

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

April 8, 2013
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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 Board signed the warrants.
2. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the amended March 4, 2013 minutes.
3. Mr. Cunningham and Mr. Tower unanimously voted to approve and sign the April 1, 2013 and March 25, 2013 minutes. Ms Brisson did not vote nor sign as she had not reviewed the documents.
4. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to create a new budget line item for the Energy Performance Assurance Fees. The FY 2014 amount to be budgeted will be \$2,060.
5. The Board received a letter from the Smith Vocational School that included the 2013/2014 tuition rates. The Board discussed the potential Tech/Vocation School busing needs and it was agreed that until the number of students accepted by the Tech/Voc. schools, the busing needs cannot be determined.
6. The Board received notice of the 2014 CDBG grant. Grant writer Steve Ferguson will be given a copy of the notice and invited to the April 29th meeting when the Franklin Regional Housing Authority will be discuss the CDBG grant administration contract.
7. Webmaster Cheryl Handsaker attended the meeting to update the Board regarding the new Town website. Ms Handsaker explained the functionality of the new site that includes picture and image features. The site will be divided into three sections of interest, municipal, tourist/visitors, and economic development/business. Municipal departments will be capable of updating/posting on the site. The site will also have a subscription option.
8. Ms Handsaker strongly suggested the Board create safeguards to posting capabilities. Ms Handsaker will still be the “moderator” who will review postings and have the final ok before public viewing. Ms Handsaker suggested the Board choose several other “trusted folk” to act as moderators to assist Ms Handsaker during the initial launch of the site.
9. Mr. Cunningham stated he would like town businesses to be able to post and update their site. Ms Handsaker stated that businesses will be able to edit/update their business page.
10. Mr. Tower questioned if emergency notifications will be able to run, like a flashing banner across the screen, when needed. Ms Handsaker stated the site has that capability along with setting an automatic removal date for such postings.
11. Ms Handsaker stated that she is creating municipal e-mail addresses and will be attending the Selectmen's meeting schedule in 2 weeks to give another update.
12. ZBA member Charlotte Dewey attended the meeting to ask the Board to appoint two new ZBA members, Eric Dean as a full member and Elise Whelden as the Associate member. The Board recognized Eric Dean as a former ZBA member. Ms Whelden was asked why she was interested in the position. Ms Whelden stated the she is a college student and is interested in serving the Town during her off time.
13. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to appoint Eric Dean a full time member of the ZBA, to fill the vacant position that was held by Douglas Telling.
14. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to

appoint Elise Whelden Associate ZBA member.

15. Mr. Dean and Ms Whelden were given the oath of office and copies of the open meeting and ethics laws from the Town Clerk.
16. The Board discussed the purchase and use for the Berkshire East gift funds. The Board agreed that the funds are to be used within the village of Town, specifically for properties on Main Street. The funds are to be used for exterior beautification. Applicants will need to send a letter of interest that includes the property address, the project, and the amount requested. Each request, if it falls into the criteria of use, will be awarded a maximum amount of \$1,000. The awards will be available until funding is exhausted. The awarded amount will be refunded to the property owner once proof of expenditure has been submitted. Awards will be on a first come first serve basis with the work to be completed within 1 year of award. After the year has passed, the property owner will need to re-apply for the funds.
17. The Executive Secretary will draft a letter to the Rosenbergs informing them that their property location does not qualify them for funds from the Berkshire East Gift.
18. The Board deferred discussion of the Hampshire Council of Governments electricity service until the meeting scheduled for April 22, 2013.
19. Mr. Cunningham suggested the Board create a Committee to define employee job descriptions and conduct reviews. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to create an Employee Performance Review Committee of 5 members that will include 1 Selectman. The Committee will define employee job descriptions and conduct employee reviews. The descriptions and reviews will go before the Selectmen for approval. The Board will discuss this Committee during their meeting scheduled for April 29, 2013.
20. The Board received a request from the Planning Board Chair to include a Zoning Bylaw to the Annual Town Meeting Warrant. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to include the article on the warrant.
21. The Board received a request from the Planning Board Chair to include an Open Space/Agricultural Preservation article on the Annual Town Meeting Warrant. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to include the article on the warrant.
22. The Executive Secretary reported that when she came to work on Friday, April 5th she found the bulkhead unlocked. The cellar door inside the Town Hall was unlocked as well. Apparently the G4S workers in the cellar had not secured the Town Hall when they left the Thursday before. The Executive Secretary was requested to draft a letter to G4S that expresses the Selectmen's disappointment and will be copied to MBI.
23. The Board received a request from the Town of Dudley asking the Selectmen to support legislation that would require Towns in a regional school district to vote on any amount assessed by the district over a 2.5% increase at a ballot election. The Board agrees with the legislation and requested the Executive Secretary to draft a letter of support that will be signed by the Board during the next scheduled meeting.
24. The Executive Office of Public Safety and Security sent a notice of the availability of new federal funding. Ms Brisson suggested the Police Department might be able to apply for funding to replace the flashing school zone sign. Ms Brisson will approach the Police with the notice.
25. Simon Dean attended the meeting to notify the Board that the Transfer Station metal gate has been repaired.

26. Mr. Cunningham informed the Board that he will be scheduling a meeting with the Police, Fire, and Ambulance Departments to finalize the Hazardous Mitigation Plan.
27. Mr. Cunningham informed the Board that the Use of Town Property Handbook Committee will be meeting on Thursday, April 11, 2013 to finalize the draft which will then be forward to the Selectmen for consideration.
28. Mr. Tower stated that he would like to see the Fire Chief hold a couple set office hours per week. This will be discussed during the Fire Chief's appointment with the Board on April 29th.
29. Mr. Tower would like the Fire Chief to keep a vehicle log for the Chief's vehicle. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, Mr. Tower to instruct the Fire Chief to keep a vehicle log on the Chief's vehicle, effective immediately, and to ask the Chief to bring the log to the April 29th meeting.
30. Ms Brisson stated that a letter should be written to the new accountant informing her of the two invoices that must go to the Town of Shelburne every year regarding the Transfer Station expenses and lease/rent. One invoice is to be sent in June and will be for 50% of the monthly utility, sanitary, snow plowing, and future pest control expenses. The other invoice is to be sent after the first of July for the lease/rent of the property at \$450 per month. The Executive Secretary and Ms Brisson will work on drafting this letter.
31. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to remove #2, Town Fire Hydrant System from the agenda under Old Business.
32. The Board received and reviewed the first draft of the entire FY 14 budget spreadsheet. The Board unanimously voted to request \$500 for the Care of Cemeteries and \$2,000 for the Memorial Park Mowing.
33. The Executive Secretary will schedule an appointment with the Board of Assessors and Librarian to discuss their budget requests.
34. Business being concluded, the meeting was adjourned at 10:05 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
Minutes
Smith Vocational School tuition rates notice
2014 CDBG grant notice

Request for use of the Berkshire East gift funds
2 Annual Town Meeting warrant articles request
Request for support from the Town of Dudley
Executive Office of Public Safety and Security notice of federal funding.
FY 14 budget spreadsheet, first draft