

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

March 22, 2021  
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The meeting was called to order at 7:00 P.M. by Chair Marguerite Willis. Select Board member Elizabeth VanInderstine and Administrator Sarah Reynolds also attended the meeting. This meeting was conducted via telephone conference pursuant to the Governor's March 12, 2020 order suspending certain provisions of the Open Meeting Law.

1. Bob Handsaker, Broadband Committee Chair, reported that progress is being made and are on schedule. The Committee is holding the letter to DCT as the hearing date continues to change. The Statehouse note will be submitted in late April/early May for \$1,000,000. Currently 32% (222) of the Town has pre-signed up for internet service. Additional campaign steps for internet sign ups were discussed.
2. The Board next acted upon the Host Community Agreement with Sun and Soil Craft Cannabis. William Tucci explained that the only change from their previous application is the timeline and people involved. A description of the operation was given. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and sign the Host Community Agreement and Outreach Meeting Approval form.
3. The Charlemont Sewer District members, Gina Sieber, James Williams, Joe Pellegrino, Kurt Boisjolie attended the meeting to discuss Charlemont continuing to process sewer liens. Mr. Pellegrino explained that several months ago the District received an e-mail from the Assessor's Secretary that informed them that due to new software, the Assessor's Office will no longer be able to handle the District's liens. Assessor's Secretary Carlene Hayden stated that she is currently working with the software company who is writing a script that will accept the liens from the Sewer District, although, Ms Hayden now believes she will be required to keep track of liens on properties as well as the Tax Collector. Ms Hayden continued to explain that the Tax Collector is paid for the additional time spent on sewer liens, but the District has not paid the Collector in 2 years. Ms Sieber explained that the District has not received an invoice for service since 2016. The Town is not sending the District invoices. Going forward the Town will be sending yearly billing to the District. Ms Hayden stated that the extra work needed to process sewer liens through the Assessor's office can not be done with her 40-hour week and that she will be processing the liens outside her weekly hours. Ms Hayden asked the District if the Tax Collector can be paid for the back years. The District is willing to pay the Assessor's Secretary for time spent on processing the liens. The District confirmed this can happen.
4. Town Administrator Sarah Reynolds reported that the Green Communities Grant is up to date, the RDGB Grant for the elevator study is almost ready to be submitted. Due to the stimulus, some grants have additional funding available.

- An e-mail was received from Congressman Neal's office asking for cost information to repair all the bridges in Charlemont. Administrator Reynolds submitted what information is available and is waiting to receive a response.
5. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to appoint Ms VanInderstine as Representative to the FRTA and Administrator Reynolds as the Alternate Representative to the FRCOG.
  6. Administrator Reynolds reported that the Transfer Station cash box and keys have been obtained from the former employee and she feels a starting cash box policy should be created. Also, going forward, the Administrator will be keeping track of the trash bags and collecting the checks from the stores in Town when the bags are dropped off.
  7. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to allow the Administrator to interview/hire /supervise Transfer Station employees.
  8. Administrator Reynolds reported that the Town has received the IT report. A switch is needed along with a list of additional equipment, the cost will be covered through a grant. A new e-mail provider will need to be found which will be a monthly fee of \$1000 plus.
  9. Ms VanInderstine reported that she will be attending a Police Association meeting on Thursday regarding the required new training for all Police Officers. The number of training hours has decreased and is currently at 200 training hours with 80 of those hours being online training. The training is to be completed in 3 years and is scheduled alphabetically via Officer last name. Grants to assist with the training costs are starting to come out.
  10. The Town Clerk reported that an application for a kennel license has been received and before the license can be issued, the applicant must have an inspection by the ACO, of which Charlemont does not have at this time. Administrator Dean reported that the cost for joining the Regional ACO Program is \$4,000.
  11. Ms VanInderstine reported that the Franklin County Solid Waste Management District offers free OSHA training for all District Transfer Station employees. As the Town has new employees, she feels now is the time for the Attendants to take the OSHA training. The training will be held at 3 off site locations. The Town is also required to offer Hep B vaccinations to all Transfer Station Attendants.
  12. Administrator Reynolds reported that for the One Stop Expression of Interest, the repair of the long bridge and the 8A road project must be the projects listed first. The One Stop application can be updated and submitted annually.
  13. Ms Willis reported that the MassWorks grant is for a public/private sewer system on the south side of the Deerfield River, which was applied for in 2018 with the Schaefer's. In 2019 the engineers at Berkshire East delayed the grant until now, 2021. Administrator Reynolds was asked to contact Berkshire East to clarify if they will be taking the lead on this grant.

14. The Board acknowledged receipt of a letter from the Town of Hawley regarding the offer of a fee for ambulance service. Ms Willis stated that Town Counsel has advised the Board that there is not a requirement to meet with the Town of Hawley to discuss the fee for service arrangement. The letter received states the Town of Hawley will not accept the fee for service offer.
15. The Board unanimously voted Ms Willis – yes, Ms VanInderstine – yes, to add to the budget as follows:
  - Give employees a 3% COLA.
  - Permanent 40 hour a week position for the Executive Secretary/Town Clerk
  - Create a separate Secretary to the Board position for 20 hours per week.
  - Add police training costs to the budget.
  - Look at the status of the Assessor's Secretary.
  - Additional 3 hours a week for the Tax Collector
16. The Board received a letter of interest for the vacant Town Hall Custodian position. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to allow the Administrator to interview and hire the applicant if the applicant satisfies the position.
17. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to schedule meetings on April 5<sup>th</sup> and 19<sup>th</sup> and May 3<sup>rd</sup> and 17<sup>th</sup>.
18. Administrator Reynolds will ask John Hoffman if he would be interested in the Animal Inspector position
19. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and sign:
  - Payroll warrants #2135 for \$12,162.40, # 2134 for \$18,833.20.
  - Vendor warrants #2136 for \$10,063.22, #2135 for \$24,942.62.
  - Add the Administrator to the Avery's charge accounts for: Transfer Station, Town Hall, and Select Board
  - Thank you letter to Russell Kelley
- 20 The Board recognized an e-mail from the Board of Health thanking the Town. employees for their assistance during COVID.
- 21 Business being concluded, the meeting was adjourned at 9:00 P.M.

Respectfully transcribed

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.

Host Community Agreement  
IT report  
MassWorks sewer design

Letter from Hawley  
Town Hall Custodian letter of interest  
MDAR Animal Inspector nomination