

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

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



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

42 Canal Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

**COMMUNITY DEVELOPMENT PROGRAMS
ADMINISTERED AND MANAGED BY THE
FRANKLIN COUNTY REGIONAL HOUSING & REDEVELOPMENT AUTHORITY (HRA)**

Infrastructure Improvement Projects:

- Sewer system improvements: Buckland, Charlemont, Erving, Monroe, Orange, Shelburne
- Road improvements: Erving, Orange, Wendell
- Dry hydrant installation: New Salem, Wendell
- Water system improvements: Bernardston, Colrain, Erving, Monroe, Montague, Orange, Shelburne
- 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

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

Equal Housing Opportunity

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

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-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.

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**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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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