

## Charlemont Select Board Meeting 11-13-18

**In attendance:** Select Board Chair Sarah Reynolds, Select Board member(s) Marguerite Willis and Jonathan (Jay) Healy (Jay Healy, hereafter), and Town Administrator Peg Dean

1. Called to order at 6:48.
2. The 6:45 hearing with the Board of Assessors to set the Tax Rate was cancelled. The Select Board will schedule the next tax rate hearing for 11-26 at 6:45; Marguerite Willis will verify with the Accountant that 11-26 works. Marguerite updated to the Select Board that the Accountant wanted the Treasurer to do the DE-1 page of the Gateway year end reports. Lynn Hathaway attended and stated that the DE-1 was submitted last Wednesday, that in the past the Assessor and the Accountant handled the Gateway forms, and the Financial Officer was the Accountant in the past. Per Marguerite Willis, within 2 months we'll have a supplement to the Schedule B "Accountant's Roles and Functions" with no jargon, spelling out who will do what with the forms, with example forms.
3. There was a brief update to the newest Select Board member Jay Healy on the Broadband article for Special Town Meeting.
4. It was mentioned that the Select Board's 7:45pm appointment with Jon Schaefer re Mass Works and Community Development Block Grant is cancelled. The Select Board approved giving him an appointment on 11-26.
5. **Action:** On a motion from Marguerite Willis, 2<sup>nd</sup>d by Sarah Reynolds, and voted unanimously, Sarah Reynolds – yes, Marguerite Willis – yes, Jay Healy – yes, the Select Board approved:
  - the KP Law invoice # 117973;
  - Town Administrator's request for time off January 2 – 4, 2019;
  - participating in the FRCOG's inventory of existing systems and needs, or "technology efficacy assessment" subject to the understanding that we are not committing to anything;
  - Town Hall personnel's Position Descriptions, subject to removing the reference to scheduling the meeting room in the Executive Secretary's position description
6. The Select Board tabled approving the Transfer Station capital project estimate to be submitted to the Capital Planning Committee until receiving an estimate from Dick Hillman.
7. The Select Board discussed the Council on Aging's request to approve the free trash bag program for seniors 70 and over for 2019 calendar year, with Marguerite referencing the Accountant's 3 year average for trash bag revenue as \$24,673. She also noted that 18% of the population is 70 years or older, pointing out that this will only increase. Jay Healy is looking for context to make better decisions, wanting to know what the next 2-3 years' capital expenses are. Sarah pointed out that the Senior Trash bag program has been approved since she's been on the Board. There was discussion about how to get the word out better. It was asked if the COA can notify seniors similar to how they call down for the flu clinic to let seniors know the program is available. **Action:** On a motion from Marguerite Willis, 2<sup>nd</sup>d by Sarah Reynolds, the Select Board approved the Council on Aging's request to approve the free trash bag program for seniors 70 and over for 2019 calendar year. Voted unanimously, Sarah Reynolds – yes, Marguerite Willis – yes, Jay Healy – yes.

8. The Town Administrator asked if the Select Board could please note the correction from “Pre-Special Town Meeting information session for Wednesday November 14<sup>th</sup> at 7pm” to “Prep for...” and asked if the Select Board approve of December 2<sup>nd</sup> at 12:30pm for the Pre-Special Town Meeting information session. Per Marguerite this was previously approved.
  
9. Marguerite Willis gave a report on the vocational transportation contract, advising that there was a slight change from the last time it was discussed. The regional agreement was changed to have the Vocational Education Advisory Committee (VEAC) working through Mohawk. Regarding state reimbursements for transportation, last year Charlemont was expecting 56% vocational transportation reimbursement and the State cut it down to 2%; This year it is 5%. There are more than 100 schools out of district in the state affected by these reimbursement amounts. Because we have a fuel monitoring system, there is an option to purchase our own fuel. The Committee is recommending a five-year contract be awarded by Mohawk to F. M. Kuzmeskus (per the VEAC 11-8-18 minutes, using 7 passenger vehicles to be fueled by the Contractor at their expense and with the proviso that the 3% annual rate increase model be utilized, giving a year one daily rate per vehicle of \$291.23). The Superintendent highlighted that as of last year Charlemont voted for Franklin County Vocational Technical School as the preferred school. Marguerite Willis noted that the Town was able to eliminate one of the vans to Plainfield thanks to a parent agreement. The Board approves of what Marguerite Willis has agreed to thus far.
  
