

Select Board meeting minutes

April 16, 2018, Town Hall, Charlemont, MA

In attendance: Select Board Chair Sarah Reynolds, Select Board members Beth Bandy and Marguerite Willis; also in attendance Town Administrator Peg Dean

1. The meeting was called to order 7:05 pm.
2. The agenda item to review position descriptions was held until the next Select Board agenda.
3. There was a question from the Select Board about whether the Reverse 911 was programmed solely for the seniors; the response was no not at this time. **Action:** On a motion from Sarah Reynolds, 2ndd by Marguerite Willis, the Select Board voted no to the agenda item, “request from the Council on Aging to put out a Reverse 911 or robo call to invite seniors to attend their Senior Program Wednesday May 9th at 10:30 am when Charlemont Fire Department personnel will offer some useful safety tips for seniors and seniors will have an opportunity to sign up for a free home inspection at which time free safety equipment may be available.” Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes. Instead, can the Council on Aging suggest an alternate method? Marguerite Willis will contact Camille White.
4. To the request to purchase an audio recording for Town Administration, **Action:** On a motion from Sarah Reynolds, 2ndd by Marguerite Willis, the Select Board voted no to the agenda item, purchasing an audio recording for Town Administration, alternatively suggesting recording to the Administrator’s computer. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.
5. Discussing the agenda item “The Franklin County Solid Waste Management District’s request to send out the annual buy recycled memo to all,” **Action:** On a motion from Sarah Reynolds, 2ndd by Marguerite Willis, the Select Board voted yes, to distributing the memo with revisions stating “the memo is a requirement that can affect our funding.” Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.
6. Discussing March fuel invoices, the Select Board questioned why fuel adjustments from July – February hadn’t already been completed. The Town Administrator explained that the Accountant is looking for authorization from the departments to make the adjustments and the motion made in the last meeting by the Select Board to go ahead with the proposed changes hasn’t been provided by way of the draft minutes, that alternatively if they can make a motion the adjustments can take effect immediately upon me providing a copy of the motion to the Accountant tomorrow. **Action:** On a motion from Sarah Reynolds, 2ndd by Marguerite Willis, the Select Board approve the Accountant make the adjustments for July – February as stated in the Fuel_FY18_July - Dec_REVIEW_BMAPeer_approved.xlsx and the Fuel_FY18_Jan - Feb_REVIEW_BMAPeer.xlsx spreadsheet(s), and for the March invoices to be approved with corresponding adjustments made. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.
7. There was a discussion about the Town’s Accounting services, emphasizing their priority is free cash.
8. There was a discussion about the budget process. The Finance Committee will recommend/ not recommend at their last budget meeting. They need the full budget and the funding sources before being able to make their recommendations.
9. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board approved and

signed the Select Board meeting minutes for 3-19-18 and 4-9-18, payroll warrant PR 1841 in the amount of \$7,455.17, vendor warrant AP 1841 in the amount of \$11,393.84, the application to Massachusetts Department of Transportation for (3) three Route 2 crosswalk permit(s), and the reserve Fund Transfer form to move \$12,000 to Franklin Tech/ Smith Vocational Transportation Account. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.

10. Discussing the agenda item “Appoint: Capital Improvement/ Planning Committee member,” the Select Board would like the Capital Improvement/ Planning Committee to be made aware of and review the fire alarm and monitoring quotes and the potential new Highway boiler. Related to the Library’s inquiry into options for panic buttons, the Select Board recommend four instead of two. The Select Board would like the Capital Improvement/ Planning Committee to take up the fire alarm system during next year’s budget season, with the immediate needs being addressed out of the Town’s maintenance budget. Talking through the details about what the Town’s options are, the Select Board would like the New England Fire and Security contract pulled up to see whether the equipment can be used by other companies. The other suggestion would be to watch for other grant funds, consider applying for the MIIA grant next year to help offset the cost of alarming the Highway Garage. Let Andrea Bernard know that the panic buttons were discussed and that if the Trustees are interested and want something more immediately, we would like to do this comprehensively to be most cost-effective if they can wait until next year.

