

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

March 28, 2022

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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 in person and via telephone conference.

1. Planning Board Chair Robert Nelson and Planning Board member Carlene Hayden attended the meeting to request Colleen Champ and Laurie Merrigan be appointed to vacant Planning Board positions until the May 2022 elections. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to appoint Ms Champ and Ms Merrigan to the Planning Board as requested. Ms Champ was sworn to the position. Ms Merrigan was reminded to appear before the Town Clerk to be sworn to the position upon her return to Charlemont.
2. Ms Hayden questioned the Board if there will be a planned continued Annual Town Meeting for Zoning Regulations, or a Special Town Meeting scheduled for the Regulations. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to hold a Special Town Meeting in September for the Zoning Regulations. It was suggested Ms Hayden consult with the Town Clerk regarding the necessary timelines.
3. Administrator S Reynolds reported:
 - Succession Planning report has not arrived
 - Meeting with Jablonski/DeVriese Architects on March 29th regarding the elevator study
4. Thorne Palmer, Transfer Station Attendant, attended the meeting at 6:45 P.M. to discuss accepting air conditions and refrigerators at the Transfer Station. Mr. Palmer explained that there is room at the facility, and he is finding these items being randomly left. It will cost the Town \$8.00 per unit to remove the freon but after removal the unit can be included in the scrap metal receptacle. Mr. Palmer is asking permission to accept the units, and pricing and if the Board will agree to include Shelburne with the collection. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to accept air conditions and refrigerators at the Transfer Station, include Shelburne, with a fee of \$15.00 per unit.
5. Administrator S Reynolds continued with her reports:
 - The IT guy will be providing pricing for the Town dark fiber.
 - The Library will be purchasing new computers and donating their old ones to the Town which will be distributed to various departments.
6. At 7:00 P.M. Ms Willis opened the Pole Hearing to install 2 telephone poles on Colrain Road. The hearing was requested by the Broad Band Committee. The hearing notice was read. There were not attendees for this hearing. The Board

- unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve the request.
7. No one attended the 7:00 P.M. Broad Band standing appointment.
 8. Continued Administrator reports:
 - The Town Planner from RKG Associates has received feedback from the public meeting and will be incorporating the feedback received in his report.
 - One response to the Highway Superintendent position ad was received. The ad was small, and the Board was requested to run a larger ad in the Greenfield Recorder at \$48.00 per day. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to run a larger ad in the Greenfield Recorder on Saturday, Wednesday, and Saturday.
 9. At 7:15 P.M. Dana Johnson, Ambulance Director, was recognized. Director Johnson attended the meeting to discuss options regarding the need for a new ambulance vehicle. The Finance Committee would like direction regarding the purchase of a new ambulance for the Annual Town Meeting. Director Johnson stated that he has received a copy of a pamphlet for a Type II ambulance van and feels this type of vehicle will not service the hill towns nor does it have the capability for the necessary storage of equipment and space to be able to work on patients. Director Johnson will put together a document comparing both types of vehicles for the next Finance Committee meeting. A document explaining the needs of an ambulance that will service Charlemont will also be prepared for Town Meeting. Ms Willis will assist with the Town Meeting document. Director Johnson will consult with the Green Garage regarding obtaining a list of necessary repairs for the current ambulance. The Board was informed that it would be up to 2 years before an ambulance would be delivered once ordered. If Town Meeting says no, it could be 3 to 4 years. Mr. Girard is satisfied with the ambulance vehicle chosen by the Ambulance Director.
 10. Ms Willis reported that there was a FRCOG Planning Board meeting that she did not attend as she is not able to attend every meeting.
 11. Mr. Girard reported that he attended the FRTA meeting. The site of the new garage is moving along although the ground cover needed to be removed due to contamination. The new site is at 3 Sandy Lane in the Town of Montague. Completion of the project is expected in 2023. Charlemont's assessment may be reduced as the FRTA will not be paying rent. Mr. Girard would like to discuss with the FRTA Charlemont's bus rates, days and times and the size of the bus used. The Board was agreeable to this discussion
 12. A letter from a resident on 8A North voicing concerns regarding speeding and weight limit on the Bissell Bridge was received. Mr. Girard stated that he has contacted the Charlemont Police Chief to ask for patrols on the north side of the Bissell Bridge. Although there is not a weight limit for the Bissell Bridge, the Town is able to request a weights and measures team to weigh trucks going through (if they are over their weight limit). Administrator S Reynolds will.

- contact the resident to see if there are certain times of the day that these activities occur.
13. Executive Secretary/Town Clerk K. Reynolds updated the Board regarding their February 14th decision to send all dog owners residing on Main Street a clean up after your dog letter. After the meeting it was found that only 2 residents living on Main Street had registered their pet. Instead of mailing the letters, copies have been posted in the Post Office, Avery's General Store, Neighbors Gas Station, on the Town website and in the Newsletter. It was suggested that "Clean up after your dog" signs could be obtained and placed along Main Street. Administrator S Reynolds will obtain samples of 4 different signs for the Board to choose from.
 14. The Board reviewed a letter drafted by Ms Willis supporting the Recreation Tax. It was unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and sign the letter.
 15. Ms. Willis reported that the Animal Inspector is no longer interested in the position. The position will be placed onto the Town website and in the newsletter. Ms Willis drafted a thank you note to the former Inspector. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve and sign the letter.
 16. Mr. Girard submitted a draft letter to State Representative Blais thanking her for the redistricting information, The letter explains some of the issues that Charlemont is facing and invites her to come tour the Town. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve and sign the letter.
 17. The Board reviewed three possible FY23 COLA increases for Town employees, 3%, 6.5% and 8%. Ms Willis stated that she would like to agree with the Finance Committee at 8%, Mr. Girard made a motion for a 3% COLA for FY23. Mr. Harker seconded the motion. The Board voted Mr. Girard – yes, Mr. Harker – yes, Ms Willis – nay, to a 3% COLA for FY23.
 18. Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and sign:
 - Payroll warrant #2236 for \$11,151.97, #2237 for \$12,763.18
 - Vendor warrant #2236 for \$527,351.44 and #2237 for \$24,149.98
 - 2-14-22, 2-28-22, and 3-14-22 Select Board minutes
 - Vacation request from the Executive Secretary/Town Clerk
 - Vacation request from the Town Administrator
 - KP Law invoice
 - Letter thanking the Sheriffs Office for work performed at the Town Hall
 19. The Board thanked Sue Vight for her assistance with the Secretary to the Boards position. Administrator S Reynolds will be writing a recommendation for Ms Vight.
 20. Business being concluded, the meeting was adjourned at 8:45 P.M.

Respectfully submitted

Approved by:
Charlemont Select Board

Kathy A. Reynolds
Executive Secretary

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

Documents reviewed by the Board.

Vendor and payroll warrants
Vacation request from the Executive Secretary/Town Clerk
Vacation request from the Town Administrator
KP Law invoice
2-14-22, 2-28-22 and 3-14-22 Select Board minutes
Thank you letter to the Sheriff's Office
COLA spreadsheets
Animal Inspector nomination from the MDAR
Letter to Representative Blais
Rec Tax support letter
Speeding and weight limit concerns letter
Ambulance vehicle pamphlet
Pole hearing request

