

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

February 5, 2018
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The meeting was convened at 7:00 P.M. by Chair Sarah Reynolds. Board members Marguerite Wills, and Beth Bandy, along with Administrator Peg Dean, also attended the meeting. No one was absent.

1. The Board discussed the need for an appointment with Bob Dean to discuss the Franklin Regional Council of Governments' Electricity Aggregation Project. Ms Willis stated that she is willing to attend meetings and made a motion to inform the FRCOG that Charlemont is ready to move forward with this project. The Board unanimously voted, Ms S Reynolds, Ms Bandy, Ms Willis, to cancel their 8:00 P.M. appointment with Mr. Dean and inform the FRCOG that Charlemont will be participating with the Electricity Aggregation Project.
2. The Board unanimously voted, Ms S Reynolds, Ms Bandy, Ms Willis, to approve payment of a KP Law invoice; adding Abandoned Housing Phase II to the FRCOG's local technical assistance priorities list; payment of the Franklin County Select Board Assoc. dues.
3. Ms Willis asked if the Administrator's use of flex hours was discussed at the time of hire. Ms Bandy stated that the Administrator has had child care issues and the Town has always worked with employees around these issues. Ms Willis questioned what the public expectations are regarding availability. Administrator Dean stated that the vacation days requested are ½ days and she will be in the office during the afternoon hours. Ms S Reynolds stated that the Board needs to not make an acceptance for one employee and not the others. Ms Bandy stated that she feels a flexible schedule is needed in this day and age. Ms Willis asked if scheduling was discussed at the time of hire. Administrator Dean answered that the Board at that time agreed with a flexible schedule as the Administrator's position is over 40 hours per week. Ms Bandy stated that the Town has always been flexible with employees work hours.
4. Ms Bandy made a motion to approve the Administrator's request for a change of hours and use of vacation time. The Board voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – nay, to approve the Town Administrator's change office hours for February through June and request for use of vacation time.
5. Ms Willis reported that the Franklin Regional Retirement System is contemplating the option of providing a 3% cost of living increase to eligible retirees. The social security cost of living allowance is 2% and Ms Willis requested the Board to draft a letter to the Retirement System that recommends the same living increase as social security. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to have the Executive Secretary draft a letter to the Retirement System as recommended by Ms Willis.
6. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to approve and sign the 1-10-18 meeting minutes. Ms Willis would like the 1-22-18 minutes to be redrafted.
7. The Board unanimously voted, Ms S Reynolds - yes, Ms Bandy - yes, Ms Willis - yes, to approve and sign: payroll warrants 1826 for \$12,855.82, 1825 for \$14,666.53, 1824 for \$14,625.25, 1823 for \$17,269.07, 1830 for \$8,071.12, 1829 for \$11,546.85, 1828 for \$13,026.65 and 1827 for \$13,450.36; vendor warrants 1830 for \$188,552.35, 1829 for \$69,682.78, 1830 for \$49,019.76 and 1831 for \$35,738.97; 2018; ABCC seasonal population increase estimation form; 2018 ABCC renewal certification form; Mass Dept. of Fire Services

- Student Awareness of Fire Education award and Senior SAFE grant award; Executive Office of Elder Affairs Council on Aging grant award
8. Interim Fire Chief Dennis Annear was recognized. Chief Annear suggests the Fire Chief job description needs changes. Chief Annear stated that the Fire Department feels pushed back from events because of the event rate charged for Fire Department attendance. Most of the Fire fighters feel \$34.00 per hour would be an adequate rate to charge. Ambulance Director Dana Johnson provided the history of detail rates which has always mirrored the Police detail rate policy. The Ambulance Department has not had any issues regarding the department's detail rate. Chief Annear stated that the reduced detail rate would be just for the Fire Department. Also, the Fire Department decides the number of department members needed per event. The Board was asked if an event disagrees with the stated fire department members required for an event, does the Select Board make the final decision. Chief Annear was informed by Ms Bandy that the Fire Chief has the final say regarding fire department needs for an event. Chief Annear will confirm the change in rate before the Board takes a vote for the change.
 9. Chief Annear reported that the \$5,000 article voted for fire department hose shall stand. Fittings for the hoses will be purchased out of next year's fire budget.
 10. The Board unanimously, Ms S Reynolds, Ms Bandy, Ms Willis, to recognize a letter from the Shelburne Fire Department thanking Charlemont for responding on 1-5-18 and a certificate from the Department of Fire Services delegating authority to Chief Annear.
 11. Chief Annear reported that he is finding that fire policies and procedures are increasing the need for additional paperwork. Chief Annear is working on the Fire Department budget and having productive discussions with the Fire department members. A private face book page has been created and each fire department member can receive notifications and information. Trainings are being conducted.
 12. Ms Bandy reported that the Town of Heath has found an interim Animal Control Officer. A joint e-mail posting advertising an ACO is needed in both Charlemont and Heath will be created. Charlemont Police Officers have been approached for the ACO position, no one is interested in the position. The Board realizes an ACO is needed to inspection applicants for kennel licenses. Ms S Reynolds will approach the interim ACO for the Town of Heath Melinda Herzig to see if she would be willing to cover Charlemont on an as needed basis. Administrator Dean will contact the Town of Greenfield ACO to obtain a per inspection fee amount for inspections conducted in Charlemont.
 13. The Board unanimously voted, Ms S Reynolds, Ms Bandy, Ms Willis, to acknowledge: letters of support for the Town's Assistance for Fire Fighters grant application; refund for inspection fees from the Franklin County Cooperative Inspection Program; Western Region Homeland Security Advisory Council flyer; Upper Pioneer Valley Veteran's Services District correspondence highlighting programs adopted by Greenfield; National Grid notification on how to reduce your energy bill; draft Mohawk School District FY 2019 assessments.
 14. The Board unanimously voted, Ms S Reynolds, Ms Bandy, Ms Willis, to accept a donation to the Charlemont Ambulance Service and for the Executive Secretary to draft a thank you letter to the donor.
 15. Ms Willis stated that reports from the Accountant do not need to be scanned and electronically sent by the Administrator. The accounts payable and monthly department reports are to be distributed and submitted in paper form as received from the Accountant.
 16. The Board reviewed their FY 19 budget.
 17. A separate budget line item will be created titled Vehicle Fuel. The Highway Department will

