

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

November 26, 2012

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The meeting was convened at 7:00 P.M. by Chairman Jean Brisson. David Cunningham and Vaughn Tower also attended the meeting.

1. It was noted that weekly warrants were not received.
2. The Board received and unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to sign the Special Town Meeting Warrants that is scheduled for December 10, 2012.
3. The Board noted that minutes were not received.
4. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to distribute Holiday Cards to employees and purchase gift certificates. After discussing the amount, the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to purchase gift certificates for \$25.00 each from Avery's General Store for the following Town positions: Town Hall Custodian, Secretary to the Boards, Treasurer/Tax Collector, 4 full time Highway employees, and the Executive Secretary/Tow Clerk, totaling 8 certificates.
5. The Board identified several areas of concern regarding the Accounting services provided by the FRCOG; monthly reports, scheduled office time, budget entry, account balances, and lack of communication were some areas in question. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to write a letter to Bob Dean of the FRCOG letting him know of the Board's dissatisfaction and inviting him, along with Accountant Joy Muka and Accountant Frank Dudek to a meeting before the end of the calender year to discuss a solution. Once the letter has been drafted, the individual Board members will come to the office to sign the letter.
6. The Board of Assessors, Jackie Cashin, Sarah Reynolds, Simon Dean, and Secretary Carlene Millett attended the tax classification hearing that convened at 7:15 P.M. Ms Millett distributed a spreadsheet and graph depicting rates for single and multiple tax rates. Ms Reynolds stated that the Assessors recommend a single tax rate for FY 2013 as a split rate would hurt businesses.
7. After reviewing the handout, the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, a single tax rate for FY 2013.
8. The Assessors explained that the tax rate will increase because of the decrease in home values found during the cyclical inspections.
9. The hearing was adjourned at 7:30 P.M.
10. Ms Brisson submitted the results of the Transfer Station poll along with a summary of the poll. The Board took the summary for review.
11. The Board received a packet from the ambulance billing company Comstar. The Board entered the appropriate information requested for Medicare re-validation and unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to use the Town FID number where the form requests a personal social security number.
12. Flag Committee Chair Dan Girard attended the meeting to submit a proposal for displaying flags on telephone poles along Town byways. Mr. Girard explained that the flags will be placed at a 45 degree angle to the flow of traffic so the flags are not ruined by large vehicles as they go by. The flags will have a minimum of 8 feet from the tip of the flag to the ground. The Sheriff's Department and trustees will assist the Committee in the spring and fall to place and

remove the flags. The Committee will be replacing the current flags that have metal poles for flags with wooden poles that seem to last longer.

13. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve of the flag proposal as submitted and presented.
14. The draft Ambulance MOU from the Town of Heath was deferred until the next Selectmen's meeting.
15. The Board discussed the Healy Trust APR. Mr. Tower questioned is the procedure that brought this APR before the Selectmen was done ethically and noted that the application was not complete. It was agreed that the Towns people voted to put funds aside at Town meeting for this purpose. Mr. Tower stated that he will not support an unfinished contract or document.
16. The Board voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – nay, to contribute \$3,700 towards the Healy Trust APR.
17. Robert Lingle, BOH Chair, thanked the Board for supporting the FRCOG Public Health Services and Expansion Grant. Mr. Lingle stated that the Town is able to removed themselves from the FRCOG Public Health Services without penalty, should they choose to opt out at a later date. He also noted that the Local Board of Health maintains oversight of these services.
18. Mr. Lingle reported that there is currently an opening on the Board of Health.
19. The Board was informed that 122 Main is a dire situation and that most of the building is not up to code. The building started with 15 occupied units, dropped to 12 and now has 5 occupied units. The building has not been condemned yet and there is a possibility of the Town going to housing court. Mr. Lingle reminded the Board that they are currently working on the Sherman property and the Avery Brook Road property. The BOH will need support from all Town Boards.
20. Mr. Lingle stated that the BOH could use more space, either a bulletin board or table in the Town Hall for public interest material.
21. The Board of Selectmen unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to meet on the following days in the month of January, 2013: January 7<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup>, and 28<sup>th</sup>.
22. Mr. Cunningham will contact the Board of Assessors regarding the Community Software Consortium's request for support and report back to the Board during the next Selectmen's meeting.
23. The Traffic Calming Committee submitted a recommendation that the Board write a letter to MassDOT stating the Towns agreement with traffic calming measures. As some of the measures will require additional duties of the Highway Department, Mr. Cunningham will speak with the Highway Superintendent for his support.
24. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve for payment a bill from Kopelman & Paige.
25. The COA submitted a letter asking if the Board will continue the senior free trash bag program for 2013. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to continue the program for calendar year 2013.
26. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the 2011 EMPG Grant.
27. Mr. Tower requested “departmental monthly reports” be given a 15 minute appointment on December 10, 2012. The Board agreed.
28. Ms Brisson submitted a written complaint she has received regarding lack of ambulance response. The Board will try to schedule the Ambulance Director to come to the meeting scheduled for January 7, 2013 to address the complaint.

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29. Ms Brisson submitted bid results from the FCSWMD for the new trash compactor. Mr. Cunningham will research to see if all of the parts stated in the bids are needed.
30. 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.

**DOCUMENTS REVIEWED BY THE BOARD.**

- Special Town Meeting Warrants
- Spreadsheet depicting tax rates for single and multiple tax rates
- Transfer Station poll results
- Medicare re-validation forms
- Flag proposal
- Draft Ambulance MOU from the Town of Heath
- Healy Trust APR
- Community Software Consortium request for support
- Traffic Calming Committee recommendation
- Kopelman & Paige bill
- COA letter regarding the senior free trash bag program
- 2011 EMPG Grant
- Ambulance written complaint
- FCSWMD trash compactor bid results