair will need to follow up with counsel going forward as part of their role.

30. Under the agenda item “Shared Services”, the Assistance to Firefighters grant research/findings was listed. The Chair mentioned that this was already discussed during Doug’s appointment, at which time Doug stated that the Town should pursue grants as a Town, not regionally.

Page 7 of 9

31. Peg suggested tabling items 1, 2, 3, 4, 7, 8 for sake of time under additional business:

1. Discuss next steps for moving to townofcharlemont.org email – consider distributing email retention policy to yearly appointments
2. Speed limit sign recommendations from Highway and Police
3. Template of documents that can be used for Atty related items
4. How to consider safety of Town Hall parking lot
7. Consider how to give the Salvation Army access to the Transfer Station outside hours of operation
8. Discuss custodial services for the Fire Station - Sarah will check with Cheryl about how many hours and how much it would take

32. Marguerite would like to discuss item 8. The question was asked is there a Town wide custodial services line? It was explained that Cheryl Bellows has been cleaning the Police and Highway Garage for some time. It was previously shown as an expense, and the Town corrected it to show up as personnel salary. Sarah will look into the hours and expense. It was suggested that if it wasn’t budgeted for to be included in this year’s appropriations that it should be addressed during budget season. It was mentioned that there currently is no job description for Cheryl’s position and that if expanding the position to a location inherently changes the job, that the Town may need to post a new position description.

33. Item 6 was brought up. The Town should look at the building in its totality, and then purchase based on that plan. The Town asks the Capital Planning Committee to make their recommendations. The Board appreciates Tony Walker’s thoughts but he needs the support of the whole committee behind him.

34. The Select Board reviewed paperwork from the Executive Secretary recommending an increase on the weekly indemnity coverage to \$350 per week for Police and Fire (line of duty). **Action:** Ms. Bandy makes a motion, Ms. S. Reynolds 2<sup>nd</sup>s, Ms. S. Reynolds - yes, Ms. Bandy – yes, Ms. Willis – no to approve accepting the quote contingent on the assumption of the impossibility to lower the cost by covering some employees for less, or fewer employees, but if it is possible to lower the cost to do so.

35. The Select Board will accept agenda items until Wednesday before the Select Board meeting unless something is time-sensitive. The question of what makes it to the agenda was discussed. Items on the agenda under “Acknowledge” are items that come into Town Hall recognized in a public meeting. Of what comes into Town, such as solicitations, when no action or discussion is needed, an item is put under acknowledge. If a Select Board member wants to bring up an item of discussion let the Chair know, or if have been tasked with something and have a follow-up from it, let Peg know to add it to the agenda.

36. An example of a long-standing item is “Speed limit sign recommendations from Highway and Police” which came out of the realization that Avery Brook road is not properly posted. As Highway liaison Sarah reported that the Police Chief and Highway Supervisor have a list of recommended speeds, which they now need to do paperwork for the Town to file.

37. As Highway liaison, Sarah brought up Bill Coli's email asking when the grader would be back up to Warner Hill. This has not been added to the agenda yet, and Sarah would first bring it to the Select Board before responding on the Board's behalf. Though a slow process, the Select Board discussed the need to ensure decisions are made first by a quorum.

38. This discussion dovetailed into review of the opening meeting laws. Beth brought this up as an agenda item because of problems that have come up in neighboring towns. To make sure emails aren't be responded to with decisions, that items first need to come to the Select Board. Information coming through an email can be sent, but cannot be deliberated on, which would be a violation of open meeting

Page 8 of 9

law. It is important to know you are welcome to discuss an item with the Town Administrator or ask the Chair to put it on the agenda for discussion as a full board. Logistical items may be discussed by email, i.e. scheduling.

39. Beth brought an issue of security up. Russell called Beth as his liaison to let her know the backdoor was unlocked when he came in Saturday morning on his way to the Transfer Station, the Library had a window break/crack, and Lynn's computer was on when she came in Monday morning, and she feels like some her excel stuff was messed up. How do we get the security tapes to see if anyone was here over the weekend. Andrea Bernard the Librarian had reported the window to the Town Administrator. It didn't look like there was any impact to the window. The data is on a 1TB device that Beth is welcome to look through. Sarah will let Jared know that the tapes will be reviewed. The Select Board asked that a letter be drafted to the Police letting them know these incidents happened. Marguerite suggested that we see if we have vandalism coverage through MIIA and what the cost might be. Peg had asked Kathy if there was still a warranty on the window and hadn't gotten a response back. Beth will stop by tomorrow to look at the tapes. There was a question whether there have been other problems, and the response was yes, that is why the cameras were put in. There were a number of random things that went missing over time, and then there was a grant opportunity for a security camera. There are two things: there a limited number of people who have keys to the Town Hall, and only a few who have keys to the front office. Beth will let the Town know what she comes up with on the tape.

