

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

May 3, 2021
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The meeting was called to order at 7:00 P.M. by Chair Marguerite Willis. Select Board member Elizabeth VanInderstine and Administrator Sarah Reynolds also attended the meeting. This meeting was conducted via telephone conference pursuant to the Governor's March 12, 2020 order suspending certain provisions of the Open Meeting Law.

1. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and sign the Amendment to Intergovernmental Agreement Service Drop Installation Contract between the City of Westfield Gas & Electric Light Department and the Town of Charlemont Massachusetts Municipal Light Plant (for service drop installation acceleration tactics)
2. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and sign the Amendment to Intergovernmental Agreement Fiber Network Operations and Customer Services between the City of Westfield Gas & Electric Light Department and the Town of Charlemont Massachusetts Municipal Light Plant (for dig safe administration and NJUNS administration). Bob Handsaker, Broadband Committee Chair explained that this service will cost an additional \$1,800 per year.
3. Bob Handsaker reported that the Broadband Committee is taking out insurance for the electronics hub in the cellar effective June 1st.
4. Bob Handsaker stating the project is coming together and the plans for taking out the State House note to borrow for the project is on track.
5. Administrator Reynolds reported that the State has approved the plans for the Laurel Lane bridge and will begin procurement. The Bridge is expected to be completed by the end of the summer.
6. Administrator Reynolds reported that a Woodlands Partnership Grant will cover the cost to purchase signs for the River. The Town will apply for this grant.
7. Administrator Reynolds reported that she has received good feedback from the Community One Stop-Expression of Interest application. Current projects are the 8A North realignment, Long Bridge and South River Road bridge. The Board was asked to think about other projects that the Town can be applied for.
8. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to deem the 2009 Crown Victoria surplus equipment, to be sold at auction.
9. Administrator Reynolds reported that Davenport was awarded the contract for the West Oxbow Bridge project and the West Oxbow Road will be closed between May 12th to August 24 pr 25 or 26 for the bridge construction.
10. Administrator Reynolds reported that the Town has \$6,000 left to spend from the first round of CARES funds. Although the American Recovery Plan has not defined how the funds can be spent, it was recommended to use these funds

- towards lessening the amount the Town will need to borrow for Broadband. The Board agreed with this recommendation.
11. Ms Willis reported that the Board has received a letter from the Board of Health that states they recommend keeping the Town Hall closed to the public until the end of June.
 12. Ms Willis reported that the Select Board has an opt out option regarding the State Mosquito Spraying Program, the due date to opt out is May 15th. The Board discussed the Board of Health recommendation to opt out, the requirements of opting out such as submitting an alternative plan for spraying (to be approved by the EEA), the cost and manpower to opt out. The Board took no action regarding the Stat Mosquito Spraying Program. Administrator Reynolds will share with the Board of Health that no action was taken.
 13. Ms Willis reported that she attended a National Grid Emergency Preparedness meeting. National Grid has devoted more staff to attend to power outages in this area.
 14. Ms Willis reported that the Town received a notice from the HGIT regarding a BC/BS settlement that was in the news. HGIT assures its member Towns that this settlement does not impact the insurance plans offered by the Trust.
 15. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to accept and approve the CEC proposal for 3rd party inspections of the 3 Town Landfill. The cost for this service is \$500 per year for Charlemont.
 16. The Board next discussed the Secretary to the Board job description. The Board agreed to remove from the document the entire section under “Budget”. Also listed was a section “labeled service not provided”. This section was discussed. The Board will continue discussion of the Secretary to the Boards job description during their May 17th meeting.
 17. As for the vacant Minute Taker position, Ms Willis made a motion to hire Abigail Drew for 4 weeks starting immediately. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to hire Abigail Drew, effective immediately.
 18. The Franklin Land Trust is asking the Town to allow the Trust to contact Town Counsel to review several Conservation Restrictions, with the Trust to pay the Counsel fees. It was unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to allow the Trust to contact Town Counsel regarding the restrictions, with the Trust paying for Counsel fees, and to remind the Trust and Counsel that the Town will not approve any restriction that includes mining rights nor is the Town willing to solely hold or partner any restrictions.
 19. The West County Shared Services Survey sent by the Town of Buckland has been answered by Ms Willis.
 20. The Board received a copy of the Citizen’s Guide to Town Meetings that the Secretary to the Commonwealth has posted to its website. It was suggested giving out the link to this guide at the beginning of Town Meeting so voters are able to

access it through their cell phones or possibly having them available in paper form for participants to pick up as they arrive.

21. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to authorize the Administrator to lock in and sign the fuel bids submitted by the FRCOG.
22. The Board voted, Ms Willis – yes, Ms VanInderstine – yes, to move #4, “MassWorks contract for Town Owned Sewer District for \$1,000,000” forward on the agenda.
23. Ms Willis stated that the Board received an e-mail from Bill Coli and Joe Pellegrino and just this afternoon a response from Town Council regarding the MassWorks contract and letter of intent (submitted by Berkshire East).
24. Mr. Pellegrino reiterated his concerns that were stated in his e-mail. Mr. Coli stated he spoke with Jon Schaefer regarding this grant and is concerned with the management/oversight of this project.
25. Bob Handsaker stated that he has not heard anything about the Grant.
26. Ms Willis stated that Town Council’s reply is that the State Contract is standard and non-negotiable.
27. Mr. Coli questions how the requirements of the contract will be addressed.
28. William Martin, representing Berkshire East, stated that the agreement/letter of intent, sent and signed by Berkshire East addresses the requirements of the contract and also states that the Town will not be financially liable for the project.
29. Ms VanInderstine stated that she is satisfied with the agreement/letter of intent and would like to invite Jon Schaefer to the All Board Meeting to give a presentation of the project to the Boards. It was agreed to discuss the sewer project during the All Board Meeting.
30. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to approve and sign the MassWorks grant and the agreement/letter of intent.
31. Mr. Schaefer stated that he is willing to provide his financial information to the Board.
32. The Administrator and Executive Secretary will work together to schedule an All Board meeting. The agenda for this meeting will be the MassWorks Town Sewer Project and Generating Income for the Town.
33. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and sign:
 - Payroll warrant #2140 for \$8,916.04, #2141 for \$11,077.83.
 - Vendor warrants #2141 for \$27,865.41, #2142 for \$108,079.08.
 - 2-22-21, 4-21-21, 2-1-21, 6-8-20, 1-9-21 meeting minutes
 - Ms VanInderstine stated that she feels edits made to the 4-20-21 meeting minutes were not necessary and will not approve them as edited.
 - To allow the Administrator to sign the procurement contract with the FRCOG for the Laurel Lane bridge project.
 - Payment of the KP Law invoice
 - Annual Town Election Warrant

34. Ms Willis recognized Erwin Reynolds for mowing the Town Hall Lawn over the weekend.
35. Business being concluded, the meeting was adjourned at 9:10 P.M.

Respectfully transcribed

Kathy A. Reynolds
Executive Secretary

Approved by:
Charlemont Select Board

This document is to be considered a draft until approved and signed by the Select Board.

Documents viewed by the Board.

Amendment to Intergovernmental Agreement Service Drop Installation Contract between the City of Westfield Gas & Electric Light Department and the Town of Charlemont Massachusetts Municipal Light Plant (for service drop installation acceleration tactics)

Amendment to Intergovernmental Agreement Fiber Network Operations and Customer Services between the City of Westfield Gas & Electric Light Department and the Town of Charlemont Massachusetts Municipal Light Plant(for dig safe administration and NJUNS administration).

Letter from the Board of Health
Notice from the HGIT
CEC proposal
Secretary to the Board job description.
Franklin Land Trust e-mail
West County Shared Services Survey
Citizen's Guide to Town Meetings
MassWorks contract
e-mail from Bill Coli and Joe Pellegrino
Town Council e-mail
Agreement/letter of intent
Payroll and Vendor Warrants
Meeting minutes
FRCOG procurement contract
KP Law invoice
Election Warrant

