

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

July 9, 2018
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The meeting was called to order at 7:00 P.M. by Chair Sarah Reynolds. Select Board members Marguerite Willis and Beth Bandy, along with Administrator Dean, also attended the meeting. No one was absent.

1. The Treasurer's job description will not change. A sentence referring to the duties included in the Accounting Schedule B will be added.
2. The Board discussed possible changes to the Town Administrator job description. The Board will revisit this subject in a future meeting.
3. Marcia, Bill and Dylan Tucci attended the meeting to begin discussions with the Town regarding a host community agreement for a recreational marijuana establishment. It was explained that the agreement will have a community impact fee and a 1 up to 3 percent tax coming back to the Town. The product will be grown in a greenhouse with light and heat. This business is for cultivation only. A community impact meeting for the public will be held. A draft Host Agreement will be sent to the Board for their review.
4. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve:
 - Distributing the revised Employee Handbook
 - Pursuing META funds for a professional technical assistance for Solar opportunities
 - Executive Secretary/Town Clerk vacation request
 - Administrator vacation request
 - KP Law invoice
5. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign:
 - Meeting minutes for 6-18-18 and 6-29-18
 - Payroll warrants: 1849 for \$13,304.51 and 1850 for \$17,683.93
 - Vendor warrants: 1854 for \$43,866.18, 1901 for \$258,952.22, 1901-1 for \$25,886.53, 1953 for \$31,240.57
 - Warfield Road curb cut application
 - Letter to enforce the unregistered vehicle bylaw
 - Mass Works grant letter of support for the Town of Heath
 - Transfer Station Lease Agreement with the Town of Shelburne
 - 1 day liquor license for Berkshire East (Ms S Reynolds recused)
6. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to acknowledge a letter from Marguerite Willis to the Undersecretary for the Department of Housing and Community Development.
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to appoint Sarah Reynolds and Gisela Walker to the Earth Removal Committee.

8. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to accept the Highway Superintendents recommendation to accept all bids received for the FY 19 Highway Equipment rental.
9. Ms S Reynolds will work with the Administrator regarding the BUILD grant for planning.
10. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve and sign the Mass Works grant close out form for the Legate Hill and Route 8A bridge repairs.
11. Members of the Broadband Committee (Cheryl and Bob Handsaker and Trevor Mackie) and members of the Finance Committee (Amy Wales, Ron Smith, Vaughn Tower, Lynn Hathaway and Rich Filoramo via telephone) attended the meeting to discuss to conduct end of the year transfers and broadband bidding. A letter giving WG&E permission to bid on the Town's behalf will need to be created and signed by the Select Board. If Comcast is chosen to bid, the Town vote to borrow would need to be re-voted and payment would be done through the Cherry Sheets. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to authorize WG & E to bid on the Town's behalf with the Town of Rowe.
12. Ms Willis reported that she has discussed additional Accounting charges with the Accountant. The Town will receive a credit in July in the amount of the additional charge that the Town incurred in FY18.
13. Ms Willis questioned if the town can insure for liability only the properties taken by tax taking. The Executive Secretary will research insurance options for these properties.
14. The Board and Finance Committee unanimously voted, with the Accountant Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, Ms Hathaway -yes, Ms Wales – yes, Mr. Smith – yes, Mr. Tower – yes, to approve the following end of the year transfers submitted by the Town Accountant:
 - \$ 1,432 from the Public Officials Insurance to; Executive Secretary \$1, Secretary to the Boards \$13, Treasurer Salary \$3 and Medicare account \$1415
 - \$814 from Public Officials Insurance to Property /Liability insurance
 - \$4,645 from the Public Officials Insurance to Accounting Professional Services
 - \$1,582 from Veterans' Benefits to Town Electricity
 - \$965 from Veterans' Benefits to Town Garage Heat
 - \$19,878 from Veterans' Benefits, \$3,446 from Health Insurance, \$15,000 from Tax Title Exp, \$21, 845 from Franklin Tech Voc for a total of \$60,169 to Winter Roads
15. The deadbolt on the inside of the Town Hall handicap bathroom will be removed by the Custodian. The Executive Secretary will check to see if the Town holds keys to both bathrooms that can be used if an emergency should arise.

16. Administrator Dean reported that the Fire Chief would like to apply for a 50/50 grant through DCR with the 50% Town share to come out of the Fire Department budget. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve the request.
17. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve a request from the Fire Chief to purchase a desk top computer at a cost up to \$450.00, to be expended out of the IT expense account.
18. Detail rates for Special Events will be discussed at the next Select Board meeting.
19. The Board will appoint members to the Shared Police Steering Committee during their July 26th meeting.
20. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve spending up to \$800 to repair the fence at the 3 Town Landfill.
21. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to enter into discussions with the FRCOG for Regionalized IT services as long as the Town is not committed for the services.
22. The Administrator was requested to pursue the Community Development Block Grant and to ask for a windshield study of the Town.
23. The Board unanimously voted, Ms S Reynolds – yes, Ms Bandy – yes, Ms Willis – yes, to approve the Municipal Aggregation Plan and to post the aggregation documents to the website.
24. A draft lease agreement for parking at the Town Hall between the Town and Berkshire North Apartments will be sent to Town Counsel for review.
25. Ms Bandy submitted to the Board a letter of resignation from her position on the Select Board.
26. The Town Clerk was requested to provide the Board with a time frame needed to hold a local election to fill the seat held by Ms Bandy.
27. Business being concluded, the meeting was adjourned at 9:30 P.M.

Respectfully submitted

Kathy A. Reynolds
Executive Secretary

Approved by:
Charlemont Select Board

This document is to be considered a draft until approved and signed by the Board.

Documents reviewed by the Board

Treasure and Administrator's job descriptions
META information
Executive Secretary/Town Clerk vacation request
Administrator vacation request
KP Law invoice
Meeting minutes for 6-18-18 and 6-29-18

Payroll warrants
Vendor warrants
Curb cut application
Letter to enforce the unregistered vehicle bylaw
Mass Works grant letter of support for the Town of Heath
Transfer Station Lease Agreement with the Town of Shelburne
1 day liquor license for Berkshire East
Letter to the Undersecretary
FY 19 Highway Equipment rental bids and recommendation
Mass Works grant close out form for the Legate Hill and Route 8A bridge repairs
End of the Year transfer suggestions from the Accountant
Municipal Aggregation Plan
Draft lease agreement for parking at the Town Hall
Letter of resignation from Beth Bandy