40. The Town Administrator asked if any action is needed regarding the Massachusetts Emergency Massachusetts Agency contract for reimbursements from a Nor'easter 2007. Beth will follow-up with Kathy when she gets back from vacation.

41. Executive Session is no longer needed.

42. Meeting adjourned at 9:59pm

Submitted by Peg Dean, Town Administrator

Approved by Select Board

Draft Minutes until approved by Select Board

Documents reviewed:

Highway's Propane and Equipment bids



Board of Assessors' CAMA contract  
Philip Banks, letter to the Conservation Commission re: an adjacent property and his report hand-delivered  
Payroll # 50 for \$14,284.15  
Invoice(s) to the Town of Shelburne for transfer station expenses in FY17 and FY18 use  
Select Board meeting minutes for 5-08-17, 5-22-17, 6-5-17;  
Accounts Payable Warrants  
Thank you letter to Amy Wales  
Massachusetts Interlocal Insurance Agency FY 2018 renewal proposal  
Amended contract with Franklin Regional Council of Governments (FRCOG) for procurement services to bid construction for 8A bridge repair(s) extending end date from 6-30-17 to 09-30-17

Page 9 of 9

Franklin County Solid Waste Management District's Hauling and Disposal Memorandum of Understanding  
Memorandum of Understanding with the FRCOG to coordinate energy audits for the Town using the Department of Energy Resources META funds;  
Municipal Vulnerability Program grant contract from the Executive Office of Energy and Environmental Affairs;  
VADAR contract for accounting  
Fully executed contract with Gill Engineering for design services to repair the Maxwell bridges  
Massachusetts Department of Transportation National Bridge Inspection Standards Bridge Rating and Posting for C-05-036, Mountain Road at Hartwell Brook  
Public Records Law Training session rescheduled for 06-29-17 at the FRCOG  
FRCOG Franklin County Cooperative Inspection Program monthly inspection reports  
Culvert Replacement Municipal Assistance Grant Program Announcement  
Vocational transportation assessment for June; letter(s) from the Building Commissioner to Ms. Griswold and Ms. Ovitt, Scott Randall, and Cold River Properties  
Regional Dog Services Agreement  
Donation from Berkshire East to Charlemont Ambulance Service for \$281.40  
Donation to the Town of Charlemont from The Great Outdoors for \$250  
FY 2018 yearly appointments  
Review Special Articles– provide direction for which accounts to remain open and which to close  
Discuss next steps regarding proposed tri-town landfill agreement – see Hawley's concerns

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

September 11, 2017

Page 1 of 4

The meeting was convened at 7:00 P.M. by Chair Sarah Reynolds. Select Board members Beth Bandy and Marguerite Willis, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve: payment of a KP Law statement; major events/financial calendar; fuel bills by department; Administrator to attend the Small Town Administrators meeting on 9-21.
2. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign: 8-7-17 and 8-21-17 Select Board minutes; Payroll warrants #1809 and 1810; vendor warrants #1808 and 1809; a 1 day malt and wine license at the Fairgrounds.
3. The Board voted, Ms S Reynolds – yes, and Ms Bandy with Ms Willis abstaining, to approve and sign the Franklin County Solid Waste Management District's MOU to complete a 3<sup>rd</sup> party inspection for the Transfer Station and to hold a Household Hazardous Waste Collection day on September 23<sup>rd</sup>.
4. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to acknowledge receipt of: a KPLaw eUpdate; executed contract for the Municipal Vulnerability Program grant; copied letter to a resident from the Building Commissioner; Hazardous Waste Collection Day and Fall Clean Sweep Bulky Waste Recycling day notices from the Franklin County Solid Waste Management District; Mass. Forest Alliance letter suggesting wood heat for municipal buildings and congratulating Hawlemont for saving money on fuel; notification that CME will be performing design services for the rehabilitation of the Route 2 bridge over the Deerfield; Operational Services Division newsletter; Chapter 90 Mass. Dept. of Transportation reimbursement request confirmation.
5. Ms Willis would like to ask the Police Department for their opinion regarding the Act to Ensure Safe Access to Marijuana and would also like to discuss this act at the All Board Meeting.
6. Ms Willis reported that she will be meeting with the EMD and the Army Corp. of Engineers to discuss the Silver Jacket Plan.
7. Ms Willis stated that the Town needs wood pellet manufacturers and will be discussing this with the Mission Impossible Committee.
8. Police Chief Jared Bellows attended the meeting with Police Officer Jason Pelletier to request Officer Pelletier be promoted to Sargent. Chief Bellows explained that during Officer Pelletier's year with the department, he has taken over the training program and has years of Law Enforcement experience. This promotion will increase the duties of Officer Pelletier but will not increase the Police Salary budget. Officer Pelletier provided the Board with his background. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to promote Jason Pelletier to the position of Sargent. Sargent Pelletier to the oath of office for his new position by the Town Clerk.
9. Ms Willis stated that she volunteered for the position of representative to the FRTA but after further research she feels she would not be a good candidate for this position and resigned. Ms Bandy stated that she may possibly be able to take the FRTA representative position but will need to conduct additional research before she commits.
10. Ms Bandy reported that she is working with the Town of Heath towards a shared Animal

