

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

October 16, 2017
Page 1 of 4

The meeting was convened at 7:01 P.M. by Chairman Sarah Reynolds. Select Board Members Bath Bandy and Marguerite Willis, along with Administrator Peg Dean also attended the meeting. No one was absent.

1. Treasurer Lynn Hathaway attended the meeting to request permission to take sealed bids to sell town owned properties. Ms Hathaway explained that the minimum bid on the properties to be sold will be \$35,000. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to grant Ms Hathaway permission to take sealed bids to sell town owned properties.
2. The Board confirmed that the Town owned properties on Avery Brook Road will not be sold due to potential liability.
3. The Board unanimously voted, Ms S Reynolds -yes, Ms Bandy – yes, Ms Willis – yes, to approve: payment of KP Law invoice #11310; new office hours for the Administrator through the month of January; September through November Vocational Education Transportation assessment.
4. The Board agreed that fuel reports by department does not need to be approved by the Board nor do they need to be included on the agenda. It is the Department heads that need to review the reports, with a response within 3 days.
5. The Board unanimously voted, Ms S Reynolds -yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign: 9-15-17 and 9-25-17 meeting minutes; payroll warrants #14 and 15; a 1-day liquor license for the Academy at Charlemont; Recycling Dividends Program contract from Mass. Depart. Of Environmental Protection.
6. The Board unanimously voted, Ms S Reynolds -yes, Ms Bandy – yes, Ms Willis – yes, to acknowledge: advisory letter from the Building Inspector to a resident regarding the need for a special permit; advisory letter from the Building Inspector to a property owner regarding work being conduct the property; Mass Works infrastructure program monthly invoice; Mass. Dept. of Transportation release regarding the RMV Motor Vehicle Inspection Program. The Board discussed if items such as the Motor Vehicle Inspection Program release should be included on the agenda and/or sent to the newspapers for publication.
7. Ms Willis will forward to the Planning Board draft legislation for Recreational Marijuana.
8. Ms Willis questioned if one person from the surrounding Towns has ever attended the Mass. Municipal Assoc. MunEnergy Breakfast and reports back to the Towns. No one could remember this happening.
9. Ms Bandy reported that she is in conversations with the Towns of Heath and Rowe regarding shared services for an Animal Control Officer. Ed Grinnell is still the Animal Control Officer in the Town of Rowe and Ms Bandy will discuss shared services for this position with Rowe.
10. Ms Willis reported that she attended the Hampshire Trust Insurance Advisory Committee meeting and she was impressed with the organization. The Trust maybe be removing themselves from the Hampshire Cog. The Town has a .18% vote with the Trust and Ms Willis would like to be the Town's Representative. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy – yes, Ms Willis – yes, Ms Willis the Town's representative to the Hampshire Trust Insurance Advisory Committee.
11. Don Boisvert, President of Highland Ambulance, along with other members, attended the

meeting to discuss the services they provide to Charlemont and other Towns. Highland Ambulance is toned out when no one is available to respond to calls or for intercepts. Highland assesses a fee to respond. When Highland responds, they need to backfill their station to cover their own Town. Highland, along with other ambulance services, is finding themselves in need of staff. Highland started their relationship with Charlemont through Mutual aid. OEMS then required an agreement for back up services, of which Charlemont and Highland has an ALS (Advanced Life Support) intercept agreement. Dispatch retains a list of ambulance services, kept in the order that they are to be called. Although Highland is not the first or second service to be toned, they do respond to Charlemont approximately twice a month. The ALS intercept and Mutual Aid agreements are being re-drafted. The fee will be increasing by approximately \$25.00 per response. Highland will be sending out the new agreements in November. All agreed that everyone is having difficulties filling positions.

12. Board of Health member Douglas Telling attended the meeting to request the Board start up the Abandoned and Derelict Property Task Force again. It was stated that previously, 3 abandoned properties were recognized. Ms Willis asked if the task force will be looking to force people out of their homes that do not meet Town standards. Mr. Telling replied no. Mr. Telling stated that the Housing Rehabilitation Grants are very competitive, and the Task Force will do the leg work for housing improvements, putting together information to develop a Town needs assessment, the information to be used to apply for the grants. The Board suggested Mr. Telling bring together a group of volunteers to review the task force charge and edit the charge to fit its new role. The new Task Force will dove tail the windshield survey performed by the FRCOG which will include Main Street and side streets. Mr. Telling will research if trailer parks will be included in the windshield survey. The Board voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – abstained, to revive the Abandoned and Derelict Property Task Force with the initial meeting to organize the Force to make it functional.
13. Robert Malone attended the meeting to discuss the status of Tinney Road and the energy grid. Mr. Malone explained that he had a conversation with Highway Superintendent Hathaway and understands that Tinney Road is not closed, but that the bridge has not been repaired because it is not essential to services. The Highway Department will move the barriers on Tinney Road closer to the bridge, so the road may be accessible.
14. Mr. Malone explained that he was hoping to place a solar array on his property but has since learned that the electric company will need to upgrade their grid to be able to accept the electricity generated by the solar array. There was a discussion on how the State Regulators are failing customers. A letter will be drafted to National Grid explaining the need to upgrade services/equipment in Charlemont to accommodate the growing needs of the Town. As this is an issue that encompasses other Towns, upgrade of the electric grid will be lobbied by the Small-Town Summit.
15. Volunteers to serve on the Historical Commission have not been found.
16. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept the resignation of James Sinclair from the Capital Planning Committee and to sign a letter thanking him for his service.
17. Ms Willis reported that in reviewing the itemized invoices sent by Baystate Municipal Accounting, she feels the contrast between what is charged and what could be charged is setting the Town up for an increase for services during the next contract negotiations.
18. Ms Willis drafted a letter to the Secretary of the State regarding how the new public records law

