

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

November 22, 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. Ms Willis opened the Tax Classification hearing at 6:30 P.M. and read the hearing notice. Assessor's Jackie Cashin, Tony Ostroski and Karen Rau, along with Assessor's Secretary Carlene Hayden attended the hearing. Ms Hayden explained to the Board the difference between a single or a split tax rate. Assessor Cashin explained the excess levy capacity calculations. Upon the recommendation of the Assessor's, the Select Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, a single tax rate below the levy limit. The hearing was closed at 6:55 P.M.
2. Bob Handsaker, Broad Band Committee Chair, attended the meeting to provide the Board with a status update on the municipal fiber project. Ms. Handsaker stated that the project is moving along, although not as quickly as the Committee would like. There is a 2 week wait for testers.
3. Administrator S Reynolds asked the Broad Band Committee to write a letter to the Tea St. extension resident regarding the confusion with the cost to install the network. As the Broad Band Committee hesitated on this request, the Select Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to ask Administrator S Reynolds to draft a letter to Westfield Gas and Electric asking them how they are going to resolve the confusion. A copy of the letter will be sent to the resident.
4. Administrator S Reynolds reported that Historical Commission member William Coli has suggested a historical preservation grant to repair the jail roof. The Notice of Intent is due by December 1<sup>st</sup>. This is a one-to-one grant for up to \$10,000, The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes for Administrator S Reynolds to proceed with the NOI.
5. Administrator S Reynolds reported that the bid for the elevator study is \$1,500 more than the awarded grant amount. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to expend the additional cost out of the Town Hall Contract account and to approve and sign the contract with Jablonski/Devriese Architects.
6. Administrator S Reynolds reported that a precast end post for the West Oxbow Road bridge project will not be delivered until the end of this week which pushed back the road paving. The paving will be done the beginning of next week.

7. Administrator S Reynolds reported that the Highway Superintendent Search Committee members are Bill Harker, Gordon Hathaway, Jay Healy, Eric Dean, and the Administrator. William Coli asked the Select Board to drop Gordon Hathaway from the Committee and accept himself as a Committee member as Mr. Coli thinks it is not appropriate the Highway Superintendent serve on a Committee to replace himself. Mr. Girard stated that most communities have the head of a large department on a replacement committee as the department head is the most knowledgeable about the job. Mr. Coli stated that he objects to the Superintendent being a voting Committee member.
8. Administrator S Reynolds and the Select Board reviewed a map for placement of mile marker, exit, no trespassing and etiquette signs for along the Deerfield River. The signs may assist rafters as they use the river. Administrator S Reynolds will review the signs and their placements with emergency services.
9. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to release \$8,000 of ARPA funds to the Charlemont Sewer District.
10. Administrator S Reynolds reported that the bids for the Berkshire East Sewer project are to be opened at 2:00 P.M. on Wednesday, November 24<sup>th</sup> with the lowest bidder to be awarded the project. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to have Administrator S Reynolds represent the Select Board and open and award the bids.
11. Administrator S Reynolds reported that the Town can participate in the National Opioid Settlement . The Board had questions regarding this settlement that were unknown. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to table this discussion until further information can be found.
12. Administrator S Reynolds reported that the new composting shed will be placed between the Salvation Army box and the TV shed at the Transfer Station. Jan Ameen will be obtaining a price list for a prefab shed.
13. Administrator S Reynolds reported that the generator at the Town Hall has arrived and is set up. Propane lines and wiring are still need. The generator can be monitored via e-mail which will be sent out to the EMD, Town Administrator, Bob Handsaker. The hub in the basement can also be monitored via e-mail.
14. The Board reviewed a response from DESE regarding the meeting at the Hawlemont School. The Board did not discuss the response but confirmed the meeting has been scheduled for December 13<sup>th</sup> at the Hawlemont School at 6:00 P.M. This is a public meeting, and the Finance Committee, School Committee and public will be invited. The Select Board will conduct the meeting. This meeting is to discuss the future of the Hawlemont School District. Administrator S Reynolds and Ms Willis will create a handout for the meeting.
15. Mr. Girard stated that the latest rumor around Town is that the Town will be turning the Hawlemont School into Town offices. Mr. Girard also stated that the Select Board have not discussed this rumor and turning the building into Town offices is not the Town's intent.

16. Ms Willis reminded the Board that the workload of Administrators has doubled and tripled with the many meetings that Administrator's attend. These meetings  
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- cut into the necessary in-office time. The Board discussed the growing workloads of other Town Departments as well. Maybe the FRCOG is able to assist with advocating for Small Town exemptions. Ms Willis will contact the FRCOG regarding this issue and Administrator S Reynolds will present these concerns at the next Administrators meeting.
17. Mr. Girard reported on the FRTA meeting he attended. The FRTA is having an extremely challenging time finding drivers and is researching ways to show appreciation to the drivers they do have. The garage they are using is a rental and the bid to build their own garage came in over the amount of funding they have. The FRTA is looking for input as to the best times for pickups and drop offs as they are looking to expand their service. Mr. Girard will ask for a report regarding the number of riders from Charlemont.
18. Mr. Harker stated that it is a possibility the ZBA will be activated soon and the ZBA is down a member. The Town Clerk was requested to research if a Select Board member can be on the ZBA.
19. Ms Willis reported that VEAC has sent a letter to State Auditor Suzanne Bump regarding the reduction of reimbursement to Towns for Tech/Voc busing costs.
20. Erwin Reynolds has volunteered to temporarily change out the water in the Town Hall furnace on a weekly basis. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to accept, with thanks, Mr. Reynolds offer to volunteer his services.
21. Mr. Harker reported that he has called the Highway Department's attention to the rain seeping into the Town Hall cellar in one spot. The Highway Department will be taking care of it.
22. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to approve and sign:
- Payroll warrant #2218 for \$19,859.69, #2219 for \$12,324.02
  - Vendor warrant #2219 for \$41,639.90, #2220 for \$16,519.88
  - 11-8-21 Select Board minutes
  - DEP Sustainable Materials Recovery Program award of \$4,900.
  - 2022 Class II and Class III licenses
  - To distribute holiday cards and gift certificates to Town employees.
23. Business being concluded, the meeting adjourned at 8:40 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.

Warrants

Minutes

DEP Sustainable Materials Recovery Program award

2022 Class II and Class III licenses

Letter from DESE

National Opioid Settlement

Deerfield River map

Jablonski/Devriese Architects contract

Tax rate and excel levy calculations