

INCORPORATED 1765

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Office of the
Board of Selectmen

Joint Committee Meeting
Finance Committee and Select Board

Agenda: Position Descriptions

Time/ Date/ Location: 7pm April 8th Town Hall Library, Town of Charlemont

Attendees: Finance Committee Chair Amy Wales, Finance Committee members – Tom Campbell, Ron Smith. Select Board Chair Vaughn Tower, Select Board members – Beth Bandy, Dave Cunningham. Town Administrator Peg Dean

Absent: Finance Committee members - Toby Gould, Rich Filoramo

Meeting Chair: Amy Wales

Meeting called to order at 7pm.

Attendees discussed budget implications of the following positions.

In regards to the Accounting Position, the description needs to specify hours. Can the Accounting search committee update?

Beth Bandy outlined accounting options. We can 1) Go back to advertising job. Consider advertising through MMAAA List Serv, MMA. Peg draft initial posting for Select Board to review ASAP. Consider recruiting. Search Committee comprised of Select Board, Fin Com, Treasurer, TA? Beth to put together charge for Search Committee for Monday. Peg to ask Dale Kowacki if interested in participating in search committee. Take resumes from 4/8 – 4/24. Or we can 2) Go out to bid. Peg outlined 3 accounting firms listed on MMA website. Accounting costs: Last year's FRCOG Assessment was over \$17k. Fair going rate for talent? Peg to ask around. Peg spoke w Rick Kingsley at DOR who recommended we hire 12 hours instead of our current 6. The Select Board and Fin Com will consider 10 hours at \$30 + software.

In regards to Ex Sec to the Select Board, is there any overlap in position description with TA? It was established that Ex Sec is not Admin Asst to the Town Administrator. Eliminate from Ex Sec's position description the following duties due that overlap w Town Admin: from "prepare all agendas, make appointments," "special Town meetings, and annual Town meetings." "Researches legal questions with Town Counsel and researching general data through appropriate laws". "Assists the Select Board in budget preparations". "Provides oversight and direction to Town Hall custodian and ensures the day to day operation of the Town Hall".

Motion by Vaughn Tower to reduce Ex Sec position by 8 hours, motion to 2nd, SB voted unanimously. Finance Committee voted unanimously.

Discussed Fire Chief position. In future year will need to look at positions. There will likely be an anticipated increase in cost.



Discussed Highway Labor. Is a Highway EMT possible? (Consider having an ambulance information meeting. With Robo call in advance.)

Discussed Sec to the Boards position. Reviewed position. Determined no change at this time.

Discussed Police positions. Concerned about budget. Can we have as many police as we have?

Meeting adjourned at approximately 9pm

Respectfully submitted,
Peg Dean, Town Administrator



Beth M. Bandy