Control Officer and is researching the possibility of petitioning the Franklin Regional Council of Governments to provide a regional service for Animal Control services.

11. The Board voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – abstained, to appoint Kate Sevens to the Local Cultural Council representing Charlemont.
12. At 7:30 P.M. Fireman Charles Hamel was recognized. Ms. Hamel stated that he is representing the Fire Department and himself. The Fire Department has some issues, resulting in 2 higher ranking officers stepping down, that need to be addressed. Mr. Hamel would like to schedule a meeting where he can be open and not restricted due to the open meeting laws. Mr. Hamel stated that he has discussed his concerns with the Administrator. Ms Willis stated that she held a joint meeting with the Fire and Ambulance Department personnel. The meeting was quite intense and ended very well. During the meeting it was agreed that Ms Willis will help plan joint training sessions. Also observed during that meeting are personnel issues and the fact that the Fire Chief will be stepping down in the future. The feeling that the Select Board does not have the fire department's back was also observed. A meeting with the Fire Chief and Ambulance Director will be scheduled. Mr. Hamell was informed that the Select Board will follow up on his concerns and scheduling the appropriate meetings.
13. Webmaster Cheryl Handsaker was recognized at 7:45 P.M. Ms Handsaker attended the meeting to discuss town issued e-mail addresses and the Town website. Ms Handsaker recommended moving the website to a smaller server. Also suggested was to have each department update their own webpage. The Board was informed that the Administrator has access to and management of all town e-mails. Directions to a link, instead of posting an entire document to the website was suggested. Discussion revolved around who or what positions should be issued a town e-mail address. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to use a single website client, Ms Handsaker to work with the Administrator, move the website to a second smaller host, and have Committees/Departments/Boards edit their own webpage.
14. Broadband member Trevor Mackie attend the meeting to inform the Board that a Wired West meeting is scheduled for Wednesday, September 13<sup>th</sup> in Heath to vote on the Wired West Memorandum of Understanding. The MOU language states that if the document is signed, the Town can not talk to any other provider until November 1, 2018. Mr. Mackie suggested the Town vote for the document but not to sign it. The Board agreed.
15. Broadband hut locations were discussed. A spreadsheet of possible locations with their pros and cons was distributed. The Boardband Committee questions if the Town can use volunteer labor for the hut under the Grant. Procurement issues/questions are being researched by the Town of Heath. A meeting on September 22<sup>nd</sup>, in the Town of Heath is scheduled to learn about the steps that need to take place as the project moves along. Administrator Dean was asked to attend the September 22<sup>nd</sup> meeting.
16. Ms Bandy reported that she spoke to Roy Schafer regarding creation of an agreement for the Town to use the parking lot behind the Town Hall. Mr. Schaefer suggested the Town draft a contract and submit it to him for review.
17. The Board voted, Ms S Reynolds – abstained, Ms Bandy – yes, Ms Willis – yes, to accept a donation from Berkshire East to be used for Police cruiser equipment.
18. Ms Willis reported that the Accountant, departments and herself had a meeting which was productive. The Accountant stated during that meeting that he does not have a problem with the departments, but more so with the Select Board and Finance Committee, referencing rules and regulations. Financial policies will be discussed during the joint Finance Committee and Select

Board meeting on September 15th. Administrator Dean will send, electronically, examples of financial policies to the Select Board and Finance Committee members.

