

CHARLEMONT SELECTBOARD

NOTICE OF MEETING

Monday, October 16, 2023, 6:00 pm

Via Conference call and in person, Town Hall Meeting Room

Members in attendance: Bill Harker, Jared Bellows, Valentine Reid

Others in Attendance: Greg Rowehl, Sarah Reynolds, Thorne Palmer, Clay Herbert, Scott Randall

Val called the meeting to order at 6:01

6:00pm: Job Descriptions – Town Clerk

- The Board discussed the various aspects of the Town Clerk position to try and finalize the description, taking out some of the overlapping duties from the Executive Secretary position.
- Lynn Hathaway will take over as the Town insurance contact.

Bill Harker made a motion to have Lynn Hathaway take over insurance as part of her Treasurer job. Jared Bellows seconded, All in favor.

- Val confirmed that they are trying to get the Clerk Job down to 20 hours.
- In other Towns, the administrator formats the warrants with the Select Board and gets legal advice on wording.
- All members agree to remove sentence in Clerk description regarding Town Meeting and to add it to the Administrator job description — (*will lead Town meeting prep including preparing warrants and posting of warrant.*) The scheduling of Town Meeting venue will be moved to the Election section on the first page of Clerk job description. Clerk is responsible for scheduling venue for election.
- Clerk will be at Town Meeting and Special Town Meeting, record votes and do minutes.
- The Board will take time to figure out how to delegate the Executive Secretary Duties.
- Administrator will take on accounting warrants.
- Secretary to Boards and Administrator should get confidential executive session access added to their job descriptions, should remain in Town Clerk job description as well. There should be language added regarding handling confidential information.
- Town Report information can be sent to Sarah. Clerk will do their own Town report but as far as compiling all, it can go to Sarah as she must put it together and send out anyway.
- HWY super will do bids for equipment and gas for the HWY garage.
- Administrator can do paperwork for RFPs for HWY
- Valentine Reid asked Star Atkeson if she would consider doing occasional Select Board related clerical tasks delegated from Sarah as part of her Secretary to Boards position. Star agreed.
- Regarding the “Knowledge Abilities and Skills” section of the Clerk Job description: The Board decided that pay would be determined upon previous employment experience. The board talks about 2 years or 5 years professional or relevant experience for the Town Clerk job. It is a detail-oriented job and there could be serious legal ramifications for the town if voting wasn’t done properly. It is a professional level job, not entry level. Also Jared pointed out that it would be good to have references to check.
- They decide the position should have at least an associate degree or 5 years relevant municipal or business administration experience.
- The board ask Sarah to compile the changes on the Job description. She will do and send out.
- Val asked Sarah to put the Job description in the next agenda for a vote.

Appointments:

6:30pm: Greg Rowehl – RE:

1) Fence Viewer Position

- Greg described his neighbor's fence and wants to have a fence viewer address his complaints. Val explained that when there is no volunteer for a position and there is a special case, the Select Board will nominate one of themselves. Val read some of Charlemont General Law on the fence viewer regulations. Page 8 chp. 2. There were requirements that went a number of pages. Sarah pointed out that the fence must be on the lot lines, and whoever goes out and looks will need to figure out under which fence jurisdiction it will be regulated.
- Bill Harker will abstain from this vote as he has worked for Greg in the past. Jared Bellows has experience interpreting Mass General Law.

Valentine Reid made a motion to put Jared Bellows into the position of fence viewer for the dispute between 72 and 66 Main Street and set the sum to be paid to the fence viewer at \$1.00. Jared Bellows seconded the motion, Jared Bellows and Valentine Reid in Favor.

- Greg will be available after October 26th to look at the fence with Jared.

2) Speeding on Route 2

- Greg was told, using crowdsourced data from DOT, that speed has declined 4 PH after the traffic calming measures were installed in Charlemont. Greg observed that the speed limit sign which displays speed is cluttered with 5 other informational signs and goes blank when vehicles go above 45.
- Jared noted that is the case so that kids don't race the sign, which still happens.
- Greg believes that it can be changed easily. Sarah said that it can't be changed easily, actually, as Rte 2 is a Federal Highway Route.
- Val noted that the new signs to be installed at the school will record speed and report it back to the state.
- Greg would like to point out that 8A south speed limit is in fact 35 and not 30. Jared said that if it really is 35 they will get it switched. Some maps say 30 MPH. They will find the most recent map.

3) Tower Road Detour Safety

- Sarah confirmed to Greg that the Long Bridge is slated to be replaced in 2027.
- Greg recommends that lines get painted on Tower Road. Also, going southbound on Hawley Road is a difficult intersection. Signage needs to be clearer, People reported that they ended up in Plainfield because they were unaware that they must take a left after driving Tower Road. Greg also noted that there were vans parked dangerously close to the road.
- Val appreciated Greg's observation and confirmed that they will contact MASS DOT to create a more functional detour in time for the bridge closure. Jared agreed that lines would be a good idea as well as additional signage, as well as widening the road.
- Greg pointed out that two signs were hidden behind brush and a tree.
- Greg's appointment ran out and he will continue his other agenda items (Dupree junkyard) at a meeting next month.

6:45 pm: Conservation Commission- RE: appointing Clay Herbert and Scott Randall to vacant Positions

- The Board spoke with Scott Randall and Clay Herbert and Thorne Palmer, ConComm Chair. Val was impressed with the Board's diversity and depth of experience and looks forward to them doing good work together.

