

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

September 17, 2018

Page 1 of 4

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 – yes, Ms Willis – yes, to approve:
 - Payment of a KP Law invoice
 - Statement of interest for a FEMA grant to fund 75% of the cost for a generator for the Town Hall
2. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign:
 - 7-9-18, 8-20-18 and 8-30-18 meeting minutes
 - Payroll warrants: #1904 for \$9,316.92, #1912 for \$8,215.48, #1910 for \$8,779.74 and #1908 for \$8,723.32
 - Vendor warrants: #1906 for \$8,474.30, #1860 for \$2,563.70 (FY 2018 warrant), #1908 for \$12,440.67, #1909 for \$7,870.63, #1911 for \$152,412.17 and #1910 for \$8,179.10
 - Thank you letters to Zoar Outdoor and Crab Apple White Water for their river patrol donations
 - Special events applications for Maxxis Box Show and Maxxis Enduro Finals
 - MassDOT letter requesting 2 radar signs funded through the Village Traffic Calming project
3. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to appoint Erwin Reynolds Jr. to the Earth Removal Committee, filling the vacant position.
4. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to accept:
 - Clay Herbert’s letter stating he is retiring from the Police Department
 - Offer to volunteer assistance to the Secretary to the Boards from Camille White
5. The Board unanimously voted to acknowledge:
 - A letter from Camille White regarding Town Hall property lines
 - A thank you card for the services of Highway Superintendent Gordon Hathaway and the Highway Department members
6. Ms Willis recommended instead of writing a letter, the Town contact Lanoue Tree Service to ask them to donate their services to remove dead limbs on trees in the Village Cemetery in honor of Arbor Day.
7. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, not to grant the Administrator’s request to attend the Great River Hydro’s EAP meeting. Ms Willis and the Fire Chief will be attending.
8. The Green Communities fuel efficient vehicles policy will be reviewed and edited during the meeting on October 1, 2018.

9. Marcia Tucci attended the meeting to discuss the Host Community Agreement. It was agreed that since Council's review of the agreement has just been received, discussion of this topic will continue October 1st to allow all to have time to review Council's opinion.
10. Zachery Holtz from the Hampshire Regional Council of Governments attended the meeting to discuss renewing the Towns electricity supply. The HRCOG is offering the Town a 12-month agreement at the fixed rate of 0.1099 per kw. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign the agreement for the fixed rate and declined the more expensive Green Energy option.
11. M S Reynolds reported that the repair to the north or 3rd bridge on Maxwell Road has been completed. The south or 1st bridge is now being repaired and will be completed by the end of October. Gill Engineering has decided to take back one invoice to the Town for their services. The Board will send Gill Engineering a thank you card.
12. It was reported that the Town will need to present the Com Cast Proposal at a Town Meeting if it is decided to use Com Cast. Wi Valley is ok with an agreement with Charlemont charging an MLP fee. Robert Handsaker, Broadband Committee Chair will draft this agreement. Mr. Handsaker reported that funds for broadband may be obtained through a Community Block Grant and urged the Town to apply for these funds.
13. The Administrator was requested to send out an e-mail to Senator Hinds and Representative Mark once a week asking for update regarding the Recreation Tax Legislation.
14. It was reported that Charlemont Fire and Ambulance Departments are meeting with other Fire and Ambulance Departments to start discussing shared services.
15. The Fire Chief will be handling the option to continue renting their propane tank or purchasing one.
16. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, not to approve the request from the Fire Chief to use 120 gallons of town diesel and 150 gallons of town gas for the Southeast Rescue Team during the Vigilant Guard.
17. Ms Willis reported the training required for an Animal Control Officer per the Mass. Department of Agriculture. The next meeting to discuss shared ACO services is scheduled for October 22nd. Ms S Reynolds will consult with the Police Chief regarding using police officers. Shared ACO services will be on the next agenda for the Board to decide if they would want to participate in the shared services option.
18. The Administrator will create a document that lists the Best Practices that the Town has already completed and the Best Practices available for the Town to choose from.
19. The Board decided to continue with the exploratory phase of the Best Practice "Regionalizing IT" to be kept on the non-obligatory list.

20. Ms Willis drafted a letter to Auditor Tom Scanlon and Accountant Justin Cole. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign the letter.
21. Ms Willis reported that the Accountant is not releasing funds voted at Town Meeting for the highway loader. The Treasurer is trying to obtain an FY18 balance sheet that is required by the bank to borrow but her requests are not receiving a response. As of this meeting the loader bill has not been paid.
22. The highway department furnace has been shut down due to an inspection from the State Fire Marshall. Cold weather is coming soon, and the highway garage will need to be heated. The Board will ask the Finance Committee for an emergency meeting to conduct a reserve fund transfer for the cost of a new furnace for the highway garage.
23. Proposals for a solar array was deferred to the next meeting.
24. The Board will discuss budget season kick-off dates with the Finance Committee.
25. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to accept the Assistance to Firefighters Grant.
26. Ms Willis reported that an engineer is needed to install an elevator or stair lift to the second floor in the Town Hall. Without an ADA Grant to cover costs for engineering, this will not be considered as a Best Practice.
27. Ms Willis reported that Hillman Construction did a good job grading the Transfer Station driveway, but the entrance washed away during the recent rainstorms. The Board will obtain an estimate from Hillman Construction to rebuild and entrance and retaining wall.
28. Ms Willis made a motion to hire Jim Scanlon as the Assistant Transfer Station Attendant. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to hire Jim Scanlon to the position.
29. The Administrator will contact Senator Hinds and Representative Mark to see if the State will turnover the Shun Pike rest area to the Town or consider other options to lease the site..
30. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, the 1984 Chevrolet 4 x 4 pick up truck and the 2000 Mack dump truck as surplus equipment as requested by the Highway Superintendent. The vehicles will be put up for sealed bids. The Administrator questioned if the Board would vote Library furniture surplus. The Board can conduct such a vote if the furniture was purchased by Town funds.
31. The Executive Secretary will contact Town departments to see if they have any interest in participation in a safety meeting that was offered by MIIA.
32. The Board took no action regarding a review of the Administrator's priorities.
33. Discussion of conducting an anonymous income survey to determine potential grant eligibility was deferred until the next meeting.
34. The Board noted an email from Lark Thwang that states a pole hearing and cell tower bylaw hearing can be held jointly, per the Town of Hawley Attorney.

35. Ms Willis reported that Jay Ash will be drafting the Opportunity Zone Prospectus and the Town will need to fill in blanks on that document. Business promo shots will be used. Ms Willis will work with the Administrator on the prospectus.
36. Business being concluded, at 10:05 P.M. the Board unanimously voted to adjourn the 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 Board.

Documents reviewed by the Board

- KP Law invoice
- Statement of interest for a FEMA grant
- Meeting minutes
- Payroll and vendor warrants
- Thank you letters to Crab Apple Whitewater and Zoar Outdoor
- Special events applications
- Retirement letter from Clay Herbert
- Camille White offering to volunteer to assist the Secretary to the Boards
- Letter regarding Town Hall property lines
- Thank you-card commending the Highway Super and Department members
- Letter to MassDot requesting 2 radar signs
- Administrator's request to attend trainings
- Green Communities fuel efficient vehicles policy
- Draft Host Community Agreement
- HRCOG electricity agreement
- Fire Chief request to use fuel for trainings
- Letter to the auditor and accountant
- Highway Superintendent request to deem surplus equipment
- Email from Lark Thwang