

SELECT BOARD AGENDA FOR MONDAY September 25, 2017

Goodnow Town Hall, 7:00 P.M.

I. Call to Order

II. Appointments:

- 7:15 Franklin County Regional Housing Authority / Rural Development, Inc. Glen Ohlund and Bruce Hunter
- 7:30 Lynn Hathaway, Treasurer/ Collector re to tax title properties and auction; appoint as custodian for tax title taking

III. Time Sensitive:

A. Approve:

1. Town Clerk/ Executive Secretary out of the office 9-26-17 and 9-29-17
2. Town Administrator to attend ADA training 10-5-17
3. Moving forward with shared paper compactor on Shelburne's side of Transfer Station and necessary alterations

B. Approve and Sign:

1. Select Board meeting minutes for 6-19-17, 9-11-17, 9-15-17
2. Payroll warrants
3. Vendor warrants
4. Draft lease agreement for use of Town Hall parking lot

C. Acknowledge:

1. Letter of interest to Justin Cole, Baystate Municipal Accounting Group, to pursue a regional grant for one year of Financial Director services

2. Payment from the Department of Environmental Protection for \$684.87 for materials recycling delivered to the Springfield materials Recycling Facility (MRF)
3. Letter from the Town of Hawley to Michael Knapik, Western Massachusetts Office of the Governor, asking the Town addressing the inequity of vocational school costs
4. Letter from the Building Commissioner to Mr. Griswold and Ms. Ovitt regarding an expired special permit
5. Vocational Education Advisory Committee meeting minutes for 9-19-17
6. KP Law eUpdate: Employment Implications of the Massachusetts Pregnant Workers Fairness Act

D. Appoint:

1. Animal Control Officer – opportunity posted to web and bulletin
2. ADA Coordinator
3. Yankee Rowe representative

E. Accept: Council on Aging Director Camille White's resignation

F. Accounting

IV. Priority:

A. Bridges

1. 8A bridges
2. Maxwell bridges – approve Gill Engineering to write into the specifications that care should be taken in the demolition of the existing bridge decks in order to preserve the steel beams for use in a research project at the University of Massachusetts Amherst's Civil Engineering Department.

B. Ambulance

C. Fire - follow up items from meeting Tuesday night

D. Recreation Tax

- E. Broadband
- F. Shared Services

V. Additional Business:

- A. Moving to townofcharlemont.org email
- B. Discuss Marguerite's request to review the public records request from American Transparency
- C. Follow-up from Silver Jackets meeting with EMD and US Army Corps of Engineers re Emergency Evacuation Plan meeting 9-19
- D. Discuss widening 8a corner heading to Heath
- E. Discuss Pan Am safety upgrades at long bridge crossing
- F. Review Vocational Education Advisory Committee's handout outlining proposed regional agreement amendment
- G. Discuss next steps for reviewing Harmony Heights addresses

VI. Executive session: for reason #7 to comply with the health insurance portability and accountability act of 1996 (HIPAA;pub.L.104-191,110sts.1936 enacted August 21,1996)

Posted 9-21-17 PD

administrator@townofcharlemont.org

From: administrator@townofcharlemont.org
Sent: Wednesday, September 20, 2017 4:49 PM
To: selectboard@townofcharlemont.org
Subject: FW: paper compactor
Attachments: 9D64CB77-.jpg; FD72630D-.jpg

Good afternoon,

We are moving forward with the paper compactor at the Transfer Station. Russell's ok'd the necessary changes. There is a concrete pad that will be poured to extend the pad Shelburne's paper compactor sits on and they'll be moving containers around.

Attached are two pictures from Shelburne showing how far the concrete pad will extend out. Per Terry Narkowicz, Shelburne Town Admin, "the first photo illustrates the pad extension closest to Shelburne's operated hut. The second photo is near Russell's shack [DELETED]."

Adding under approve on the Select Board agenda

Peg

From: Jan Ameen-FCSWMD [mailto:fcswmd@crocker.com]
Sent: Wednesday, September 20, 2017 3:21 PM
To: Charlemont - Peg Dean <administrator@townofcharlemont.org>; Shelburne BOS <selectboard@townofshelburne.com>
Cc: Shelburne Hwy - Mark <Highway@townofshelburne.com>
Subject: paper compactor

I showed Russell where the paper compactor pad would be extended and he is fine with it. I asked him directly if I could email that to you and he said yes.

He wants to move that trailer he had dropped by the electronics shed. He wondered if Mark was able to do that for him with forks or a chain because he doesn't have a way to move it. He wants to put it between the exit fence and Charlemont's recycling rolloff. There is a little grassy area there that doesn't get plowed. If it fits that would be a great location because it would allow for plowing onto the hill where that container is now located.

Jan



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9643

April 1, 2014

Board of Selectmen
Town of Charlemont
157 Main Street
Charlemont, MA 01339-5500

Dear Selectboard,

The Town of Charlemont may be eligible to apply for Massachusetts Community Development Block Grants (CDBG) in 2015. Although Requests for Proposals have not yet been published, it is time to start planning for eligible activities, and to start the update of the town's Community Development Strategy (CDS).

Community Development Block Grants are a federal source of funding that help local communities pay for projects and programs that benefit low and moderate income households. CDBG may be one of the resources available to help your town tackle some of its pressing challenges. If so, HRA would be pleased to assist the Charlemont in seeking CDBG funding for eligible activities. Activities that may be funded by CDBG include:

- Housing programs: housing rehabilitation, acquisition, demolition and homeownership
- Public facilities and infrastructure improvements: for example, parks, senior centers, water and sewer systems, road improvements, and accessibility renovations to public buildings. While these projects are *potentially* eligible for funding, *actual* eligibility will depend of demographics of Charlemont and/or the residents who would benefit from the proposed project.
- Community economic development: may include infrastructure improvements (such as rehabilitation of commercial buildings), which support economic development activities
- Social services programs
- Community planning activities

Many residents and communities in the region participated in the Sustainable Franklin County planning process over the last few years. *Sustainable Franklin County: A Regional Plan for Sustainable Development* was published by the Franklin Regional Council of Governments last summer, setting a blueprint for the region's future. CDBG is a potential funding source to advance the goals and objectives of this plan and other municipal priorities in the region.

