

SELECT BOARD AGENDA FOR MONDAY October 16, 2017

Goodnow Town Hall, 7:00 P.M.

**I.** Call to Order

**II.** Appointments:

7:00 Treasurer Lynn Hathway requesting permission to take seal bids to sell town owned property

7:15 Highland Ambulance to review and discuss mutual aid agreement and intercept agreements

7:30 Following up from 9-25 meeting with Franklin Regional Housing Redevelopment Authority, review Board of Health request to revive Abandoned Properties Task Force

7:45 Robert Malone Re Tinney Road and the Energy grid

**III.** Time Sensitive:

A. Approve:

1. KP Law Invoice #113150 for \$894.26
2. Town Administrator hours through January
3. Executive Office of Public Safety Services S.A.F.E. school-based planning grant application for \$1500, in addition to the already approved SAFE grant for Seniors, and Town Administrator to attend the Public Fire and Life Safety Training, South Deerfield Oct 21 – Dec 2
4. Vocational Education Advisory Committee assessment September – November
5. Fuel Reports by department'

B. Approve and Sign:

1. Select Board meeting minutes for 9-15-17, 9-19-17, 9-25-17, 10-2-17
2. Payroll warrants
3. Vendor warrants
4. 1-day Liquor License for the Academy at Charlemont for 10-16-17
5. Massachusetts Department of Environmental Protection's Recycling Dividends Program (RDP) contract for this year's award of \$4,200

C. Acknowledge:

1. Letter from the Building Inspector to Arthur and Lisa Belanger denying their application for a solar array, and advising they require a special permit through the Planning Board
2. Letter from the Building Commissioner to Bill Childs regarding work at 91 Main Street
3. Mass Works Infrastructure Program Monthly Invoice (submitting upon receipt of proof of payments)
4. Massachusetts Department of Transportation's press release "RMV Launches Updated Motor Vehicle Inspection Program"
5. Recreational Marijuana working draft of legislation provided by Franklin Regional Council of Governments
6. Invitation to Massachusetts Municipal Association's Fall 2017 MunEnergy Breakfast Series

D. Appoint:

1. Animal Control Officer
2. ADA Coordinator
3. Insurance Advisory Committee representative
4. Historical Commission member(s)

E. Accept resignation letter from Jim Sinclair, Capital Improvement Planning Committee

F. Accounting

G Follow up with the Secretary of the State regarding public records requests

H Follow up to letter from Eleanor Rowley's counsel John Richardson

IV. Priority:

A. Bridges

1. 8A bridges:
2. Maxwell bridges

3. Massachusetts Department of Transportation's National Bridge Inspection Standards

Dated 09-21-17 for bridges C-05-010, C-05-029, and C-05-049

Dated 09-27-17 for bridges C-05-028 and C-05-03

B. Ambulance

C. Fire

1. Fire Chief resigning - Next steps

2. Follow up items from 10-2 meeting

3. Grant opportunities – per liaison provide line item budget for Fire Department

D. Broadband

1. Hut location

2. MBI flexible grant program

3. Preparing for Tuesday's event

E. Shared Services

V. Additional Business:

A. Update on ownofcharlemont.org email – consider scheduling trainings

B. Review draft lease for use of Town Hall parking lot to be reviewed by Town Counsel

C. MIIA grant opportunity and rewards program– application due in November

D. Discuss \$1,500 micro change grant application available to increase walkability

E. Insurance claim update

F. Next steps for reviewing Harmony Heights addresses

G. Discuss changes to Transfer Station containers and access to Towns

VI. Executive Session for reason #1 to discuss complaints or charges brought against, a public officer, employee, staff member or individual; for reason #2 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; for reason # 3. To discuss strategy with respect to litigation in the case of the Town of Charlemont v. William Shea, et al., Land Case No. 12 TL 144303-HFS if an open meeting may have a detrimental effect on

the litigating position of the public body and the chair so declares; and to approve Executive Session meeting minutes from 9-25-17 Executive Session

Posted 10-12-17 PD; Revised 10-13-17

**administrator@townofcharlemont.org**

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**From:** Michael Rock, Service Director <mike@highlandems.org>  
**Sent:** Thursday, September 28, 2017 1:42 PM  
**To:** selectboard@charlemont-ma.us; charamb2000@hotmail.com  
**Cc:** Don Boisvert  
**Subject:** meeting

Hi Dana and Kathy,

A couple of Highland Ambulance board members and I would like to know if we could arrange a meeting with the Charlemont selectboard and Dana, within the next couple weeks, to review and discuss the mutual aid and intercept agreements we have with Charlemont.  
Do you think is this possible?

