

## MINUTES OF THE WEEKLY SELECTMEN'S MEETING

### Town of Charlemont

July 14, 2009

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

1. The warrants were signed.
2. The minutes were approved and signed.
3. The Board unanimously appointed Sergeant Charles Bellows Police Officer in Charge for the FY 2010.
4. The Board unanimously voted to approve a request from the Executive Secretary to use vacation time from August 3rd through August 14th.
5. The Board reviewed a request from Camille White that asked what the minimum value amount for inventory items is. The Board unanimously voted to grant Mrs. White permission to contact Auditor Tom Scanlon with this question. The Board also stated that any item with a value under \$100 should be bundled. The Executive Secretary will inform Mrs. White of the Board's decision.
6. The Board unanimously voted to pay the FY 2010 MMA dues.
7. The Board reviewed a FY 2009 unemployment bill submitted by the Treasurer that will overdraw the unemployment insurance account. The Board unanimously voted to approve payment of the bill and to handle the account overage with end of the year transfers.
8. The Board received an update concerning Town Hall electronic items that were affected by a lighting strike on Tuesday, July 7<sup>th</sup>. Network cards in two computers had been replaced along with a network hub, one telephone, and telephone cards. A quote to replace the fire alarm panel was reviewed and approved. The Executive Secretary was given permission to replace the all-in-one machine located in the front office. The costs will be expensed out of the electronics contingency account and supplies account. The Executive Secretary will research upgrading surge protectors.
9. The Board of Health sent a request to hard wire the computer in the meeting room to the copy machine to use the copy machine as a printer. The Board unanimously approved this request.
10. The Board reviewed research conducted by the Treasurer concerning the Franklin Regional Retirement System asking the Town to lobby the legislature and governor to enact Section 54 of the Governor's bill. The Board decided not to lobby for the bill at this time.
11. Chairman Jean Brisson read an e-mailed resignation letter from William and Norma Coli. The letter, dated July 6, 2009 and received July 13, 2009, stated that the resignations are effective immediately. Norma Coli resigned from the Historical Commission, Ad Hoc Charlemont Fairgrounds Committee, Flag

- Committee, and the Village and Center Cemeteries. William Coli resigned from the ZBA, Charlemont Finance Committee, Ad Hoc Charlemont Fairgrounds Committee, Traffic Calming Committee, and Flag Committee. The Board unanimously voted to accept the resignations. Mr. Healy will draft a letter responding to the resignations.
12. The Board unanimously voted to approve two FY 2009 Town Counsel bills.
  13. The Board reviewed a request from American Whitewater for a temporary permit to sell and consume beer on the Fairgrounds during their Riverfest on July 25<sup>th</sup>. The requested hours for the permit were from 2:00 P.M. to midnight. After discussion, the Board unanimously voted to issue the permit for July 25<sup>th</sup> but only for 5:00 P.M. to 10:00 P.M. and contingent upon submission of the proper insurance coverage. The Executive Secretary will inform American Whitewater of the Boards decision.
  14. The Town of Ashfield sent an e-mail asking if the Town would be interested in attending sexual harassment training sessions held in Ashfield through MIIA. The Executive Secretary was requested to reply to the Town of Ashfield informing them that Charlemont does use MIIA for insurance. Ashfield will also be asked for potential dates and times of the seminars, whether Ashfield is offering or mandating their employees to attend, and how many seats are available.
  15. Finance Committee members Norma Lynch, Theodore Willard, and Richard Filoramo attended the meeting to vote end of the year transfers. The following transfers were unanimously voted by both the Board of Selectmen and the Finance Committee. The total of all transfers was \$9,542.71.
 

From: 01-5-135-012	Auditor's Services	\$2,473.16
To: 01-5-919-025	Medicare & Social Security	\$2,473.16
From: 01-5-135-012	Auditor's Services	\$ 67.28
To: 01-5-300-120	East Charlemont School	\$ 67.28
From: 01-5-135-012	Auditor's Services	\$ 542.20
To: 01-5-431-200	Transfer Station Capital	\$ 542.20
From: 01-5-135-012	Auditor's Services	\$ 217.01
To: 01-5-424-000	Street Lights	\$ 217.01
From: 01-5-151-021	Town Counsel	\$1,996.66
To: 01-5-431-100	Transfer Station	\$1,996.66
From: 01-5-151-021	Town Counsel	\$1,366.46
To: 01-5-422-010	Highway Salaries	\$1,366.46