- effects small towns. The Board unanimously voted, to approve and sign the letter.
19. The Board reviewed a letter and pictures from research conducted by the Highway Superintendent regarding claims of gravel washing into the driveway of a Deer Run Lane resident. The Board unanimously voted, Ms S Reynolds -yes, Ms Bandy – yes, Ms Willis – yes, to approve the research documents and letter.
 20. It was reported that Maxymillian Construction will be pouring concrete for the 2 8A bridges on separate days.
 21. Gill Engineering is waiting for design approval from MassDOT for the Maxwell Road bridges and Gill will be applying for the Notice of Intent with DEP.
 22. There will be an informational discussion on how Towns can share ambulance services.
 23. Ms S Reynolds reported that she has contacted the Town of Heath regarding sharing a Fire Chief. Heath’s Fire Chief is resigning as well as Charlemont’s. Heath Select Board member Robin Provost will be holding shared Fire Chief service meetings. This will be for a shared Fire Chief for more than 1 Town and an administrator position. Ms Willis stated that she would like the Town to decide the direction it will be going before making any further decisions. Ms Bandy will conduct sharing services work groups. Current Charlemont Fire Fighter qualifications are being held by the Administrator. The Board was notified of Fire Department grant totaling \$120,000 with a 5% match to be expended out of the Fire Department budget. Ms Reynolds will research if the Fire Inspector needs to be certified.
 24. Ms Willis reported that if the site of the jail (behind the Town Hall) is chosen for the Broadband hut, William Harker is willing to volunteer to take the jail building to the Fairgrounds.
 25. Ms Bandy reported that hopefully the Town will receive word regarding the Recreation Tax legislation by Friday.
 26. Ms Bandy reported that the new supply of trash bags at the Transfer Station are of a different style. Users of the Transfer Station are upset with the new style.
 27. Administrator Dean requested permission to create a reverse 911 call to inform residents of a change to the hard-plastic collections. The Board agreed not to create the call but to put up signs at the Transfer Station.
 28. It was decided that the Highway Department holds the spare key to the Transfer Station for emergency and other purposes.
 29. The Board was requested to approve applying for the Public Safety Services school-based planning grant for \$1,500. Ms Willis stated that she is not in favor of this grant as it is a one-time grant where it will be expected every year. The Board voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – abstain, to approve applying for the school based grant with the Fire Department being asked if anyone would like to take the trainings, the Town not contributing any funding and contingent upon the availability of the grant.
 30. Ms Willis stated that she would like to keep the Select Board as the ADA Coordinator in Charlemont. Ms Willis does not want anyone to answer ADA questions or receive comments to anyone other than the Select Board. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to confirm that the Select Board is the ADA Coordinator for the Town of Charlemont.
 31. Business being concluded, the open meeting was adjourned at 9:20 P.M.
 32. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to enter into executive session under reason #1: to discuss complaints or charges brought against a public officer, employee, staff member or individual; 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; reason #3: to discuss strategy with respect to litigation and to approve executive session meeting minutes for the 9-25-17 meeting, and not to reconvene in 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

KP Law invoice
office hours for the Administrator through the month of January
September through November Vocational Education Transportation assessment
Departmental fuel reports
9-15-17 and 9-25-17 meeting minutes
payroll warrants #14 and 15
1-day liquor license for the Academy at Charlemont
Recycling Dividends Program contract from Mass. Depart. Of Environmental Protection
1 advisory letters from the Building Inspector to two residents
Mass Works infrastructure program monthly invoice
Mass. Dept. of Transportation release regarding the RMV Motor Vehicle Inspection Program
Recreational Marijuana draft legislation
MMA MunEnergy Breakfast invitation
Capital Planning Committee resignation from Jim Sinclair
Public records letter to the Secretary of State
Highway letter and pictures regarding Deer Run Lane drainage