

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

October 25, 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 and in person 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. Regional Animal Control Officer Kyle Dragon attended the meeting to introduce himself to the Board. Officer Dragon gave the Board a brief history of his years being and Animal Control Officer. Mr. Harker requested posters regarding the leash law for the Fairgrounds. Officer Dragon will be sending in quarterly and Annual reports. The New ACO was welcomed to the community.
2. Administrator S Reynolds reported that she will be submitting to MassDOT for reimbursement of \$35,421 for the Laurel Lane bridge project. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and sign the submittal paperwork.
3. Administrator S Reynolds reported that the West Oxbow Road bridge ground grout will be completed by Friday and the construction will continue of the South and North sides of the bridge.
4. Administrator S Reynolds did not have an update regarding the Succession Planning.
5. Administrator S Reynolds reported that she has obtained quotes for the Planning Project and recommends the Board vote to move forward with RKG Associates. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to hire RKG Associates and to instruct the Administrator to move forward with the project.
6. Administrator S Reynolds will investigate a Technical Assistance award available through the EPA to assist with Main Street revitalization.
7. Administrator S Reynolds reported that the CARES Act has approved reimbursement for Charlemont in the amount of \$9,859.88. \$6347.00 of that amount is for the Technical School bussing.
8. Administrator S Reynolds reported that the FRCOG has offered to assist the Town with updating the Hazardous Mitigation Plan for free.
9. Administrator S Reynolds reported that the Tax Title Attorney stated the Charlemont Inn Tax Title case is now moving along in Land Court. The Attorney will no longer be speaking with the public regarding this case and will be reporting any movement to the Town. The Attorney does not have any time frames regarding the case. The Tax Title Attorney did confirm that once the Town obtains the property it will be the highest bidder during an auction who will be awarded the property.

10. Ms Willis gave the Board a brief history regarding the Electricity Aggregation.
11. Bob Handsaker, Broad Band Committee Chair, attended the meeting at 7:00 P.M. Mr. Handsaker reported that Tri Wire is going well, Construction on FSA 05 was released for installation, the reconciliation meeting went well, the project is at 60% sign up. Trevor Mackie was thanked for serving on the ZBA but stated that he will continue to serve on the Broad Band Committee until project end.
12. Ms Willis reported that the 3rd party inspection at the Transfer Station without any dings. The Transfer Station will receive a perfect report from the Solid Waste District.
13. In anticipation of the current Highway Superintendent Gordon Hathaway's retirement, Mr. Girard submitted a job description for the Highway Superintendent with suggest updates. The Board went over each update and added "weekly web announcements of work reporting". Road assessments will be updated. It was suggested that the new Highway Superintendent will work with the current Highway Superintendent for at least 2 weeks.
14. It was strongly suggested the Board state a clear definition for "Maintenance and operation of all Town buildings.
15. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to adopt the Highway Superintendent job description with the discussed changes from this meeting with possible future changes.
16. A Highway Superintendent hiring Committee was created. Possible members for this Committee are Jay Healy, Richard Turner, Bill Harker, Gordon Hathaway and Sarah Reynolds. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve the list of Committee members. Administrator S Reynolds will call the first Committee meeting.
17. Ms Willis reported that at the FRCOG October 21st meeting, the FRCOG took away Patriot's Day as a holiday and replaced it with Juneteenth.
18. Ms Willis reported that she has attended two Hawlemont School Committee meetings. One meeting did not have a quorum. There is a level of non-information being provided by the Committee.
19. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to had Administrator S Reynolds inquire if the Hazardous Mitigation Planning document can be updated instead of completely re-written.
20. The Town of Heath will be contacted to see what action Charlemont Select Board needs to take regarding the 3 Town Landfill inspection.
21. The Mohawk Trail Entrepreneur Challenge is posted to the Town website.
22. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to charge the following for trash stickers: 1 sticker for up to 20-gallon trash bag; 2 stickers on a 30–33-gallon trash bag and 3 stickers on a contractor trash bag.
23. The Board discussed the state of the economy and the cost of living. Also discussed is the fact that Town employees do not always receive a yearly COLA and that the employees worked through the months of COVID. Ms. Willis motioned to recommend a 10% salary increase for municipal employees. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – no, to recommend this increase to the Finance Committee for the FY2023 budget.

24. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to schedule the following dates for their regularly scheduled meetings: November 8 and 22; December 6 and 20 and January 3.
25. Administrator S Reynolds stated that EMD Dennis Annear applied for and received a grant in the amount of \$2,700 to purchase a hardened tablet to move records from paper to computerized. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve and the Chair to sign the grant documents.
26. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve and sign:
 - Payroll warrant #215 for \$16,969.36, #2214 for \$30,042.73
 - Vendor warrant #2218 for \$19,938.41, #2215 for \$42,837.89
 - 10-12-21 Select Board minutes
 - A request for funds out of the Berkshire East Beautification fund for painting the house at 29 Main Street.
 - Friday, November 26, 2021, a paid holiday
 - Accept the resignation of Trevor Mackie from the ZBA (a thank you letter to Trevor Mackie was written by Ms Willis at the end of the meeting)
27. Business being concluded, the meeting was adjourned at 8:30 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 reviewed by the Board.

MassDOT reimbursement
Highway Superintendent job description
3 Town Landfill inspection report
Mohawk Trail Entrepreneur Challenge
EMD Grant
Warrants
Minutes
Request for funds from the Berkshire East Beautification fund
Resignation

