

**MINUTES OF THE SELECT BOARD MEETING**  
**Town of Charlemont**  
**Goodnow Town Hall**

December 6, 2021

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The meeting was called to order at 6:30 P.M. by Select Board Chair Marguerite Willis. Select Board members Dan Girard and William Harker, along with Administrator Sarah Reynolds also attended the meeting. This meeting was conducted via telephone conference and in person pursuant to the Governor's March 12, 2020, and consistent with Gov. Baker's temporary modifications to the Open Meeting Law suspending certain provisions of the Open Meeting Law.

1. Administrator S Reynolds reported that the West Oxbow Bridge opened 1 lane to traffic last week. There is a temporary traffic light. The second lane will be opened at a later date.
2. Administrator S Reynolds reported that an updated Ambulance Zone Plan was submitted last Thursday. Two years of information was provided in the Plan.
3. Administrator S Reynolds reported that the Assistance to Fire Fighters Grant to replace Fire Engine 2 has been submitted.
4. Administrator S Reynolds reported that the Town was awarded \$4,388 for Police Department full body worn cameras and \$628 for Transfer Station OSHA materials through the MIIA Insurance Grants.
5. Administrator S Reynolds reported that prices have been researched for a compost shed for the Transfer Station. An 8'X12' wooden shed will cost around \$4,000 but an Rubbermaid 6'X4' shed is around \$700. Carts will fit in the smaller shed. The Board agreed with purchasing a Rubbermaid shed. Composting will start the second week of January as long as the DEP permit is in place. Composting at the Transfer Station will be advertised on the Town website and at the Transfer Station.
6. Administrator S Reynolds reported that Andrew Prouty would like to be hired for the part time Assistant Transfer Station Attendant. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to hire Andrew for the position with the new hire probation period per the employee handbook.
7. Administrator S Reynolds reported that she filed the Notice of Intent for the Historical Grant for the jail roof repair. The Grant is for charitable organizations and so the Town did not qualify. Notification of other Historical Grants for Municipalities have been received.
8. The Board conducted their first review of their FY23 budget. Several line items can be reduced and some will need an increase.
9. Bob Handsaker, Broad Band Committee Chair, attended the meeting to provide the Board with an update on the fire optic project. Mr. Handsaker reported that ITG brought a new splicer to Town, the next release will be in January and the under-ground has been completed.
10. The Board resumed review of their budget. Ms Willis stated that salaries for the Planning Board, Capital Planning Committee, Finance Committee, Conservation

Commission will need to be added to the budget. EMT on call salaries will also need to be added as a new line item.

11. Ms Willis reported that the Franklin County Solid Waste Management District is using the 2010 population figures for their FY23 budget.as the final 2020 census figures have not been posted on the Federal Census site. Charlemont population decreased significantly in 2020. Administrator S Reynolds will write to Representative Mark and Senator Hinds to state the 2020 Federal Census figures have not been posted.
12. The Board reviewed a packet of materials for the December 6<sup>th</sup> Hawlemont School meeting. It was agreed that the only thing the Town can say is no to the FY23 Hawlemont budget. Northern Berkshire District does not have the staffing to support Hawlemont and the Hawlemont District can not be dissolved unless both Charlemont and Hawley vote to do so. The Board agreed to move forward with the December 13<sup>th</sup> meeting. It was acknowledged that DESE will not attend the meeting. The December 13<sup>th</sup> meeting will be discussed further with the Finance Committee at their joint meeting scheduled for December 8<sup>th</sup>.
13. Mr. Girard will discuss the Fire Department Personnel Grant at the meeting scheduled for December 20<sup>th</sup>.
14. Mr. Girard reported that the Ambulance was damaged and is out of service due to the vehicle hitting a curb while on a call. The new curbing on Main Street was backed into. The Board agreed that the Ambulance vehicle needs back up cameras and refresher driving courses.
15. Mr. Girard reported that he feels the Mass in Motion Grant through the FRCOG does not apply to Charlemont and the Town should not participate. The Board agreed with Mr. Girard.
16. The Board still has questions regarding the Opioid Settlement. Mr. Girard and Administrator S Reynolds will speak with the Ambulance Director regarding this Settlement.
17. Ms Willis distributed talking points regarding the work loads for Administrators. The board would like the FRCOG to do more lobbying for the small Towns in Western Mass. Added to the talking points was that small towns do not operate as larger cities.
18. Ms Willis opened the discussion for a member to Zoning Board of Appeals. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to appoint Frank Carcio to the Zoning Board of Appeals.
19. Ms Willis wondered if it is time for the Town to create wording for a bylaw/ordinance regarding BYOB. No action was taken.
20. Ms Willis reported that the Free Cash amount, \$520,084.00, is due to the lack of activity of the Town due to COVID shut downs. Multiple Towns have a higher than usual Free Cash amount.
21. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve and sign:
  - Payroll warrant #2220 for \$10,708.57, #2221 for \$115,851.01

- Vendor warrant #2221 for \$455,104.11, #2222 for \$88,973.00
  - 11-10-21 and 11-22-21 Select Board minutes
  - Yearly licenses for: Mohawk Park, Berkshire Pizzeria, cold River Café, 4 Family, Wells Provisions, Crab Apple Whitewater, Berkshire East (Mr. Girard recused) and 133 Warfield Reality (Mr. Girard recused)
  - KP Law invoice
  - MassDOT Laurel Lane reimbursement for \$500,000.
  - Chapter 90 Zoar Road reimbursement for \$199,699.50
  - Holiday Cards to employees
22. Business being concluded, the meeting adjourned at 8:30 P.M.

Respectfully submitted

Kathy A. Reynolds  
Executive Secretary

Approved by:  
Charlemont Select Board

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

Documents reviewed by the Board.

FY23 Select Board budget  
School information packet  
Mass in Motion FRCOG request  
Administrator talking points  
Free Cash notification  
Hawlemont E&D excess notification  
Warrants  
Select Board minutes  
Licenses  
KP Law invoice  
Holiday cards  
MassDOT reimbursement requests