Thank you,

Michael Rock  
Service Director  
Highland Ambulance EMS, Inc

413-268-7272 office  
413-268-0268 fax  
413-268-0247 confidential fax  
[mike@highlandems.org](mailto:mike@highlandems.org) email

**THIS EMAIL MAY CONTAIN SENSITIVE CONFIDENTIAL INFORMATION**

This E-Mail, all related responses and any files and/or attachments transmitted with it are covered by the Electronic Communications Privacy Act, 18 USC 2510-2521, and is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution or copying of this communication is strictly prohibited and may be unlawful. Please reply to the sender that you have received the message in error and then delete the message and any attachments from your system.

*Please remember that the Secretary of State's Office has determined that e-mail is a public record.*

**EMERGENCY AMBULANCE SERVICE MUTUAL AID AGREEMENT**

This agreement is made and entered between the undersigned emergency ambulance services to provide back-up emergency ambulance service and or personnel to one another when requested by the appropriate and authorized dispatching agencies and when each has an ambulance available to respond.

Both parties certify that they are duly licensed by the Commonwealth of Massachusetts to provide ambulance service at the level(s) and with the response vehicle(s) described below. A service will immediately notify the other party of any changes in their status of licensing.

It is understood that this agreement may be terminated by either service at any time, given sixty (60) days written notice to the other party in this agreement.

1. Service Name: Charlemont Emergency Services Ambulance

- Basic Life Support
- Epinephrine Auto-injector
- Semi-automatic Defibrillator
- N/A Intermediate ALS
- N/A Paramedic ALS

Vehicles:

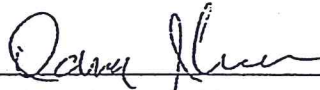
License Plate Number <u>M38322</u>	Class <u>X 1</u>	<u>11</u>	<u>111</u>	<u>IV</u>	<u>V</u>
License Plate Number _____	Class <u>1</u>	<u>11</u>	<u>111</u>	<u>IV</u>	<u>V</u>
License Plate Number _____	Class <u>1</u>	<u>11</u>	<u>111</u>	<u>IV</u>	<u>V</u>


2. Service Name: Highland Ambulance EMS Inc.

- Basic Life Support
- Epinephrine Auto-injector
- Semi-automatic Defibrillator
- Intermediate ALS
- Paramedic ALS

Vehicles:

License Plate Number <u>911</u>	Class <input checked="" type="checkbox"/> <u>1</u>	<u>11</u>	<u>111</u>	<u>IV</u>	<u>V</u>
License Plate Number <u>211</u>	Class <input checked="" type="checkbox"/> <u>1</u>	<u>11</u>	<u>111</u>	<u>IV</u>	<u>V</u>
License Plate Number _____	Class <u>1</u>	<u>11</u>	<u>111</u>	<u>IV</u>	<u>V</u>

1. Signed:   
Printed Name: Dana Johnson  
Title: Director  
Service: CESA  
Date: Nov - 25, 2011

2. Signed:   
Printed Name: Michael Rock  
Title: Service Director  
Service: HIGHLAND Amb.  
Date: Nov. 28<sup>th</sup>, 2011

# ADVANCED LIFE SUPPORT AFFILIATION AGREEMENT

Western Massachusetts Emergency Medical Services Region 1 guidelines

4.8 CES shall transport the patient (s) to the nearest appropriate hospital.

## 5 SERVICE TO BE PROVIDED BY HA:

5.1 HA will assign a coordinator who will be the liaison with CES.

5.2 HA agrees to follow when possible, the Massachusetts regulatory requirements and the Western Massachusetts Emergency Medical Services Region 1 guidelines for two tiered ALS ambulance systems. If HA is unable to follow appropriate guidelines, or the guidelines are not indicated for patient care reasons, it shall contact the medical control physician or the hospital of destination, for direction.