10. The Select Board Chair acknowledged the Superintendent Michael Buoniconti and the new Hawlemont Principal Lindsay Rodriguez for a brief budget kick-off meeting with Finance Committee Chair Rich Filoramo, Finance Committee members Toby Gould and Lynn Hathaway, Finance Committee/ Capital Planning Committee member Ron Smith and Capital Planning Committee member Tony Walker at 7:19pm. The Superintendent gave a high-level view of the budget, outlining that although last year’s budget saw a 2.5% increase, the assessment was only a 1.5% increase, done using a lot of reserves. The first draft of this year’s budget will be available in two weeks. Marguerite mentioned that Charlemont’s minimum contribution increased last year due to EQV increases. Discussing Hawlemont, with Heath’s involvement, the district is in the best financial position it has been in years, with about a 1% increase on the town assessment. He’s looking to make structural changes to be sustainable in the future. Thanks to their recent work to advocate for rural sparsity aid, additional funds are being awarded, \$25k for Hawlemont and \$130K for Mohawk, subject to the annual budget process. The Superintendent is working to change how Chapter 70 is funded, stating it will be back on the table in January, an opportunity to correct the equation. Searching for creative solutions for savings, if a shared services center can be created, with the State hiring and carrying the OPEB, the Towns can pay for pieces. Back office services are the easier expenses to target, however administrative services only account for 3% of their expenses. Teachers’ contracts are about 75% of the costs. Previously contracts were negotiated to be lowest in the first years and increased in later years. Now the schools think long-term. Hawlemont classrooms are at an ideal number. Longitudinally, educating is cheaper over the long-term, to the point that the Town should invest in students early. There was a question about what this year’s contract is, which is misleading at .03%. There are no capital improvements needed. Marguerite asked how many FTEs were in Hawlemont, which Lindsay shared was approximately 30. The Superintendent is asking to be involved in Senator Hinds work on funding regional transportation. If fully funded for regional transportation there would be a bump of about \$400k. Jay Healy suggested he would like to be involved in conversations with legislators. The Superintendent would like to make videos showing the realities of rural schools. Superintendent Michael Buoniconti and the new Hawlemont Principal Lindsay Rodriguez left at 7:41pm.

11. Those remaining discussed next steps for recreation tax. Jay Healy suggested calling the recreation tax a user fee. However, it was pointed out that if it was a user fee, the use of the Town services needs to be documented/ tied to the use. Talking to the Governor we may still want to call it a user fee. Regardless, the fundamental question from the Town is does the State want the Town to be able to respond to emergencies that happen at the mountain and on the river. Rich Filoramo and Bob Handsaker had met with Senator Hinds about Broadband and few weeks ago and while together they talked about scheduling a strategy meeting. It was relayed that Rep Mark suggests focusing energy on the Governor's office, that the problem isn't the in the Legislature. After some suggestions from Jay Healy and Toby Gould who recommend having our Legislators and the DOR be part of the meeting, and Jay Healy suggesting a succinct agenda be given to Senator Hinds to be brought to the Governor, it was decided that a succinct agenda would be drafted conveying 4-5 thing the Town is advocating for, showing how we're trying to come up with creative ways to help ourselves, legislation such as the EMT change and Sparsity Aid, etc. Plan: Marguerite Willis will write to the Lt Governor's office asking if they would like to meet. Their appointment ended at 7:58pm.
12. Trevor Mackie asked that the Special Town Meeting warrant be brought up next on the agenda to which the Select Board agreed. Marguerite mentioned that there may be another bill for \$1000 that we don't have time to get on the warrant. Trevor's concern is with the choice language on the warrant showing the Finance Committee recommended Article 3. Trevor is concerned recommending assumes the Finance Committee endorses it. There was discussion about whether they were recommending the article be brought forward or were recommending the Town approve the article. The Finance Committee is bringing the article forward and leaving it up to the Town to vote, and they will outline their position at the opening of the information session. Toby Gould mentioned that it has been his experience that the Committee recommends things unless they are against them. **Action:** On a motion from Marguerite Willis, 2<sup>nd</sup>d by Jay Healy, the Select Board approved and signed the Special Town Meeting warrant. Voted unanimously, Sarah Reynolds – yes, Marguerite Willis – yes, Jay Healy – yes.
13. **Action:** On a motion from Marguerite Willis, 2<sup>nd</sup>d by Sarah Reynolds, voted unanimously, Sarah Reynolds – yes, Marguerite Willis – yes, Jay Healy – yes, the Select Board approved and signed:
- the meeting minutes for 10-22-18 (open meeting portion). Marguerite Willis will work with the Town Administrator to edit the 11-7-18 meeting minutes.
  - the Council on Aging's FY19 Formula grant for \$6,000
14. **Action:** On a motion from Sarah Reynolds, 2<sup>nd</sup>d by Marguerite Willis, voted unanimously, Sarah Reynolds – yes, Marguerite Willis – yes, Jay Healy – yes, the Select Board approved and signed the following payroll and vendor warrants:
- AP1918 \$8,08.60
  - AP1919 \$24,674.59
  - PR1919 \$28,238.20
15. **Action:** On a motion from Sarah Reynolds, 2<sup>nd</sup>d by Marguerite Willis, voted unanimously, Sarah Reynolds – yes, Marguerite Willis – yes, Jay Healy – yes, the Select Board:
- accepted a Proclamation for Veteran's Day from Commonwealth of Massachusetts commorating the 100<sup>th</sup> anniversary of the Armistice that ended thr fighting in World War I at 11 AM, November 11, 1918 – the eleventh hour of the eleventh day of the eleventh month.

