

In attendance: Select Board Chair Sarah Reynolds and Select Board member Marguerite Willis; also in attendance Town Administrator Peg Dean.

1. Meeting called to order 7:01pm
2. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board accept the Town Administrator position job description as revised and voted on July 20, 2016 with the understanding this has no bearing on a recent executive session. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.
3. The Select Board tabled the agenda item regarding the Municipal Calendar and took no action regarding scheduling a meeting with Department Heads to get feedback on Technology.
4. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board approved the final energy audit reports for the Town Hall, Fire Station, and Highway Garage, requesting the reports be put on the website. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.
5. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board approved the Community Choice Power Supply Program Aggregation Plan effective 7-9-18. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.
6. The Select Board welcomed their 7:15 appointment with Marcia Tucci and Farm Bug re a Community Meeting and Host Agreement for recreational marijuana cultivation. In attendance were Marcia, Bill, Dylan, and Vaughn Tucci, Jay Hadden, Legal Counsel for Farm Bug and Eric Schwartz, co-founder of Farm Bug. The Tuccis have 80 acres on Mountain Branch Road, with 3 abutters. The goal is to have the farm-bug operation out of sight from the abutters, in somewhere between 5,000 to 20,000 square foot structures. There was discussion around security regarding the host community impact. A professional security organization will be hired; the security plan, per Farm Bug’s Counsel, will be addressed with and signed off by the local Police Chief in order to operate, with ultimate oversight of security falling under the Cannabis Control Commission (CCC). Marcia outlined that the operation is cultivation only, that they will harvest three times a year, to then dry and ship using reasonably sized vehicles comparable to courier vehicles. (Marcia promised abutters she would bring as a separate topic the maintenance of Mountain Branch Road to the Town asking to do so on a separate agenda.) The Farm-Bug Co-Op has held other community meetings, for instance in Buckland, where approximately 70 people were in attendance. Farm-Bug is responsible for putting on the meeting and fulfilling the public hearing requirements to provide 14 days’ notice. Marcia would like to try to squeeze the public hearing in before summer is over. Marguerite Willis asked about item 6. “Other Payments: In addition to any funds specified herein, the Operator will annually donate funds to local community initiatives in the Town in such amounts as it determines from time to time, with a target goal of \$_____ in donations per year.” Counsel outlined that the Town can collect a community impact fee based on items reasonably related to the Town’s impact at no more than 3%. He outlined how this could be interpreted, with the Town having the onus of determining at the end of the fiscal year for what Farm-Bug was reasonably responsible, whether that is overtime for police or funding for a community impact study for example. If the impact fee was interpreted in such a way, then a donation could be made by the operation to help the Town meet their own target goals as a non-obligatory gesture of good faith. Marguerite Willis asked to who the annual licensing fees are paid, to which they responded the CCC. Counsel will email the Town Administrator with an explanation of the donation to be forwarded to the Chair and Charlemont’s Counsel. Marcia Tucci will schedule a community meeting for the end of August at Hawlemont. All parties thanked one another.

