

Minutes of the Board of Selectmen's Meeting

Town of Charlemont

Monday, June 10, 2013

Selectmen in attendance: Chairman David Cunningham, Vaughn Tower, Beth Bandy

Others in attendance: Jerry Gosetti, Bill Harker, Camille White, Stefan Kostka, Ken Hall, Simon Dean, Nancy Haeker.

The meeting was called to order by Mr. Cunningham at 7:06 pm.

The Selectmen signed warrants.

The Board voted unanimously – Mr. Cunningham, yes; Mr. Tower, yes; Ms. Bandy, yes – to send a letter to Ms. Bandy acknowledging her resignation from the Hawlemont School Committee.

The Board discussed backup coverage for the Transfer Station Attendant. Mr. Cunningham said he would ask Simon Dean if he would be interested in this position. Further discussion of the Transfer Station Attendant coverage was placed as an **action item** on the agenda for the Board's June 24, 2013 meeting. [Note: Mr. Dean later appeared at the June 10, 2013 meeting and indicated he would be interested in this backup position. **To do: Put Mr. Dean on the on-call list.**]

Mr. Cunningham stated that the agenda item “Secretary/ Clerk work load” concerned the availability of FEMA funds to cover excess hours worked during the February 2013 snowstorm. Mr. Cunningham said he would ask Gordon Hathaway about Highway Department hours worked during the storm, to see if the available FEMA funds might apply to that department. Mr. Tower suggested asking the same of the Police and Fire Departments. The Board will continue discussion of this topic at the June 24, 2013 meeting, with the **action item renamed “FEMA Reimbursement.”**

At 7:15pm, Camille White and Stefan Kostka of the Cemetery Committee appeared before the Board. They stated that their Committee needs one more member. Ms. White showed photographs of a fallen tree at the Town-owned cemetery adjacent to the property of Paul Hicks, stating that there are several trees that could fall and damage headstones. She said Mr. Hicks has provided an estimate for removing two pine trees and four black birch trees from the Town-owned cemetery adjacent to his property. Mr. Hicks would be willing to meet with the Board or others to discuss the work, which he would not want to complete until after he has finished haying his field this summer. The Board placed the matter of **Mr. Hicks' estimate onto Old Business, to be revisited in August 2013.**

Ms. White stated that the Cemetery Committee would like to see the two cemetery-related fund lines in the Town budget combined. She discussed the possibilities of either appropriating funds at town meeting or using the funds for maintenance of cemeteries “on a triage basis.” She also stated that a decision could be made about whether or not to set up an official Cemetery Commission at Town Meeting. Her recommendation was for the Town to continue proceeding on these matters as in the past.

Ms. White provided updates about various cemeteries located in Charlemont. The Village Cemetery

needs tree pruning. Kevin Crowningshield has volunteered to make a sign for Zoar Cemetery. The temporary fencing Mr. Tower installed at Hawks Cemetery is good for the time being, but a permanent fence is needed. Mr. Tower said he had spoken with Home Depot about the possibility of receiving some donated fence posts for this project.

The Board then discussed a request for permission from Warner Brothers to film a movie scene at Avery's General Store. Mr. Cunningham presented drafts of the Charlemont Selectmen's Policy for Film Permits and a Film Permit. On a motion by Mr. Cunningham, seconded by Ms. Bandy, the Board voted unanimously to accept both documents as written. Mr. Cunningham, yes; Mr. Tower, yes; Ms. Bandy, yes.

Nancy Haeker, a representative from Warner Brothers, described what would happen during the upcoming filming at Avery's General Store. She said that intermittent traffic control would be required, especially after the 7:30am – 8:00am call time on June 13. Ms. Bandy noted that school buses would be traveling through this area around the same time, and that the schools should be notified. Mr. Tower wanted to be sure the Town's emergency services were notified, as well. Ms. Haeker stated she would deliver informational flyers about the filming to downtown homes and businesses, as well as the Hawlemont School. Mr. Cunningham said he would send a notification about the filming dates and possible traffic delays to everyone in Charlemont by phone. Mr. Cunningham suggested leaving traffic control up to the Police Officer in charge on filming days. Mr. Cunningham asked Fire Chief Ken Hall if he had any concerns from a Fire Department perspective about the filming. Mr. Hall answered that he did not.

