

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

March 31, 2009

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The meeting was convened at 7:00 P.M. by Chairman Winston Healy. Also attending the meeting were Jean Brisson and Paul Fantucchio.

1. The warrants were signed.
2. The minutes were approved and signed.
3. The bill from Kopelman & Paige was approved for payment.
4. The Board unanimously voted to cancel their Tuesday, April 21, 2009 meeting.
5. The Board unanimously voted to approve the State Police 911 and emergency dispatch services MOU. The Chairman signed the document.
6. The Board unanimously voted to approve a letter to Auditor Tom Scanlon attesting to the representation of the Town to the auditors during the audit. The letter was signed.
7. The Board received the draft management letter and financial statements for the FY 2008 audit. The Board will decide at their next meeting on April 7<sup>th</sup> if the Town will hold an audit exit meeting. If such a meeting is scheduled, the Treasurer, Accountant, and Finance Committee will be invited to attend.
8. The Board received and reviewed FY 2010 Veteran's Benefits budget figures.
9. After reviewing possible seminar topics from Kopelman & Paige, the Board decided to hold the seminars after Town meeting and during an All Board Meeting. The topics of "running a meeting and the open meeting law" were chosen as the first seminar topics. Mr. Fantucchio will inform Kopelman & Paige of the topics and timeframe chosen.
10. The Board met with Highway Superintendent Gordon Hathaway and Officer in Charge Charles Bellows and Vaughn Tower of the Fire Department to discuss emergency procedures concerning the Towns gravel roads. Mr. Bellows assured the Board that the Town does have an all Town emergency plan that is filed with MEMA in case of an all Town catastrophe. Parts of the plan were discussed.
11. The town does not have a formal written plan for emergency situations that involve snow, mud, and ice. All Town departments, Highway, Police, Fire, and Ambulance have learned to seamlessly work together. Both the Ambulance and Police have been able to proceed through all the Town roads during the current mud season. Mr. Hathaway stated that if the Highway Department is needed, they will automatically respond to the emergency. All present agreed that the Highway Department and Board of Selectmen should have Town radios, both mobile and handheld, incase an emergency situation should arise. Mr. Bellows will research the cost for the radios.
12. The Board discussed the process of closing Town roads. The current procedure is the Highway Super informs his liaison of the need to close a road, who in turn approves of the closure. The Highway Super informs dispatch and the local police of the closure. Barricades are placed at both ends of the closed road. Mr.

- Hathaway informed the Board that barricades constantly disappear and are ignored, at a cost to the Town. Mr. Healy will research a by-law, with a fine, for violating a road that has been closed.
13. Mr. Healy and Mr. Bellows will create a document of Town procedures for emergency situations.
  14. The Highway Super and the Board discussed key portions of the Towns dirt roads that are always in the worse conditions during mud season. Several sections of the roads were discussed with one located on Mountain Road as being #1. The Highway Super was requested to find names of several possible consulting engineers, one of whom could be retained to conduct an analysis of what will be necessary, along with an estimated cost, to bring that one section up to standards. It was suggested that Mass Highway, District 1 might be able to assist with the research.
  15. Mr. Bellows explained that he has applied for a Federal policing grant that will fully pay for a full time police chief for three years. The condition of the grant is that the Town will need to fund the chief for the fourth year. The Board expressed their full support for the grant.
  16. The Board received a notice from Kopelman & Paige that gave a deadline of May 1<sup>st</sup> for submitting the Annual Town Meeting Warrant Articles for their review. The Board noted that they will need to review and approve all warrant articles at their meeting on April 28<sup>th</sup>.
  17. The Board received an e-mail from the Town of Heath stating that they will need a letter stating their share of the cost of a new ambulance for their warrant article. The letter also questions what the future holds for the old ambulance. The Executive Secretary will contact the Ambulance Director with the questions.
  18. Mr. Healy asked the Board to reconsider their decision to participate in the FRCOG fuel bids. The Board unanimously voted to request inclusion in the bids, with the option to accept/reject any or all bids.
  19. The Board will not be attending the FCSA April 29<sup>th</sup> meeting.
  20. The Board reviewed a letter from the Friends of the Charlemont Fairgrounds requesting permission to have a beer tent at the Fairgrounds during Yankee Doodle Days. As the letter has not been received by the Parks & Rec Commission, the Board will defer acting upon the request until the Commission has reviewed and submitted a recommendation to the Board.
  21. The Executive Secretary will submit a form to Gaudette Insurance requesting a proposal for the Towns Line of Duty Insurance.
  22. Mr. Healy read an e-mail from the Town Accountant that gave her resignation effective June 30, 2009. Several alternatives given were to advertise the position, retain an accountant such as Scott Sawyer, and join the FRCOG Accounting Program. The Board will revisit this subject at their next meeting on April 7<sup>th</sup>.
  23. Mr. Healy reported that Attorney Eichman is working on the CR requested by the Franklin Land Trust for the Academy property. The Board agreed they will not

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be interested in holding the CR if the Town is responsible for enforcement and the costs associated with enforcement.

24. Business being concluded, the meeting was adjourned at 9:50 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.