

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

September 13, 2021

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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 via telephone conference pursuant to the Governor's March 12, 2020, and consistent with Gov. Baker's temporary modifications to the Open Meeting Law suspending certain provisions of the Open Meeting Law.

1. Chair Willis explained that when the Town hired Administrator S Reynolds in January of 2021, the then Board members intent was to conduct a performance review in 6 months. There have been several turnarounds regarding Select Board members and now that the Board has 3 members the review has been scheduled for this meeting.
2. All Board members received a copy of the Administrator's job description and a performance review form to complete. Ms Willis and Mr. Girard completed the review form. Mr. Harker felt he was new to the position and had not worked with the Administrator enough to complete the form.
3. Ms Willis stated that the key in the job description is that the Administrator works on the direction of the Select Board and currently supervisory duties have been removed. Ms Willis would like Administrator S Reynolds to supervise the new Secretary to the Boards and would like to start yearly evaluations of all employees in the future.
4. Mr. Girard agreed that supervising of employees is not necessary. His evaluation is based on the job description and currently working with her as a Select Board member. Administrator S Reynolds assisted greatly with the transition to the role of Select Board member.
5. Mr. Harker stated that he has no problem with what Administrator S Reynolds is doing.
6. Ms Willis reported that other Committees and Chairs appreciate working with the Administrator and has asked her to set up a Tech Committee.
7. Future goals for the Administrator: continue grant wiring (MVE for fires and DLTA for planning), solar for the Avery Brook Rd property, on call staffing for the Ambulance.
8. Administrator S Reynolds reported that the town owned property on Avery Brook Road is zoned for Solar. The property does not have any potable water. RFP's have been advertised but since the power has not been upgraded to phase 3, anyone answering the RFP's have declined. The Select Board suggested other uses for the property such as: construction storage area, Technical School use for agriculture projects, moving the Highway materials stored by Route 2 to the property and selling the Town owned property by Route 2 (the old box shop).

- The Administrator and Mr. Harker will pursue other options and report back to the Board.
9. The Board met with Bob Handsaker, Broad Band Committee Chair, at 7:00 P.M. Mr. Handsaker reported that he gave testimony during a Zoom hearing regarding the use of ARPA funds for Broad Band. Currently the funds can not be used for long term debt.
 10. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker-yes, to approve the Whip City Fiber RRR (redundancy, resiliency, reliability) proposal.
 11. Mr. Handsaker reported that he is seeing delays in splicing and testing but construction is on schedule. This delay is caused by the lack of available workers.
 12. Administrator S Reynolds reported that the IT Grant (\$45,000) opens on September 15th.
 13. Administrator S Reynolds reported that the Green Communities will be coming on September 21st to continue with projects at the Town Hall, Fire Station and Highway Garage. It was suggested that it may be possible for Green Communities funds to be used to upgrade the Town Hall furnace once the second and third floors are usable for office space.
 14. Administrator S Reynolds reported that the West Oxbow Road bridge project may possibly be opening 1 lane to traffic in 3 days.
 15. Administrator S, Reynolds stated that the Finance Committee would like to meet with the Select Board soon to discuss regionalization at the Hawlemont School. Ms Willis will follow up as the school liaison.
 16. Mr. Girard reported that he has been meeting with the Ambulance Director regarding the need for certified EMT's to join the department. The Town was paying for the EMT training, but this did not work as the EMT, once certified, would move on to a more attractive paying position. Additionally, the Town was paying for the course work and the student would not take the final exam. Mr. Girard suggested it might help if the Town paid for the trainings on a pro-rated basis, such as after 6 months with the Town ½ the cost of training would be paid, 2 years with the Town the entire cost of the tuition would be paid. The Board thought this might help and decided the tuition costs will need to be on the Annual budget.
 17. Mr. Girard stated that the Town will need to find an alternate space for on call EMT's.
 18. Administrator S Reynolds reported that she assisted the Ambulance Director in ordering a banner stating the Town is seeking volunteer EMS.
 19. Mr. Girard has concerns regarding non COVID vaccinated EMS. Administrator S Reynolds will research what other Towns are doing regarding unvaccinated EMS and contact Town Counsel for opinion.
 20. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to appoint Mr. Girard as the Towns Representative to the FRTA.

21. The MOU with Berkshire East regarding donating funds to the Town has been forwarded to Town Counsel for review and opinion.
22. The Executive Secretary was requested to set up an off-schedule meeting with the Tyler Memorial Library Trustees to discuss the library's preliminary FY23 budget.
23. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to appoint Administrator S Reynolds and Valentine Reid as Tech and Policy liaisons.
24. Administrator S Reynolds reported that 2 more applications have been received for the Secretary to the Boards position and the Committee will be conducting interviews with the applicants.
25. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve and sign:
 - Payroll warrant #2208 for \$21,198.42, #2209 for \$13,045.75.
 - Vendors warrants #2210 for \$7,508.47, #2211 for \$6,879.31.
 - 6-21-21, 8-16-21, 8-30-21 meeting minutes
 - Solid Waste District Hazardous Waste Collection Day MOU
 - Letter to our Legislators
 - Thank you letter to Charles Hamel
 - Vacation request from the Executive Secretary/Town Clerk
26. Business being concluded, the meeting was adjourned at 8:05 P.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 viewed by the Board.

Administrators job description and evaluation forms
Whip City Fiber RRR proposal
Payroll and vendor warrants
Meeting minutes
Solid Waste District Hazardous Waste Collection Day MOU
Letter to Senator Hinds and Representative Mark
Letter to Charles Hamel
Vacation request.