Valentine Reid made a motion to appoint Clay Herbert and Scott Randall to the Charlemont Conservation Commission. Bill Harker seconded, All in favor.

- Thorne palmer will contact Bob Handsaker, moderator to swear them in, when they are ready. They will need town emails.
- Bill recommended ConComm get ID cards for when they need to meet residents and walk on properties.

Administrator reports:

1) EV Chargers at Hawlemont- Grant Update —Sarah got an extension until June because winter is coming and Natl Grid and the electricians Charlemont hired need time to do the make-ready work.

2) Long Bridge Grant – Close Out Paperwork— Long Bridge is supposed to be done and opened next week. Because of the grant and the size of payment, they can file for reimbursement. Sarah would like to work with a Select Board member to sign the closeout paperwork once it is signed by an engineer.

Valentine Reid made a motion to that any Select Man has authority to sign the Long Bridge Close Out paperwork. Jared Bellows seconded it, all in favor.

3) Recreation Grant- Meeting with Hawlemont Update. Hawlemont would like to meet during school hours. The 30th or 31st of October are the dates that work for Val. Sarah will post the meeting and whichever Select Person can make can come.

4) Report from meeting with the new Rural Director. Sarah went to the Brewery event and met with Anne Gobi, she is making appointments to see each town. Also, she started Thursday Morning Zoom office hours. Last week they spoke about Rural School Finding and Proposition 2 ½, a lot of towns used it and are at their levy ceilings with no wiggle room for infrastructure improvements. Sarah asked if the Select Men could send her a list of their top 3 concerns and priorities for Charlemont. (Elevator for Town Hall, Municipal Preparedness Plan, for example)

Val remarked that there were things they needed funding for and things they needed leadership on. He asked Sarah to send them the talking points they used for meeting with Natalie Blais and the list of all of the things they are working on. Sarah will do.

When they schedule a meeting with Anne Gobi, they could do it at the firehouse. Sarah had sent pictures of the firehouse an ambulance.

5) Green Communities Grant Update on Electrical and next steps— The electricians were at Town Hall, they put in a new panel and cleaned up wiring. It turns out the building wasn't grounded. Sarah would like to thank the electrician. It had been years, but they did fix the problem while he was here. Once the grant is closed out, she can figure out what Charlemont has left. Sarah wants to apply for the heat pump installation process. She's getting quotes. She will gather the funding sources and the incentives. They would like mini splits for HWY garage and Transfer station as well. The fire Station is also listed as a possibility.

Liaison reports:

1) Proposal for Road Sweepings/Fill from Highway— Avery Brook Road spillage.

- Bill Harker suggested selling the fill for 3\$ a yard to free up other space for other stuff.
- Valentine Reid Suggested adding the word "excess" to the wording. They would like HWY Super to sell excess fill material. The policy would not apply if there was an emergency and the town needed the fill.
- They suggest that the HWY boss do the invoicing. They can show him the turnover form that goes to Lynn the treasurer. They will vote on it at the next meeting after they talk to Scott.

2) Insurance for events- follow up from questions about waiver of liability and smaller events.

- With smaller events with no alcohol there is a liability waiver that can be signed as a way to waive insurance requirements. Under The Town's General Liability Coverage they are covered up to \$100,000. The Board wants to confirm their coverage.
- Sarah said there is an event waiver, and contract that Parks and Rec can use that has the proper language. It would be worth spending a little money on Town Counsel to get that wording. It could bring in a lot more people. After they follow up, they will announce for spring. They can get contracts for any locations where an event could be held, the Library and the Fairgrounds for example. Sarah will pass on the Tort Claims Act information to the Board.

Approve/sign/approve and sign:

1. Vendor and Payroll warrants, AP warrants 2414&2415, PR 2411& 2412 **Valentine Reid made a motion, seconded by Jared Bellows to sign vendor and payroll warrants. All in favor.**
2. Minutes from 09/08/2023,09/15/2023, 09/25/2023 **Valentine Reid made a motion, seconded by Bill Harker to approve and sign the three sets of minutes as written. All in favor.**
3. KP Law Invoice #144061 **Valentine Reid made a motion seconded by Jared Bellows to approve and sign the KP law Invoice. All in favor.**
4. RDP Grant Paperwork from DEP for Transfer Station. **Valentine Reid made a motion seconded by Jared Bellows to sign the RDP grant paperwork. All in favor.**

Item not foreseen last 24 hours: Carlene Hayden would like to take a personal day on Wednesday October 24th. **Valentine Reid made a motion to grant the request, seconded by Jared Bellows, All in favor.**

Valentine Reid Made a motion to adjourn the meeting at 7:30 PM. Jared Bellows seconded, All in favor.

NEXT MEETINGS: Monday the 23rd at 6:30 for Broadband financing for borrowing, also business class II and III licenses, and October 30th at 6:00

Respectfully Submitted by Star Atkeson 10/20/2023

Documents reviewed in meeting:

October 16th Select Board Agenda

2 Town Clerk Job descriptions, original and updated.

Route 2 average vehicle speed research items

KPLaw invoice # 1440661

Avery Brook Rd Spoilage for sale — draft notice

Oct 13th Email correspondence from Anne Gobi re: Rural recap

Fence Viewer handbook

Oct 3rd email correspondence thread from Greg Rowehl about Fence and Fence viewer issue

Sep 27, 2023 DEP Correspondence Re: recycling dividend program points earned

Mass DEP checklist for Recycling Dividends Program