

## CHARLEMONT FINANCE COMMITTEE

Minutes of Meeting: July 9, 2010, 9:00 a.m., Town Hall

Present: Norma Lynch, Richard Filoramo, Camille White, Selectman Winston Healy

Absent: Theodore Willard, Amy Wales

1. Minutes of May 22, 2010 were approved and signed.
2. Mail -- It was VOTED to pay the Massachusetts Municipal Association dues bill in the amount of \$126.
3. New Business
  - a. Free Cash -- Based on advice from Joe Boudreau of the Department of Revenue communicated to accountant Joyce Muka, it was VOTED to transfer the amount of \$1,710.00 from the Stabilization Fund back into the General Fund.
  - b. End-of year transfers -- A list of transfers will be available for a joint meeting with the Board of Selectmen at 7:15 p.m. on Tuesday, July 13, 2010.
  - c. Ambulance -- W. Healy stated the new ambulance has been received and insurance and funding mechanism are in process. Bills to other Towns will be submitted soon.
4. Old Business
  - a. FinCom Assistant -- N. Lynch requested for the next agenda a list of duties for the Secretary to Town Boards for which the Secretary may assist the Committee. She and R. Filoramo will locate and submit previous lists for review by the Committee. It was also suggested that the Board of Selectmen inquire of all Boards what duties they might need addressed by said Secretary; all requests to be reviewed by the Selectmen. In addition, Selectmen will ask Department heads if any changes are needed in descriptive headings for budget line items.
  - b. C. White reported the Inventory is ongoing; thus far, she has received full cooperation and it will probably be completed by the end of summer.
  - c. Benefits Policy -- W. Healy stated health benefits have been updated and all employees have received written job descriptions, personnel policies and employee acknowledgment receipts. It was VOTED this item may now be removed from Old Business.
  - d. Investment Policy -- It was VOTED to remove this item from Old Business.
5. Other
  - a. W. Healy apprised the Committee of the Town's options regarding property issues related to the 3-Town Landfill and will continue to keep the Committee informed.

- b. W. Healy discussed with the Committee the new regulations concerning e-mails, open meetings, postings of meetings and agendas in the Town's new receptacle and minute taking. In the future, all postings and minutes may be forwarded to the Secretary to Town Boards.
- c. N. Lynch inquired regarding compensation of the Transfer Station Attendant. W. Healy explained this was adjusted because of the change in hours of operation. In addition, he noted that present procedures overseen by the Attendant as to type of material accepted have increased the Town's monetary return for its recycling materials.  
  
C. White commented on the improved condition to the road at the transfer station. W. Healy stated the Highway Department has worked on the road and further improvements will be made.
- d. At the request of C. White, W. Healy also discussed the status of summer road maintenance and new regulations regarding STRAP grants. He also noted the Highway Superintendent has added monies to the Town's General Fund by disposing of scrap metal.
- d. The next meeting of the Committee is scheduled for Tuesday evening, July 13 at 7:15 p.m.

It was also agreed that the next regular meeting will be held early in September at a time to be determined.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Camille C. White, Secretary

(This document is to be considered a draft until approved and signed by the Finance Committee.)

