

MINUTES OF THE SELECTMEN'S MEETING
Town of Charlemont

March 5, 2012
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The meeting was called to order at 7:15 P.M. by Chairman Winston Healy. David Cunningham and Jean Brisson also attended the meeting.

1. The warrants were signed.
2. The Board received a copy of the draft FY 2013 budget.
3. The Board notified Mr. Cunningham that he had been appointed to the committee to help rewrite the Emergency Plan.
4. Secretary to the Boards Carlene Millett attended the meeting to request a pay rate adjustment as the Selectmen had initially agreed upon her hiring. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy – yes, to increase her salary, pending town meeting vote, by \$2.00 per hour.
5. The Planning Board requested secretarial assistance to take minutes for the following dates: March 29, April 5, April 19, and April 26. Ms Millett will make herself available on those dates. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy – yes, voted to allow Ms Millett to be available to the Planning Board.
6. Jerry Gosetti attended the meeting to request the Board appoint Tracy Charette to the Charlemont 250 Committee. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy – yes to appoint Ms Charette to the Committee.
7. Mr. Healy reminded Mr. Gosetti the 250 Committee minutes are to be submitted to the Selectmen.
8. The Board reviewed and edited a draft letter to Jon Schaefer regarding the Berkshire East gift. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy – yes, to accept the edits. Mr. Healy will send the letter to Mr. Schaefer once edited.
9. The Board noted that Town Counsel will be attending the STM and Selectmen's meeting on March 12th. Items to be discussed with Counsel during the meeting included: Review of the open meeting laws with respect to e-mails, tendency to give legal advice to a Board or individual with out consulting the Selectmen before giving advice, potential litigation matters against the Town.
10. The Board tabled a notice of USDA Audit requirements until the Executive Secretary can be in attendance.
11. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy – yes, to apply for the 2013 Block Grant. Mr. Healy will ask Steve Ferguson if he will spearhead this application.
12. The Board noted that the Annual Town Meeting is scheduled for the fourth Tuesday in May which is May 22nd. Warrant articles are due to the Selectmen 30 days prior to the ATM. The Selectmen unanimously voted, Ms Brisson- yes, Mr. Cunningham – yes, Mr. Healy – yes, that all warrant articles are due Monday, April 23rd and a reminder will be created and sent to all interested parties.
13. The Board discussed the creation of several list serves. One list will be strictly for the financial departments. The second will be for all town matters and include all boards. The third might be all emergency personnel and the fourth may be for town employees.
14. The Board unanimously voted, Ms Brisson – yes, Mr. Healy – yes, Mr. Cunningham – yes, to place under old business of the agenda”review of e-mail system accounts town wide.

15. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy -yes, to appoint Michael Walsh as the Charlemont Emergency Management Director. Mr. Cunningham will invite Mr. Walsh to the next Selectmen's meeting to discuss the next steps the Director should take. The Board is also prepared to offer Mr. Walsh an assistant if he feels one is needed.
16. The Board received a draft dedication for the Annual Town Report that will be reviewed.
17. Mr. Cunningham was reminded that the Selectmen's Annual Town Report is due.
18. The Board received a request from the Planning Board for a warrant article to put \$2,500 into the Open Space account. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy – yes, to include the article on the Annual Town Meeting Warrant.
19. The Board received a proposal from Frank and Jennifer Mooney for a River Livery Service. Mr. Healy will speak with the Frank and Jennifer regarding the proposal.
20. Ms Brisson will attend the FCCIP meeting that will be held on March 8th.
21. The Board received a notice from the Secretary of Labor and Workforce Development requesting the Board forward their concerns regarding the current unemployment policies and procedures. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Healy – yes, to take no action unless the Executive Secretary advises otherwise.
22. A copy of the new FCCIP assessment and receipt notice was placed into the Assessor's mailbox.
23. The Board will review the ob descriptions for the Executive Secretary and Town Clerk outside of a meeting.
24. The Selectmen received an incident report from the Transfer Station Attendant.
25. Business being concluded, the meeting was adjourned at 10:50 P.M.

Respectfully submitted

Approved by:
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

List of documents reviewed by the Board

Warrants
Draft FY 2013 budget
Draft letter to Jon Schaefer
USDA Audit requirements notice.
2013 Block Grant notice.
Annual Town Report dedication
Warrant article request from the Planning Board
River Livery Service proposal from Frank & Jennifer Mooney
FCCIP meeting notice
Labor and Workforce Development request for unemployment concerns
New FCCIP assessment formula
Transfer Station incident report