

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

June 9, 2009

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

1. Finance Committee members Norma Lynch, Camille While, and Theodore Willard attended the meeting to discuss and vote end of the year account transfers. After reviewing the Budget vs. Actual report, both the Finance Committee and the Board of Selectmen unanimously voted to transfer the following:
 - a. \$5,000 from the Grant Writer Account to Winter Salaries Account
 - b. \$1,702.43 from the Reserve Account to Winter Salaries Account
 - c. \$5,000 from the Town Insurance account to Winter Expense Account
 - d. \$9,000 from the Reserve Account to the Winter Expense Account.
 - e. \$3,997.40 from the Interest-S.Term Debt Account to the Winter Expense Account.
 - f. \$606.51 from the Memorial Park Labor Account to the Vets Benefits Account.
 - g. \$4,500 from the Town Hall Account to the Franklin Tech/Smith Voc Account.
 - h. \$3,000 from the Fr. Tech Transportation account to the Franklin Tech/Smith Voc Account.
2. The Finance Committee and the Board of Selectmen unanimously voted to move the deficit amount of \$2,702.30 from the Highway Dept. Sick Account to the Highway Salaries Account. It was also voted not to make any more future postings to the Highway Dept. Sick Account.
3. The Finance Committee and the Board of Selectmen unanimously voted to move \$7,863 expensed to the Line of Duty Insurance account to the Public Officials Insurance account to reflect the proper separation of the insurance charge.
4. The Board of Selectmen and the Finance Committee agreed to meet on July 14, 2009 at 7:00 P.M. if additional end of the year transfers are required.
5. The next meeting was with the Board of Assessors to discuss improvement of communication between the Selectmen and the Board of Assessors and other issues of mutual interest. Assessors Andrea Santos, Carol Rice, and Sarah Reynolds, along with Secretary Bree Stegner were in attendance.
6. Ms Brisson congratulated Sarah Reynolds on being elected as an Assessor.
7. Ms Brisson explained that the Selectmen would like to establish clear lines of communication with the Assessors. It was explained that a new personnel policy has been created that clearly defines positions within the Town, and the benefits that are offered with each position. It was explained that the Assessor's Secretary was originally hired to work in one position ("employee, regular part-time), but then changed for personal reasons to "employee, yearly position without set

- hours". The Assessor's Secretary position currently has 8 defined hours with 19 hours worked at home.
8. There was discussion of what constituted "defined hours", what benefits should accrue to each position, whether an employee could be grandfathered, whether there could be a new category for "remote workers," and whether exceptions could be made to the Personnel Policy.
 9. The Selectboard pointed out that the new policy will affect all employees of the Town and will unify and clarify all positions.
 10. It was questioned as to the minimum hours of an employee before the Town is legally required to offer health insurance. The Board will research this question.
 11. Ms Brisson stated that the Selectmen will be choosing one Board member to be the liaison for the Assessors to help with communications between both Boards.
 12. The Selectmen again asked the Assessors for a key to their office strictly for emergency and inspection purposes.
 13. The warrants were signed.
 14. The minutes were approved and signed.
 15. The Board unanimously voted the following liaison assignments:
 - a. Mr. Healy: Finance Committee, Accountant, Treasurer, FRCOG, Highway Department, Board of Health
 - b. Ms Brisson: Police Department, Board of Assessors, Transfer Station Fire Department, Ambulance Department
 - c. Mr. Fantucchio: Planning Board, Conservation Commission, Zoning Board of Appeals, MMAC, Parks and Recreation Commission
 16. The Board unanimously approved a one day beer and wine permit requested by Jeff Cahill, Myers Catering, for a wedding to be held on June 20th from noon-6:00 P.M. at the Academy at Charlemont. The cost of the permit will be \$25. The permit will be signed at the June 16th meeting.
 17. The Board received reservation requests for the Selectmen's Association quarterly meeting.
 18. The webmaster Cheryl Handsaker sent in a request from the Shelburne Falls Business Association asking for information about Charlemont that they could include in their website. Ms Handsaker offered to provide the information requested, but wanted the Board's permission first. The Board unanimously voted to authorize Ms Handsaker to provide the information after Mr. Healy's review.
 19. The Board received building recommendations from the Towns insurance company. The recommendations will be forwarded to the Town Hall custodian and the Highway Superintendent.
 20. The Board received information concerning City & Town software support costs for FY 2010. Mr. Healy will forward this information to the Town Accountant.

21. The Board received an e-mail from the YDD Coordinator asking for items and deadlines required by the Town for the up coming Yankee Doodle Days. The coordinator, Board of Health, and the Friends of the Fairgrounds will be invited to the June 16th meeting to discuss YDD.
22. The MIIA testing program will be deferred to the next meeting.
23. Recycling vendor research will be deferred to the next meeting.
24. The Board voted; 2 yeas, 1 nay, to adopt the Mass Bottle Bill resolution. The Bill will be signed at the next meeting.
25. The Board received a notification of assistance to Firefighters Fire Station Construction grants. The information will be forwarded to Steve Ferguson and the Fire Chief, with a note stating that Mr. Ferguson will be working on these grants.
26. Mr. Healy informed the Board that ZBA member Eric Dean was hurt the weekend past and asked the Board to sign a get well letter. The letter was signed.
27. Mr. Healy provided the Board with a letter from the FRCOG Accountant that states new accounting procedures beginning FY 2010. The Board unanimously voted that Mr. Healy will work with the Accountant on the procedures and report back to the Board.
28. The Board unanimously voted to donate a Town Flag to the East Charlemont School. Mr. Healy will notify Mr. and Mrs. Coli of the vote.
29. Mr. Healy provided a draft letter to Ruth Black supporting the Mohawk Trail Concerts. The letter will be copied to letterhead and signed at the next meeting.
30. With the Animal Control Officer Erwin Reynolds, Jr. present, the Board discussed action which could be taken if a Board ordered letter of sanction were not obeyed.
31. Business being concluded, the meeting was adjourned at 10:00 P.M.

Respectfully submitted

Approved by:
Charlemont Board of Selectmen

Kathy A. Reynolds
Executive Secretary