5.3 HA shall provide orientation training on the two-tier system to the CES EMTs.

5.4 HA shall provide the following data to CES, upon reasonable request:

1) dispatch information for each intercept request, including date and times, relevant patient information, and the trip record,

2) statistical information on the amount and type of calls per year.

5.5 HA shall review the Paramedic Intercept Unit's run reports on a monthly basis for protocol compliance and quality assurance purposes.

5.6 HA shall notify CES of the hours when Paramedic Intercept Service is not available.

## 6 SERVICE TO BE PROVIDED BY CES

6.1 CES shall assign an ambulance coordinator who will be the liaison with the Paramedic Intercept Unit.

6.2 CES agrees to follow when possible, the Massachusetts regulatory requirements and the Western Massachusetts Emergency Medical Services Region 1 guidelines for two tiered ALS ambulance systems, which require, among other things, patient assessment and treatment upon arrival at the scene, and the rapid extrication of patients where waiting for ALS would not be in the patient's best interest. If CES is unable to follow said requirements or guidelines, or the requirements or guidelines are not indicated for patient care reasons, it shall contact the medical control physician at the hospital of destination for direction.

6.3 CES shall follow the medical direction of the hospital both before and after arrival of the Paramedic Intercept Unit. The CES EMTs shall assist the Paramedic Intercept Unit in its delivery of care, and follow the direction of the Paramedic Intercept Unit EMTs through arrival at the hospital. Any dispute concerning care shall be directed to the medical control

# ADVANCED LIFE SUPPORT AFFILIATION AGREEMENT


hereunder, cannot be changed or terminated orally, and supersedes all prior agreements and undertakings both verbal and written. There are no representations not set forth in this Agreement which have been relied upon by the parties.

14.7 Authority: Each party warrants and represents that the officers or agents executing this Agreement are authorized to do so and that each party is authorized to participate in the Agreement pursuant to its respective cooperate or municipal charter and bylaws.

EXECUTED as a sealed instrument the day and year first above appearing.


Town of Charlemont

6/30/14  
Date

by   
Dana Johnson, Director

Highland Ambulance EMS

6-20-14  
Date

by:   
Michael Rock, Director



**administrator@townofcharlemont.org**

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**From:** Megan Rhodes <MRhodes@frcog.org>  
**Sent:** Thursday, October 12, 2017 2:53 PM  
**To:** 'administrator@townofcharlemont.org'; 'doug.telling@townofcharlemont.org'  
**Subject:** RE: 2017 DLTA project  
**Attachments:** Charlemont Windshield Survey Form.xlsx

Hi Peg and Doug,

I have attached a windshield survey form that I am going to use for the housing assessment for the Village Center. The data from this form can meet the requirements of the Housing Rehabilitation program and provide some additional useful information for a distressed housing inventory. Please let me know if there is something that I have missed that you would like to see collected.

FYI - A coworker and I will be out conducting the assessment either next week or the week of the 23<sup>rd</sup> as schedules and weather allows. We will probably end up parking and walking along the roadway/sidewalks to assess the homes – you might see us in bright yellow vests with FRCOG on them. We plan to only stay on the public right-of-way. I will call the police department on the day before we go out to let them know what we will be doing in case residents get suspicious 😊

Best,  
Megan

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**From:** Megan Rhodes  
**Sent:** Wednesday, October 04, 2017 12:23 PM  
**To:** Kimberly Noake MacPhee; administrator@townofcharlemont.org; doug.telling@townofcharlemont.org  
**Subject:** RE: 2017 DLTA project

Thanks for introducing me, Kimberly. I am looking forward to working on this project.

Hi Doug – I was thinking because of budget limitations, I would prioritize conducting windshield surveys of the homes in the Village Center and expanding from there as time and budget allows – but am happy to discuss any other areas that the Town would like to prioritize. Do you know if the Town has a list of any currently vacant buildings that might be used to further prioritize which buildings should be assessed? I am planning only on assessing residential homes that are visible from the street/public right-of-way.

