

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

January 8, 2018
Page 1 of 3

The meeting was convened at 7:00 P.M. by Chair Sarah Reynolds. Board member Marguerite Wills, along with Administrator Peg Dean, also attended the meeting. Beth Bandy was absent.

1. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve: payment of a KP Law invoice; purchase of Microsoft 365 subscription for the Police Department; Transfer Station to purchase a snow blower and gloves.
2. Ms Willis stated that the Accountant suggests the Microsoft 365 subscription be expended out of the Police budget.
3. Ms Willis stated that she sees no value to the Town to be a member of the MMA at \$500/year membership fee. Ms Willis stated that she does not see any value for the Administrator to attend the Mass. Municipal Assoc. Annual Conference. Administrator Dean stated that she has already signed up for the Conference but is asking for the Town to allow her to take personal time to attend. The Board suggested the Administrator receive approval to attend before signing up. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to allow the Administrator to use personal time to attend the MMA conference.
4. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to grant permission for the Executive Secretary/Town Clerk to use vacation time January 22-January 26.
5. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign the minutes for 12-4-17, 12-18-17, 12-21-17 and 12-4-17 meetings. The 9-19-17 minutes were held and will be edited.
6. Ms Willis will review, and sign payroll warrants outside of a meeting for 6 months subject to any laws regarding this action that may be found by the Administrator.
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign payroll warrants: 1811 for \$7,953.95; 1815 for \$15,448.18; 1805 for \$8532.68; 1820 for \$9,870.71; 1822 for \$20,467.30; 1821 for \$23,094.33; 1802 for \$8,723.37; 1752 for \$16,338.93; 1753 for \$35,981.39; 1808 for \$11,558.61; 1818 for \$11,392.65; 1819 for \$8,204.84; 1813 for \$9,680.35; 1814 for \$8,552.47; 1742 for \$7,470.93; 1804 for \$10,366.98; 1807 for \$9,682.46; 1812 for \$9,413.05; 1816 for \$9,232.78; 1817 for \$9,038.65 and vendor warrants: 1825 for \$192,143.82; 1826 for \$103,836.14; 1807 for \$8,892.61.
8. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign the Municipal Vulnerability Preparedness Program Memorandum of Understanding from the Franklin Regional Council of Government and Tighe and Bond scope for service.
9. Upon the recommendation of Ms Willis, the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to defer action regarding the Wood Pellet Bag Shed Memorandum of Understanding, having the Memorandum re-appear on the agenda on June 1st.
10. Ms Willis stated that she will be responding to Franklin County Municipal Wage & Salary Survey and the Municipal Directory to express her concerns regarding these documents.
11. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to acknowledge receipt of: Franklin Regional Retirement System Assessment changes; Flexible Grant Program from the Mass. Broadband Institute; FY 2018 Franklin County Municipal Wage and Salary Survey and Municipal Directory.
12. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to donate Fire

Department helmets and boots to a local junior fire program and a stretcher to the Historical Society.

13. Interim Fire Chief Dennis Annear was recognized at 7:15 P.M. Chief Annear stated that he is confused if his position is one of a strong or weak Chief. Research will be conducted to see if the Town held a vote regarding the strength of the Fire Chief position. Chief Annear stated that his main goal is to build up the Fire department.
14. The Select Board's priority is the morale of the department. Chief Annear stated that he realizes the department is not a monolithic one. The radio system needs upgrading and the Franklin County Fire Chiefs Assoc. meetings need to be better attended.
15. The Select Board has not discussed the Fire Department budget. The Fire Department budget will be provided to the Chief.
16. Minutes of the Capital Planning Committee will be provided to the Chief along with the Committee's recommendations. Ms S Reynolds stated that the Chief should be reviewing the departments budget and the Chief should be forming his own opinion regarding the departments' budget.
17. Chief Annear informed the Board that the Towns share of a grant to purchase a new brush truck will be \$8,900. The grant for the Jaws of Life and department training will require a 5% match from the Town, although the Town may apply for financial need.
18. The Board agreed to sign a letter stating that Dennis Annear has been hired for a part time position with the Town
19. Chief Annear stated that he is expected to respond to emergency calls 24/7 with a salaried position, his private vehicle is not covered by his insurance. Chief Annear is asking permission to bring the Fire Chief vehicle to his residence. The Board will revisit this discussion later.
20. Chief Annear will be allowed ample time to absorb the Fire Department current and future budget.
21. The Board confirmed their appointment with the joint budget committee for January 13.
22. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to change the location of the All Board meeting to the Town Hall.
23. The Board reviewed the All Board meeting agenda and discussed how the meeting would be conducted.
24. The Board will review their FY 2019 budget and re-visit the budget during the next meeting.
25. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to accept the Mass Works 8A bridge repair contract extension to June 30, 2018 to allow for paving in the spring.
26. Ms Willis reported that there is a possibility of a wireless petition circulating.
27. Ms Willis reported that Transfer Station turnovers are up to date. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, that Transfer Station turnovers are required on a weekly basis and failure to do so will result in a written notice, with 3 notices maximum.
28. Ms Willis stated that there is a delayed delivery with e-mails. The webmaster will be consulted regarding this issue.
29. The exercise equipment, purchased with a grant, located in the Fire House will be inventoried.
30. The Board unanimously voted to accept the windshield survey of property conditions along Main Street that was conducted by the Franklin Regional Council of Governments. The Administrator will research the next steps.
31. Ms Willis stated that she is finding some overlap/conflicts regarding employee job descriptions and feels the Select Board needs to discuss this issue.
32. It was stated that drug testing results for employees have been sent out via e-mail and

Employees' privacy rights have been violated. This has happened twice in one month. If the Administrator is unsure as to what confidential information is, questions need to be asked before it is sent out. Now employees are not comfortable with e-mails going out.

33. Ms Willis stated that Capital Planning Committee member Ron Smith has been designated as the minute taker for their meetings. The Administrator has volunteered to take the Committee minutes, clean out closets, clean off vehicles which is not under the Administrator's job description. Ms Willis feels the Board does not have a handle on the Administrator's day to day tasks.
34. The Administrator will find out if Mohawk will be conducting a group buy in regarding the Franklin Regional Council of Government's regional electricity aggregation project. The Administrator will also contact the Colrain Coordinator to obtain more information regarding this project.
35. Department of Energy Resources' Jim Barry will be invited to a meeting to speak with the Board regarding Green Communities.
36. Town Clerk Kathy Reynolds will research the procedure used by other Towns regarding the distribution of the Summary of the Conflict of Interest Law.
37. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign the 9-19-17 meeting minutes.
38. Business being concluded, at 9:35 P.M. the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to adjourn the open meeting and enter into executive session under reason #7 – to comply with the health insurance portability and accountability act of 1996, and not to enter back into 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 Board of Selectmen.

Documents reviewed by the Board

KP Law invoice
12-4-17, 12-18-17, 12-21-17, 12-4-17 and 9-19-17 meeting minutes
Payroll and vendor warrants
Municipal Vulnerability Preparedness Program Memorandum of Understanding
Wood Pellet Bag Shed Memorandum of Understanding
Franklin Regional Retirement System Assessment
Flexible Grant Program from the Mass. Broadband Institute
FY 2018 Franklin County Municipal Wage and Salary Survey
Municipal Directory
All Board meeting agenda
Franklin Regional Council of Governments windshield survey
Franklin Regional Council of Government's regional electricity aggregation project information

