

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

September 10, 2012  
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The meeting was convened at 7:00 P.M. by Chairman Jean Brisson. David Cunningham and Vaughn Tower also attended the meeting.

1. The warrants were signed.
2. The Board received a letter of resignation from Board of Health member Lisa Hutchins. It was unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the resignation and to send a thank you letter to Ms Hutchins.
3. The Board received the updated charge for the 250 Committee. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the charge as written.
4. The Board discussed why a School Gift fund should be created. The fund would be set up to solely accept donations for the Hawlemont and Rowe Schools for the purpose of funding activities for both Schools. It was unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, that the Board will create such a fund when funds/donations come forward.
5. Mr. Cunningham reported that he attended the last scheduled Park and Recreation meeting to discuss the Reggae Fest, unfortunately the meeting was canceled due to the lack of a quorum. Reggae Fest concerns will be placed under action on the October 1, 2012 agenda.
6. The Board unanimously voted, Ms Brisson – yes, Mr. Tower – yes, Mr. Cunningham – recused, that the Use of Town Property Handbook Committee will consist of three members, one member from the Park and Recreation, one member from the Board of Health and one member from the Board of Selectmen.
7. Alice Connelley from the Greenfield Planning Department attended the meeting to discuss the draft Housing Revolving Loan Administration contract. Ms Connelley submitted to the Board a letter the Town of Greenfield had received from the Mass Department of Housing & Community Development. The letter reminds the Town of Greenfield that any change to the Town's management plan regarding the CDEBG will not be allowed. Ms Connelley informed the Board that the Town of Greenfield does not intend to administer the CDBG Mini-Entitlement funds, but is offering Towns another option for administer the revolving income funds.
8. Ms Connelley informed the Board that the Town of Orange is writing their own FY 2013 CDEBG grant and is looking for 2 or 3 communities to be included.
9. The Board agreed that it makes sense to change Administrators for the program income if the administration fees are lower than the current Administrator.
10. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept the housing program income administration contract with the Town of Greenfield.
11. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, that Attachment A, section A of the contract under “Financial Mechanism for Mortgage Loans to Charlemont Residents: shall read: “Deferred Payment Loans (DPLs)100% due upon sale or transfer of property at 0% interest. DPLs will be enforced through a recorded mortgage lien at the Franklin County Registry of Deeds.
12. The contract date and Attachment A will be updated as voted.
13. Hawlemont School Committee Chair Beth Bandy attended the meeting to recommend the Board appoint Eric Dean to fill the vacant Hawlemont School Committee position. The Board

unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to appoint Mr. Dean to the Hawlemont School Committee position until the next local election. Mr. Dean was qualified for office during the meeting.

14. The Board expressed their appreciation for Ms Bandy's on going efforts to bring the Rowe students into the Hawlemont School and for Mr. Dean's willingness to serve as a School Committee member.
15. Officer in Charge Jared Bellows attended the meeting along with Katherine Herbert and Greg Dekoschak. Officer Bellows requested the Board appoint Mrs. Herbert and Mr. Dekoschak officers of the Charlemont Police Department. Officer Bellows explained that he has a request to appoint a third Officer, Robert Manners, but unfortunately Mr. Manners was unable to attend the meeting. Officer Bellows explained that both Mrs. Herbert and Mr. Dekoschak are new graduates from the Police Academy and will need training. The training costs the town nothing and outfitting new Officers costs approximately \$250.00. Each graduate must ride along with an Officer for 80 hours and then is usually on a probationary period for 6 to 12 months.
16. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to appoint Greg Dekoschak to the Police Department. Mr. Dekoschak was qualified for office during the meeting.
17. The Board questioned potential ethic violations as Mrs. Herbert's husband and brother in law currently work for the Charlemont Police Department. Officer Bellows informed the Board that Sargent Herbert will not supervise either his wife or brother and that whenever a possible conflict arises, another supervisor is assigned.
18. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to appoint Katherine Herbert to the Police Department. Mrs. Herbert was qualified for office during the meeting.
19. Officer Bellows stated the Robert Manners has been a police officer for 25 years and that although Mr. Manners could not be at the meeting, he urged the Board to appoint him to the Police Department.
20. The Board strongly urged Officer Bellows to have Officer Manners come before the Board to be appointed as soon as possible.
21. Mr Tower stated that he would like to see all Department members be trained in CPR.
22. When Officer Bellows was questioned if the Town receives any revenue for tickets, he replied that the Town received 35% of the amount written for a speeding ticket.
23. Officer Bellows will forward to the Selectmen's office bi-monthly police activity reports.
24. The Transfer Station poll will be placed under action on the agenda for the September 24<sup>th</sup> meeting.
25. The Board received an e-mail from Cemetery Committee member Winston Healy. The message requested the Board of Draft a letter to Brookfield Power, asking them of place a fence around the Nelson Cemetery to deter river users from using the cemetery as a path to the river. The second request was to write a letter to Norma Coli thanking her for overseeing the Village Cemetery and requesting the Village Cemetery Association CDs be turned over to the Town. The request states further that the Cemetery Committee would like the CDs be redeemed and deposited into a Cemetery Restoration account to be spend for repairs on Town cemeteries.
26. The Board was presented with a draft letter to Brookfield Power. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the letter.
27. The Board was presented with a draft letter to Norma Coli. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the letter.