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|--------------------|------------------------|------------|
| From: 01-5-781-100 | Reserve Fund           | \$2,147.94 |
| To: 01-5-422-060   | Town Garage            | \$2,147.94 |
| From: 01-5-781-100 | Reserve Fund           | \$ 196.00  |
| To: 01-5-210-026   | Crossing guard Salary  | \$ 196.00  |
| From: 01-5-781-100 | Reserve Fund           | \$ 536.00  |
| To: 01-5-916-000   | Unemployment Insurance | \$ 536.00  |
16. Roland Butzke, Siemens Building Technologies, Inc. came to the meeting to discuss the Town's energy audit. Mr. Butzke explained that the audit report is a preliminary audit only. The next step for the Town is to decide if the Town would care to go forward with an investment grade audit. The second audit would include a detail of what work can be done and energy savings the Town could expect when the work has been completed. The work on the audit can then be done by the Town or by contracting with Siemens. If the Town decides not to contract with Siemens, the cost of the second audit would need to be paid out of pocket; otherwise, the cost of the audit would be included in the contract with Siemens.
  17. The Board received two sealed bids for highway equipment rentals, one from George Rice and another from Tyler Equipment. The bids were opened at 8:15 P.M. The Board unanimously voted to forward the bids to the Highway Superintendent for review and to award the bids based on the Highway superintendent's recommendations.
  18. David Cunningham, Parks and Recreation Commissioner, came to the meeting to inform the Board that the Parks & Rec. Commission voted to allow the Charlemont Inn to sell and serve beer and wine, from 12:00 P.M. to 10:00 P.M. during the Reggae Fest on August 8, 2009. The Board unanimously approved issuing a temporary beer and wine permit to the Charlemont Inn for Reggae Fest, August 8, 2009, from 4:00 P.M. to 8:00 P.M., contingent upon receipt of proof of a proper insurance liability certificate.
  19. Kim Blakeslee, YDD Coordinator, attended the meeting to submit insurance certificates and ask for certificate exceptions for the Yankee Doodle Days event. Ms Blakeslee was informed that the Selectmen's charge is to do whatever is in their power to protect the Town from liability risk while trying to support Town activities, in other words, the Board was not trying to place road blocks for the event.
  20. Several vendor insurance certificates were missing and Ms Blakeslee was given until Thursday to submit them to the Executive Secretary. Mr. Healy volunteered to attend the event on Saturday and Sunday mornings to collect insurance certificates for the Horse and Oxen draws and the Gymkhana. The Board unanimously voted to accept a lesser insurance amount for the ice cream vendor, but stated that there will not be an exception next year. Ms Blakeslee agreed to submit all insurance information still pending to the Executive Secretary by 9:00

- A.M. on Thursday, July 9<sup>th</sup>. The Executive Secretary was instructed to return any incorrect insurance information back to Ms Blakeslee.
21. The Board unanimously voted that in the future all paperwork to hold an event at the Fairgrounds must be submitted to the Town at least 30 days before the event.
  22. The Board unanimously voted to approve the interim insurance coverage binder from MIIA. The binder was signed.
  23. The Planning Board sent a request for use of the Executive Secretary for their August 6<sup>th</sup> hearing to take minutes. The Board unanimously voted to allow the Planning Board to pay someone to take the minutes of that hearing date as the Executive Secretary will be on vacation. The Executive Secretary will inform the Planning Board of the vote and inform them of a future All Board Meeting.
  24. The Executive Secretary was requested to arrange to have Town Counsel conduct seminars (open meeting, public documents, ethics, etc.) during the All Board Meeting.
  25. Mr. Healy submitted options to replace the guard rails leading to the Bissell Bridge. Mr. Healy stated that he will not recommend replacing these guard rails as there are more major safety issues on other roads that are a higher priority.
  26. The Board unanimously voted to request the Highway Superintendent to research the priority of guard rail replacement within the Town.
  27. The Board unanimously voted to request the Highway Superintendent block the north east end of Tinney Road to thru traffic.
  28. The Board unanimously voted to encourage the Highway Superintendent to block off a portion of Mountain Road to through traffic during mud season.
  29. The e-mail from the FRCOG suggesting using an optional bid for winter salt will be forwarded to the Highway Superintendent.
  30. The notice of clean energy choice funds will be forwarded to Roland Butzke to see if the funds could be counted towards energy savings projects. The subject will be placed on the July 28<sup>th</sup> agenda.
  31. The Town of Hawley forwarded their vote concerning Charlemont/Hawley boundary lines. The e-mailed notice will be forwarded to the Board of Assessors for their recommendation.
  32. The Board received an e-mail from the FRCOG asking if anyone is still interested in perusing the Franklin County Public School Project. Mr. Healy took the message with him.
  33. The Board reviewed a notice from the Attorney General's office of public comment dates concerning the petition from National Grid for an electric rate increase. The Executive Secretary was requested to send a response stating that the Board of Selectmen strenuously object to the rate increase and want to go on record opposing it. The response is to also state that the Board did not receive the notice in time to draft an official letter.
  34. The Executive Secretary was requested to contact MIIA with all information necessary to set up the Highway Department for drug and alcohol screenings with the new company.

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35. A letter to the Friends of the Fairgrounds, copied to the Parks & Recreation Commission and Board of Health, stating that deadlines and needs for the Town concerning events held at the Fairgrounds will be sent.
36. Business being concluded, the meeting was adjourned at 10:50 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.