Rental Assistance • Housing Development • Housing Management • Community Development
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure

Equal Housing Opportunity



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- Sewer system improvements: Buckland, Charlemont, Erving, Monroe, Orange, Shelburne
- Road improvements: Erving, Orange, Wendell
- Dry hydrant installation: New Salem, Wendell
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- Sidewalk replacement and accessibility: Erving, Montague, Orange
- Mechanical sludge dewatering project: Shelburne
- Creation of parking lot: Montague, Shelburne
- Reed bed construction: Buckland
- Waste Water Treatment Facility: Charlemont
- Drainage improvement: Wendell
- Bridge replacement: Wendell

Economic Development:

- Entrepreneurial Training Program: Buckland, Charlemont, Colrain, Gill, Heath, Monroe, Montague, Orange, Shelburne, Wendell, Warwick
- Business directories: Leverett, Montague, Shutesbury, Sunderland
- Economic Development Project (Study): Sunderland
- Industrial Park Marketing Project: Montague
- Older Worker Employment Training Program: Montague
- Small Business Loan Program (FCCDC): Ashfield, Bernardston, Charlemont, Erving, Gill, Hawley, Leverett, Montague, Northfield, Shelburne, Sunderland, Shutesbury, Whately, Warwick, Wendell
- Industrial Park Employment Program: Montague
- Small Business/Microenterprise Technical Assistance: Buckland, Charlemont, Colrain, Gill, Heath, Monroe, Montague, Orange, Shelburne, Sunderland, Warwick
- Commercial Rehabilitation: Façade and Signage Program in downtown Turners Falls/Millers Falls, Montague and Orange Downtown CARD District

Public Facilities Improvement Projects:

- Handicapped accessibility improvements: town halls and libraries: Ashfield, Charlemont, Erving, Gill, Heath, Leverett, Leyden, Montague, New Salem, Northfield, Warwick, Shelburne, Sunderland, Shutesbury
- Park and playground improvements: Montague and Orange
- Senior Center Improvements: Bernardston, Erving, Heath, New Salem, Shelburne, Wendell
- Townscape Plan - Shelburne
- Shea Theatre façade improvement: Montague

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Equal Housing Opportunity

CDBG ELIGIBLE PROJECTS

Massachusetts CDBG grants can fund any project that is eligible under federal statute in Title I of the 1974 Housing and Community Development Act, as amended. Traditionally, communities use Massachusetts CDBG resources to carry out the following types of programs or projects through these programs. Other activities, such as some economic development activities may be eligible for funding through other Mass CDBG Program components. This is only a partial list:

Housing assistance: rehabilitation of substandard dwelling units, lead paint abatement, rehabilitation of shelters or transitional housing, site development costs for new housing projects (in very limited instances, new housing construction), and relocation.

Housing development: includes projects involving the rehabilitation of existing housing units in downtown and village center buildings, or the conversion to housing of upper story space in downtown and village center buildings, as well as other adaptive reuse projects. Total cost should not exceed \$125,000 per unit. Design development drawings for the project must be included in an application (see appendix I for further guidance) The One-Stop application will not be required for these types of projects however, detailed cost estimates and budgets must include a description of both sources and uses of funds.

Economic development/commercial rehabilitation: sign and facade improvements.

Public facilities: senior centers, neighborhood centers, parks and playgrounds, youth centers, architectural barrier removal, and other types of facilities that serve the needs of low- and moderate-income persons.

Infrastructure: reconstruction of streets and sidewalks, drainage improvements, upgrade of water supply and distribution systems, and construction or repair of sewer lines, including infrastructure to housing projects.

Public social services: day care subsidies, substance abuse counseling, community policing, elder services, first-time homebuyer counseling and down payment assistance, assistance for the homeless, disabled, illiterate adults, abused children, battered spouses and other predominantly low- and moderate-income clientele. Applicants should review the Limitations on the Use of Program Funds section of the FY 2012 One Year Plan for more details regarding DHCD's preference for services that are designed to build economic security and self-sufficiency and overall requirements for public social services. No more than five services may be requested in an application.

Planning Projects: planning and pre-development assistance; it must be demonstrated that upon implementation the planned activities will meet a national objective.

Appendix A provides the complete list of eligible projects. The list of eligible projects reveals the flexible design of the Community Development Block Grant program. *However, a project retains its eligibility only if it meets one of the three national objectives of the CDBG program: (a) benefit low- and moderate-income persons; (b) prevent or eliminate conditions of slums or blight; or (c) address an urgent or critical community need. **If it is not clear that the project, as presented in the application, can meet a National Objective, then the project cannot be funded** regardless of inclusion of the activity on the eligibility list. Detailed information about national objectives, including minimum compliance documentation, begins on page 8 of this Application Guidance.*

- d. CDBG applications must document that a CD Strategy and its priority list were discussed at a separate public forum, meeting or hearing, held at least one (1) month prior to the submission of a CDBG application in order to allow for timely community input. Compliance with this requirement must be documented by copies of meeting announcements, attendance lists and minutes. Minutes must reflect that the CD Strategy and priority list have been presented and that discussion has occurred. Please note that, while CD Strategies are valid for a period of three (3) years, the public forum is required annually. This requirement will not apply to EDF.

An applicant may submit a Community Development Strategy and supporting documentation that was previously developed within the past three years. Changes in priorities or the addition of target areas may be made at any time but must be presented to the public, as above, prior to being included in a subsequent application.

