

MINUTES OF THE BOARD OF SELECTMEN'S MEETING
Town of Charlemont
Town Hall Meeting Room

December 9, 2013
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The meeting was convened at 7:00 P.M. by Chairman David Cunningham. Vaughn Tower and Beth Bandy, who arrived at 7:05 P.M., also attended the meeting.

1. The Tax Classification Hearing was immediately convened by Chairman Cunningham. Assessors Sarah Reynolds and Jackie Cashin were in attendance along with Secretary to the Boards Carlene Millett. Ms Reynolds stated that the Assessors have voted to recommend the Selectmen vote a single tax rate. Charts were distributed showing the results of single verses multiple tax rates. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes to accept the Assessors recommendation of a single tax rate for FY 2014. The Hearing was closed at 7:10 P.M.
2. The Assessors reported that there is a vacant position on their Board and asked the Selectmen if they may have a suggestion of someone who might want to serve until the next election. It was agreed that Katherine Walsh will be approached to serve on the vacant position.
3. The warrant was signed.
4. Holiday cards to Town employees were signed.
5. A thank you letter to Simon Dean was reviewed. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to approve and sign the letter.
6. The Board received the draft June 30, 2012 Audit Management Letter. Auditor Tom Scanlon will be invited to the January 13, 2013 meeting to discuss the audit.
7. Finance Committee member Toby Gould suggested the Board create a draft financial policy and procedures manual and include the Finance Committee in drafting the document.
8. Mr. Gould suggested the Board include in the FY 2015 Budget request letter a statement instructing the Boards/Department to create and submit a real budget. This is so the Town does not find a Special Town Meeting is needed shortly after the New Fiscal Year for items that should have been included in the budget.
9. It was found that budget requests have not been distributed. Mr. Gould will inform the Finance Committee Chair.
10. Receipts were received for reimbursement from the Berkshire East Gift account from Josh Smith for the property located at 207 Main Street. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to accept the receipts and to pay reimbursement of \$1,000.00.
11. The Board received a request from the Planning Board for permission to contact Council regarding the Earth Removal Bylaw. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to grant the Planning Board permission.
12. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to pay an invoice from Spectrum Analytical for water testing for the Old Burn Dump.
13. Mr. Cunningham reported that a letter from the Friends of the Fairgrounds was received. The letter is asking for a response to their complaint letter. Ms Bandy will draft an appropriate response letter.
14. Mr. Tower reported that Paul Hicks has withdrawn from cutting trees in the Town owned cemetery due to family problems. Mr. Tower stated that he feels it is stupid to slow down the project and he will instruct the Tree Warden to hire the next bidder. Mr. Tower reported that

- Cemetery Committee member Camille White feels this turn of events is very unfair.
15. Ms Bandy reported that the FRCOG Accounting assessment is going to increase for FY 2015. The Hawlemont School budget will be increasing as well.
 16. Mr. Cunningham reported that he has contacted Town Counsel regarding Council's review and opinion of the Attorney General's warnings for the Sex Offender Bylaw. Council will review the bylaw and respond accordingly. Mr. Cunningham has contacted Ivy Palmer with this information.
 17. At 7:37 P.M. the Selectmen unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, Ms Bandy – yes, to enter into Executive Session to sign Executive Session minutes of the meeting held with the Buckland Board of Selectmen under MGL Section 21(a)(6) of the Open Meeting Law, with the intention of not returning to their regular meeting.
 18. Business being concluded, the meeting was adjourned at 7:45 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.

Tax classification charts
Warrant
Holiday cards
Thank you letter to Simon Dean
2012 Draft Audit Management Letter
Berkshire East Gift account receipts
Planning Board request to use Town Council
Spectrum Analytical invoice