

CHARLEMONT SELECTBOARD
NOTICE OF MEETING
Monday, October 30,2023, 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: Cheryl Handsaker, Greg Rowehl, Jay Healy, Doug Annear, Christina Dupree, Tinky Weisblat, Zorah Miller, Sarah Reynolds, Kristie Faufaw, Mike Sisum, Liesel Nygard, Bruce Lindsay, Star Atkeson

On phone: Kristen Norwood DCR

Val called the meeting to order at 6:01

6:00pm: Job Descriptions – Town Clerk Job Description and hiring process.

Val asked Sarah to add to the job description that the Town Clerk will answer to the Town Administrator, and to add that the Massachusetts Municipal Clerk Certification (training) is a plus on the job notice. He also wanted to authorize Sarah budgeted money to post the job on a jobsite like Indeed.

Sarah will type up with changes and post tomorrow. At the next meeting the Select Board will come up with interview questions and delegate the hiring process.

Valentine Reid motioned to approve the Town Clerk Job description with the edits discussed with Sarah. Bill Harker seconded. All in Favor.

Bill Harker motioned to approve 100\$ budget to post the job notice on Indeed or other online jobs posting site Valentine Reid seconded. All in Favor.

They hope to start the interview process in a few weeks. They will search and interview in November and December. They aim to have someone by the end of January.

Appointments:

6:30pm: Jay Healy- Wood Bank Discussion

Jay described a volunteer initiative to help provide wood, 5-10 cords, as fuel to low-income residents who heat with wood. Hall Tavern Farm will process wood at little charge, with reimbursement for maintenance and gas. They need a volunteer with a pick-up or dump truck and some administrative help. Jay is thinking of possibly partnering with a nonprofit or Church. Kristen Norwood, from Alliance for Green Heat was on the phone. She said that the Alliance for Green Heat grant opened on Sept 1st, and the money was going quickly so Charlemont would need to apply soon. The link to apply is shareable so they can delegate different people to fill out different portions of the application. She made a sample budget for “West County Wood Bank” on how grant funds can be applied. Kristie Norwood’s position runs to Nov 18th.

Cheryl Handsaker would be happy to participate.

Jay Healy, as part of the committee, asked Sarah Reynolds to help with the grant. Sarah Reynolds said she can start it.

Valentine Reid made a motion to create the community woodbank committee with Jay Healy and Cheryl Handsaker. A Committee of 3— and to allow Sarah Reynolds to spend some time working on the application. Jared Bellows seconded. All in Favor

Cheryl believes tree warden should be notified. However, Jay pointed out, the wood needs to be straight and clean, they can’t process anything dirty.

6:45 pm: Tinky Weisblat and Zorah Miller, appoint Zora Miller to the Charlemont Cultural Council

Valentine Reid motioned for Zorah Miller to be appointed to the Charlemont Cultural Council. Jared Bellows seconded. All in Favor.

They are happy to have a young person who is interested in the arts onboard. Tinky Weisblat would like Select Board feedback on the programs they have decided on and will keep them posted.

6:50 pm: Dirt Church Brewing Company- Possible new business in town, alcohol license

Bruce Lindsay of Dirt Church owns a Brewery in East Haven, Vermont, and is interested in coming to lease the Cold River Location. Would work with Berkshire Brewing as distributor. They will have some food— food trucks, pizza, pretzels, pop up chefs as they are required to have food. Beer is their main interest. They plan to be open from 3- 8 or 9PM Thursday through Sunday starting in January 2024. Bruce is looking forward to spending time in Charlemont (renting) with his wife Anna Kronin while they get their business off the ground.

Valentine Reid got confirmation that they will need a liquor license and that there weren't any gross violations on their VT liquor License.

**** 7 pm: Greg Rowehl – to discuss:**

1) speeding on Route 2,

Greg thinks there is a lot of speeding on Route 2. Jared Bellows thinks it may be worth it to get ground sensors to find out.

2) traffic calming project

Greg said the lines are very poorly painted, and the sidewalks are bad. He counted 10 complete cracks and the grass seed was not consistent. He wonders if the town is going to speak up about the job that was done before the warrantee is up. Greg suggested rumble strips on the west side and thinks the radar sign should not be blank. The Select Board will have it flash *slow down* but do not want to display higher speed number as young drivers will race the sign.

3) licenses for alcohol and class 2 / Dupree Junk Yard

Greg got his license late last year at the end of January. Thinks it's strange to have 2 inspections for licenses. Would prefer that Ken Hall do the fire department inspection. Seems strange that since retail establishments have no liquor license, their fire safety systems never get checked. Val suggests resubmitting his inspection form to the interim Town Clerk

Administrator reports:

1) Lieutenant Governor Listening Session Report

Sarah had a productive meeting with the LTNT Governor in Hadley. They are working on a Municipal Modernization Act 2.0. They discussed: 1) various required municipal plans cost \$20,000 to redo to be eligible for grants; 2) need for housing; 3) workforce recruitment and succession, problem of no next generation coming to fill municipal positions and boards.

They will compile reports.

2) South River Road Bridge Mass Works Grant—\$380,000. was awarded for deck work and guard rail repairs. (this is the last of Charlemont's top ten worst bridges, Sarah will start the next ten on the list)

3) East Oxbow Bridge status—The easement is complete; they will be in contact regarding payment. Charlemont's part is done.