Sustainable Development – In order to receive funding a project or activity must be consistent with the Sustainable Development principles. Additional guidance on this threshold may be found in Exhibit 6. **This threshold does not apply to Public Social Services, business assistance for projects not requiring construction, or projects that eliminate a public health or safety risk.**

In addition, housing rehabilitation programs and public facilities projects are required to use Energy Star building performance standards. Those standards are found at www.energystar.gov. Streetlights installed as part of a road or streetscape improvement project must be “full cut-off” or “semi cut-off” fixtures.

**Community Development Strategy
Town of Charlemont
January 2014**

Overview

Volunteers serving as elected or appointed members of various boards and committees undertake Charlemont's governance, community development, and strategic planning efforts. The activities contained within this application for funding are consistent with the priorities and needs identified through several local and regional community assessment and strategic planning processes, the town's Master Plan and Open Space Plan. Preliminary discussions about the Town of Charlemont's community development needs, along with the principals of Sustainable Development, were reviewed and discussed at an informational meeting held on October 15th. Two additional meetings at the Selectmen's meetings identified broader municipal needs and priorities. This Final Community Development Strategy is presented for consideration and adoption. The identified goals will shape the town's future community development efforts with investment of federal, state, and local resources.

Community Planning Entities

Town residents are involved in a variety of local and regional planning efforts to help clarify and coordinate the town's priorities. Needs assessments and community-based planning activities are conducted by the Board of Selectmen, Executive Secretary, Board of Assessors, Board of Health, Cemetery Commission, Council on Aging, Conservation Commission, Finance Committee, Historical Commission, Fire, Police and Highway Departments, Library Trustees, Parks and Recreation Committee, Planning Board, Treasurer, Town Accountant, Town Clerk, and School Committees. Various ad-hoc and sub-committees working under these municipal groups are also involved in needs identification and goal setting.

The Town is assisted in its planning and community development efforts by several regional organizations including the Franklin Regional Council of Governments (FRCOG), Franklin Community Development Corporation (FCDC), and the Franklin Regional Housing and Redevelopment Authority (FRHRA).

The Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA), the Massachusetts Department of Housing and Community Development (DHCD), the Massachusetts Executive Office of Elder Affairs, the Executive Office of Public Safety, and other state agencies and non-profits also assist the Town, providing guidance and funding to help meet community needs.

Planning Processes and Documents

The Town is involved in a variety of planning processes, as follows:

All Board and Committee Meetings: Four times a year members of the Board of Selectmen, Highway Department, Fire & Police Departments and all other town committees meet to discuss long range capital needs and priorities for the Town. Five to ten year capital needs are identified

Redevelop First.

1. Historic Preservation
2. Safe Living Environment
3. Increase Home Value

Conserve Natural Resources

1. Promote Open Space and Farm Land
2. Avoid Sprawl Development
3. Promote Green Business

Expand Housing Opportunities -

Plan Regionally

Charlemont has been involved in several plans to support the region as a whole including active participation in the Deerfield River Watershed Open Space Plan, the Mohawk Trail Scenic Byway designation for Route 2 and Sustainable Franklin County.

Consistency with Sustainable Development Principles

The Town of Charlemont is committed to the principles of sustainable development. The Town's activities, policies, and programs are consistent with these principles, including the following as examples:

Concentrate Development and Mix Uses: Charlemont has focused much of its recent efforts on revitalization the village center with planning board leading the discussion about possible zoning changes to support the creation of a Village Center District which would more appropriate reflect the current uses and dimensions of the existing built environment. FRCOG provided mapping and property data in support of a potential Charlemont Village Center zoning district

Make Efficient Decisions: Charlemont's Board of Selectmen convene a quarterly all boards meeting to improve communications among all sectors of the town and to ensure all staff and volunteers are working together and have a clear understanding of the Town's priorities and needs.

Protect Land and Ecosystems Franklin Land Trust and willing land owners to permanently protect an additional 40 acres of land on the Mohawk Trail Scenic Byway in Charlemont with funding provided through the National Scenic Byway Program

Expand Housing Opportunities: Charlemont seeks to expand housing opportunities by first ensuring that the current housing stock is in good condition and provides safe and sanitary housing. Charlemont has a number of multi-family residential properties in the Village Center and has been working to ensure that these structures provide safe sanitary housing. Municipal staff have been working with property owners to confirm safe water supplies for the buildings. Additionally, the Town has focused staff attention on monitoring some distressed properties as they transition into new ownership.

**Town of Charlemont
2014 Community Development Strategic Action Plan
Prioritized Projects List**

Priority	Project	Project Description	Timeline	Target Area	Funding
1	Village Center Revitalization	Revitalization of the village center as the focal point of community life and economic activity and implementation of traffic calming measures	On-going	Village Center	Mass Highway CDGB, private funds,
1	Community Broadband	To improve broadband internet access for town, residents and businesses	ongoing	Town wide	Broadband incentive fund, state funding User fees
1?	Fire Protection Improvements	Fire Station Addition Make improvements to town's ability to protect town from fire and to enhance emergency response capabilities	2015	Town wide	Town funds, state federal grants
1	Housing Rehabilitation	Work with HRA to provide sanitary, building and energy code improvements to existing residential properties	Ongoing	Town wide	CDBG HRRLF Mass Housing CEDAC
1	Public Safety Complex	Construction of a Public Safety Complex	ongoing	n/a	Town funds, CDBG funds, state and federal funds
1	Improvements to Town Hall	Repainting Town Hall	2015	n/a	Town funds, MA Historical Society, Private Grant funds
1	Emergency Management Needs	Ensure emergency shelter is well-equipped; seek generator for power backup	On-going	Town-wide	EMPG/MEMA/ Western MA Homeland Security Council
1	Historical Buildings	Restoration and improvements to town-owned buildings deemed to be of historic significance including the Fairgrounds Grand Stand	On-going	Town-wide	MA Historical Society, CDBG, private fundraising
1	Reconstruction of South River Road	Reconstruction of South River Road	2014-2015	N/A	Mass DOT, Massworks grant, Town funds, CDBG
1	Weatherization, Energy Efficiency, and Fuel Assistance	To work with HRA and Weatherization to provide energy conserving improvements for homeowners and to provide supplemental fuel assistance for low/moderate income families	On-going	Town wide	LIHEAP, CDBG



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April 1, 2014

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HRA has a long history of success in securing CDBG funds and in assisting Franklin County communities in implementing CDBG projects throughout the county. I am including a list of projects that we have helped towns complete, as well as a list of CDBG-eligible activities.