On a motion by Mr. Cunningham, seconded by Ms. Bandy, the Board voted to approve a film permit for the Warner Brothers film, *The Judge*. Mr. Cunningham, yes; Mr. Tower, yes; Ms. Bandy, yes. Mr. Cunningham will be the Town contact for Warner Brothers.

Mr. Hall came forward for his monthly meeting with the Board. He answered questions from Mr. Tower regarding plans for the Fire Department's generator. Mr. Hall stated that he had requested installation price estimates from Clinton R. Dodge and Poissant Electric, but he had not received any response from either one.

Mr. Tower asked about the two portable pumps that had damaged during Hurricane Irene. Mr. Hall said the large pump was to be delivered on June 11, 2013. The small pump had not yet arrived.

Mr. Hall presented his monthly Fire Department report for June 2013. He noted that the June Fire Department meeting was scheduled for June 11 and the Department was scheduled to have river rescue training on June 15. The Board and Mr. Hall reviewed the firefighter hours shown in the June report. Mr. Hall indicated that the Fire Department would likely have \$2,000 left in the amount allocated for firefighter salaries this fiscal year. Mr. Hall reported that the breaks on Tanker 1 were repaired last week. He had not yet seen an invoice for that work, but he estimated the work would have cost approximately \$1,500. He reported that life vests had cost the Fire Department \$1,800 rather than the higher amount budgeted for this fiscal year. Mr. Hall noted that members of the Fire Department had done "a great job at the hazmat call" recently.

Mr. Hall and the Board then discussed Fire Fighter 2 (FF2) training. Three firefighters in the Department have completed this training to date. Mr. Cunningham noted that having all members of the

Fire Department trained on FF2 by July 1, 2013 was a goal Mr. Hall had set for himself, but it did not appear that this goal would be met. Mr. Cunningham expressed concern about the impact of the lack of FF2 training on the safety of town residents, as well as the possibility that Town money was not well spent on purchasing FF2 training materials.

Mr. Cunningham asked Mr. Hall if all Town firefighters were trained at the Fire Fighter 1 (FF1) level. Mr. Hall stated they are not all trained at that level. At Ms. Bandy's request, Mr. Hall provided clarification about the difference between the FF1 and FF2 training programs. Mr. Tower stated that the Town is not compliant with State mandates for firefighter training, and that he was concerned about the safety of the Town's firefighters. Mr. Cunningham said he was worried about the Town's liability due to noncompliance.

Mr. Hall said he wanted more information about the impact of a new addition to the Firehouse on electrical work. Mr. Cunningham stated the impact would involve the cost of rewiring.

Mr. Tower asked if the two pumps mentioned earlier were the last pieces of Fire Department equipment that needed to be replaced as a result of Hurricane Irene. Mr. Hall said they were. He said replacement of these pumps had taken two-and-a-half years, because an exact replacement was on back order and unavailable until recently.

Mr. Tower asked about the current status within the Fire Department of Steven Reynold, Jr., who is 16 years old. Mr. Hall stated Mr. Reynolds currently is a Junior Firefighter who can work on brush fires and perform duties such as helping change air packs. Mr. Hall said Mr. Reynolds can be a probationary firefighter from age 17 until he turns 18.

Mr. Tower and Mr. Hall discussed maintenance of the fire trucks.

Mr. Tower asked about communication within the Fire Department, and asked follow-up questions about firefighter training. Mr. Hall noted that the firefighters receive other kinds of trainings in addition to FF2.

Mr. Cunningham noted that new appointments for the Fire Department were to take place at the Board's next meeting on June 24, 2013 and asked Mr. Hall to provide a list of recommended firefighters for appointment. He suggested the possibility of the Fire Chief having set hours, similar to the set hours kept by the Town's Police Chief.

Mr. Hall stated he will talk with all firefighters who have not completed FF2 to learn why they have not finished this training. He said he would send an update about firefighter training to the Board in advance of its June 24 meeting.

The Board then discussed Parks and Recreation matters. Bill Harker reported that \$2800 was need for work at the Fairground. This amount included an additional \$600 to complete electrical work at the Exhibition Hall and an additional \$200 for lumber to repair Fairgrounds bleachers.

