

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

December 10, 2012  
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The meeting was convened at 7:05 P.M. by Acting Chair David Cunningham. Also attending the meeting were Vaughn Tower and Jean Brisson who arrived at 7:15 P.M.

1. The Board signed 18 Holiday cards for Town employees.
2. The Board signed the weekly warrants.
3. The Board unanimously voted, Ms Brisson- yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign 2013 Class II Automotive licenses to Stage Coach Auto, Matt's Automotive, and Berkshire Auto Sales.
4. The Board unanimously voted, Ms Brisson -yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign 2013 Class III Auto licenses to Frank's Auto Sales, and J.A. Sparda & Co.
5. The Board unanimously voted, Ms Brisson -yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign 2013 Liquor license renewals and yearly licenses for Otters Restaurant, Inc., Cold River Package Store, 4 Family Convenience, Crab Apple Whitewater, Inc. and Mohawk Park.
6. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham -yes, Mr. Tower – yes, to approve and sign a letter thanking Winston Healy for serving on the Mohawk School Committee.
7. The Board received a resignation letter, effective December 10, 2012, from Police Officer Paul John Herbert. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the resignation with regret. A letter will be drafted thanking Mr. Herbert for his service.
8. The Board received an e-mail from the FRCOG notifying the Town of Accountant Frank Dudek's resignation. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the resignation.
9. At this time, the Board unanimously voted, Ms Brisson -yes, Mr. Cunningham – yes, Mr. Tower – yes, to move to item # 3 under new business of the agenda, FRCOG accounting letter.
10. The Board read a letter to the FRCOG Director Bob Dean that states dissatisfaction with the FRCOG Accounting Services. The letter calls for a meeting with Mr. Dean to discuss accounting issues found by the Town. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the letter as written. The letter will be e-mailed to Mr. Dean and a hard copy will be mailed.
11. The Board received a letter from Winston Healy with several requests. The first request is to accept a gift of \$2,000 to be deposited into the East Charlemont School Gift Account. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the gift.
12. The second request is to re-name the East Charlemont School Gift Account to the Little Red School Gift Account. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham -yes, Mr. Tower – yes, to rename the gift account as requested.
13. The third request is to create a gift account specifically to keep Board morale high by providing support, new information, and good models of communication and possibility to promote volunteerism. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to create a gift account named “Inter Board Communication, Education, and Volunteerism Gift Account”.
14. The fourth request is to accept a gift of \$2,000 to be deposited into the newly created Inter

- Board Communication, Education, and Volunteerism Gift Account. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the gift with gratitude.
15. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to draft a thank you letter to Mr. Healy for his gifts.
  16. The Board received an e-mail from MBI requesting an invoice for the POI licensing fee. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to ask the Accountant to draft two invoices, one in the amount of \$470.91 for the prorated payment up to July 1, 2012 and a second invoice for FY 2013 in the amount of \$2,000.
  17. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, the Chair to sign the Small Scale Initiative Grant authorization form.
  18. The Town webmaster sent a request for the Board to determine if the Flu Clinic photographs should be placed on the Town website. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to deny posting of the pictures due to the possible violation of HIPPA laws. Mr. Cunningham will contact the EMD with the Boards decision.
  19. The Board received a letter from the Secretary to the Board asking for consideration of budge preparation revisions submitted by the Finance Committee. After review, the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and accept the revisions as written in red on the document.
  20. The Executive Secretary will contact the Mohawk Park to see if the Town is able to use their large room for the All Board Meeting that is scheduled for January 17, 2013.
  21. Mr. Tower reported that he has contacted the Ambulance Director Dana Johnson regarding the Ambulance MOU drafted by the Town of Heath. The Director feels the Selectmen from Charlemont and Heath, along with the Director should hold a joint meeting to discuss the MOU before any decisions are made. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to request the Executive Secretary schedule a joint meeting with the Town of Heath Selectmen, Ambulance Director, and the Charlemont Selectmen to discuss the MOU.
  22. The Community Software Consortium request for support was deferred to the meeting that will be held on December 17<sup>th</sup>.
  23. The Traffic Calming recommendations was deferred to the meeting that will be held on December 17<sup>th</sup>.
  24. Ms. Brisson reported she received a verbal complaint regarding the wind turbine at Berkshire East. Ms Brisson will request the complaint be in writing.
  25. At 7:45 P.M. the Board discussed requiring Departments to submit departmental reports on a monthly basis. It was noted that the Fire Department has submitted 2 reports, one for the month of October and one for the month of November. Mr. Tower stated that as of January first, he will be implementing a monthly report required for the two departments that he is the liaison, Fire Department and Ambulance Department.
  26. After reviewing the two reports from the Fire Department, Ms Brisson stated that she feels the reports should be edited to be more tailored to individual departments.
  27. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to implement Fire and Ambulance monthly reports on a three month trial basis, with a review in early April. The reports are to be submitted to the Board of Selectmen and the liaison.
  28. The Town Clerk reported that Norma Coli has turned over the records for the Village Cemetery. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to draft a thank you letter to Mrs. Coli.