19. It was reported that a beam will need to be set in place on one of the Route 8A bridge repair sites which will close that section of Route 8A North for part of a day. Notifications of the road closure will go out to the appropriate emergency departments, Town of Heath, and residents.
20. It was reported that the designs for the Maxwell Brook bridges are almost complete.
21. The Board discussed scheduling an executive session on Tuesday, September 19<sup>th</sup> at 7:00 P.M.
22. Ms Bandy reported that the Senate Counsel is working with the Department of Revenue on the enforcement part of the Recreation Tax Legislation.
23. Ms S Reynolds reported that the Town insurance has offered a settlement with Amy Coates regarding her septic issues. Ms Coates will contact Ms S Reynolds regarding her acceptance of the offer.
24. The Board informed Administrator Dean that the National Grid pricing and incentives to change the lighting in the Town Hall will need to be taken to the Capital Planning Committee for consideration.
25. Ms S Reynolds inquired if the light fixture in the Assessor's office has been repaired. Administrator Dean reported that Palmeri Electric is busy until October. Administrator Dean was advised to keep trying.
26. Business being conclude, the meeting was adjourned at 10:20 P.M.

Respectfully submitted

Kathy A. Reynolds

Approved by:

Charlemont Select Board

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

Documents viewed by the Board

KP Law statement

major events/financial calendar

fuel bills by department

8-7-17 and 8-21-17 Select Board minutes

Payroll warrants #1809 and 1810

vendor warrants #1808 and 1809

day malt and wine license

Franklin County Solid Waste Management District's MOU to inspection the Transfer Station

Franklin County Solid waste management District's MOU for a Household Hazardous Waste

Collection day

KPLaw eUpdate

Municipal Vulnerability Program grant contract

letter to a resident from the Building Commissioner

Hazardous Waste Collection Day and Fall Clean Sweep Bulky Waste Recycling day notices

Mass. Forest Alliance letter

Notice that CME will be performing design services for the rehabilitation of the Route 2 bridge

Operational Services Division newsletter

Chapter 90 Mass. Dept. of Transportation reimbursement request confirmation

Request to appoint Kate Sevens to the Local Cultural Council

Spreadsheet of possible Broadband hut locations

Donation from Berkshire East

National Grid pricing and incentives to change the lighting in the Town Hall



Office of the Select Board  
PO Box 677  
Charlemont, MA 01339  
September 15, 2017

Justin Cole, President  
Baystate Municipal Accounting Group  
100 Main Street, Fl 2, Suite 11  
Maynard, MA 01754

Dear Justin,

Thank you for coordinating the effort to fund a Finance Director position through the next round of the Community Compact Efficiency and Regionalization program. The Town of Charlemont is interested in participating in this regional initiative as outlined in your letter, sent by email Wednesday September 13, 2017 to Select Board Chair Sarah Reynolds and me, as voted so by Select Board during its scheduled joint budget meeting with the Select Board and Finance Committee September 15, 2017 at 8am.

The Town looks forward to the next steps towards this initiative.

Sincerely,

On behalf of the Town of Charlemont Select Board



Peg Dean, Town Administrator  
(413) 339-4335 x8  
administrator@townofcharlemont.org



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

Western Regional Office • 436 Dwight Street, Springfield MA 01103 • 413-784-1100

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

RECEIVED  
SEP 08 2017

Matthew A. Beaton  
Secretary

Martin Suuberg  
Commissioner

September 6, 2017

Dear MRF Community:

In accordance with your contract with Waste Management Recycle America Alliance (WMRA) and the Massachusetts Department of Environmental Protection (MassDEP), enclosed is payment for the recyclable materials delivered on behalf of your community to the Springfield Materials Recycling Facility (MRF) for the period of January through June, 2017.

Please note that during this payment period, sales of recyclables triggered a revenue share to both dual stream and single stream communities resulting in the following per ton payments:

	January	February	March	April	May	June
Dual Stream	\$17.15	\$22.65	\$28.15	\$19.90	\$10.00	\$11.65
Single Stream	\$7.15	\$12.65	\$18.15	\$9.90	\$0	\$1.65

Municipal payments were reduced to reflect a deduction for the municipality's FY18 MRF program public education fee. On the back side of this letter, please find tonnage and public education fee data on which the final municipal payments were based.

Should you have any questions regarding your community's payment, or the MRF program in general, please contact Steve Ellis at 413-755-2239, or via email at [Steven.Ellis@state.ma.us](mailto:Steven.Ellis@state.ma.us).

Sincerely,

Steven Ellis  
Deputy Regional Director  
Department of Environmental Protection

Michael Moores  
Plant Manager- Springfield MRF  
Waste Management Recycle America