

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

June 2, 2009

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The meeting was convened at 6:00 P.M. by Chairman Winston Healy. Also attending the meeting were Jean Brisson and Paul Fantucchio. It was announced that the reporter from the West Count Independent was tape recording the meeting.

1. Mr. Healy stated that all Town employees were given copies of the revised Personnel Policy and were invited to the meeting to discuss the policy and voice any comments/concerns. The Policy was openly reviewed.
 - a. The definition of office/work station was questioned. The Personnel Policy Committee will research the definition.
 - b. The category of a position where one person holds two part time jobs for the Town, with work hours totaling more than 20 hours a week was questioned.
 - c. The Selectmen stated that the Town will start to keep track of all vacation, personal, and sick time through the payroll records.
 - d. Long term disability for employees was discussed.
 - e. The Highway Super will forward job descriptions to the Selectmen for the Highway Laborers along with current accrued benefits.
 - f. The start date on the policy is July 1, 2009.
2. Auditor Greg Winters attended the meeting to discuss the draft management letter for the FY 2008 audit. Mr. Winters stated that the Town's cash balanced and the Treasurer and Accountant's records were in good order. It was explained that an audit has three types of findings with the most serious being a "material weakness", then a "sufficient other deficiency", and lastly "other matters". The management letter makes no recommendations in the first two categories of findings. The management letter was reviewed by the most urgent "other matter" being first.
 - a. Ambulance receivables were discussed. The Board will meet with the Ambulance Director, Billing Clerk, and Accountant to discuss the audit findings.
 - b. Internal Audits – The Accountant will create an internal audit procedure.
 - c. Investment Policy – A Financial Team, chosen by the Board to review and advise the Board on Town investments, will address this issue.
 - d. Capital Assets – The Auditors have created a fixed assets list for the Town. The Board has established an amount for fixed assets. An inventory list should be created as well. The Accountant will help with a response to this item.
 - e. Tax Liens – The Treasurer/Tax Collector has worked with the Auditors and purchased a Tax Title program to track Tax Liens. The Treasurer/Tax Collector will propose a response to this item.

- f. GASB Statement # 45 – This is a calculation (actuary) of the amount it will be owed to retirees over the next 20 years. The Accountant will make a recommendation as to how the Town should proceed.
 - g. The Board will draft responses to the draft audit report.
3. The Financial Report of the audit was reviewed.
 4. The Finance Committee will attend the Selectmen's meeting on June 9th at 7:00 P.M. to discuss and vote reserve transfers.
 5. The warrants were signed.
 6. Two sets of minutes were approved and signed.
 7. The Board unanimously approved a letter requesting assistance in drafting the FY 2010 HRA Bloc Grant. The letter was signed.
 8. The Board unanimously voted to approve the Town Counsel bill.
 9. The Board unanimously voted to defer deciding their summer meeting schedule of meetings until June 23, 2009.
 10. The Board received an e-mailed letter from Mr. and Mrs. Coli with questions concerning a BOH issue. Answers were given to two of the questions. Mr. and Mrs. Coli stated that they were satisfied with the answers that were given.
 11. The Board reviewed and approved a memo requesting all yearly appointments be submitted to the Board by June 22nd. The memo will be forwarded to the appropriate Departments/Boards.
 12. The Executive Secretary will contact the Towns of Health and Hawley to schedule a causal meeting during the week of June 8th with Dan Hall, DEP.
 13. The Board unanimously voted to request an end of the year bill from Town Counsel to arrive by July 9th.
 14. A request for the Board to adopt a Bottle Bill resolution was deferred until the next meeting. The Bottle Bill will be forwarded to the Board members for their review before the meeting.
 15. The Board unanimously voted to accept and sign the FRCOG temporary accounting services agreement.
 16. The Board unanimously voted to accept and sign the FRCOG FY 2010 accounting services agreement and the MOU for the FRCOG accounting software.
 17. The Board received a bill for the FY 2008 Hawlemont Deferral. Payment for this bill will need to be an article on the next Special Town Meeting.
 18. The Board unanimously voted to forward FEMA Fire Station grant information to Steve Ferguson. The Board also voted to pay Mr. Ferguson an administrative fee of 2% of the grant amount that is awarded to the Town.
 19. The Board unanimously voted and signed the CHUBB Line of Duty renewal forms.

20. Mr. Healy and Josh Bellows will complete the IT Survey that was received from the FRCOG.
21. The Board received a notice from MIIA that the company conducting the Town drug testing has changed. The notice also requested information concerning employees that are to be tested. This notice will be forwarded to the Highway Superintendent. Ms Brisson will research testing for other departments.
22. The FCHCC grant information will be forwarded to the COA.
23. Ms Brisson will conduct further research into the quote for services received from Complete Recycling Solutions, LLC.
24. The Board unanimously voted Ms Brisson Chairman. The assignment of liaisons will be on the agenda for the next meeting.
25. The Board requested the Executive Secretary to place "Town Hall Roof" on the agenda, under action, for the June 23rd meeting.
26. The Board decided not to go into a summer meeting schedule at this time.
27. The Board granted the Executive Secretary vacation for the week of June 22nd.
28. The Board discussed the revised Personnel Policy. Disability and sick leave will be placed under old business of the agenda.
29. The Executive Secretary was requested to take "Committee for benefit sick leave" off old business of the agenda.
30. The Board unanimously voted that benefits accrued by Town employees should be submitted to the Treasurer by June 19, 2009.
31. The Board unanimously voted to accept the revised Personnel Policy, with corrections of grammar, effective and implementation to start July 1, 2009.
32. The Treasurer will be invited to a meeting in July to discuss responding to the audit's managerial report.
33. The Board unanimously voted to invite the Assessors and their secretary to the June 9th meeting, 7:45 P.M., to discuss the definitions and status of the Assessors Secretary position. It was voted that Ms Brisson will draft, sign, and forward to the Assessors the invitation.
34. Business being concluded, the meeting was adjourned at 9:15 P.M.

Respectfully submitted

Approved by:
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

