

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

March 14, 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. Administrator S Reynolds reported that the East Oxbow Road bridge 25% hearing is scheduled for April 5, 2022 at 6:00 P.M. via Zoom and at least one Select Board member is required to attend. Mr. Girard and Ms. Willis confirmed that they will be in attendance. Administrator S Reynolds added that there may be a few temporary closures to the road and traffic will need to be re-routed, but the closures will be no longer than a day. The closures are so the temporary bridge can be set in place.
2. Administrator S Reynolds reported that she has been meeting with the State hired Hazard Mitigation Planner and has been filling in updates regarding Charlemont's Hazard Mitigation Plan. A meeting with Seniors and with the EMD, Police, Ambulance, Highway and Conservation Commission to discuss updates has been scheduled for April 12 at 3:00 P.M. Ms Willis will be attending this meeting.
3. Administrator S Reynolds reported that for the Town to use the property located at 279 Avery Brook Road, designed as the Solar District, for anything other than solar, a special permit from the Planning Board must be obtained. In researching the property further, it has been found that there is not a deed that states the DEP restrictions for that property. The Assessor's Secretary will be checking with the Planning Board to confirm if a special permit would be required if the property were used for anything other than solar.
4. Administrator S Reynolds reported that due to additional Towns joining the Sheriff's Department Animal Control Program, Charlemont's assessment will be reduced to \$4,552.
5. Administrator S Reynolds reported that the Town has received one application for the Highway Superintendent position. The Board was asked if advertising in the West County Shopper was a possibility. Mr. Harker will consult with the Highway Superintendent to see if he might have any other methods of advertising for the position. Administrator S Reynolds will contact MASSDOT to ask if they have any suggestions regarding advertising for the position.
6. Administrator S Reynolds reported that two new applications for the Secretary to the Boards position were received. The Search Committee met with the applicants and is bringing to the Board the recommendation to hire Stardust Atkeson from Burnt Hill Road for the position. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to hire Stardust Atkeson for the Secretary to the Boards position. The Board would like to set up an appointment to meet with

- Ms Atkeson during a future meeting. Administrator S Reynolds will draft a generic recommendation for Sue Vight as she has been covering the position.
7. Robert Handsaker, Broad Band Committee Chair, attended the meeting to provide the Board with an update regarding the fiber optic internet project. Mr. Handsaker stated that the project is getting close to completion with 1 to 2 weeks of testing to be done. Once the testing is completed the installations can begin. Community Compact Resiliency Grant is moving forward. So far there are 455 sign ups, and the budget looks balanced for FY23.
 8. Ms Willis suggested Administrator S Reynolds research and possibly join the Small-Town Administrators Association through the MMA.
 9. The Board received information from the Town Clerk regarding the processing of mail for people who use the forward mail option while they are out of Town. If the Mail Forwarding form does not state “household” on their form, the Post Office will not forward their census and it is sent back to the Town. The report was so noted by the Board.
 10. The Board received deadlines for the 2022 Charlemont Elections in regard to deadlines of the closure of the ballot and last day to submit nomination papers. The information was so noted by the Board.
 11. Ambulance Director Dana Johnson sent in an update for the successful scheduling of the first month of the Ambulance On-Call service. Mr. Girard read the letter.
 12. Mr. Harker stated that he would like to place the carpet floors in the Town Hall with wood ones. Administrator S Reynolds stated that the flooring project is on the Capital Plan for \$12,500 and would cover the Meeting Room and finishing the hallway floors in the Town Hall. The project will need to wait until voted at the Annual Town Meeting.
 13. The Board received information from the ACO regarding the Highly Pathogenic Avian Influenza. This information has been placed on the Town Website. The Board decided not to place it on the monthly newsletter.
 14. The Board scheduled a budget work session for Monday, March 21st at 4:00 P.M. This meeting is only to work on the FY23 budget.
 15. The Board received nomination papers for the Animal Inspector from the MDAR. It was suggested that Erwin Reynolds, Jr. continue with the position. Mr. Reynolds will be contacted by Administrator S Reynolds to see if he would like to continue in this position. The nomination was deferred to the next meeting.
 16. The Board received additional information regarding the SAPHE 2.0 Bill. Once the grant funds supporting the Bill runs out, the additional costs will be the responsibility of the Town. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to take no action on this Bill.
 17. The Board stated an article would need to be placed on the Annual Town Warrant to reduce the size of the Capital Planning Committee from 5 to 3 members. Capital Planning Member Frank Mooney suggested reducing the number of members for this Committee.

18. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to request traffic counts from the FRCOG for South River Road, North River Road, Zoar Road and 8A North and South, as recommended by Administrator S Reynolds.
19. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and sign:
 - Payroll warrant #2235 for \$12,281.47, #2234 for \$12,863.42
 - Vendor warrant #2235 for \$119,782.36 and #2234 for \$119,782.36
 - KP Law invoice
 - Vacation as requested by the Assessor’s Secretary
 - 1-31-22 Select Board minutes
 - FRCOG Bridge Academy Training Earmark amendment
 - DEP Grant Funds 3-year vendor contract
20. Business being concluded, the meeting adjourned at 7:40 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.

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| Warrants | Mail forwarding process information |
| KP Law Invoice | |
| Vacation request | |
| DEP Grant Funds contract | |
| 1-31-22 Select Board minutes | |
| FRCOG Bridge Academy amendment | |
| Ambulance on-call status report | |
| Highly Pathogenic Avian Influenza information | |
| Inspector of Animals nomination | |
| FRCOG Traffic Count request | |
| SAPHE 2.0 Bill information | |
| 2022 election deadlines | |