The first step in preparing to seek funding is for Charlemont to update its Community Development Strategy (CDS). I am enclosing your most recent CDS and an outline of the process to update this document.

Charlemont is participating in the regional application submitted in February. Grant awards should be announced in early summer 2014. There are currently 8 households on the HRA waiting list for zero-interest deferred payment housing rehabilitation loans in Charlemont. These loans help low and moderate income households pay for important health and safety improvements to their homes. This past year, the average cost of projects funded by these loans was approximately \$23,500 per unit. The households served through this program typically do not qualify for bank financing and would not be able to afford the payments on a traditional loan in any case.

Please contact me in writing by **April 18, 2014** if you would like to discuss HRA's assistance in developing an application for FY 2015 CDBG funds. If you have any questions, please do not hesitate to contact me at (413) 863-9781 Extension 144; mjadams@fcrhra.org.

Sincerely,

MJ Adams
Director of Community Development

Enclosures:
CDBG projects administered by HRA
CDBG eligible activities
Charlemont CDS (Community Development Strategy)
Outline of process to update the CDS



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Social Service Programs:

HRA administered programs in Franklin County which include:

- Community Capacity Building, Community Policing, Young Parenting, Homesharing, Financial Literacy, Older Worker Training and Employment, Violence Prevention, Elder Nutrition, Homeless Shelter, Daycare, Adolescent Pregnancy Prevention, Elders Mediation, Parents as Teachers, Home Visiting, Tech ACCESS, Orange Elder Outreach, Mentally Disabled Individualized Support, Family Support Worker, Montague Green Jobs, the Orange Asset Development Initiative and Meals on Wheels. Early Literacy and Education Program

Property Acquisition

- Site acquisition for FCAC Parent Child Development Center: Montague
- Land acquisition: Colrain

Housing Rehabilitation Programs:

- HRA has operated housing rehabilitation programs that provide Deferred Payment Loans for health and safety improvements to housing for low to moderate income households in all 26 towns in Franklin County and one town in Hampshire County
- Residential Sewer Hook-up Project Ashfield
- Housing Code Enforcement Officer: Montague
- Crocker/Cutlery Housing Rehabilitation Project: Montague

Planning Project(s):

- Senior Center feasibility/planning studies: Northfield, Leyden, Erving, Colrain, Montague
- Infrastructure Master Plans: Orange
- Park Master Plans: Montague
- Slum and Blight Studies: Montague and Orange

Updated March 2014

CDBG ELIGIBLE PROJECTS

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Community-Based Planning Requirement – The Department supports municipal efforts to engage in community-based planning, conduct needs assessments, and identify strategies for addressing those needs. DHCD seeks to fund projects identified through meaningful, public community-based planning and priority setting processes. Therefore projects must be consistent with community efforts to identify needs and engage in strategic planning for addressing those needs. *This helps to ensure that local needs have been identified and priorities determined in a comprehensive manner, and public resources are directed toward projects that address needs the community has identified as high priority.* All applicants and participants¹ must have engaged in a community-based planning process and be able to demonstrate project consistency with a Community Development Strategy, (not to exceed seven [7] pages), that must be included in the application.

The Strategy serves to summarize various planning documents used by a community, and to outline a plan of action intended to accomplish specific community development goals that will have an impact on the community. Therefore, each Strategy can reference various planning documents approved by a locally elected or appointed body, or by Town Meeting, but *it is important that the Strategy reflect a comprehensive, integrated approach to the municipality's community development priorities.* The Strategy must also discuss how the community will plan for and implement projects that are consistent with the Commonwealth's Sustainable Development Principles.

Each activity included in a Massachusetts CDBG application must relate to and be reflected in the Strategy. The Strategy must explain how the community expects to address the priorities with CDBG and non-CDBG funds over a 3-5 year period.

The Community Development Strategy may reference or incorporate findings of relevant plans and analyses that have been completed and used for decision-making purposes by municipal boards, agencies and departments. Such plans may include but are not limited to EO 418 Community Development Plans, EO 418 housing strategies, Capital Improvement Plans, Master Plans, Downtown Plans, Open Space and Recreation Plans, Area Revitalization Strategies, Urban Renewal Plans, the regional Comprehensive Economic Development Strategy, and a Community Action Statement (CAS). The strategy must be discussed in a public forum, meeting, or hearing held at least two (2) months prior to the submission of a Mass CDBG application.

DHCD will evaluate the submitted Community Development Strategy to determine its adequacy. The Strategy must be determined to be adequate or the application will be subject to special conditions regarding the CD strategy. DHCD will use the following four criteria to make this determination:

- a. The CD Strategy must describe the manner in which a community has identified and will accomplish projects and activities which include, but are not limited to, the subject CDBG application.
 - b. The CD Strategy must conclude with a list of projects and activities in order of the priority in which the community intends to undertake them, and provide specific goals and annual timelines for accomplishing its goals.
 - c. The CD strategy must identify and describe the geographic target areas that are intended as the focus of community development efforts.
-

- d. CDBG applications must document that a CD Strategy and its priority list were discussed at a separate public forum, meeting or hearing, held at least one (1) month prior to the submission of a CDBG application in order to allow for timely community input. Compliance with this requirement must be documented by copies of meeting announcements, attendance lists and minutes. Minutes must reflect that the CD Strategy and priority list have been presented and that discussion has occurred. Please note that, while CD Strategies are valid for a period of three (3) years, the public forum is required annually. This requirement will not apply to EDF.

