

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

December 4, 2017
Page 1 of 4

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

1. Ms Willis questioned the purpose of purchasing a projector, screen and a 3- year protection plan on each. Administrator Dean responded by stating that this equipment is for use by the Capital Planning Committee for ease of viewing their spreadsheets during their meetings and can be used for Town Meetings.
2. Ms Willis questioned if the Town has an up to date inventory from all departments. The last inventory was conducted in 2013. Administrator Dean will keep an updated inventory for all departments.
3. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve: payment of KP Law invoice #113879, purchase of a projector, screen and 3 year protection plan totaling \$80.17 to be expensed out of Select Board supplies account; the Mass. Emergency management performance grant UHF radio to go to the Police Department; requesting the Great River Hydo fund an emergency alert system, revising language in the Special Events Application , accepting volunteer services and donation of materials from Erwin Reynolds, Jr. for the project to disperse water from the Town Hall foundation; allowing A.L. Avery & Son to sell Transfer Station bags.
4. At 7:05 P.M., the Board recognized Charles Hamel, Fire Department, who attended the meeting to discuss the Assistance to Firefighters grant. Mr. Hamel stated that the model of brush truck for the grant will need to be modified, such as having 1 hose reel rather than 2 and possible change of style of tires. Mr. Hamel stated that the new truck can also be used for other needs. Mr. Hamel will contact the Fire Association to see if they are willing to contribute the 5% of the cost of the truck that is not covered by the grant. If the Town receives the grant, the old brush truck will be disposed of if it is not from State Surplus Equipment. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve applying for the grant for the brush truck. The Board will need to accept the grant if it is awarded to the Town.
5. A separate Assistance to Firefighters grant will be drafted to include an extraction tool and training.
6. At 7:15 P.M. the Board opened the Tax Classification Hearing. Assessor's Anthony Ostrowski, Karen Rau, Jackie Cashin, along with Secretary to the Boards Carlene Hayden were in attendance. It was discussed how local revenue projections effect the tax rate. Documents showing the results of a split or single tax rate were distributed. Documents showing the results of voting to increasing taxes up to the levy limit was also distributed. The Assessor's are recommending a single tax rate and keeping the levy below the limit. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, a single tax rate with keeping the levy below the limit.
7. Treasurer Lynn Hathaway attended the meeting to discuss payroll services. People's United Bank will not longer provide payroll checks at their local bank. Instead, the checks are delivered to the Treasurer via courier which will cost \$14.00 each week. Ms Hathaway is recommending the Town distribute payroll via direct deposit only. The Board unanimously

- voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to issue payroll by direct deposit only. Ms Hathaway will be creating payroll packets for distribution to current and future employees.
8. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, that a wage and salary classification is not a Capital expense and voted not to move forward with a wage and salary classification for Town employees at this time.
 9. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to purchase 9 holiday gift certificates at \$25.00 each from A.L. Avery's & Son for town employees.
 10. Administrator Dean stated that her request to attend a Code Change Training through the Division of Fire Safety is moot and she has already attended the training. Ms Willis questioned why is not the Fire Department attending the trainings? Administrator Dean stated that the Fire Chief requested she attend.
 11. Ms Willis stated that she is requesting edits to the 9-19-17 minutes and requested the tape of that meeting be saved. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, not to approve the 9-19-17 minutes at this time and for Ms Willis to submit corrections to the 9-19-17 minutes to the Administrator.
 12. Ms Willis questioned if the Town has an updated inventory from each department. It was noted that the last inventory was conducted in 2013. Ms Willis would like the Town to keep a rolling inventory suggested the Select Board keep it's own inventory. Historically each department keeps their own inventory. The Administrator will contact departments to update inventory.
 13. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign vendor warrants #1818 for \$121,269.08, #1819 for \$61,675.82, #1820 for \$129,649.61, #1821 for 867.22 and #1822 for \$3,598.27. Payroll warrants were not presented.
 14. Ms Bandy reported that trainings for the ACO position are held in Boylston and that an ACO is not required to complete a 12-week training course. The Board approved posting ads for the ACO position in conjunction with the Town of Heath. Ms Bandy reported that the Police Department does not care to take up the ACO job.
 15. The Board will approach possible candidates to fill the 2 vacancies on the Capital Planning Committee.
 16. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to acknowledge: Vocational Education Advisory Committee minutes from the 10-17-17 meeting and the Supporting Student and Community Success: Updating the Structure and Finance of Mass. Regional School Districts document.
 17. Ms Willis reported that bills with errors are being returned by the Accountant with forms. The Accountant has new employees who work only by the numbers provided by Departments.
 18. The update on a windshield survey was moved to the next meeting.
 19. Ms S Reynolds reported that preliminary work for the 2 Maxwell bridges is being conducted. The deck is being poured on 12-5-17 on one of the Route 8A bridges.
 20. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to wait for an update regarding a meeting with Crocker from the Broadband Committee before any further action is taken.
 21. Ms Bandy reported that the edited version of the Recreation Tax Legislation was submitted to the Senate Counsel who has forwarded it to the Dept. of Revenue. The portion of the legislation regarding tax abatements is being considered.
 22. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to

