

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

April 5, 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, gave the Board the following update: construction is going well-waiting for splicers; thanks to Lynn and Sarah for their help with placing inserts into the tax bills; WG&E opted into the EBB program.
2. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to next discuss item #c under agenda and item #3 under approve and sign. All items involve temporary borrowing from stabilization fund for broadband.
3. Ms VanInderstine explained that initially the Broadband Committee was talking about borrowing \$300,000 from stabilization but after more careful consideration, the Committee will borrow up to \$100,000 from stabilization, putting the funds, if needed, back on May 12th. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve the borrowing as stated by Ms VanInderstine.
4. Administrator Reynolds reported:
 - The RDGB grant (for the elevator feasibility study for the Town Hall) has been entered-\$20,000 for the study. Ms VanInderstine asked if the study will show a need to shore up/replace the load bearing beam in the cellar – yes, the study will encompass the structural integrity of the building.
 - Would like to use the funds in the Safety Facility Study account for a Fire Station/Ambulance building study. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to allow the Administrator to use the funds as requested.
 - The first expression of interest for the Community One Stop Grant is for the 8A North road project-layout of the costs of this project is needed.
 - There is a Police Training Security Grant for up to \$20,000 and a Fire Department Training Grant for up to \$20,000 that the Town can apply for. The Fire/EMS Grant will be to purchase computers and cameras for online trainings.
 - Documents have been received from the Berkshire East engineer for the MassWorks sewer district grant. The design is at 50%. The Town will need to create the District. Ms Willis asked the Administrator to contact the Planning Board to ask them to consider extending the village district to across the river.

5. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to add to the Administrator’s job description “ the Select Board Chair can authorize the Administrator to move forward with Grants outside of meetings, although the Board may not accept the Grants in the future”.
6. Administrator Reynolds stated that MassDOT has hired a new design crew for the East Oxbow Road bridge project. The project is still scheduled for 2024. A letter to property owners along East and West Oxbow Roads providing a project update will be mailed out.
7. Administrator Reynolds reported that the Tower Road bridge project is in full swing, the West Oxbow Road bridge will be closed from June through September and MassDOT has funds to repair the deck of the Long Bridge in a more permanent manner if Senator Neal’s office does not find the funding to fully repair the bridge,
8. Administrator Reynolds reported that trash bag stickers come in rolls of 500 and cost approximately \$0.14 per sticker for a small quantity order. Orders in larger quantities are approximately \$0.12 per sticker. The stickers are numbered, and the Administrator is waiting to learn shipping costs.
9. Next discussed was the policy for posting on the Town website for other governmental postings. It was suggested “Governmental Resources” have its own section/tab on the website. The Administrator will review how other Towns handle other governmental postings on their websites.
10. Administrator Reynolds reported that the Highway Department would like to hold an auction, at least for Highway Department surplus. The Board instructed the Administrator to move forward with the auction.
11. Ms Willis reported that she had sent a list of interested parties to the FRCOG Stakeholders Group who are discussion Outdoor Recreation on the Deerfield River. Unfortunately, the list was ignored. The Administrator and Ms Willis will be attending the meetings for this group.
12. Ms VanInderstine reported that in order for the Transfer Station Attendants to attend the OSHA training offered by the Franklin County Solid Waste Management District, the Town will need to sign them up this week for the trainings that will occur in May. The closest training will be held at the Colrain Transfer Station and the Town will be required to offer the attendants Hep B shots and pay them for the hours put in while training. The total cost for the shots and training will be \$1,560.00. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve spending up to \$1,560.00. The Administrator will approach the Attendants with the offer of receiving Hep B shots.
13. Ms Willis reported that the Town will have 22 Tech/Voc students in the new school year if all are approved.
14. Ms VanInderstine reported that she has been notified a member of the Parks & Recreation Commission is using equipment at the Fair Grounds that he is not licensed to operate. This is a liability issue for the Town. Administrator Reynolds agreed and stated that to run equipment on Town property the required

- licenses are needed. The Board agreed to schedule an executive session on April 12th at 9:30 A.M. to discuss this situation with the Commissioner.
15. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to join the Regional Dog Shelter in FY22.
 16. The Board agreed that starting in FY22, the Secretary to the Boards position will be a 32 hour per month position. And the title and pay amount will need to be updated on the Town budget spreadsheet. The Board will be discussing this position during their next meeting.
 17. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and sign:
 - Payroll warrant #2137 for \$18,928.41.
 - Vendor warrants #2137 for \$71,348.27, #2138 for \$631,955.56.
 - 3-26-21 and 3-22-21 meeting minutes
 - 159 Main Street Liquor License
 - KP Law invoice for payment
 - MIIA Insurance proposal for FY 22
 - Annual Election date and venue as recommended by the Town Clerk.
 - Assessor’s Secretary/Secretary to the Boards vacation requests
 - Assistant Transfer Station resignation and thank you letter.
 18. Ms Willis recognized Administrator Reynolds and Bill Harker for assisting with a parking issue between a business and MassDOT.
 19. Ms Willis reported the daffodils are up along Route 2 that were planted several years ago by residents.
 - 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.

Regional Dog Shelter in FY22.assessment notice
Payroll warrants and Vendor warrants
3-26-21 & 3-22-21 meeting minutes
159 Liquor License
KP Law invoice
MIIA insurance proposal

Vacation request
Resignation
Thank you letter
Election recommendations

