

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

February 25, 2013  
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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. The warrants were signed.
2. Minutes were approved and signed.
3. The Board received a resignation letter from ZBA member Douglas Telling. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham –yes, Mr. Tower – yes, to accept the resignation with regret and to write a letter thanking Mr. Telling for his service.
4. A notice will be posted on the Town website that asks for a volunteer to fill the vacant ZBA position.
5. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign a letter to the FRCOG Program Manager Bob Dean regarding accounting services.
6. The Board next discussed number 22 of the agenda, accounting errors. The Board received a notice from the DOR that the Town's 2012 Schedule A has not been submitted and was in fact due on October 31, 2012. FRCOG Accountant Joyce Muka who had received the same notice, sent the explanation that the Schedule A had indeed been completed in October but she forgot to hit the submit button.
7. Mr. Cunningham stated that he spoke with FRCOG Program Manager Bob Dean who informed Mr. Cunningham that he realizes the Town is having problems with the account service which he is trying to correct. Mr. Dean informed Mr. Cunningham that if Charlemont feels it needs to remove itself from the FRCOG Accounting Program, the Town will not be held to the separation period in the contract.
8. The Board discussed other accounting options other than the FRCOG services and unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to place this subject under Old Business on the agenda.
9. The Board received adjusted medicare rates from Ambulance Director Dana Johnson. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the changes and sign the form.
10. The Town Clerk explained that due to the timing of the Special State Senatorial Primary and Election, the Selectmen may vote to change the date of the Local Election to coincide with either the State Primary on April 30 or the State Election on June 25. The Town Clerk stated that she would not recommend holding the Local Election on April 30 due to the shortened time for nomination papers and the number of ballots that would be present at the polls. If the Local Elections were held with the State Primary on June 25, the Town would be saving several hundreds of dollars, the voters would have a longer time span to vote a local ballot, and Town Meeting would be able to convene at an earlier time. The Town Clerk recommended hold the Local Election during the State Election on June 25.
11. Mr. Tower stated that he likes tradition and took an impromptu poll of 3 people in the audience. Two of the people answered they would like the Local Election held on the same day as the Town Meeting. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to hold the Local Election on May 28, the same day as the Annual Town Meeting.
12. Dohn Sherman attended the meeting to discuss the property of his father, Floyd Sherman. Dohn

Sherman informed the Board that Floyd just passed several weeks ago and Dohn would like to clean up the properties, one property to hopefully become a memorial to his father. Dohn explained that the deeds to several properties require research and the Assessors will not discuss Floyd's property with Dohn because he is not the property owner.

13. Dohn would like to remove the buildings from the properties, suggesting the Town Fire Department might hold trainings with the buildings.
14. Mr. Cunningham will contact the Assessors to find out how far their research on the properties has gone.
15. Glen Ayers, FRCOG Health Agent suggested Dohn Sherman contact Rich Hubbard at the Franklin Land Trust as he has worked in similar situations.
16. The Board thanked Dohn Sherman for coming in and being proactive.
17. Fire Chief Ken Hall attended the meeting to report any Fire Department progress. Chief Hall reported the following:
  - a. The department is still working on the generator
  - b. The Asst. Fire Chief is working on a fax machine
  - c. The Department is making progress on the Fire Fighter II classes
  - d. The Department is working on the paperwork to use the Town owned Avery Brook Road property for fire training
18. The Board read the letter from the Assistant Fire Chief explaining he will be unavailable for a while. Chief Hall stated that he is aware of this letter and the Department will be fine as the Asst. Chief will continue in an administrative capacity.
19. Chief Hall questioned the deadline for submitting warrants for the Annual Town Meeting. The Executive Secretary will send the date to the Fire Chief.
20. Chief Hall stated that a few members of the Fire Department personnel are trying.
21. Mr. Tower stated that the Town of Heath has written policies and procedures for their Fire Department and suggested Chief Hall obtain a copy for review.
22. Chief Hall stated that the Fire Department is looking for a place to house the exercise equipment currently located in the Fire house.
23. The Board scheduled the next monthly update meeting for the Fire Chief and Assistant Fire Chief on Monday, March 25, 2013 at 7:30 P.M.
24. The Board received an opinion regarding replacement of the broken fuel card reader. Mr. Cunningham reported that so far, the quote he has received is for \$7,000. After discussing several ways to fund replace of the card reader, the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to hold a Special Town Meeting on March 18<sup>th</sup> at 6:30 P.M. in the Town Hall Meeting room. The only article on the warrant will be to ask for funding to replace and install the broken fuel card reader.
25. Installing security in the Highway complex was discussed.
26. Highway Superintendent Gordon Hathaway reported that the School Zone blinking lights located to the west of School Street have been tested and work. The School Zone blinking lights located to the east of School Street have been demolished from a tree on private property falling this winter.
27. Ms Brisson stated that she feels a claim should be filed with the Town insurance company. The Executive Secretary will contact the Town insurance agent to see if replacement of the School Zone sign can be through the Town insurance.
28. The draft letter to the owner of the fallen tree will be reworded by Mr. Cunningham. Replacement of the School Zone sign will be placed under Action on the agenda for the March

