

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

October 1, 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 edited employee job descriptions were sent to employees for review. The Board will revisit employee job descriptions at the next meeting.
2. Ms Willis suggested the Green Communities Fuel Efficiency Policy consist of one sentence, “The Town of Charlemont will purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable”. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to edit the policy to state the suggested sentence from Ms Willis.
3. The Green Communities requires a letter from Town Counsel for Criterion 1 and 2. Ms Willis stated she feels this is an unnecessary expense of Counsel fees as when the Town Clerk keeps the records and can certify the Zoning changes and maps. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes to have the Town Clerk process the necessary certifications.
4. Marcia and William Tucci attended the meeting regarding the Host Community Agreement with the Town. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to sign the Host Community Agreement that was approved by Town Counsel.
5. Richard Filoramo, Lynn Hathaway, Ron Smith, members of the Finance Committee attended for a joint meeting with the Board. The Finance Committee and Select Board unanimously voted, Mr. Filoramo – yes, Ms Hathaway – yes, Mr. Smith – yes, Ms S Reynolds – yes, Ms Willis – yes, to approve the financial calendar and budget request letter. Also, unanimously voted was to schedule a joint meeting to discuss the audit report on October 5, 2018 at 7:30 A.M.
6. The boiler inspection at the Highway Garage was discussed. Highway Superintendent Gordon Hathaway was in attendance. The boiler did not pass inspection and needed to be disconnected for safety purposes. Winter is around the corner and the Highway Garage and Police Station will need heat. Two solutions were discussed. A temporary fix costing \$2,500 is to install new valves to meet compliance, with a replacement furnace purchased out of the Green Communities grant funds when they become available. The permanent fix is to purchase a new furnace outright. Reserve Funds can be used for both options. Upon the recommendation of the Finance Committee, it was unanimously voted, Mr. Filoramo – yes, Ms Hathaway – yes, Mr. Smith – yes, Ms S Reynolds – yes, Ms Willis – yes, to temporary repair the boiler in the Highway Garage using \$2,500 from the Reserve Fund.
7. It was discussed that questions and concerns being submitted to the Town Administrator is not being sent to the Departments/Boards as a first step.

- The Board unanimously voted, Ms S Reynolds - yes, Ms Willis – yes, to create the following policy: Any questions or concerns will be sent to the appropriate Board or Department first. If the question or concern is not satisfied by the Board or Department, the liaison will next be contacted who will bring the issue to the Select Board if necessary.
8. Highway Superintendent Gordon Hathaway brought to the Board Chapter 90 paperwork to remove and replace non-compliant wooden guardrails with metal guardrails. This is the fourth and final stage of guardrail replacement throughout the Town. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign the Chapter 90 forms.
 9. It was recognized that the Town will need to commit to an energy reduction plan in order to be designated as a Green Community. Pat Smith from the FRCOG is assisting the Town with this designation and to gain access to funds once the designation is completed. Submitting for the Green Communities designation is due in 2 weeks.
 10. The Administrator was granted permission to attend the Great Hydro Emergency Action event on October 11th in the Town of Deerfield. Information gained during this event will be brought back to the Town.
 11. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to use the Opportunity Zone prospectus template 2 but if this template does not work, use template 3.
 12. Ms Willis will contact Town Counsel to inquire if the Town must vote at Town Meeting to allow the Select Board to lease Town property. If Counsel states yes, then a Town Meeting will be scheduled.
 13. The Town Administrator was granted permission to conduct a quarterly walk through of the Tri Town Landfill.
 14. Ms Willis reported that she met with the Transfer Station Attendant and Hillman to obtain estimates for projects at the Transfer Station. Quotes will be submitted to the Capital Planning Committee.
 15. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign:
 - Payroll warrant #1914 for \$8,908.82
 - Vendor warrants #1912 for \$430,695.77, #1913-1 for \$691.23, #1913 for \$168,048.93
 - Thank you letter to Clay Herbert for his service on the Police Force (Ms Willis denied signing the letter)
 - State Election warrants and Local Election Warrants for November 6th, early voting will not be available for the Local Election
 16. The Board will send a thank you card to Dan Crovo for rescinding invoice #114266 in the amount of \$1,658.32.

17. The Board has not received a response from Counsel regarding WiValley pole placement in the Town of Charlemont.
18. Ms Willis will send out a letter lobbying for the Recreation Tax legislation.
19. Ms Willis reported that the Ambulance Direction has entered discussions with other Towns with the possibility of combining ambulance services.
20. The Board will decide on October 5th during the joint meeting with the Finance Committee regarding applying for the Assistance to Firefighters grant and a potential shared grant application with other Towns for OSHA required equipment.
21. No one has stepped forward to become a member of the Police Shared Services Steering Committee. This position will be placed onto the Town website.
22. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to sign the Scanlon and Assoc. representation letter.
23. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign a letter responding to Representative Paul Mark regarding the Town taking over Shum Pike rest area.
24. The Board informed the Administrator that if technology is going to be included in the Surplus Equipment sale a list needs to be created and voted surplus equipment by the Board. If the technology items do not sell, they will be brought to the Transfer Station for disposal. The list of vehicles presented was unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, surplus equipment to be sold on October 27th via bid, with the bids to be awarded on October 29th. Viewing and bids will be accepted on October 27th from 9:00 A.M. to 10:00 A.M.
25. The Board discussed several ways to create one central file for e-mails.
26. Ms S Reynolds will follow up with the Mass. Office on Disability regarding their request to discuss compliance.
27. It was announced that all real estate properties available during the auction were sold.
28. Town Clerk Kathy Reynolds was requested to inform the Board of the earliest date the Town can hold a Special Town Meeting.
29. Business being concluded, at 10:20 P.M. the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to enter executive session to sign executive session minutes and not to return to open meeting.

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

Green Communities Fuel Efficiency Policy

Host Community Agreement

Financial calendar and budget request letter

Chapter 90 forms

Opportunity Zone prospectus template 2 and template 3

Payroll warrant #1914 for \$8,908.82

Vendor warrants #1912 for \$430,695.77, #1913-1 for \$691.23, #1913 for \$168,048.93

Thank you letter to Clay Herbert for his service on the Police

State Election warrants and Local Election Warrants for November 6th

Scanlon and Assoc. representation letter

Shun Pike letter to Representative Mark

List of surplus vehicles