I am happy to discuss this project in more detail at your convenience.

Best,  
**Megan Rhodes, AICP**  
Senior Transportation and Land Use Planner

Franklin Regional Council of Governments  
12 Olive Street  
Greenfield, MA 01301  
(413) 774-3167 ext. 132  
[mrhodes@frcog.org](mailto:mrhodes@frcog.org)



**administrator@townofcharlemont.org**

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**From:** Beth Bandy <beth.bandy@townofcharlemont.org>  
**Sent:** Wednesday, October 4, 2017 1:34 PM  
**To:** administrator@townofcharlemont.org  
**Cc:** sarah.reynolds@townofcharlemont.org  
**Subject:** Re: FW: 2017 DLTA project

Peg,

I am copying Sarah on this email thread, as the issues at hand have to do with agenda planning.

I think the Select Board needs to discuss whether or not to continue this task force, since it was established by a largely different board and has been mostly dormant since then. It is possible the task force could be revived, or the board might want to work on the same issues in a different way. I think that discussion could happen at the same time as the meeting with Doug, if he wants to attend.

Beth

On 10/03/2017 4:51 pm, administrator@townofcharlemont.org wrote:

Hi Beth,

See email trail below. Please advise if you'd like me to post an agenda to organize as a committee, review charge, etc.

Peg

**From:** doug.telling@townofcharlemont.org [mailto:doug.telling@townofcharlemont.org]  
**Sent:** Tuesday, October 3, 2017 4:42 PM  
**To:** administrator@townofcharlemont.org  
**Subject:** Re: 2017 DLTA project

I think for Beth to post and call a meeting. PB needs to appoint someone.

On Oct 3, 2017, at 1:33 PM, [administrator@townofcharlemont.org](mailto:administrator@townofcharlemont.org) wrote:

Do you need anything from the Select Board to get the task force up and going?

Thank you,

*Kimberly*

**Kimberly Noake MacPhee, P.G., CFM**

Land Use & Natural Resources Planning Program Manager

Franklin Regional Council of Governments

12 Olive Street, Suite 2

Greenfield, MA 01301

Phone: 413-774-3167 x130

Fax: 413-774-3169

Email: [KMacPhee@frcog.org](mailto:KMacPhee@frcog.org)

**Web: [www.frcog.org](http://www.frcog.org)**

Connect with us here: <image001.gif>

<image002.jpg>

Dear Selectboard,

I am requesting time to discuss the status of Tinney road and the bridge which is at it's northern most end which has been closed for some time.

It is my intention to develop 4-7 build-able lots along Tinney road which has not been maintained for many years.

I have not receive any correspondence in the last 14 years I have owned our land that this road or bridge has been closed or abandoned. I have been told that the road and bridge were abandoned officially at a town meeting years ago.

I just want to understand what the status of the road and bridge are at this time and not rely on idle speculation or gossip.

If the road is still considered an active town road, I wish to request it be opened, graded and returned back into service. I understand a bridge repair would be by Masshighway in the future but the barriers currently installed prohibit access to valuable frontage along Tinney Road.

Until such time as the Bridge could be repaired I additionally request the barriers be moved to the end of the bridge to allow road frontage access to my property along Tinney road.

Please let me know when I could be placed on the agenda for a quick review of my request.

You can reach me by phone at 413.768.1873 to discuss or by return email at this address.

Thank you,

Robert Malone  
25 Burrington Road

Sent from my iPad

TOTAL DUE:

\$894.26

**From:** donotreply@state.ma.us on behalf of System Administrator <donotreply@state.ma.us>  
**Sent:** Saturday, October 7, 2017 1:48 AM  
**To:** administrator@townofcharlemont.org  
**Subject:** DFS-MFA - Enrollment Reminder

**PLEASE DO NOT RESPOND TO THIS SYSTEM-GENERATED EMAIL**

Dear Margaret Dean - PegDean,

**Learning Activity Code - Session – Title – Start Date - Start Time:**

601 - E1 - Public Fire and Life Safety Educator (PFALSE) - October 21, 2017 - 08:00 - 4:30

**Location:**

South Deerfield FD HQ  
84 Greenfield Road  
South Deerfield

October 28  
November 4  
November 11  
November 18  
December 2

This email is to remind you of your enrollment into the above listed learning activity.