11. Regarding the Accounting agenda item, the Select Board will rename the Accountant’s “Schedule B” as “Charlemont schedule” and will make town specific edits. Marguerite Willis will work with the Administrator on these changes. It will come before the Board and be voted.

12. The Select Board discussed the Annual Report. Beth Bandy received the Memorials and the Select Board’s report today. Sarah Reynolds will work on getting a picture of Ted Willard for the report. Beth will contact the jail about printing details. The Select Board discussed missing reports. The Town Administrator sent reminder emails to the Police, Fire, the Emergency Manager, and Planning Board Chair. The Select Board would like another reminder sent. The Town Administrator will also send a follow-up request to Franklin County Technical School.

13. Next on the agenda was approving draft warrant articles from the Executive Secretary to go to Town Counsel. Sarah Reynolds wanted to present the Highway Department’s concerns about how the articles are written, that trying to combine all items is setting them up for failure. Sarah Reynolds has already asked Kathy Reynolds about what it would look like to separate the articles; The Select Board were provided a list of revised articles and ballot questions from Kathy Reynolds, “Revised - FY19 Ballot questions-articles.DOCX”. It was explained that putting the articles on the ballot and presenting them to Town Meeting does not necessarily mean supporting the articles; it allows for the Town to decide whether to fund the articles. The Select Board discussed the calendar and determined that they can wait to approve the warrant articles not related to the ballot questions on April 30. **Action:** On a motion from Beth Bandy, 2nd’d by Sarah Reynolds, the Select Board approved the Town of Charlemont FY19 Proposition 2 ½ ballot questions and the warrant articles presented tonight, broken out as questions 1-5. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.

14. **Action:** On a motion from Marguerite Willis, 2nd’d by Beth Bandy, the Select Board approved presenting the following three (3) articles at Town Meeting: 1) Recreational Marijuana Local Option Tax, 2) Green Communities stretch code, and 3) OPEB language. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.

15. The Select Board discussed whether to approve the extra hours requested by the Interim Fire Chief. It was Beth Bandy’s hope that the Select Board would have received something from the Fire Chief in advance of

this conversation outlining what his recommendations what the Town needs but was instead asked by the Fire Chief to outline what the Select Board envisions for the position. The Interim Fire Chief met with the Marguerite Willis that morning; Dennis Annear expressed wanting the Strong Chief statute adopted. Dovetailing into this, the Emergency Management Director (EMD) is resigning (and will be providing a flash drive, the fire radio and his formal resignation to the Town). Marguerite Willis recommends Dennis Annear for the EMD position and doesn't want the Town to lose traction with its initiatives to create a binder for emergency response, and better prepare for this fall's potential tabletop exercise. She recommends they continue with an Interim Fire Chief for the next year until they can see what a study produces for recommendations to change to more of a regional model. Regarding his participation in other organizations and the hours committed towards them, are those directly related to the Fire Chief position? Sarah Reynolds is pleased with the Chief's production to date, for example, his participation in regional meetings that are benefiting the town. Can they see what the benefit of the investment in extra hours is providing to the Town as a value proposition for Town Meeting? Consider changing the position next year. Beth Bandy is happy to work on an interim basis on the conversation about sharing fire services. Sarah Reynolds will ask Counsel if they can extend the contract for the Interim Fire Chief for another year. They discussed whether they are comfortable with increasing hours. There will be an increase in fire's fuel expenses traveling to work-related meetings. Marguerite Willis brought up that Dennis Annear expressed wanting to get paid as much as the Police Chief. Discussion ensued about what the different roles in Town are. Sarah Reynolds outlined that the Police Chief is running the schedule for the month and during summer he is scheduling river patrol; he is guaranteed 16 hours a week which doesn't equal the amount of work he is doing. The Police Chief has a certain amount of training he must fulfill. It was acknowledged that Departments comparing salaries and wages is a recurring theme. Beth Bandy suggested needing to lay out the credentials for positions, number of hours for training, hours for work, what the work consists of, the level of responsibility, to map the proper salary, that this ties back to the position description review process. They discussed the 3.9% increase on Police salaries being requested, that the Chief wants it to cover previous COLA increases. The Fire Chief is currently paid for 7-10 hours per week and is requesting an increase to 16 hours per week. Per Marguerite Willis, he is trying to work on morale and training, and trying to see what he can bring back to the department. Beth Bandy doesn't feel like they have enough information to bring the increase to Town Meeting. There was a discussion about the \$1,560 being requested for Fire Station custodial services, at \$15/ per hour and whether the Town Hall custodian wage is higher, yes. Marguerite would support creating a new custodian line item. **Action:** On a motion from Marguerite Willis, 2ndd by Beth Bandy, the Select Board voted to approve last year's Fire Chief and Other Fire salaries, with a new line item, "fire department custodian" account, for \$1,560. The motion passed, Ms. S. Reynolds, – no, Ms. Bandy – yes, and Ms. Willis – yes. Sarah Reynolds will let the Fire Chief know.

