

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

April 22, 2013
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The meeting was convened at 7:00 P.M. by Acting Chair David Cunningham. Vaughn Tower also attended the meeting.

1. The warrants were signed.
2. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign the minutes.
3. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to schedule a Selectmen's meeting on Thursday, May 23, 2013 at 6:00 P.M. specifically to review and vote the FY 2014 FRCOG fuel bids.
4. A letter of resignation from Assistant Fire Chief Michael Walsh was received. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to accept the resignation with regret. A thank you letter will be drafted by the Executive Secretary for signature on April 29th.
5. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to approve and sign a letter to the Accountant regarding the Transfer Station billing to the Town of Shelburne.
6. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to approve a letter to a resident regarding the use of Berkshire East Gift funds. Once a typo in the letter is corrected, the Board members will individually sign the letter.
7. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to move forward #1, Fire Dept. request for two articles on the Annual Town Meeting Warrant, under Various of the agenda. After review, the Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to place the articles on the Town Meeting Warrant, as requested. The articles ask for funding to replace outdated Fire Department equipment.
8. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to move forward #2, Fire Dept. letter to the House of Corrections, under Various of the agenda. After review, the Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to accept the thank you letter. The Executive Secretary will mail the letter to the House of Corrections.
9. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to move forward #3, Fire/burn permit information, under Various of the agenda. The Board read the letter submitted by Michael Walsh regarding his progress with a burn permit for the Town owned property of 279 Avery Brook Road. The Board discussed securing the remaining buildings on the property. This will be discussed with Special Employee Simon Dean later in the meeting.
10. The Board read a response from the Library Trustees to an invitation to a meeting from the Selectmen. The response was noted.
11. The Board received a request to approve a posting to the Town website. The webmaster Cheryl Handsaker, who was in attendance, stated that she had already posted the item to the website.
12. The Board reviewed an Injured on Duty insurance quote for FY 2014. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to accept and sign the quote. The FY 2014 budget worksheet will be update to \$12,000 reflect the insurance quote.
13. The Board received a request from the Board of Assessors for an article to be placed onto the Annual Town Meeting Warrant. After review, the Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to include the article on the Warrant.
14. An update regarding the Tech/Voc transportation was read aloud.
15. Mr. Cunningham read an e-mail from Finance Committee member Amy Wales that states the Town FEMA funds has a deficit. Mr. Cunningham will speak with the Treasurer regarding the

FEMA account balance.

16. A notice regarding the availability of Civil War preservation grants was received.
17. Donna French from Viridian Energy attended the meeting to inform the Board of how the electricity deregulation works and that Viridian Energy has available affordable local green energy. Ms French stressed that everyone has a choice on which they purchase their electricity from and if the purchaser does not designate a choice, their electricity service is automatically defaulted by to National Grid at retail price. Typical savings with Viridian Energy is between 3 and 11 % and there are fixed and variable plans. Ms French was thanked for coming in.
18. Webmaster Cheryl Handsaker attended the meeting to give the Board a timeline for the new Town website. Ms Handsaker stated that by the end of April the new website will be functionally complete. The goal is to launch the new site by May 14th and by the end of May/beginning of June the Economic site will be completed.
19. The Board received a letter from the Town of Shelburne regarding their planned budget action for the FY 14 MTRSD budget. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to place this item onto the April 29th agenda.
20. The Board received the 1st draft of the Use of Town Property Handbook. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes to defer discussion and action for this item until the April 29th meeting.
21. The Board received a solicitation from CornorStone/Richmond Telephone for fiber optic services. A folder will be created for such solicitations for future use.
22. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to table discussion of an Employee Performance Review Committee until the meeting scheduled for April 29th.
23. Mr. Tower suggested the Town hold procurement training with a member of every department/board attending. It was also suggested a central location be found where all quote and bid documents are kept for the entire Town.
24. The Board discussed the need for additional municipal space and unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to place the subject “Municipal building space” under Old Business of the agenda.
25. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to table discussion of procurement training until the meeting scheduled for April 29th.
26. The Board received a past due notice from Siemens for a bill regarding Siemens performance Assurance report. According to an e-mail from Siemens, the performance assurance report is due to be delivered by the end of August, 2013. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, not to pay the bill until the report has been completed and delivered. The Executive Secretary will contact Siemens to inform them of the Board’s vote.
27. Mr. Tower stated that he would like to discuss the flashing School Zone light replacement during the April 29th meeting. This subject will be placed under action of the agenda.
28. Mr. Tower stated that Bill Harker would like Mr. Cunningham to contact him to discuss placing the sand that is being cleaned off the roads at the Fairgrounds.
29. Mr. Tower would like to perform a land taking for the cemetery located at the Shun Pike rest area. If the Town owns the cemetery then the Town will be able to spend funds for its upkeep. As the Assessors were in attendance, they were asked to research through the deed for the last known owner of the cemetery.
30. Simon Dean was requested to provide the Board a quote by April 29th to secure the Town buildings located at 279 Avery Brook Road.
31. Mr. Cunningham reported that the fuel card reader will be installed on the Town fuel tanks next

- week.
32. Mr. Cunningham reported that the trash compactor will be installed at the Transfer Station during the middle of May, 2013. An electrician will need to be found to wire the disconnect switch.
 33. Eric Dean questioned the Board about the lack of railings on the bridge on Avery Brook Road. Mr. Cunningham will contact the Highway Department regarding railings Town wide.
 34. The Board of Assessors attended the meeting to ask if there are any ethics concerns regarding an Assessors additional role as Town Accountant. Mr. Cunningham stated that the Ethics Commission did not reply back with a concern. Mr. Cunningham stated that he does not have a problem with the Assessor/Accountant voting on abatements and exemptions but feels the Assessor/Accountant should not approve bills and then process them.
 35. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, the Assessor/Accountant has the ability to sign abatements and exemptions but not to approve expenditures.
 36. The Assessors stated that they feel the Selectmen’s minutes of March 4th should be amended as they state the Assessor/Accountant should not vote on abatements and exemptions. The March 4th Selectmen’s minutes will be reviewed during the April 29th meeting.
 37. The Board and Assessors discussed several items of their requested FY 2014 budget.
 38. The Assessors submitted to the Board for consideration an article for their GIS mapping. The Board unanimously voted, Mr. Cunningham – yes, Mr. Tower – yes, to place the article on the Annual Town Meeting Warrant.
 39. Business being concluded, the meeting was adjourned at 9:15 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.

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| Warrants | Assessors warrant article request (2) |
| Minutes | Tech/Voc transportation update |
| Assistant Fire Chief’s letter of resignation | FEMA deficit e-mail |
| Transfer Station billing letter | Civil War preservation grant notice |
| Berkshire East Gift funds letter | MTRSD budget action letter |
| Fire Department warrant article request | Use of Town Property Handbook |
| Fire Department letter to the House of Corrections | Fiber optic solicitation |
| 279 Avery Brook Rd. burn permit information | Siemens bill |
| Library Trustees response | FY 2014 draft budget |
| Website posting approval request | |
| Injured on Duty insurance quote | |