An applicant may submit a Community Development Strategy and supporting documentation that was previously developed within the past three years. Changes in priorities or the addition of target areas may be made at any time but must be presented to the public, as above, prior to being included in a subsequent application.

Sustainable Development – In order to receive funding a project or activity must be consistent with the Sustainable Development principles. Additional guidance on this threshold may be found in Exhibit 6. **This threshold does not apply to Public Social Services, business assistance for projects not requiring construction, or projects that eliminate a public health or safety risk.**

In addition, housing rehabilitation programs and public facilities projects are required to use Energy Star building performance standards. Those standards are found at www.energystar.gov. Streetlights installed as part of a road or streetscape improvement project must be “full cut-off” or “semi cut-off” fixtures.

ELIGIBLE PROJECTS

Massachusetts CDBG grants can fund any project that is eligible under federal statute in Title I of the 1974 Housing and Community Development Act, as amended. Traditionally, communities use Massachusetts CDBG resources to carry out the following types of programs or projects through these programs. Other activities, such as some economic development activities may be eligible for funding through other Mass CDBG Program components. This is only a partial list:

Housing assistance: rehabilitation of substandard dwelling units, lead paint abatement, rehabilitation of shelters or transitional housing, site development costs for new housing projects (in very limited instances, new housing construction), and relocation.

Housing development: includes projects involving the rehabilitation of existing housing units in downtown and village center buildings, or the conversion to housing of upper story space in downtown and village center buildings, as well as other adaptive reuse projects. Total cost should not exceed \$125,000 per unit. Design development drawings for the project must be included in an application (see appendix I for further guidance) The One-Stop application will not be required for these types of projects however, detailed cost estimates and budgets must include a description of both sources and uses of funds.

Economic development/commercial rehabilitation: sign and facade improvements.

Public facilities: senior centers, neighborhood centers, parks and playgrounds, youth centers, architectural barrier removal, and other types of facilities that serve the needs of low- and moderate-income persons.

Infrastructure: reconstruction of streets and sidewalks, drainage improvements, upgrade of water supply and distribution systems, and construction or repair of sewer lines, including infrastructure to housing projects.

Public social services: day care subsidies, substance abuse counseling, community policing, elder services, first-time homebuyer counseling and down payment assistance, assistance for the homeless, disabled, illiterate adults, abused children, battered spouses and other predominantly low- and moderate-income clientele. Applicants should review the Limitations on the Use of Program Funds section of the FY 2012 One Year Plan for more details regarding DHCD's preference for services that are designed to build economic security and self-sufficiency and overall requirements for public social services. No more than five services may be requested in an application.

Planning Projects: planning and pre-development assistance; it must be demonstrated that upon implementation the planned activities will meet a national objective.

Appendix A provides the complete list of eligible projects. The list of eligible projects reveals the flexible design of the Community Development Block Grant program. *However, a project retains its eligibility only if it meets one of the three national objectives of the CDBG program: (a) benefit low- and moderate-income persons; (b) prevent or eliminate conditions of slums or blight; or (c) address an urgent or critical community need. **If it is not clear that the project, as presented in the application, can meet a National Objective, then the project cannot be funded** regardless of inclusion of the activity on the eligibility list. Detailed information about national objectives, including minimum compliance documentation, begins on page 8 of this Application Guidance.*

**Community Development Strategy
Town of Charlemont
January 2014**

Overview

Volunteers serving as elected or appointed members of various boards and committees undertake Charlemont's governance, community development, and strategic planning efforts. The activities contained within this application for funding are consistent with the priorities and needs identified through several local and regional community assessment and strategic planning processes, the town's Master Plan and Open Space Plan. Preliminary discussions about the Town of Charlemont's community development needs, along with the principals of Sustainable Development, were reviewed and discussed at an informational meeting held on October 15th. Two additional meetings at the Selectmen's meetings identified broader municipal needs and priorities. This Final Community Development Strategy is presented for consideration and adoption. The identified goals will shape the town's future community development efforts with investment of federal, state, and local resources.

Community Planning Entities

Town residents are involved in a variety of local and regional planning efforts to help clarify and coordinate the town's priorities. Needs assessments and community-based planning activities are conducted by the Board of Selectmen, Executive Secretary, Board of Assessors, Board of Health, Cemetery Commission, Council on Aging, Conservation Commission, Finance Committee, Historical Commission, Fire, Police and Highway Departments, Library Trustees, Parks and Recreation Committee, Planning Board, Treasurer, Town Accountant, Town Clerk, and School Committees. Various ad-hoc and sub-committees working under these municipal groups are also involved in needs identification and goal setting.

The Town is assisted in its planning and community development efforts by several regional organizations including the Franklin Regional Council of Governments (FRCOG), Franklin Community Development Corporation (FCDC), and the Franklin Regional Housing and Redevelopment Authority (FRHRA).

The Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA), the Massachusetts Department of Housing and Community Development (DHCD), the Massachusetts Executive Office of Elder Affairs, the Executive Office of Public Safety, and other state agencies and non-profits also assist the Town, providing guidance and funding to help meet community needs.

Planning Processes and Documents

The Town is involved in a variety of planning processes, as follows:

All Board and Committee Meetings: Four times a year members of the Board of Selectmen, Highway Department, Fire & Police Departments and all other town committees meet to discuss long range capital needs and priorities for the Town. Five to ten year capital needs are identified

and discussed. Recommendations for capital planning, prioritization of needs and allocation of resources are recommended and discussed at Town Meeting.

