

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

June 16, 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.

1. The warrants were signed.
2. The minutes were approved and signed.
3. A one day beer & wine permit was signed.
4. A letter supporting the Mohawk Trail Concerts was signed.
5. A bottle bill resolution was signed.
6. The FY 2010 COA Elders Grant was signed by the Chair.
7. The Board unanimously voted to approve a bill from Town Counsel which was signed by the Chair.
8. Another bill from Town Counsel that was addressed to the BOH was discussed. It was unanimously voted to approve the bill for payment. The bill was signed by the Chair. A copy of the bill with a reminder of use of Counsel policy and a request for an explanation of the bill will be sent to the BOH.
9. The Board reviewed a bill for BOH filing services. The bill will be submitted to the BOH for approval.
10. The Board reviewed a letter to Senator Downing, copied to Representative Bosley, requesting assistance for legislation to change the position of Town Clerk from an elected to appointed position. It was unanimously voted to approve the letter which was signed by the Chair.
11. Mr. Healy submitted to the Board a BOH grant that was written by the FRCOG Health Agent. The Town will receive \$1250 of the grant. Mr. Healy recommended that the Board approve the grant. It was unanimously voted to approve the grant which was signed by the Chair.
12. The Board reviewed a dental insurance packet offered by the Hampshire County Insurance Trust. The Board unanimously voted to send this offer to Town employees for their consideration along with an explanation that 100% of the premium cost is the responsibility of the employee.
13. The Board received notice that the FY 2009 #2 heating oil was inaccurately billed at cost and the Town is now receiving a re-billing of each invoice. The re-billing gives the Town a \$.35 discount per gallon off the bid price. The total re-billed is \$4,013.75. Mr. Fantucchio will contact the company and report his research to the Board at the meeting on June 23rd.
14. Kim Blakeslee, YDD Coordinator for the Friends of the Fairgrounds attended the meeting to discuss the Town's needs and deadlines for the July fair.
  - a. A copy of a certificate of insurance, along with a list of needs, was given to Ms Blakeslee.

- b. The Board stated that each vendor must provide a certificate of insurance that carries \$1 and \$3 million liability and aggregate insurance. The Executive Secretary will review the certificates by July 8<sup>th</sup>. Incorrect certificates will be given back to the Coordinator for re-submission by July 15<sup>th</sup>.
  - c. Ms Blakeslee was also informed that the Town will provide a rider for the Land Trust property for parking purposes. Once the Town receives a copy of a letter from the Land Trust giving permission to use the property, and a letter from the FOF requesting the Town insure the property, the Town will purchase a rider.
  - d. Ms Blakeslee was reminded that there is no alcohol allowed on the Fairgrounds except by permission of the Parks & Recreation Commission and the Board of Selectmen.
  - e. Ms Blakeslee was reminded that absolutely no dogs are allowed on the Fairgrounds except for certified guide dogs.
  - f. Ms Blakeslee was informed that the Police, Fire/EMT, and Board of Health must be informed of the event.
15. The Board received and reviewed a memorandum from the Finance Committee that listed four recommendations for the Board's consideration.
1. That Town insurance and capital asset inventory research be compiled by Finance Committee member Camille White. The Board unanimously voted to grant approval and write a letter giving authorization for her research.
  2. That the Treasurer make use of the MMDT and only deposit funds in local banks up to the FDIC insured amounts. The Board concurred with this recommendation and unanimously voted to authorize the Treasurer liaison, Mr. Healy, to assist with its implementation.
  3. The Board voted, Ms Brisson – yes, Mr. Fantucchio – yes, Mr. Healy- no, to not accept the Finance Committee's recommendation of appointing and allowing Finance Committee member William Coli to sit in on discussions regarding winter salt and sand. Mr. Healy will inform the Finance Committee of this decision and instead invite Mr. Coli to discuss this issue at a Selectmen's meeting.
  4. The Selectboard unanimously voted to research and monitor the budget, benefits, sick leave policy and investment policy. This subject will be placed under old business of the agenda.
16. The Board discussed a public notice that was posted at the Town Hall.
17. The MIIA testing program will be deferred to the next meeting as Ms Brisson is waiting for a response to her questions.
18. The recycling vendor research will be deferred to the next meeting as Ms Brisson is waiting for a response from the FCSWMD.
19. The Board decided to schedule an All Board meeting the week of September 14<sup>th</sup> in the early evening. Mr. Fantucchio will contact Counsel to see if they are

- available during that week to conduct a seminar during the meeting. All Board meeting will be placed under Action of the agenda for the next meeting.
20. The Board unanimously voted not to conduct employee performance reviews. This subject will be taken off Old Business of the agenda.
  21. The Board unanimously voted to take Fire Department letter and Finance Committee letter off old business of the agenda as the two issues have already been resolved.
  22. The Board will continue to research discontinuing Town roads with Mr. Fantucchio taking the lead in this issue.
  23. It was reported that the Fire Station is not eligible for the recent FEMA Grants. Mr. Healy will draft an "as of now" report concerning the addition to/new Fire Station.
  24. Mr. Healy reported that he is working with the Accountant on fuel tax, procedures as of July 1<sup>st</sup>, and the Accountant/Treasurer software.
  25. The Executive Secretary was requested to e-mail all job descriptions to the Board.
  26. The Board unanimously voted to set summer meeting dates. The Board will be meeting on June 23<sup>rd</sup> & 30<sup>th</sup>, July 14<sup>th</sup> and 28<sup>th</sup>, August 4<sup>th</sup> & 18<sup>th</sup>, and Sept. 1<sup>st</sup>. The meetings for July 7<sup>th</sup>, 21<sup>st</sup>, Aug. 11, and 23<sup>rd</sup> and Sept. 8<sup>th</sup> have been canceled. The Selectmen reserve the right to call additional meetings if the need arises.
  27. Business being concluded, the meeting was adjourned at 9:35 P.M.

Respectfully submitted

Approved by:  
Charlemont Board of Selectmen

Kathy A. Reynolds  
Executive Secretary