- 18<sup>th</sup> meeting.
29. The Board received a notice for MBI Anchor Institution meetings. The notice will be forwarded to Bob Handsaker and Stephen Ferguson.
  30. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to participate in the FRCOG fuel bids, with the FRCOG allowed to contract on the Town's behalf.
  31. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to schedule the next All Board Meeting on July 18, 2013 at 7:00 P.M.
  32. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to schedule Selectmen's meetings on: April 1, April 8, April 22, April 29, May 6, May 13, May 20.
  33. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to invite the webmaster to a meeting to discuss the new Town website.
  34. Mr. Tower suggested that he stop in to the Town Hall to review the work of MBI in the cellar and to ensure the doors are properly closed and the cellar is being used appropriately. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve of this suggestion.
  35. The Board received copies of Mr. Tower's suggestions for the use/purpose of the Berkshire East Gift funds. The Board members will take the suggestions for review and discuss the funds during their next meeting on March 18<sup>th</sup>.
  36. The Board read a letter from Avery's Store that requests use of the Berkshire East Gift to paint their building.
  37. Discussion of monthly departmental reports was tabled until the next meeting.
  38. The Board received a letter, with enclosures, from Norma Coli stating that she has written to the banks that hold the Village Cemetery Trust funds, informing them that the funds are to be turned over to the Town of Charlemont. The letter also states that copies of the letter have been given to the Town Treasurer and the Treasurer will need to contact the banks to finalize the transaction. Village Cemetery Trust Fund records have also been submitted to the Treasurer. Ms Brisson will contact the Treasurer in regards to any action the Selectmen might need to take to finalize this transaction.
  39. Mr. Tower stated that he will provide his personal information on the medicare re-validation forms.
  40. The Board read the Finance Committee budgetary review suggestions.
  41. The FY 14 FRCOG Highway products and services survey will be e-mailed to Mr. Cunningham.
  42. Mr. Tower reported that residents have suggested the Tyler Memorial Library should be moved to the Hawlemont School, to be combined with the Hawlemont Library.
  43. The condition of the Town Hall hallway was discussed. Mr. Tower will draft a letter to the Tyler Memorial Library Trustees requesting the posters along the walls be removed.
  44. It was noted that the Hampshire Regional Governments electric bill was \$200+ more than the Town would have paid if electricity was purchased through National Grid. The Executive Secretary will provide the Board with the Hampshire Electricity contract at the next meeting.
  45. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign a thank you letter to Gary Clark for voluntarily removing snow from the sidewalks in Town.
  46. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign a letter to the FRCOG supporting Fire Department regionalization research.

47. The Board received an e-mail from Planning Board Chair Gisela Walker that requested the Board approve FRCOG Technical Assistance Grant proposals for the formation of an Earth Removal Board and bylaws and the 122 Main Committee. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve the TA proposal for the formation of the Earth Removal Board and bylaws.
48. The Board questioned by the Planning Board Chair was asking for approval for a Committee that is under the jurisdiction and direction of the Selectmen. It was decided that the Committee should be asking for Technical Assistance and the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, not to approve the request for Technical Assistance Grant use for the 122 Main Committee.
49. The Board received a Transfer Station municipal profile from the FCSWMD with a request to update the profile. Ms Brisson stated that the information provided on the document is correct and the profile does not need updating.
50. The Board received a revised Ambulance Service MOU from the Town of Heath. After review, the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the MOU as written and notify the Town of Heath that Dana Johnson is Charlemont's point of contact for the Ambulance Department.
51. Jerry Gosetti, Park and Recreation Commission member, asked the Board when they will be meeting with the Commission regarding mediation between Commission members. Park and Recreation Commission mediation will be placed on the Board's agenda for the next meeting.
52. The Board received two Reserve Fund Transfer requests from the Police Officer in Charge totaling \$6,000. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham –yes, Mr. Tower –yes, to grant the requests. It was noted that the Finance Committee had previously granted and signed the requests.
53. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to place onto the Town website the notice of a public meeting regarding the MBI 123 project.
54. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to work on the Selectmen's budget during the next meeting.
55. Ms Brisson reported that she is working on the Selectmen's Town report and suggested the report be dedicated to Winston Healy. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to dedicate the 2012 town report to Winston Healy. Ms Brisson will write the dedication.
56. Business being concluded, the meeting was adjourned at 10:40 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  
Minutes  
Resignation letter from Douglas Telling  
Letter to bob Dean regarding accounting services  
DOR notice of late submission of the 2012 Schedule A  
Adjust medicare rates  
Letter from the Assistant Fire Chief  
Fin Comm e-mailed opinion regarding the fuel card reader  
Letter to the property owner of tree that fell on the School Zone light  
MBI Anchor institution meeting notice  
FRCOG fuel bid survey  
Use/purpose of the Berkshire East Gift funds draft  
Letter from Avery's Store  
Letter from Norma Coli regarding the Village Cemetery Trust funds  
Finance Committee budgetary review suggestions  
FY 14 FRCOG Highway products and services survey  
Hampshire Regional Governments electric bill  
Thank you letter to Gary Clark  
Letter to the FRCOG regarding Fire Department regionalization research  
E-mail request FRCOG Technical Assistance Grant proposals  
Transfer Station municipal profile from the FCSWMD  
Ambulance Service MOU from the Town of Heath  
Reserve Fund Transfer requests from the Police Officer in Charge  
MBI 123 notice of public meetings