- acknowledged Massachusetts Department of Transportation's copy of the Chapter 90 Project Request Contract No. 50757 to remove and replace guardrails at various locations
16. The Select Board discussed bridges. In the last meeting, the Town was made aware of the most recent bridge inspection for C-05-010 showing a beam is compromised. Sarah Reynolds spoke with Dan Crovo, Gill Engineering, who will come up with a short-term solution, and MassDOT has assured Sarah Reynolds that the bridge will not be weight restricted or closed. There was a time when the Town could have given the bridge back to the State, but the Town wanted to keep control of it. The Tower Road bridge will have to be opened in order to complete construction to the long bridge; otherwise we need an Ambulance and Fire truck staged on the other side. Marguerite Willis suggests having village district on both sides of the river, with some 2 and 3 family homes, and a few senior units. There could be more lodging more accessory shops, restaurants, lodging.
  17. Regarding the WiValley pole, Sarah Reynolds has a conference call tomorrow with Town Counsel and the Planning Board's Gisela Walker. Trevor Mackie mentioned that the Broadband Committee could cover Town Counsel related expenses. Marguerite Willis reminded all that the Town chose to take on the legal costs related to Broadband.
  18. Marguerite Willis reported that the Ambulance Director met with the Capital Planning Committee and that a new ambulance and the \$40,000 for proposed on-call staff will be coming through the budget process this year.
  19. Regarding the request to apply for \$7,500 in FEMA funds for Hazard Mitigation Planning grant, with a soft match from the Town for the 25% to include approximately 30 hours in-kind to update the Hazard Mitigation Plan, updated every (5) five years to remain eligible for Mitigation grants, Marguerite Willis is opposed to the Hazard Mitigation Plan. Fire Chief/ EMD Dennis Annear was present for the conversation and wants to know where the staff hours will come from. Jay Healy mentioned that he's been participating in the Woodlands Partnerships as witness of what the FRCOG does. The Select Board asked what grants the EMD recommends through the Hazard Mitigation grants, and the Town Administrator chimed in suggesting South River Road or Zoar Road, two projects discussed with Michael Walsh and the Highway Super in 2015. These are both \$1M projects; finding the 25% funding would be challenging. Jay Healy suggested the Town would need to find the match from a non-federal source. The Select Board tabled the agenda item. The Fire Chief suggests talking to the Finance Committee; he'll contact Bonnie Roy at MEMA as well to discuss.
  20. While here, the Fire Chief mentioned that Rowe called asking if Charlemont's Fire Chief can meet with them to discuss shared services. Marguerite shared that the Fire and Ambulance have been talking to other towns about shared services, to date this has not included Rowe. There have been no discussions about closing stations.
  21. Regarding seeking a Police shared services steering committee member, there has been a police discussion going on for about a year. The steering committee will include an unaffiliated committee member. Dan Girard is willing to serve. Heath has a new Police Chief. Rowe is now also interested. **Action:** On a motion from Sarah Reynolds, 2<sup>nd</sup>d by Marguerite Willis, the Select Board made a motion to appoint Dan Girard as a Police shared services steering committee member. Voted unanimously, Sarah Reynolds – yes, Marguerite Willis – yes, Jay Healy – yes. In terms of successful experiences sharing services, this is the second year the Hawley and Charlemont Highway

Department(s) are sharing their tractor and mower and they're using our wood chipper, and it's been working well.