Open Space and Recreation Plan (OSRP): The Town of Charlemont has an approved Open Space Plan adopted at the Annual Town Meeting in 2004. An Open Space Committee is under consideration at this time to help implement the plan.

Annual Town Report: Each year the town produces an Annual Town Report that contains detailed information about town processes, highlights progress made on a number of community development and planning projects, and identifies needs and priorities related to town governance, community development, social services, and public safety. Reports from various Boards, Committees, Commissions and Trustees are reviewed and accepted at each Annual Town Meeting.

Regional Plans: The Town's needs and priorities were taken into consideration during the development of the following regional plans:

Sustainable Franklin County – A Regional Plan for Sustainable Development, 2013. This long term plan was just recently completed and examines the needs and issues the county will be facing over the next twenty years. It recommends policies and actions that the towns may take to make the region more sustainable. The Plan was completed after an extensive public participation outreach effort.

- Franklin County Regional Water Supply Study, 2003. This study assesses the short and long-term capacity of 17 community water supplies to support growth in the region and provides a region-wide context for water conservation. Produced by the Franklin Regional Council of Governments with funding from MA EOEEA.
- The Greater Franklin County Comprehensive Economic Development Strategy (CEDS) 2013 Annual Report. The CEDS program is operated by the FRCOG and guides economic development activities throughout Franklin County and neighboring communities. The program is directed by a committee of 35 business and community leaders.
- Regional Transportation Plan 2012. This plan, coordinated by the FRCOG with input from all 26 towns, promotes ways to develop transportation alternatives to the automobile, while at the same time supporting the improvement and more efficient use of traditional facilities.

Strategic Action Plan

The planning processes described above have identified specific action plans that the Town will undertake over the next three to five years. The Town's priorities, projects and identified resources and funding sources are described in detail in the relevant planning documents. Methods to meet some of the Town's specific goal are described below"

The Town of Charlemont is committed to all of the principles of sustainable development. Activities, policies and programs consistent with these principles including the following:

Redevelop First.

1. Historic Preservation
2. Safe Living Environment
3. Increase Home Value

Conserve Natural Resources

1. Promote Open Space and Farm Land
2. Avoid Sprawl Development
3. Promote Green Business

Expand Housing Opportunities -

Plan Regionally

Charlemont has been involved in several plans to support the region as a whole including active participation in the Deerfield River Watershed Open Space Plan, the Mohawk Trail Scenic Byway designation for Route 2 and Sustainable Franklin County.

Consistency with Sustainable Development Principles

The Town of Charlemont is committed to the principles of sustainable development. The Town's activities, policies, and programs are consistent with these principles, including the following as examples:

Concentrate Development and Mix Uses: Charlemont has focused much of its recent efforts on revitalization the village center with planning board leading the discussion about possible zoning changes to support the creation of a Village Center District which would more appropriate reflect the current uses and dimensions of the existing built environment. FRCOG provided mapping and property data in support of a potential Charlemont Village Center zoning district

Make Efficient Decisions: Charlemont's Board of Selectmen convene a quarterly all boards meeting to improve communications among all sectors of the town and to ensure all staff and volunteers are working together and have a clear understanding of the Town's priorities and needs.

Protect Land and Ecosystems Franklin Land Trust and willing land owners to permanently protect an additional 40 acres of land on the Mohawk Trail Scenic Byway in Charlemont with funding provided through the National Scenic Byway Program

Expand Housing Opportunities: Charlemont seeks to expand housing opportunities by first ensuring that the current housing stock is in good condition and provides safe and sanitary housing. Charlemont has a number of multi-family residential properties in the Village Center and has been working to ensure that these structures provide safe sanitary housing. Municipal staff have been working with property owners to confirm safe water supplies for the buildings. Additionally, the Town has focused staff attention on monitoring some distressed properties as they transition into new ownership.

Economic Development: Bringing broadband capability to the Town is a critical aspect of Charlemont's economic development planning. Charlemont's Town Hall serves as a point of interconnection. Additionally, an growing source of economic development activity is the expansion of outdoor recreation and adventure tourism in Charlemont. Berkshire East continues to expand the use of the mountain for year round recreation and river based recreation continues to expand and thrive.

Resources

Charlemont will address its community needs and priorities using a variety of local, regional, state and national resources including:

- Local property taxes
- Volunteer labor and donated materials
- Community fundraising activities (fundraising and Yankee Doodle Days.)
- Program Income from prior CDBG funded activities
- State aid through school and transportation programs, lottery games, library programs and special status exemption funds
- Technical assistance and grants from regional organizations including Franklin County Community Development Corporation, Franklin Regional Council of Governments, and Franklin County Regional Housing and Redevelopment Authority Grant and loan funding through the Massachusetts Department of Housing and Community Development, Massachusetts Department of Energy and Environmental Affairs, and other state agencies.
- Grant and loan funding through US Department of Agriculture, US Department of Housing and Community Development, and other federal agencies.

The planning processes described above have resulted in specific goals and recommendations that the Town will undertake in the next 3-5 years. The following Priority Project List describes some of the Town's specific goals and the methods to meet them.