Mr. Harker reported that work was underway at the tennis courts. So far, Parks and Recreation had cleared brush along the tennis court fence, work that revealed rotten fence posts. Replacement of the posts would cost approximately \$1,000. Mr. Harker asked the Board if funds from the Schaefer gift

could be used to cover these costs. Mr. Gosetti asked about \$1604 that had been transferred from the Memorial Park Gift account into the General Fund in June 2010. Mr. Cunningham noted that the Schaefer gift was for beautification of the downtown, specifically for the painting of houses. Mr. Gosetti asked if funds from the John Glaze account could be used for the tennis court poles and fencing.

Mr. Tower made a motion, seconded by Mr. Cunningham, that the Board allow Park & Recreation make repairs to the tennis court poles and fencing worth up to – but not exceeding – \$1500, and that the funds for this work be taken out of the John Glaze account. The Board voted unanimously in favor of this motion: Mr. Cunningham, yes; Mr. Tower, yes; Ms. Bandy, yes.

Mr. Harker asked if Parks and Recreation could use a Highway Department truck, currently scheduled to be junked, for work at the Fairgrounds. Mr. Cunningham said the Board would need to do some research on issues such as a policy for truck usage and insurance before weighing in on this matter. He said he would speak with Gordon Hathaway about the truck. Ms. Bandy said she would bring the matter up with the Finance Committee. **Mr. Tower asked that the use of the Highway truck by Park & Recreation be placed on the June 24, 2013 Board of Selectmen agenda as an action item.**

Mr. Tower asked if Mr. Harker could get fuel for his own truck, used for Parks and Recreation work, from the Highway Department. Mr. Cunningham said he would find out.

Mr. Gosetti asked for clarification about the acceptance of gifts related to Parks and Recreation work. He was under the impression that cash gifts could only be accepted by the Board of Selectmen, but that gifts of materials could be accepted directly by Parks and Recreation. Mr. Cunningham and Mr. Tower agreed that this description sounded correct, based on discussions at previous meetings.

Simon Dean delivered an invoice from Clinton R. Dodge in the amount of \$468.03 for work completed at the Transfer Station. On a motion by Mr. Cunningham, seconded by Ms. Bandy, the Board unanimously approved payment of the invoice from the Compactor warrant article funds.

Mr. Dean asked about a \$75 payment he had not yet received for work completed on the Town Hall bathroom. Ms. Bandy said she would follow up on this matter with the Town Accountant.

The Board discussed the options outlined in the Franklin County Housing and Redevelopment Authority's letter dated May 8, 2013.

Ms. Bandy asked about the protocol for work coverage in Town Hall during staff vacations. The Board agreed to discuss a protocol for such coverage in the future.

The Board reviewed the list of Old Business items on the agenda. Based on this discussion, the **following items are to be removed from Old Business:** 1, Accounting services; 3, FY2012 audit; 13, Use of Town Property Handbook (Dave). Mr. Cunningham said he would ask Mr. Hathaway if item 12, Discontinuing roads, should also be removed.

On a motion by Mr. Cunningham, seconded by Mr. Tower, the Board voted unanimously to adjourn at 11:15pm.

Respectfully submitted by Beth Bandy.

Approved by:
Charlemont Board of Selectmen

Documents Reviewed:

- Agenda for Monday, June 20, 2013
- Update of August 16, 2012 Memo on Finances & Ownership of Cemeteries, dated May 7, 2013
- Massachusetts General Laws Chapter 114 §16: Appropriation for an care of cemeteries
- Massachusetts General Laws Chapter 114 §19:Deposits for care and improvement of burial places or lots; records; investment of deposits
- Massachusetts General Laws Chapter 114 §22: Town board of cemetery commissioners; election of members
- Massachusetts General Laws Chapter 114 §42: Passage through cemeteries
- Cemeteries, from Nana Noga's papers
- Special Revenue Funds from the 2012 Charlemont Annual Town Report
- Trust Funds Held by the Treasurer, from the 1980 Charlemont Annual Town Report
- Trust Funds Held by the Treasurer, from the 1970 Charlemont Annual Town Report
- Charlemont Selectmen's Policy for Film Permits
- Charlemont Film Permit
- Fire Department Monthly Report
- Franklin County Housing and Redevelopment Authority letter, dated May 8, 2013

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