

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

March 22, 2021  
9:00 A.M. meeting  
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The meeting was called to order at 9:00 A.M. by Chair Marguerite Willis. Select Board member Elizabeth VanInderstine, Administrator Sarah Reynolds, and Secretary to the Boards Carlene Hayden attended the meeting. This in person meeting was conducted in the Town Hal parking lot to comply with the COVID 19 restrictions.

Abigail Drew attended the meeting for an interview for the advertised Minute Taker position.

1. Ms Drew stated that she is attending GCC and has one more semester and will be taking 1 class this coming September. Ms Drew feels she is a hard worker and stives for the best.
2. Ms Willis advised that the Minute Taker is a temporary position that will develop into a Secretary to the Boards position pending Town meeting vote.
3. Ms Drew explained that she will continue to work after colleges and at this point in time she does not have any experience taking minutes. Currently Ms Drew has a work study job during the day which is part time.
4. The Board went over the days and hours of the Board meetings that she would be attending and taking minutes.
5. Ms Drew stated that she does have her own transportation if her presence at a meeting or duties located in the town hall arose.
6. Ms Drew was thanked for her interest in the position and attendance at the interview. Administrator Reynolds will be in contact when a decision is made.
7. Business being concluded, the meeting was adjourned at 9:30 A.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.  
Letter of interest