- acknowledge a memo from the Ambulance Director that outlines mutual aid with the Towns of Shelburne Falls and Colrain.
23. The Board received an Zoar Fire and EMS Administrator job description which was submitted by Fire Chief Annear. The Board questioned where Chief Annear obtained this document. Ms Willis stated that the Town needs more volunteers rather than creating a new position. As Chief Annear's resignation is effective January 1st, it was agreed that there is not enough time to combine a Fire Chief position with another Town. It was also agreed that an interim Fire Chief position would be advertised with the position to end June 30, 2018. The position will be for a weak Fire Chief.
 24. Eric Dean suggested possibly another Fire Chief from another Towns Fire Department be chosen.
 25. Ms S Reynolds stated that no one in the Fire Department wants to take on the role of Fire Chief and that the Fire Department would like a Chief from outside of Charlemont.
 26. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to advertise the interim Fire Chief position, Ms Bandy will post the position. The Executive Secretary will create a short ad to forward to Ms Bandy on Tuesday morning.
 27. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to solicit letters of support from Congressman Neal, Senator Warren and neighboring Towns regarding the Assistance to Firefighters' grant for a new brush truck.
 28. Ms S Reynolds explained that the shared police services agreement between the Town of Charlemont and the Town of Heath was just edited today and requires additional review of the Select Board before the document is considered. Ms S Reynolds further explained that with Mutual Aid, Towns can serve others if they are called. With a shared services agreement, each Town can patrol in other Towns without being called. Another change would be the added expense to change the emblems on uniforms and vehicles to include the Towns included in the agreement. The Board will review the edited shared police services agreement and forward edits to Ms S Reynolds via the Administrator by December 14th.
 29. The Board agreed that the Town can not afford to enroll in the Shared Human Resource Program offered by the Franklin Regional Council of Governments.
 30. Discussion of a draft lease for use of the Town Hall parking lot was deferred until the next meeting.
 31. The Administrator will pull together a document that shows the last 12 months of revenues and expenses for the Transfer Station.
 32. Ms Willis stated that she feels the e-mail titled Town Business and Citizen Concerns of November 20th created and sent by the Town Administrator could present the Town with a legal liability. Discussion of named employees within that document is not OK. Ms Willis further stated that the document was not sent to the employees named in the document and she feels employee rights have been violated. Ms Willis stated that other such documents have been sent in the past and the Town could be potentially liable for putting such items in a public document.
 33. Ms S Reynolds stated that she has pulled several job descriptions with the intent to define positions. Ms S Reynolds will be speaking with employees regarding their position duties.
 34. The Administrator was requested to send the MIIA rewards program documents to the Departments for their review and possible interest.
 35. Business being concluded, the meeting was adjourned at 9:50 P.M.

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 Board of Selectmen.

Documents reviewed by the Board

KP Law invoice #113879,

Request to purchase a projector, screen and 3year protection plan

Request to allow A.L. Avery & Son to sell Transfer Station bags
split and single tax rate results documents

9-19-17 minutes

vendor warrants #1818 for \$121,269.08, #1819 for \$61,675.82, #1820 for \$129,649.61, #1821
for 867.22 and #1822 for \$3,598.27

Vocational Education Advisory Committee 10-17-17minutes from the 10-17-17

Supporting Student and Community Success: Updating the Structure and Finance of Mass.
Regional School Districts document.

Memo from the Ambulance Director

Shared police services agreement between the Town of Charlemont and the Town of Heath

Shared Human Resource Program offered by the Franklin Regional Council of Governments

MIIA rewards program documents