Liaison reports:

- 1) Proposal for Road Sweepings/Fill from Highway- vote to approve with edits. —HWY will do the invoices for the fill, collected by treasurer.

Bill Harker made a motion to approve the posting with edits, Jared Bellows seconded. All in favor.

Agenda items:

- 1) Equipment Repair Cost, Large ticket item vendor procedure, change in budgets process. Bill would like the departments to check with 3 or 4 repair companies when repairs are needed. Sarah thought costs over \$1000. would be too low of a threshold, and that it may hold departments up that need to make purchases, she thought there could be a threshold of 10,000, or so. Bill wants departments to be mindful about shopping around for repairs, not having to do with large purchases. They talked about departments' mechanic needs in general. It's hard to find a mechanic to do heavy work, or emergency work. Doug said that Rose Ledge does work. Val asked Sarah to issue a memo to department heads, that if they have a large repair expense to call around to try and get the best price.
- 2) Letters for annual licenses – Alcohol and Class II licenses — The Board suggests notifying business owners with a templated letter for the renewal of annual licenses, with the phone number of building inspector. Sarah will interface here at Town Hall for the Fire Department with preset days and times in December time can schedule appointment. Tuesday 2-5PM for example. Licensing reverts to the Town Administrator. Greg Rowehl said 2 forms are needed, one to the bldg. inspector, and one to the fire department. They will deal with Class II licenses similarly, making sure requirements are listed, they need bond and other requirements.

Val thought it would be good to add a page to the website for the future. He also suggested using a checklist rather than a paragraph. Jared thought end of November and the 1st Select Board meeting in December would be good timing. They went through the requirements. They looked at examples from other towns and want Sarah to reformat letters to make simpler. The point is to take the guesswork out of licensing and make it easier for businesses.

- 3) Changes for Class II license process. The process is the same from town to town, the requirements are: 2 copies of in-scale diagram (hand drawn or blueprint) of premises, where cars are. Add language “we require you to be in good standing” in regard to tax payment. Sarah offered to do legwork and find drawings that may be in Town Hall records from Special Permits. Melville has “Zoning compliance approval form”, Val presumes Charlemont has as well. If they are not in violation of their special permit, then they are in compliance. If the Select Board decides to make large changes in the process, they will do it in the future, not this year.
- 4) Priorities for the Rural Director – Discuss list of items that are a priority for Charlemont. They decided on:
 - 1) Rural School Aid,
 - 2) State Owned land and Chapter 90 formula (not by population but by road miles) (Payment in lieu of taxes for State owned land.) Val said Charlemont is subsidizing the Commonwealth's Green Initiative, helping with Massachusetts' climate goals, but not seeing it in revenue. If land has value, we should be able to fund our schools.
—Val worded it as: Charlemont would like equitable treatment for land that supports the commonwealth green initiatives so that host communities can pay for their schools.
 - 3) Housing

Cheryl Handsaker thinks a similar argument would be non-state-owned land should subsidize Chapter 61 to Town.

Approve/sign/approve and sign:

1. Vendor and Payroll warrants

Valentine Reid made a motion to approve vendor and payroll warrants, Jared Bellows seconded. All in favor.

2. Approve KP Law Invoice #144541- Items are all related to East Oxbow bridge.

Valentine Reid made a motion to approve KP Law invoice, Jared Bellows seconded. All in favor.

3. Minutes from September 16th and September 23rd, 2023

Valentine Reid made a Motion to approve the Minutes of Sept 16 and Sept 23. Jared Bellows seconded. All in Favor.

VR made a motion to amend the previous motion to read the minutes of Octr 16 and Oct 23. Jared Bellows seconded. All in Favor.

Items not foreseen in the previous 24 hours.

Doug Annear and Christina Dupree had come to the meeting on behalf of Brian Dupree, 180 8A, regarding the class II licenses. Sarah Reynolds assured him that a letter was sent regarding a change in policy for issuing class II licenses but that the intent was NOT to shut down the business. The Board let Doug know that the ConComm will be drafting an order to list out what needs to be remediated.

Doug asked that the ConComm be “black and white” about it, like “take cars out, get receipt” something very clear and simple. He said that Brian wants to cooperate.

The meeting was adjourned at 8:04PM

Next regularly scheduled meeting, November 13th at 6:00 PM

Respectfully Submitted by Star Atkeson 11/06/2023

Documents reviewed in meeting:

October 16th and 23rd Minutes

Select Board Agenda for October 30th

Email dated Oct 16 form Tinky Weisblat re: Zorah Miller appointment to Cultural Council

Avery Brook Road Spoilage Pile Policy posting

Town Clerk job description

Email dated October 23rd from Dirt Church Brewing Co. re: appointment at Oct 30 Select Board meeting

Email dated Oct 18th from Kristy Norwood re: Starting a Woodbank in Charlemont

AGH Grant Budget for West County Wood Bank

Town of Douglas Class II License, new application Checklist

Draft letter (Oct 30, 2023) for license renewal

Town of Millville checklist for new and transfer class II License Applicants

Town of Canton Class Two License —instructions for Application, application including workers’ compensation insurance affidavit and instructions

KP Law invoice for East Oxbow Bridge Project