

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

August 20, 2018
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The meeting was called to order at 7:00 P.M. by Chair Sarah Reynolds. Select Board member Marguerite Willis also attended the meeting. No one was absent.

1. The Board unanimously voted, Ms S Reynolds – nay, Ms Willis – nay, not to approve the Mass. Municipal Associations Annual Dues.
2. Ms Willis stated that she is in support of a lease agreement with Berkshire North Apt regarding use of the parking lot behind the Town Hall as long as the Town commits to seeking the Town Hall property boundaries.
3. The Board unanimously voted, Ms S Reynolds – nay, Ms Willis – nay, not to approve the Town Administrator’s request to attend the 9-6-18 Small Town Administrator’s meeting as Ms Willis has already attended OSHA class.
4. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to apply for a MIIA grant for a fire alarm system at the Highway Garage and to apply for security cameras for the Fire Department. If the Town can only be awarded one grant, the application for the Fire Department security cameras will be removed.
5. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to apply for the FEMA Pre-Disaster Mitigation Grant.
6. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign:
 - 6-29-18 and 8-6-18 meeting minutes
 - Payroll warrants: #1907 for \$11,232.40, #1860 for \$246.82, #1907 for \$142,209.00, #1901 for \$8,582.49
 - Vendor warrants: #1907 for \$142,209.00, #1906 for \$8,474.30
 - Letter of recommendation for Chris Evans
 - 1-day malt and wine license
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to accept the resignation of Chris Evans from the Transfer Station Assistant position.
8. Ms Willis will speak with John Atwater regarding his letter citing use of the second floor of the Town Hall.
9. It was reported that the Comcast contract and funding plan have been forwarded to Town Counsel.
10. COA Chair Linda Wagner introduced to the Board Nancy Noonan. The COA is requesting Ms Noonan be appointed to the Council on Aging. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to appoint Ms Noonan as requested. Ms Noonan was qualified for office during the meeting.
11. Ms Willis will contact Senator Hinds and Representative Mark to check on the progress of the Recreation Tax.
12. Ms Willis reported she has met with the Fire and Ambulance Departments to discuss a Cabinet Grant.
13. A DCR Grant for Fire Department hoses has been submitted.

14. Ms Willis reported that an invoice charged to a Town Account at Avery's General Store was signed by a non-Town employee. Ms Willis will be gathering a list of employees who have authorization to sign invoices and provide that list to Avery's General Store.
15. Police Chief Jared Bellows introduced to the Board Kyle Sweeney and Ben Duga. Chief Bellows asked the Board to appoint Mr. Sweeney and Mr. Duga to the Charlemont Police Department. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to appoint Mr. Sweeney and Mr. Duga as requested. Both Mr. Sweeney and Mr. Duga were qualified for office during the meeting.
16. The Board and Chief Bellows will discuss Police Officers who have not been active for several months during a separate meeting.
17. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to hold a Local Election to fill the vacant Select Board position on November 6, 2018 from 7:00 A.M. to 8:00 P.M. Ms Willis will create a press release for this election.
18. Ms S Reynolds will contact the Finance Committee regarding a kick off budget meeting. The Select Board will also meet with the Capital Planning Committee.
19. Bill Coli, Warner Hill Road, attended the meeting to discuss the type of gravel material used on Warner Hill Road. Mr. Coli stated, and brought in samples, the gravel used has large stones and smaller jagged rocks that can puncture tires. Mr. Coli suggested the Town use a top dressing or all rounded stone for Warner Hill Road. Highway Superintendent Gordon Hathaway explained that when the Town grades and rakes the dirt roads it kicks up materials from underneath. The gravel that is being used on dirt roads is bid through the Franklin Regional Council of Governments. A top dressing would be extremely expensive. In a road plan for Charlemont roads created several years ago, it details what every road in Charlemont needs. Most of the dirt roads in Charlemont started out as a path and as the years went along were not properly constructed as a road. To follow the road plan is quite expensive. Mr. Coli stated that he wanted to bring the gravel issues to the Board's attention.
20. While in attendance, Mr. Coli, Historical Commission member, asked the Board if they would take a position regarding the Historical Designation application for the Charlemont Inn. Ms S Reynolds stated that due to pending litigation with the Charlemont Inn, the Town does not take a position.
21. Residents from Harris Mountain Road and Mountain Branch Road attended the meeting to discuss the condition of their roads during mud season. It was explained that due to the mud seasons, residents using Harris Mtn. Rd have suffered emotional distress, vehicle damage, inability to return to and go from their homes. Concern for emergency services reaching any of the homes on these roads during mud season was expressed. Highway Superintendent Gordon Hathaway stated that the Town has repaired 2 of the worst areas on Harris Mountain Rd. The section between South Heath Road and the Reynolds property cost \$40,000 for that section. Each year the town votes \$20,000 that is planned to be used for mud mitigation. Unfortunately, these funds are being used for costs

- associated with repairing the bridges that grants do not cover. Superintendent Hathaway stated that he would love to create a program for repair and upkeep of the Town roads but to facilitate a program it takes funds. Residents were encouraged to write letters that express their concerns, frustrations and experiences. Ms S Reynolds will contact MASSDot to seek assistance for potential sources of funding for mud mitigation. Ms Willis will speak with the Capital Planning Committee regarding a betterment plan for roads.
22. The Administrator will be requested to place the housing rehab loan information on the Town website.
 23. The Town has not received a response from Council regarding the Farm Bug's host agreement.
 24. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign the MIIA Cyber Liability Insurance Application. Ms Willis stated that although this service is at no cost this year, the Liability may cost next year.
 25. The ADA Improvement Grant Program opportunity will be sent to the Capital Planning Committee for their review.
 26. The Board reviewed the municipal calendar submitted by the Administrator. Ms Willis will ask the Administrator create the calendar in larger print.
 27. The Administrator will be requested to place a notice on the Town website and Town Hall sign that the Main Street Traffic Calming Project design plans are at the Town Hall for viewing.
 28. The Administrator will reach out to Marcia Tucci to suggest she place the Community Outreach Meeting on the Hawlemont School sign.
 29. Ms Willis will create an advertisement for the Assistant Transfer Station Attendant position. This will be posted at Avery's, the Post Office, the Town Hall and at the Transfer Station. Ms Willis will ask the Mohawk School to post this position and the Administrator will be asked to post the advertisement on the website.
 30. The Town will need to create an RFP for a solar array. This subject will be discussed during the next meeting.
 31. Business being concluded, at 9:40 P.M. the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to adjourn the open meeting and enter executive session, not to return to open meeting, under exemption #1, #6, #3 and to sign executive session minutes

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

Mass. Municipal Associations Annual Dues notice
request to attend the 9-6-18 Small Town Administrator's meeting
Meeting minutes
Payroll warrants
Vendor warrants
Letter of recommendation
1-day malt and wine license
Letter of resignation
Letter from John Atwater
Housing rehab loan information
MIIA Cyber Liability Insurance Application
ADA Improvement Grant Program
municipal calendar