**Town of Charlemont
2014 Community Development Strategic Action Plan
Prioritized Projects List**

Priority	Project	Project Description	Timeline	Target Area	Funding
1	Village Center Revitalization	Revitalization of the village center as the focal point of community life and economic activity and implementation of traffic calming measures	On-going	Village Center	Mass Highway CDGB, private funds,
1	Community Broadband	To improve broadband internet access for town, residents and businesses	ongoing	Town wide	Broadband incentive fund, state funding User fees
1?	Fire Protection Improvements	Fire Station Addition Make improvements to town's ability to protect town from fire and to enhance emergency response capabilities	2015	Town wide	Town funds, state federal grants
1	Housing Rehabilitation	Work with HRA to provide sanitary, building and energy code improvements to existing residential properties	Ongoing	Town wide	CDBG HRRLF Mass Housing CEDAC
1	Public Safety Complex	Construction of a Public Safety Complex	ongoing	n/a	Town funds, CDBG funds, state and federal funds
1	Improvements to Town Hall	Repointing Town Hall	2015	n/a	Town funds, MA Historical Society, Private Grant funds
1	Emergency Management Needs	Ensure emergency shelter is well-equipped; seek generator for power backup	On-going	Town-wide	EMPG/MEMA/ Western MA Homeland Security Council
1	Historical Buildings	Restoration and improvements to town-owned buildings deemed to be of historic significance including the Fairgrounds Grand Stand	On-going	Town-wide	MA Historical Society, CDBG, private fundraising
1	Reconstruction of South River Road	Reconstruction of South River Road	2014-2015	N/A	Mass DOT, Massworks grant, Town funds, CDBG
1	Weatherization, Energy Efficiency, and Fuel Assistance	To work with HRA and Weatherization to provide energy conserving improvements for homeowners and to provide supplemental fuel assistance for low/moderate income families	On-going	Town wide	LIHEAP, CDBG

Priority	Project	Project Description	Timeline	Target Area	Funding
1	Lost Tax Revenue reimbursement	Reimbursement of lost tax revenue due to land approved for Chap 61 status	On-going	n/a	seeking funding sources
1	Town Records	Restoration, preservation and transfer to electronic media of all historic town records and acquisition or construction of a facility to house the original document	On-going	n/a	Town funds, MA Historical Society Funds
1	Senior Tax Fund	Senior tax fund to prevent foreclosure of properties	On-going	Town wide	CDBG
2	Community Building	Construction of a community building for meetings, health/social services and other community based organizations	On-going	n/a	Town Funds, CDBG funds, Other grants, private and corporate donations

The Board of Selectmen voted to accept this FY14 Community Development Strategy.

Name

Date

From: Kimberly Noake MacPhee <KMacPhee@frcog.org>
Sent: Tuesday, September 19, 2017 11:31 AM
To: administrator@townofcharlemont.org
Cc: doug.telling@townofcharlemont.org; gohlund@fcrhra.org
Subject: 2017 DLTA project draft scope of work

Hello Peg – I met with Doug Telling and Glen Ohlund from the Franklin County HRA last week and we've put together a draft scope of work for the 2017 DLTA funding allocated to the town. We can discuss this further at the Select Board's meeting next Monday. We have approximately \$4,000 allocated for this project. Thank you.


Goal: Assemble baseline data that can be used for grant applications to fund economic development/revitalization, housing rehabilitation and improvements to commercial structures. For example, this data could be used to develop the Needs Assessment required by the Community Development Block Grants program.

Proposed Scope of Work:

- 1. Conduct windshield survey to inventory housing stock. The survey area will be determined by the town.*
- 2. Prepare a brief summary of existing conditions and recommendations for further assessment/follow-up tasks.*
- 3. Include Charlemont as a case study in FRCOG's project to develop an Abandoned and Distressed Property Toolkit for Franklin County.*

Kimberly

Kimberly Noake MacPhee, P.G., CFM
Land Use & Natural Resources Planning Program Manager
Franklin Regional Council of Governments
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Connect with us here: 



**All Board Meeting Minutes from Thursday, September 14, 2017
Hawlemont Regional School Cafeteria, 7:00 P.M.**

In attendance: Select Board members Beth Bandy, Sarah Reynolds, Marguerite Willis, Fire Chief: Doug Annear, Town Clerk Kathy Reynolds, Emergency Management Director (EMD) Michael Walsh, Capital Planning Committee members Tracy Hall and Tony Walker, Flag Committee member and Park and Recreation Chair Jerry Dupree, Planning Board member and Earth Removal Committee member Gisela Walker, Conservation Commission and Board of Health Co-Chair Doug Telling, Broadband Committee member and Town Website Administrator Cheryl Handsaker,

1. The Select Board Chair Sarah Reynolds opened the meeting at 7:04 pm. The newest Select Board member Marguerite Willis read her "observations as a newcomer." Marguerite read a prepared speech, highlighting that she'll try to focus on getting a Small Town exemptions bill approved at the State level, and emphasized that right now we cannot afford any additional big plans.
2. The Select Board gave an update on the Select Board priorities. Beth Reported on the Town's Special Legislation for a Recreation Tax. As of Town Meeting, the House unanimously passed our legislation, There was some objection from the Department of Revenue (DOR). Paul Mark reintroduced the bill in January, and from January to June tried to get a meeting to address their objections. We finally met with Adam Hinds and DOR. Since then, Adam Hinds has put together a number of meetings. It passed unanimously in the House and went to the Senate. The DOR is looking at whether the Town can collect this tax. Senate Counsel is working on the enforcement piece. It looks promising. Beth was at a meeting in Buckland about zip code issues in Buckland today, where the same people from DOR were again present. The State has systems issues with its collections and revenue systems that are affecting many aspects of Town Government. Asked how much the recreation tax could generate, it is unclear. Speaking to whether companies support local collection, the Select Board believe they would be fine.
3. Sarah gave an update on bridges. They are working on the two 8A bridges now, not to be shut down totally during repairs except for a few hours one afternoon, and otherwise will remain open. The Maxwell bridges' designs are just about done. East Oxbow bridge, currently restricted, has been added to the State's Transportation Improvement Program grant. The State's been working with the Town if we can be patient about their schedule. MassDOT is considering the 3-sided culvert. We've brought it to them a few times. Sarah mentions it in every conversation about small bridges. Can the Town affect legislation to allow the Town to use these when appropriate? Asked about Traffic Calming, we believe they are still on schedule to go ahead with the Main Street project next year, last we were told.
4. The Board asked Cheryl to provide an update on Broadband. Cheryl spoke about the work happening related to the pole survey. It seems to be going well. The Committee is now trying to find a hut location. It is being viewed as a piece of critical infrastructure.
5. A comment about where the floodplain is exactly was brought up, which the EMD said would be addressed in the Silver Jackets proposal to which Marguerite commented that there was an extensive flood study done by the Trans Canada/ Great River Hydro Company. She thinks the plan was better than the SilverJackets draft plan and recommends the EMD refer to it. Great River Hydro's Matthew Cole should be able to provide it to the Town.
6. Sarah gave an update on shared services. Hawley and Charlemont were successful sharing Highway equipment. Heath and Charlemont Police are working together to look at what they can change/