29. The Board received copies of job descriptions for the Charlemont Executive Secretary and Town Clerk, Heath Coordinator and Town Clerk, and Colrain Town Clerk. The job descriptions will be reviewed and one job description will be created for the Charlemont Executive Secretary/Town Clerk. The Board requested an electronic version of the descriptions be sent to them via e-mail. Mr. Cunningham will consult with the Executive Secretary to create a first draft to be reviewed by the Board in January.
30. Jerry Gosetti, Park and Recreation Commission member, attended the meeting at 8:00 P.M. Mr. Gosetti explained that few companies are willing to be involved with paving for Towns but he has found one company that will pave the tennis courts at a cost under \$8,000 so the paving is able to move forward in April. Mr. Gosetti requested the Board release funds from the Warfield gift account to cover the paving cost.
31. Richard Mullen, Chair of the Park and Recreation Commission, stated that the Commission has not discussed requesting the release of the funds.
32. At this time, Mr. Gosetti thanked the Board for their time and left the meeting.
33. Sarah Reynolds stated that the Park and Recreation Commission members do not agree and are not cooperating with each other. Ms Reynolds stated that the Commission is very dis-functional and feels the Commission members are not properly representing the Town.
34. Mr. Cunningham stated that he would like the Park and Recreation Commission members to take the next 3 months that they will not be meeting to reflect on their positions on the Commission.
35. The Board received a holiday card from the Secretary to the Boards.
36. The Board unanimously voted to sign the Audit Engagement letter from Scanlon & Assoc. who will be auditing the Towns FY 2012.
37. Jerry Gosetti returned to the meeting and submitted a resignation letter from the Park and Recreation Commission. Mr. Gosetti stated that the Commission is dis-functional. Although each member has their own attributes, he is unable to work with the elected officials of the Commission as they are acting hazardously and illegally. Mr. Gosetti stated that he feels the members of the Park and Recreation Commission are not capable or responsible enough to Chair the Commission.
38. Mr. Cunningham stated that the Commission needs to work together and would like to see the members attend some type of mediation.
39. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, NOT to accept the resignation of Jerry Gosetti and urge Mr. Gosetti to take this opportunity to mediate the Commission issues/differences.
40. Mr. Gosetti reported that the Park and Recreation Commission has denied the Charlemont 250 Committee use of the ball fields behind the Hawlemont School for their bonfire event as the Committee did not show proof of insurance.
41. The Board agreed that the 250 Committee is part of the Town and falls under the Town insurance. A letter to that effect will be drafted by the Executive Secretary and given to the 250 Committee.
42. The letter regarding the lack of cellular telephone capability written by the EMD will be revisited during the January 7<sup>th</sup> meeting.
43. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to have the Fire Department come to the meeting on December 27 to be appointed for the remainder of the year. The Fire Chief/Inspector will be invited as a separate appointment and the Assistant Fire Chief will have an appointment immediately after the Fire Chief. The appointment with the Chief and Assistant Chief will be to discuss performance and conduct. A

letter will be sent out notifying them of this meeting and of their rights regarding executive session.

44. Mr. Tower reported that several residents have approached him stating the emergency telephone system is being under used.
45. Mr. Tower reported that a bridge on Avery Brook Road requires guardrails. Mr. Cunningham will inform the Highway Superintendent.
46. Mr. Tower questioned how to pay the \$523 Medicare re-validation fee. It was decided the Ambulance Department should expense the fee out of their budget.
47. Mr Cunningham informed the Board that he may be scarce until after January 1<sup>st</sup>.
48. Business being concluded, the meeting was adjourned at 9:15 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.

**Items reviewed by the Board of Selectmen**

Holiday cards  
Weekly warrants  
2013 Class II Automotive licenses  
2013 Class III Auto licenses  
2013 Liquor licenses  
Thank you letter to Winston Healy  
Officer Paul Herbert resignation letter  
E-mail notification of Accountant Frank Dudek's resignation  
Letter to the FRCOG regarding Accounting services  
Letter from Winston Healy with regards to two gifts  
E-mail request for a rent invoice from MBI  
Small Scale Initiative Grant authorization form  
Town website posting request  
Budget preparation revisions from the Secretary to the Boards  
Community Software Consortium request for support  
Traffic Calming recommendations  
Two monthly reports from the Fire Department  
Executive Secretary and Town Clerk hob descriptions  
Letter of resignation from Jerry Gosetti