16. There was a question about whether the winter fuel needs to be kept separate from other fuel with the new town fuel account. Sarah Reynolds assured that no the key fobs will allow the Highway Department to see when winter fuel is used.

17. The Select Board discussed the 2% salary increase. Marguerite Willis asked what the total increase looks like. The Town Administrator gave a total that didn't include the Police salaries and asked for a few minutes to recalculate the number. The Select Board went on to other agenda items while waiting for their numbers.

18. **Action:** On a motion from Marguerite Willis, 2ndd by Beth Bandy, the Select Board voted to approve the contract to engage J.H. Maxymillian's services for construction, approve the Chair signing the contract outside of a regularly scheduled meeting, and approve and sign the letter to Massachusetts Department of Transportation requesting additional funds for potential construction overages. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.

19. The Town Administrator gave the total for the 2% salary increase's impact on the budget as \$11,451.75. There was a 0.3% COLA increase last year, and none the year before that. **Action:** On a motion from Marguerite Willis, 2ndd by Beth Bandy, the Select Board voted to approve the 2% salary increase. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.

20. It was determined in the past two weeks that this year's transportation line is going over and a reserve fund transfer is being requested at the next Finance Committee meeting to cover the deficit. **Action:** On a motion from Sarah Reynolds, 2ndd by Beth Bandy, the Select Board voted to increase the Franklin Tech/Smith Vocational Transportation, account #: 01-320-5330 to \$46,000. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes. The Select Board asked that the budget is sent to Amy Wales with changes.

21. Regarding Accounting, Marguerite Willis has confirmation that the money remaining from the bicentennial of \$5k+ is correct, confirmed by Cathy Buntin. The Select Board can move that to free cash. The Select Board want clarification how to close out accounts to be ready for next meeting.

22. Beth Bandy gave an update on Broadband, that they haven't met with Comcast and that MBI postponed the meeting a few times. There was also the recent departure of Ed Donnelly from MBI to go to AT&T. The meeting was supposed to happen last Wednesday and is now scheduled for next week, summing up that there has been quote a bit of uncertainty there. There was also an article in the Berkshire Eagle about New Marlborough that was given a deal by Comcast that turned out to not be exactly what they thought. It is currently scheduled for Wednesday 11am. Marguerite Willis asked how Wired West dues tie into this conversation, which Beth Bandy clarified doesn't. The Town Administrator mentioned that Bob Handsaker is talking to Rich Filoramo right now about it and it will be on your next agenda item to vote whether to pay the dues again this year.

23. The House still has the Recreation Tax; Representative Mark has it and is waiting for the article to come through. It has to go through by June 30th. They are considering whether there needs to be enough time if the Governor vetoes the vote, which would then require a voice vote from both the House and Senate.

24. Beth Bandy gave an update on the Ambulance. There is a workgroup meeting on Saturday, April 28th with Rich Filoramo, Ron Smith, and Hussein Hamden next week. Nothing substantial has changed in them in the past two years. There are two versions, one that 24-7 and one that is 12-7 that have both been updated.

25. The Select Board would like to participate in the Shared Services for Fire and Ambulance meeting when it is scheduled.

