

**MEETING OF THE BOARD OF SELECTMEN
Town of Charlemont**

May 6, 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 warrants were signed.
2. The Board reviewed the FY 2014 budget worksheets, 1st draft.
3. A letter will be sent to the Board of Health asking for an update regarding the 122 Main St. condemnation hearings. The letter will be copied to the 122 Main Committee.
4. Jerry Gosetti, Parks and Recreation Commission member, attended the meeting to request use of the Glaze Gift funds to resurface the tennis/basketball courts. Mr. Gosetti submitted a proposal from Vermont Tennis Court for this project in the amount of \$8,214.00. Mr. Gosetti explained that Vermont Tennis Court was the only company that was willing to submit a proposal. The Board received and reviewed a letter from John Glaze regarding the Glaze Gift. The letter states the \$15,000 gift was not used within the 1 year timeframe stated in the conditions of the gift. Mr. Glazed indicated that the funds should be either returned or used to offset his property taxes.
5. After reviewing the letter of conditions for the funds, the Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to respond to Mr. Glaze, indicating the conditions do not state a time certain for use of the funds. The letter is to also explain that the Town is taking its time to use the gift appropriately and have made plans for the tennis/basketball courts and ball fields. Mr. Glaze will be notified when the work is scheduled.
6. The Board discussed the status for the repair of the ball fields with Mr. Gosetti.
7. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to write a letter to the Parks and Recreation Commission asking why the nets have not been installed on the tennis courts.
8. Mr. Cunningham reported that although Highway Superintendent Gordon Hathaway believes using the road clearings on the Fairgrounds is a good idea, the Highway Department does not have dirt to place on top of the sand. Mr. Tower reported that sand from the road clearings have already been brought to the field at the Fairgrounds. This was completed without receiving direction from the Highway Superintendent and permission of the Selectboard.
9. The Board voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – nay, to release \$8,214 of the Glaze Gift funds for resurfacing the tennis/basketball courts.
10. The Use of Town Property Handbook, 1st draft will be paced under action of the agenda for the meeting scheduled for May 13th.
11. The Board reviewed the FY 2014 budget worksheets, 1st draft. Ms Brisson will change the Transfer Station long distance services with Verizon to cut costs.
12. The Board discussed the tuition and busing for the Tech and Smith Schools. Mr. Cunningham will contact the Franklin County Tech School regarding the Tech busing. The Executive Secretary will research the tuition and busing costs.
13. The Board received copies of e-mails from the Finance Committee that indicated the budget items the Committee wants to discuss on May 13th and the Annual Town Meeting warrant articles the Committee has voted to approve.
14. The Board discussed the Annual Town Meeting warrant article that requests funds for the preservation and restoration of permanent town documents.

15. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to direct the Executive Secretary to send all articles to Town Counsel for review.
16. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to place the subject “School Zone Light” under old business of the agenda.
17. The Board received an e-mail from Andrea Woods, FRCOG Procurement, suggesting several different avenues that the Town can take for a procurement training session. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to request the Executive Secretary to respond to the message, asking Ms Woods if the Town’s yearly FRCOG assessment would cover the training through their procurement department.
18. The Board received a bill for work provided to the Transfer Station. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to pay the bill out of the Transfer Station Maintenance expense account.
19. The Board received an e-mail from Fire Chief Ken Hall requesting to purchase a tank to hold the Fire Stations propane fuel. Currently, the vendors switch out the tanks every time a new propane vendor is awarded the bid, sometimes at a cost to the Town. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to have the Fire Chief conduct the research and report to the Board as to the cost of purchasing a tank verses the cost of switching tanks. Mr. Tower will contact the Fire Chief with the Board’s decision.
20. The Board of Selectmen stated that it would be prudent for the Parks and Recreation Commission to come before the Board to again request funds from the Glaze Gift account for the ball fields due to the length of time that has expired since the initial request.
21. The Board received a response from Siemens regarding the Selectmen’s vote not to pay the first bill for the performance report as contracted, until the report has been created. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to place this subject onto the agenda for the May 13th meeting.
22. The Board received the first draft of the Executive Secretary/Town Clerk job description. The description was read and several changes were made. Mr. Cunningham will edit the document which will be re-visited during the May 13th meeting.
23. Chairman Brisson signed the edited DEP contract letter for purchases of recycled products through the Franklin County Solid Waste Management District.
24. The Board received draft COA bylaws from the Council on Aging Chair Camille White with the request to review the bylaws and make any comments/suggestions. This document will be placed on the agenda for the meeting scheduled for May 13th.
25. Mr. Cunningham reported that the Highway Superintendent recommends the Board accept all the highway equipment rental bids that were received. The Board unanimously voted, Ms Brisson – yes, Mr. Cunningham – yes, Mr. Tower – yes, to accept all highway equipment rental bids, as recommended by the Highway Superintendent.
26. Business being concluded, the meeting was adjourned at 9:40 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 Charlemont Board of Selectmen.

List of documents reviewed by the Board

Warrants

FY 2014 budget worksheet, 1st draft

Resurfacing of the tennis/basketball courts proposal

Letter from John Glaze

Use of Town Property Handbook, 1st draft

Finance Committee e-mails

Draft Annual Town Meeting warrant articles

E-mail from Andrea Woods

Transfer Station bill

E-mail from the Fire Chief

E-mail from Siemens

Executive Secretary/Town Clerk job description, 1st draft

DEP contract letter

Draft COA bylaws