- have the authority over this account and will be monitoring and paying for all department fuels beginning July 1, 2018. Police, Fire, Ambulance and Highway will be removing their vehicle fuel sub accounts from their departmental budget.
18. The line item for Public Officials insurance will be removed and combined with the Property & Casualty Insurance line item.
 19. A new sub account will be created under the Transfer Station Department titled Contractor Snow Removal. In the past, his expense has been included within the Highway Department's budget. Since this is a Transfer Station expense, it will now be captured within the Transfer Station budget.
 20. The Executive Secretary explained that she is confused regarding her duties for the Annual Town report. Several years ago, Ms Bandy took over compiling the report to change the format of the report booklet. During this time, Executive Secretary still sent out deadline for submission of reports memo and collected the reports. Ms Bandy stated that when the Executive Secretaries hours were reduced in July of 2015, duties regarding Town Reports were removed from her job description. The Executive Secretary stated that this information was not provided to her.
 21. Ms S Reynolds will draft the Select Board Annual Town Report.
 22. The Board unanimously voted, Ms S Reynolds, Ms Bandy, Ms Willis, to spend up to \$6,000 for a preliminary repair report to be conducted by Gill Engineering for the long bridge. Ms S Reynolds will notify Gill Engineering of this vote.
 23. It was reported that the Town is still waiting for the Town Attorney to provide an opinion regarding the pole contract for broadband.
 24. Ms Bandy reported that there has been a change to the Recreation Tax bill and the Town is waiting for Senator Hinds office to respond to that change. The late payment fee rate may need to be voted at Town Meeting.
 25. The Board reviewed a 2018 Comstar Ambulance Billing Services bundled rate change form along with suggested new rates, effective 3-1-18, submitted by the Treasurer and Ambulance Director. The Board unanimously voted, Ms S Reynolds, Ms Bandy, Ms Willis, to change the rates as suggested.
 26. Ms Bandy reported that the RFP's for Ambulance Services are not completed. The Town of Hawley will be asked if they wish to be included in this RFP. Rich Filoramo would like the FRP's to be completed and sent out in a couple of weeks, with replies to be expected this spring. It was agreed that there is not enough time to have all the pieces together for Ambulance Services by Town Meeting.
 27. The Administrator was requested to research if the Town has accepted a law allowing it to spend funds outside of its budget in an emergency, when an Emergency is declared.
 28. The Executive Secretary will collect the Fire Department's mail at the post office. A key to the Fire Department's post office box will be provided to the Executive Secretary by the Administrator.
 29. The Administrator will investigate fees charged by Auction International to sell surplus equipment.
 30. Review of the unregistered vehicle bylaw was deferred until the next meeting.
 31. The bylaw prohibiting snow being pushed from a property onto a town road and the Town's complaint policy was deferred until the next meeting.
 32. Ms Willis stated that Senator Hinds suggested pursuing complaints of Verizon landline services as a Town. This subject will be placed onto the All Board Meeting agenda.

33. Ms Willis reported that the radios that will need to be purchased for the FRCOG emergency radio upgrade will, at a minimum, cost \$40,000 per system.
34. Business being concluded, the Board unanimously voted, Ms S Reynolds, Ms Bandy, Ms Willis, to adjourn the open meeting at 11:00 P.M. and enter into executive session to approve Executive Session minutes and to follow up from a 1-22-18 Executive Session for reason #1, to address a complaint against an employee, and to not 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

Notice of the Franklin Regional Council of Governments' Electricity Aggregation Project
KP Law invoice
Franklin County Select Board Assoc. dues notice
Administrator's request for a change of hours and use of vacation time
1-10-18 and 1-22-18 meeting minutes
Regional Retirement System notice regarding providing a 3% cost of living increase to retirees
ABCC seasonal population increase estimation form
2018 ABCC renewal certification form
Mass Dept. of Fire Services Student Awareness of Fire Education award
Senior SAFE grant award
Executive Office of Elder Affairs Council on Aging grant award
Shelburne Fire Department thanking Charlemont for responding
Certificate from the Department of Fire Services delegating authority to Chief Annear
Letters of support for the Town's Assistance for Fire Fighters grant application
Refund for inspection fees from the Franklin County Cooperative Inspection Program
Western Region Homeland Security Advisory Council flyer
Upper Pioneer Valley Veteran's Services District correspondence
National Grid notification on how to reduce your energy bill
Draft Mohawk School District FY 2019 assessments
Donation to the Charlemont Ambulance Service
Select Board FY 19 budget
2018 Comstar Ambulance Billing Services rate change form