7. The Select Board welcomed their 7:30 appointment with the Historical Commission regarding the Howes Brothers slides at 7:38. Beth Bandy attended representing the Historical Society, giving some background about how Joanne MacLean wanted to hand over the Historical Society's collection to the Town in 2015, that the Town didn't have the means or staff to do so, and that as a result a group got together and filed the necessary 501(c)3 paperwork and brought in a roving archivist from the State to give the Town recommendations regarding its collection. Because it is not climate controlled, and not being properly stored, the Historical Society pursued and was awarded a grant of \$1,000 to help acquire archival materials. They are working with Visual Commonwealth. They created a Collection Management policy. Beth said that Bambi Miller has been repeatedly asking for the slides, and shared that Joanne MacLean has a DVD that Bambi can use. Per the Ashfield Historical Society Curator the slides are Ashfield's and a copy was provided to the Historical Society. Per the Historical Society's new collection management policy they are not to loan out the collection. The Historical Commission asks can the Charlemont Select Board facilitate a conversation between Ashfield Historical Society and the Charlemont Historical Society to digitize the slides. Bill Coli will ask the Ashfield Historical Society Curator to send an email to the Charlemont Historical Society. Bill also asked if they can have access to their filing cabinet, yes work through Kathy Reynolds or Carlene Hayden. The museum was open 3 days a week last summer. It has been open more in the past year than it has in the past 40 years. It is unable to be opened to the public at this point because of the efforts being made to archive the inventory and the resulting conditions of the space. A tour of the museum has to go through the Historical Society therefore if accessing the filing cabinets please do not tour the museum unaccompanied by a Historical Society member. Bill Coli commends Beth Bandy for her efforts and looks forward to the final results.
8. Regarding the Housing Choice Small Town grant program, the Historical Commission recommends using the red grout to match the existing grout. (On Bill Coli's way out, he left a bag of gravel for the Select Board, saying the gravel has some sharp stones in it.)
9. Regarding the agenda item "Distributing the Employee Handbook and requesting sign off on acknowledgement form to all paid and stipend positions", the Select Board believe this was voted in a previous meeting.
10. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board approved and signed meeting minutes for 6-25-18, 7-23-18, 7-26-18, Payroll warrants 1851 for \$69,112.92, 1852 for \$35,547.94, 1901 for \$8,582.49, 1901-1 for \$25,886.53, 1905 for \$24,328.91, Vendor warrants 1857 for \$395.23, 1858 for \$9,285.52, 1904 for \$1,659.31, 1905 for \$6,108.95, the Special Events Application for Reggea Festival contingent on Departments' approval, the 1-day liquor license for the Academy at Charlemont 11-3-18, the MVP grant Certificate of Adoption, with Marguerite Willis's comments dated 6-29-18 to be added at the end of the report, and Memorandum(s) of Understanding with the Franklin County Solid Waste Management District for Jan Ameen to conduct the transfer station's third-party inspection and Household Hazardous Waste collection on September 22, 2018. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.
11. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board voted to approve and sign the final grant language for the Housing Choice Small Town Capital Grant program application outside of a regularly scheduled meeting. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.
12. Regarding the MMIA Cybersecurity Application, the Select Board Chair will ask Kathy Reynolds to do some research before the Select Board votes on 8-20-18.
13. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board voted to accepted River Patrol gifts from Zoar Outdoor Adventures for \$1,000 and Crabapple for \$1,000. The

Select Board Chair will ask Kathy Reynolds to send thank you letters. Marguerite Willis would like the letters to emphasize that we welcome any questions or comments they want to pass onto us. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.

14. **Action:** On a motion from Marguerite Willis, 2nd’d by Sarah Reynolds, the Select Board voted to accept Cara Hochhalter’s resignation from the Council on Aging and to send her a thank you letter. Regarding the Council on Aging’s recommended appointment, Nancy Noonan will be invited to attend 8-20 at 7:15 COA appoint.
15. Marguerite Willis reported on OPEB, saying she attended a talk presented by a person from PARS, that the annual PARS fees would be \$340, in addition to the banks’ fees. The GASB 75 rules that come into play in October requires that an actuary complete a study, which will also cost the Town. She is therefore recommending no other OPEB related action be taken at this time until she takes it to the Finance Committee and then possibly Town Counsel.
16. The Select Board discussed the request for proposals for solar. The Town is not eligible for a META grant to provide technical assistance. Because it is town-owned property we will want to put out a request for proposals. The Planning Board would approve the site plan review for any potential project. The Select Board heard from Jackie Cashin who shared that if the Town was managing the project, we could choose the designer and then bid the work per Chapter 30b or we would lease the land. The Select Board Chair will contact the attorney to ask if we can we accept a private proposal to lease our land with Town Counsel reviewing the terms.
17. There was a question from Jackie Cashin about Avery Brook Road not being paved at the end of Avery Brook. Per Sarah Reynolds they have assured us that they will be coming back; they’re a little behind schedule on the Route 2 paving.
18. The Select Board discussed the Cemetery Committee Chair’s requests for trees or limbs to be taken down to go to the Tree Warden. The Select Board Chair will send Stephen Reynolds the list and have him get back to the Town about whether the Town owns any of the trees that have fallen or are in jeopardy and if yes whether they can be added to his list of priorities in advance of the next Select Board meeting. The Select Board Chair will also look into whether the wood felled on public land can be offered to townspeople.
19. The Select Board discussed the Highway boiler inspection compliance letter. They are waiting for quote from the Highway Department to install the required parts, compatible to fit a future boiler. **Action:** On a motion from Marguerite Willis, 2nd’d by Sarah Reynolds, the Select Board voted to approve and sign the Commonwealth of Massachusetts Department of Fire Services BPV – Inspection Work Order. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.
20. The Select Board held approving Massachusetts Municipal Association’s Annual Dues totaling \$518 until they can find out why there has been an increase.
21. Marguerite continued with her reports. Regarding health insurance, she will be following up on mini grants promoting health. Marguerite went to a FRCOG Counsel meeting. She talked about wanting money for housing. Marguerite is meeting with Lisa White when she returns from vacation about how to expand the role of the public nurse. She reported that the Accountant has a couple of new forms. A proof of payment form was created. If anyone asks, refer to the Accountant’s schedule. The person who is responsible for the grant uses the form. There were some other new forms for bill schedules. The staff is not required to put the vendor # in. Regarding Ambulance, Marguerite would like for Dana Johnson to continue talks with Shelburne Falls. Marguerite would like to work with the Fire Chief/