improve. Next, the Town wants to have the Fire Departments discuss whether there is any way to share equipment and training. We can learn to work together. If we can share resources, we can relieve the burden. If anyone has suggestions, please attend the meetings, or share with the Select Board. Heath does not have a Fire Chief. Fire Chief Doug Annear announced he is retiring. This town is not prepared to be the recreational capital. Find someone with a wide background to run the departments, and oversee both Ambulance and Fire. The Select Board has been looking into whether we can also share an Animal Control Officer with Heath.

7. The Fire Chief stated that this Town has a lot of rules and regulations that are not being addressed right now. It should hire a full-time Ambulance/Fire Chief Director. There is a level of service that the Town is expected to have that it doesn't have right now. Housing is needed. Internet is needed. Doug has it set up so that if Charlemont can't get a crew, there are two other fire departments that will respond through mutual aid. The Town needs to be proactive. Regarding funding internet, though we have the \$1.7 out there, there is going to be a need for more funds. They can have Town money for the Emergency Services. These moving pieces all fit together. The Capital Planning Committee was put in place because too much was postponed. We're missing out on hundreds of thousands of dollars, not enforcing the rules and regulations of the Town, will cause the Town to be liable.
8. For the person to be on the Fire Department they need to be a first-responder, Fire Fighter 1 and 2. This was a yearlong training the last time the Fire Department went through it. The amount of continuing education training is too much if they're a volunteer. The first-responder bill had little support from western MA. Part of the problem is that there is little experience lobbying on this side of the State and neighboring towns that didn't understand that this bill would apply to all the State. The Town needs to come with next steps to make an impact.
9. Gisela gave an update for the Planning Board on unbuildable roads. There were 75 lots on Cherry Pearson, a private drive, which is little more than a goat path, that were subdivided. These properties were bought with the understanding that they could build, but they can't. What the Town will say is "yes you bought those lots, mistakenly assuming that they are buildable, because the road frontage is not up to minimum standards." To be approved as a potential ANR single building lot, you will need to build the road up to the minimum subdivision standards and then can apply for a permit." If the Town wanted to see more building going on, the Town could build the road, which can then be collected in the form of betterments. The Planning Board is working with the Assessors to see if when you buy a piece of land and are taxed for a building lot, but the lot is not buildable, is there anything that can be done. Potter Hill Extension is not in such bad shape and would take less money to build up the road. Mountain View Dr. was the first subdivision.
10. Gisela discussed trailers and maybe changing regulations. The Planning Board may need closer cooperation with the Board of Health (BOH). There is an increase in the number of trailers in town. What happens to the Title 5 and the water to these trailers. There are mushy regulations and not enforced regulations coming around to affect the Town. BOH is looking at Heath's regulations.

11. The Board of Health discussed housing. One of the priorities of the Town was abandoned and distressed properties two years ago. To apply for the CBDG housing rehab grant, it would need to go in on a regional grant with neighboring towns. The work for the Board of Health is on the front end trying to get the Town to apply. HRA can do the windshield study using the DLTA funds. If the Town is unable to apply for February 2018, hopefully, it could apply in February 2019. Commercial housing would be eligible for signage and ADA compliance through the grant.
12. Sarah let the Boards/ Committees/ Commissions know that they are welcome to update their own web page, that one person from their Committee could designate themselves. This will be rolled out. There was a reminder to provide agendas and minutes to Kathy. If anyone is having trouble and needs to use a computer in Town Hall.
13. The next All Boards Meeting will be Thursday 1/11.
14. Marguerite discussed having the Ad Hoc Committee focus on a microgrid. Initially, Marguerite thought that if we were creating an MLP, we could create a grid through a public vs private enterprise. Are there business opportunities? If anyone has suggestions please let Marguerite know. Marguerite will not form the Committee.
15. There was a request to look into getting Caller ID.
16. The Capital Planning Committee will meet at 9/25 at 6 pm.

Respectfully submitted by Peg Dean 9/15/17

Approved by the Select Board

Draft Minutes until approved by Select Board.

Documents viewed:

Elected Official Emergency Preparedness published by the FRCOG

Town of Charlemont: Special Event Permit Application

Town of Charlemont Civic Engagement: A Volunteer Handbook

MINUTES OF THE SELECT BOARD'S MEETING

Town of Charlemont

Goodnow Town Hall

June 19, 2017

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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, 2nd 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

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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, 2ndd 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, 2ndd 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, 2ndd 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

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from Ms. Willis, 2ndd 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, 2ndd 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, 2ndd 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, 2ndd 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, 2ndd 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

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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, 2ndd 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, 2ndd 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, 2ndd 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

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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, 2nd 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.

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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 6th 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 27th.

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 2nd’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

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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

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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 3rd party inspection for the Transfer Station and to hold a Household Hazardous Waste Collection day on September 23rd.
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 13th 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 22nd, 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 22nd meeting.
16. Ms Bandy reported that she spoke to Roy Schaefer 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 19th 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

Town of

C H A R L E M O N T
M A S S A C H U S E T T S

01339



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.

Sincerely,

Steven Ellis
Deputy Regional Director
Department of Environmental Protection

Michael Moores
Plant Manager- Springfield MRF
Waste Management Recycle America