26. Discussing police shared services Marguerite would like the study committee to look at changing the name to a Police shared services study instead of the West County Police Cooperative study. Marguerite Willis reviewed with Sarah Reynolds the edits she had to the police agreement. Sarah Reynolds will review the edits to ensure they can be applied to the agreement though Heath has already signed it and will report back to the next meeting. **Action:** On a motion from Sarah Reynolds, 2ndd by Marguerite Willis, the Select Board approved the agreement with changes. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes.

27. Sarah Reynolds attended a Hawley Select Board meeting to discuss continuing to share equipment for the mower and the chipper. Hawley's Select Board is in favor. The language for sharing will be expanded to include other equipment. They discussed in future years having a small excavator instead of just the loader; that was something from the surplus equipment that they could actually get that would be useful. They also talked

about discussing what things they would be purchasing so that they weren't purchasing the same equipment.

28. Marguerite Willis attended the Hampshire Council Group Insurance Trust and reported back how the Committee voted. They had a report in January where it was recommended that they have a 4.7% increase, although it should've been more like 10%. They had to re-vote it because the teachers' unions and a lot of firefighter's unions threatened a lawsuit. This puts us in the same category as Amherst which has put them in serious financial trouble right now. They are changing their insurance to match the towns' fiscal year, which means for three (3) months they will not have reinsurance for the major losses \$275k, and there are anywhere from 4-12 claims a year, worth every penny. The premium of \$465k will not have to be paid for that quarter, providing a cushion should there be a claim during that time. Marguerite Willis will give all of this information to Kathy Reynolds.

29. Marguerite Willis had a few updates. She is staying on top the opportunity to aggregate electricity. She made sure the other Select Board members were aware the Town does not have to vote on the Buckland-Shelburne related article; it doesn't need to go on the warrant, which is good news. Marguerite Willis left the census materials from a meeting she attended for Kathy Reynolds to have. She will go over the information with her sometime in the future.

30. **Action:** Asked about the Emergency Management Director position, Marguerite Willis makes a motion, 2nd'd by Beth Bandy, that the Select Board ask Dennis Annear if he will take on the role on an interim basis. Voted unanimously, Ms. S. Reynolds, – yes, Ms. Bandy – yes, and Ms. Willis – yes. Sarah will ask Dennis tomorrow night.

31. All additional business was tabled until next time. **Action:** on a motion from Sarah Reynolds, 2nd'd by Beth Bandy, the Select Board adjourned their meeting at 9:27pm.

Respectfully submitted by Peg Dean 6-19-18

Draft minutes until approved by Select Board

Documents viewed:

- PR 1841 in the amount of \$7,455.17
- AP 1841 in the amount of \$11,393.84
- Dell.com – Olympus VN – 541-Voice recorder – 4 GB
- FCSWMDCharlemont BR memo 2018.pdf
- Email_FCSWMDCharlemont BR memo 2018.pdf
- Select Board meeting minutes for 3-19-18, 4-9-18
- March fuel invoices.pdf
- MassDOT_permit_crosswalk.pdf
- Accountant_Reserve Fund Transfer Form_Voke Transportation.pdf
- ATM_article_capital requests_and ballot language.pdf
- Revised - FY19 Ballot questions-articles.DOCX
- ATM_article_rec marijuana tax.pdf
- ATM_article_Stretch Code_See page 2 paragraph 4_GUIDANCE FOR GC CR 5 Fall 2018.pdf
- Email_article_OPEB language.pdf
- 4TH DRAFT FY 2019 Budget Worksheet (005).xlsx
- Bridges_Letter to MassDOT requesting more grant money.pdf
- Grant_MSBP_construction contract_half executed
- Shared Services_Police Agreement.pdf
- Email_Re: calendar; Sent: Friday April 13, 2018 11:13 PM; To: administrator@townofcharlemont.org

- Product Description for Olympus VN-541 PC – Voice Recorder – 4GB
- Fuel_FY18_July - Dec_REVIEW_BMAPeer_approved.xlsx and the Fuel_FY18_Jan - Feb_REVIEW_BMAPeer.xlsx
- Revised - FY19 Ballot questions-articles.DOCX
- West County Police Cooperative Agreement