EMD and Ambulance Director, and to come up with triggers for the Special Events Application. Marguerite will work with EMD to begin the process of determining Highway's needs for road closures and evacuation signs.

22. The Select Board discussed bridges. Regarding the Tower Road Bridge, it will be bid in 2020 to be built in 2021. There was a comment about Heath completing its bridge in such a short amount of time because the State closed the bridge for construction.
23. Regarding Broadband, the Select Board liaison Sarah Reynolds will forward the email from Peter Larkin to Marguerite Willis explaining how funds will come from the cherry sheets.
24. Regarding the Recreation Tax, Marguerite Willis asks if the Town Administrator can follow up through Senator Hinds or Paul Marks office to find out if there is anything else that can be done to keep the legislation going.
25. Discussing the Ambulance RFP, Marguerite feels like until the Town can offer a visible demonstration of how much it is going to cost there is little that can be done. It takes approximately 1,500 calls to be sustainable versus our current 160 calls. Discussing the Fire Department, Sarah Reynolds was at the Fire Station when the crew was testing out its vehicle extrication tools or jaws.
26. Regarding next steps for appointing someone to the police shared services steering committee, Tom Campbell was unavailable. Sarah Reynolds has asked Jerry Dupree and is waiting for his response.
27. The Select Board tabled the discussion of Alan Hope's recent emails regarding code compliance and enforcement.
28. Regarding Jon Schaefer's suggestion to have access stickers for parking, the Select Board feels it is a good idea but Charlemont doesn't have a lot of public land or uses where applicable.
29. Regarding a managed network options through current Internet Service Provider Hilltown Networks, the Town Administrator will forward the quote and add to the next agenda.
30. **Action:** On a motion from Marguerite Willis, 2ndd by Sarah Reynolds, the Select Board adjourned into Executive Session at 9:06 pm for reason #1 to discuss a complaint made against an employee and for reason # 3 - to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares. Voted unanimously, Ms. Willis – yes, Ms. S. Reynolds – yes.

Respectfully submitted by Peg Dean

Draft minutes until approved

Documents viewed:

- Chris Evans resignation
- Chris Evans request for a letter of recommendation
- Minutes from the Charlemont Historical Commission
- Select Board meeting minutes for 6-25-18, 7-23-18, 7-26-18,
- Payroll warrants 1851 for \$69,112.92, 1852 for \$35,547.94, 1901 for \$8,582.49, 1901-1 for \$25,886.53, 1905 for \$24,328.91
- Vendor warrants 1857 for \$395.23, 1858 for \$9,285.52, 1904 for \$1,659.31, 1905 for \$6,108.95

- Special Events Application for Reggea Festival
- 1-day liquor license for the Academy at Charlemont 11-3-18
- Farm Bug Community Host Agreement
- Cemetery Committee Chair's requests
- Massachusetts Municipal Association's Annual Dues Invoice
- MVP grant - Certificate of Adoption and Marguerite Willis's comments from 6-29-18
- Housing Choice Small Town Capital Grant Program Application
- Highway boiler inspection compliance letter
- MMIA Cybersecurity Application
- Memorandum of Understanding with the Franklin County Solid Waste Management District for Jan Ameen to conduct the transfer station's third-party inspection and Household Hazardous Waste collection on September 22, 2018