Be sure you have reviewed the Cancellation Policy located in the activity description page of the Learning Activity. If you cannot attend it is your responsibility to log into the DFS Learning Management System and cancel your registration.

Refer to the Access my Learning Activities section of your Student Home Page for all additional information and documents pertaining to this learning activity (click on the activity).

Use the Contact Us link in the footer for department specific contact information.

Thank you,  
Massachusetts Firefighting Academy  
Department of Fire Services  
Learning Management System (LMS)

CHARLEMONT SELECT BOARD MEETING – CHARLEMONT TOWN HALL

(Joint Meeting with Charlemont Finance Committee)

September 15, 2017

Members Present: Finance Committee - Lynn Hathaway, Amy Wales, Ron Smith; SelectBoard - Beth Bandy, Sarah Reynolds, Marguerite Willis

Also in attendance: Peg Dean, Town Administrator

1. The meeting was called to order at 8:03 a.m.
2. Accountant's warning letter: Justin is not leaving. There is no consistency in the complaints, which are ongoing. Concerning the cash problem at the Transfer Station, the money will held in a safe in an undisclosed location.
3. Financial Policies and Procedures: Amy Wales likes the handout prepared by Joe Markarian. For the SelectBoard, Sarah Reynolds moved to adopt Joe's proposal, and incorporate, after review, some of Justin Cole's suggestions. The motion was seconded by Marguerite Willis, and passed unanimously. Amy Wales moved that the Finance Committee also recommend the same motion. This motion was also seconded and passed unanimously.
4. Justin Cole joined the meeting via speaker phone. Marguerite updated him on what the Town has done in response to his concerns. Justin then talked about a new initiative he is working on – a Regional Finance Director. It would be for a one year period involving several area towns. He hopes to get a grant for \$35,000 per Town. At the end of the grant an additional \$7,000 - \$9,000 cost per town would apply. Amy moved that we move forward with this grant proposal for one year. It would be primarily for training and development. The motion was seconded and passed. Marguerite moved the same motion for the SelectBoard. That motion was seconded and passed unanimously. Justin stated that he needs a letter from the Town saying we accept this proposal.
5. Justin was asked to send us a letter rescinding his 90 day contract warning letter.
6. Recreation Tax: Department of Revenue and others are still working on a procedure to collect and enforce the tax.
7. Clean-up Special Funds Accounts: Amy moved that the Special Fund Closing Proposal, prepared by Amy Wales, Lynn Hathaway and Peg Dean, be approved. Ron Smith seconded. The motion passed.
8. Major Events/Financial Calendar for FY 2018: it was agreed to move discussion to the next meeting.
9. Finance Committee Election of Officers: Richard Filoramo was nominated to continue as Chair. Ron Smith was nominated to continue as Secretary. Amy Wales moved that the nominees be elected to their respective positions. Lynn Hathaway seconded. The motion passed.
10. It was agreed that for the next meeting we would invite the Hawlemont School Principal and the Superintendent to preview next year's budget.
11. For the next joint meeting, it was agreed to poll the members to see if they would prefer to meet on October 6, 7, 13 or 14.
12. The minutes of the July 14, 2017 Joint Meeting were approved and signed.



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

September 25, 2017

Page 1 of 4

The meeting was convened at 7:00 P.M. by Chair Sarah Reynolds. Select Board Member Marguerite Willis and Administrator Peg Dean also attended the meeting. Select Board member Beth Bandy was absent.

1. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve; Exec. Secretary/Town Clerk out of office request; Administrator to attend an ADA training on 10-5-17; Moving forward with a shared paper compactor with alterations on the Shelburne side of the Transfer Station.
2. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign minutes for the 6-17-17, 9-11-17, and 9-29-17 meetings; payroll warrants 10,11 and 12; vendor warrants 1810 and 1811. The draft lease agreement for use of the parking lot behind the Town Hall was held.
3. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to acknowledge: a letter of interest to the Accountant to pursue a regional grant for one year of Financial Director services; payment from the Springfield Materials Recycling Facility for recyclables delivered; a letter form the Town of Hawley to Michael Knapik regarding the inequity of vocational school costs; Building Inspector's letter to a resident; Vocational Educational Advisory Committee minutes; KP Law eUpdate.
4. Ms Willis reported that Jackie Cashin has volunteered to be Charlemont's representative to Yankee Rowe. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to appoint Ms Cashin to this position.
5. Council on Aging Camille White submitted her resignation as Chair, at the start of the Town's next fiscal year. A letter will be drafted to Ms White, thanking her for many years serving the Town.
6. Ms Willis stated that she will be reviewing the actual invoices before they are sent to the Accountant.
7. Ms Willis reported that the Town is receiving requests for information from nonprofits that are located outside of Massachusetts. It was stated that the enormity of the requests can easily shut down a small Town. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to support Ms Willis lobbying for changes to the Public Records Law.
8. Ms S Reynolds reported that illegal dumping and graffiti on equipment have occurred in the area around the Route 8A bridge/Maximillian construction site. Ms Reynolds will contact the Transfer Station attendant regarding disposal of the items dumped at the site. Ms S Reynolds will also consider obtaining signs stating that the construction site is under camera surveillance.
9. Ms S Reynolds reported that the University of Mass would like the beams from the Maxwell Road bridges for their research project. It was agreed to donate the beams to the University of Mass if it will be at no cost to the Town. Gill Engineering will be requested to include in the project specifications to take care of the demolition of the existing bridge decks to preserve the steel beams.
10. Ms Willis reported that the ambulance was out of commission over the weekend for needed repairs. The ambulance is now back on the road.
11. Glen Ohlund, Director from the Franklin County Regional Housing & Redevelopment

Superintendent has an expert coming to review the retaining wall project. The Town is concerned with the stability of the road that abuts the wall. It was agreed that the property owner is responsible for any repairs within the right of way. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to sign a letter to the property owner stating that the property owner is legally responsible for the repair.

23. The Board reviewed a revised booklet submitted by the Vocational Education Advisory Committee that includes information regarding the reasoning for turning over to the Mohawk District transportation for the vocational/technical school students. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and accept the booklet. The Executive Secretary will notify the Advisory Committee of this vote.
24. The Board discussed road names for Harmony Heights addresses. The 911 list of names on Harmony Heights Extension match the list of residents in the Town Clerk records. The Board discussed numerous Town road names and scenarios. It was suggested the original 911 Coordinators be consulted as to the names of roads when the Town started it's 911 numbering.
25. The Executive Secretary/Town Clerk explained to the Board that the all in one printer has failed and that the computer being used is on its last leg. Permission to purchase an all in one printer and desk top for the front office was requested. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to permit the purchase of both, at a maximum cost of \$1,000, to be expensed out of the electronics contingency account.
26. Business being concluded, at 9:05 P.M., the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to adjourn the open meeting and enter in to executive session under exemption #7: to comply with the health insurance portability and accountability act of 1996, not to return to open meeting.

Respectfully submitted

Approved by:  
Charlemont Select Board

Kathy A. Reynolds  
Executive Secretary

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

Documents reviewed by the Board.

Exec. Secretary/Town Clerk out of office request  
 ADA training notification on 10-5-17  
 6-17-17, 9-11-17, and 9-29-17 meeting minutes  
 payroll warrants 10,11 and 12  
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 draft lease agreement for use of the parking lot behind the Town Hall was held  
 letter of interest to the Accountant  
 payment from the Springfield Materials Recycling Facility  
 Town of Hawley letter regarding the inequity of vocational school costs  
 Building Inspector's letter to a resident

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**Town of Charlemont**  
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at 91 Main St. Ms S Reynolds submitted photos of the project and reported that the Highway Superintendent has an expert coming to review the retaining wall project. The Town is concerned with the stability of the road that abuts the wall. It was agreed that the property owner is responsible for any repairs within the right of way. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to sign a letter to the property owner stating that the property owner is legally responsible for the repair.

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Charlemont Select Board

Kathy A. Reynolds  
Executive Secretary

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