28. The Board unanimously voted, Ms Brisson - yes, Mr. Cunningham – yes, Mr. Tower – yes, to defer the Cemetery Committee's request to collect and cash in all Village Cemetery Association CD's at this time. The Board will revisit this request in the future once appropriate research has been conducted with respect to the legal matters involving the value and proper usage of the Village Cemetery Association funds.
29. The Executive Secretary was requested to report to the Cemetery Committee the decisions of the Board regarding their requests.
30. Mr. Cunningham reported that although the alarm at the Bissell Bridge works, there is not a dialer in the box. In order for the alarm to function properly the Town will need to purchase one telephone line and hire a monitoring service.
31. The Board received Preparedness Month information.
32. The Board received a request to proclaim October 24<sup>th</sup> United Nations Day.
33. The Board read a copied letter from the Flag Committee Chair to Marguerite Willis in response to her concern regarding the condition of the flags along Main Street.
34. The Board received an invitation to the Association of Town Finance Committees' annual meeting.
35. The Board received a reply from the Fire Chief regarding the current speed of the trains that are moving through Town.
36. The letter supporting the Rowe students will be edited.
37. To give the Board time to review 3 sets of Selectmen's minutes, they were deferred until the next meeting.
38. The Board reviewed a bill from SL Dean to make repairs to the Transfer Station. Although the Board had previously voted to spend up to \$375 on the repairs, extra reinforcement was required. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve for payment the additional amount, \$50, of the bill.
39. The Board received a request from the Town Clerk to appoint 2 new Election Officers. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to appoint Carlene Millett (citing MGL Chapter 268a, section 20) and Sandra Hanks as Election Officers.
40. A Chapter 90 survey from the MMA was received. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to forward the survey to the Highway Superintendent.
41. Mr. Tower received a wired west survey.
42. The Board received a response from MassDOT District 1 Director Peter Niles regarding scheduling a meeting to discuss the condition of the Shun Pike rest area. The letter asks for more information regarding the Board's concerns before a meeting date can be scheduled. A letter citing the strewn trash and lack of trash receptacles, the need for porta potties and the maintenance schedule will be written.
43. The Board received a request from PERAC for a summary of the Towns retirees benefits and costs, specifically a copy of the Towns most recent OPEB Actuarial Valuation Report. This request will be forwarded to the Town Accountant.
44. The Board received a notice of scheduled MMA legislative breakfast meetings.
45. The Town Clerk reported that because of the September 6<sup>th</sup> election date and time frames, she worked 9 hours over forty during the week of September 3<sup>rd</sup>. It was agreed between the Clerk and the Selectmen that the Clerk will take the additional hours worked, at time and a half, by the end of December 2012. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to this agreement.

46. Mr. Cunningham updated the Board regarding the South River Road project. The railroad might charge the Town to review the project and the Town might need to take out railroad insurance before the project can move forward.
47. 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

This document is to be considered a draft until approved and signed by the Board of Selectmen.

List of documents reviewed by the Board.

Warrants  
Letter of resignation from Lisa Hutchins  
250 Committee updated charge  
Mass Department of Housing & Community Development letter to the Town of Greenfield  
Draft Housing Revolving Loan Administration contract with the Town of Greenfield  
E-mailed Cemetery Committee requests  
Letter to Brookfield Power  
Letter to Norma Coli  
Preparedness month information  
United Nations Day proclamation  
Letter from M. Willis responding to the flags along Main St  
Invitation to the Assoc. of Town Finance Committees' annual meeting  
Speed of trains reply from the Fire Chief  
Letter supporting the Rowe students  
3 sets of Selectmen's minutes  
Transfer Station bill from SL Dean  
Appointment request from the Town Clerk  
Chapter 90 survey  
Wired West Survey  
Letter from District 1 Director Peter Niles regarding a request for a meeting  
PERAC request for informational  
MMA legislative breakfast meeting notice