22. Regarding shared services for an Animal Control Officer, there was a meeting that day at 2:30pm. Marguerite Willis would like Police to respond to neighbor complaints when an incident happens. Regarding the shared ACO, if the Select Board can have the materials outlining the shared position and the agreement a week in advance, Phoebe Walker can attend the next meeting to introduce the position being developed as an extension of the current Franklin County Sheriff's Regional Animal Shelter of which the Town is already a member, which would support 8 potential towns (including Charlemont), with ¼ of the position + benefits and a vehicle funded by the Sheriff's Office.
23. Discussing the standing item for the Accountant, there was one change from the Accountant's roles and functions didn't make it into the final version which needed correcting. Marguerite would like to explore options at Greenfield Community College for an accounts payable person.
24. As Select Board liaison to the Transfer Station, Marguerite Willis reported that she has been in contact with the Franklin County Solid Waste Management District's Executive Director Jan Ameen about snow removal from the recycling container buckles and shared with Russell that it is not their responsibility.
25. The Select Board reviewed the responses to the RFP for solar array questions which will be published 11-14-18. Marguerite Willis suggested edits to #2 "yes, we asked National Grid, and they were unresponsive". Asked if they should use a PILOT, yes. Fire Chief/ EMD Dennis Annear suggested talking to Orange's administrator Gabriel Volkner for example PILOTS.
26. The Select Board tabled the discussion about the Community Development Block Grant. Sarah mentioned the Town could use the funds for roads and infrastructure.
27. The Select Board tabled the agenda item regarding the Opportunity Zone Summit December 12, 2018 from 8:30 – 3:30, UMASS Lowell Conference Center and how to market the Town as open for business and asked that the Town add to next agenda, "schedule an all boards meeting with economic development as the topic".
28. Regarding whether to consider creating capital assets inventory per audit recommendations, Marguerite Willis asked if the Town Administrator had contacted Camille White about the inventory list she created years ago. The Town Administrator was waiting for the Select Board to discuss and vote whether to proceed before contacting her. All agreed that this is a good first step and suggested working as well with Carlene. Sarah Reynolds will work with Kathy to get the fleet schedule.
29. The Select Board reviewed Select Board liaison roles. Jay Healy chose the following: Agriculture Commission, Animal Control Officer, Police, Tree Warden, Inspector of Animals, Historical Commission, FRCOG inspections, Library, and the Select Board added a new role, liaison to State which Jay will hold.
30. The Select Board acknowledged Michael Walsh's letter thanking the Highway Department for their recent work on Hawk Hill Road.

31. The Select Board adjourned at 9:41pm, and entered into Executive Session to approve minutes from Executive Session 10-22-18 and for reason #7 to comply with the health insurance portability and accountability act of 1996 (HIPAA; pub.L.104-191,110sts.1936 enacted August 21,1996) and not returning to open meeting at 9:45pm.

Respectfully submitted by Peg Dean

Draft minutes until approved

Documents viewed:

- MassDOT temporary and permanent right of way easements for Town owned properties (attached to email from MassDOT's John Edwards)
- KP Law invoice # 117973
- Town Hall personnel's Position Descriptions
- Council on Aging's request to approve the free trash bag program for seniors 70 and over for 2019 calendar year
- Special Town Meeting warrant
- the meeting minutes for 10-22-18 (open meeting portion). Marguerite Willis will work with the Town Administrator to edit the 11-7-18 meeting minutes.
- the Council on Aging's FY19 Formula grant for \$6,000
- AP1918           \$8,08.60
- AP1919           \$24,674.59
- PR1919           \$28,238.20
- Proclamation for Veteran's Day from Commonwealth of Massachusetts commemorating the 100<sup>th</sup> anniversary of the Armistice that ended thr fighting in World War I at 11 AM, November 11, 1918 – the eleventh hour of the eleventh day of the eleventh month
- Massachusetts Department of Transportation's copy of the Chapter 90 Project Request Contract No. 50757 to remove and replace guardrails at various locations
- Proposed shared Animal Control Officer position and the agreement through the Franklin County Sheriff's Office and Animal Shelter
- Answers to RFP for solar array questions
- Select Board liaison roles
- Michael Walsh's letter thanking the Highway Department for their recent work on Hawk Hill Road
- Chapter 90 Reimbursement Request to resurface 8A and Warner Hill