

**MINUTES OF THE SELECTMEN'S MEETING**  
**Town of Charlemont**

September 24, 2012  
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The meeting was convened at 6:47 P.M. by Acting Chair David Cunningham. Vaughn Tower also attended the meeting.

1. The warrants were signed.
2. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign Selectmen's minutes for the August 6th, 20th, and 27th meetings.
3. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign a letter to MassDOT District 1 Director Peter Niles explaining the Board's concerns regarding the Shunpike rest area.
4. At 6:55 P.M. Robert Manners attended the meeting to discuss his appointment to the Police Department. Mr. Manners stated that he is currently a Selectman for the Town of Shelburne and retired from the Shelburne Police Department in July. He is currently qualified, and willing to train, in CPR, first responder, EMT and other areas. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to appoint and welcome, Robert Manners to the Charlemont Police Department. Mr. Manners was qualified for office during the meeting..
5. The Board received a request from Comstar, the ambulance billing company, for authorization to contact Medicare for billing purposes. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to give the authorization with the signature of the Acting Chair.
6. The Board received notification of a gift to the Cemetery Restoration account. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to accept the gift.
7. Mr. Tower suggested that all departments and boards be issued an Id badge stating their name, position and term of office. These badges could be color coded. Mr. Tower was authorized to research the cost and possible issuing department and to report back to the Board.
8. Frank Dudek, FRCOG Accountant, attended the meeting to introduce himself to the Board. Mr. Dudek stated that he will be the accountant for Charlemont and is currently working with Ms Muka until he is fully acclimated to the job. Mr. Dudek has been an accountant with the FRCOG for several years, working for several other Towns. He is currently assigned to the Towns of Conway, Charlemont and Rowe.
9. Mr. Cunningham stated that he is concerned that expenditure and receipt reports have not been distributed for some time. Mr. Dudek stated that the FRCOG has been having some growing pains and that he is currently working on entering the FY13 budget to create the reports. Mr. Dudek questioned if the Board would like the reports for July, August, and September separately or one report for September. Mr. Cunningham requested the reports be submitted for each individual month.
10. Mr. Cunningham stated his concern with several people making entries in the accounting records. Mr. Dudek stated that Ms Muka will be pulling back as he becomes familiar with Charlemont's processes.
11. The Board thanked Mr. Dudek for attending the meeting.
12. Assessors Simon Dean and Jackie Cashin attended the meeting to discuss the Town website. Mr. Dean stated that the website concerns were initially raised by Assessor Sarah Reynolds but unfortunately Ms Reynolds could not attend the meeting.
13. Mr. Dean stated that he visited the website and printed off several pages that example their concern.
14. The first and foremost concern is that the Police Department page has contact information for

someone who is deceased.

15. The second concern is that the Fire Department page has the incorrect assistant fire chief named.
16. The third concern is that the transfer station page has the incorrect information regarding the purchase of trash bags.
17. Mr. Dean also pointed out that Gisela Walker has continued to be the Co-Chair of the Planning Board for many years.
18. Mr. Dean reported that Ms Reynolds other concern is typos on the Town website. An example of typos could not be found.
19. Mr. Cunningham, liaison to the webmaster, collected the examples and will contact the webmaster to have these errors updated.
20. The Board officially voted, Mr. Cunningham – yes, Mr. Tower – yes, to issue a one day, outdoor liquor license to the Mohawk Park for the Shriner's Fall Run on September 23, 2012. The fee was also waived. A letter will be drafted reminding the Mohawk Park to submit requests in a more timely fashion.
21. As Ms Brisson has the Transfer Station polling results, this subject was deferred until the October 1<sup>st</sup> meeting.
22. The Board received the articles for the Special Town Meeting that is scheduled for October 29<sup>th</sup>. The Board also received a list of questions regarding the articles that were submitted by the Fiance Committee. The questions will be addressed during the October 1<sup>st</sup> meeting.
23. Emergency Management Director Michael Walsh attended the meeting to update the Board of his progress since his appointment to the EMD position. Mr. Walsh also submitted a packet to each Board member that contains Emergency materials.
24. Mr. Walsh discussed and updated the Board while referring to a list of subjects.
25. Mr. Walsh is currently working on the 2012 EMP grant.
26. Mr. Walsh has been given a small room at the Fire Station for the EOC office.
27. Mr. Walsh explained that he has not found any history for the EMD and is currently keeping an digital records .
28. Mr. Walsh reported that he has not found any EMD equipment but is willing to start at day one, acquiring necessary emergency inventory.
29. Mr. Walsh reported that although he has been informed of the emergency telephone system in Town, he has not been able to be authorized to use nor trained for that system.
30. Mr. Walsh is researching the possibility of dry hydrants in Town.
31. Evacuation of the Hawlemont Elementary School is a concern.
32. The Resource Management System (a system to find emergency equipment/supplies if needed) is available for Charlemont. Mr. Walsh suggested the Police and Fire Departments attend the next class for this system.
33. Emergency situation shelters is in the research stage.
34. Mr. Walsh is working on departmental sharing of information.
35. Mr. Walsh reported that he does not have an emergency radio.
36. On November 3<sup>rd</sup>, and emergency exercise and flu clinic will be held at the Hawlemont Elementary School.
37. The Board thanked Mr. Walsh for the update.
38. The Planning Board Chair submitted several items to consider for the All Board Meeting Agenda.
39. The Board received and read a letter from the Board of Health in response to questions regarding trailer campers on private property.

40. The Board received and read a letter from a landlord regarding tenants parking on High Street.
41. The Finance Committee forwarded to the Board a memo/request from the Town of Heath Finance Committee. As the Executive Secretary is able to provide the information electronically, she was requested to send the information to the Heath Finance Committee.
42. The Board received and read an e-mail regarding the condition of the Leavitt Cemetery. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to request the Executive Secretary respond to the e-mail, thanking the sender for the information provided.
43. The Board received an accident claim from a legal firm that occurred on August 21<sup>st</sup> at the Zoar Bridge. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to request the Executive Secretary respond to the firm, referring them to MassDot, District 1, who is working on the bridge.
44. Mr. Cunningham reported that the purchase of a trash compactor, voted at Town Meeting, will need to go out to bid. Mr. Cunningham will forward the specifications to the Executive Secretary to start the bidding process.
45. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to place under Old Business of the agenda “File Cabinet”, referring to the Town Meeting vote authorizing the purchase.
46. Mr. Tower reported that he will contact the Town of Ashfield Board of Selectmen for information regarding their hydrant system.
47. The Board took a field trip to the Town Hall cellar to view the musty smells coming from that area of the Town Hall. It was observed that the energy audit project of sealing the cellar is not letting the cellar dry out. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to offer the Town Hall custodian additional hours to clean out the cellar.
48. Business being concluded, the meeting was adjourned at 9:30 P.M.

Respectfully submitted

Approved by:  
Charlemont Board of Selectmen

Kathy A. Reynolds  
Executive Secretary

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

List of documents reviewed by the Board.

Warrants  
August 6, 20, and 27 meeting minutes  
Comstar request for billing authorization  
Cemetery Restoration gift  
Several website pages copied of the Town website  
Copy of a one day liquor permit for the Mohawk Park  
Draft Special Town Meeting articles and questions from the Finance Committee  
Emergency packet  
Emergency discussion list  
All Board Meeting agenda items  
Written response to trailer camper questions  
Written response regarding tenants parking on High Street

Request for information from the Heath Finance Committee  
E-mail regarding the condition of the Leavitt Cemetery  
Accident claim