

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

January 19, 2022
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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. Ambulance Director Dana Johnson and Patrick Banks attended the meeting at 6:30 P.M. Director Johnson recommended the Board appoint Mr. Banks to the Ambulance Department as an EMT. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to appoint Mr. Banks as recommended.
2. The Board, after review, voted, Ms Willis – yes, Mr. Harker – yes, (Mr. Girard recused) to approve the Special Event application for the Pentathlon to be held on April 2, 2022.
3. Administrator S Reynolds reported that the Town Hall is being measured for the Elevator Feasibility Study.
4. Administrator S Reynolds reported that the Planner has toured the Town and is now collecting real estate and market value data. He will be speaking with the Planning Board regarding possible bylaws. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and the Chair to sign the Phase II Planning Contract.
5. Administrator S Reynolds explained that she is completing the Fire Personal Grant. The Grant will cover all employment expenses but will not cover overtime costs. The Grant is a three-year grant.
6. Administrator S Reynolds reported that the One Stop Grant is now open and is receiving expressions of interest. Administrator S Reynolds distributed the previous narrative for this Grant and asked the Board to review and submit any additional ideas by the end of the week. Ms Willis stated that she will draft a writeup for the Grant and submit to all for review.
7. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and sign the reimbursement forms for the Laurel Land bridge project in the amount of \$61,281.30.
8. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and sign the reimbursement forms for costs in the amount of \$720.00 associated with the moving of telephone poles due to the traffic calming project.
9. Bob Handsaker, Broad Band Committee Chair, attended the meeting at 7:00 P.M. to provide the Board with an update on the fiber optic project. Mr. Handsaker reported that the construction is doing well, and National Grid has replaced 2 telephone poles on Harris Mountain Road. Testing is still being conducted.

10. Administrator S Reynolds reported that she has received several ideas from departments regarding how the Town can communicate with the residents. The top suggestions were for the Town to create a newsletter, of which Ms S Reynolds had created a sample for the Board to review. Ms Willis stated that people complain that the Town does not communicate. There is a diversity of wants and needs. A newsletter would be only Town business and not a social page. Ms Willis stated that she is willing to try a newsletter for six months to a year. The Boards will need to send items for the newsletter to the Administrator. Copies will be placed onto the Town website and a few at the Transfer Station. The Board agreed.
11. SK Design sent over a contract for the Berkshire East Sewer project requesting it be approved and signed. Town Counsel has reviewed the contract. There will be a change order in the future. The Board voted, Ms Willis – yes, Mr. Harker – yes, (Mr. Girard recused) to approve and sign the contract.
12. Ms Willis reported that she drafted a press release regarding the Recreation Tax that asks for voters to contact Senator Hinds office with their support for the tax. After review, the Board approved of the press release. The document will be sent to the Recorder newspaper, placed onto the Tow website, and posted in public places. Once placed onto Select Board letterhead, the Executive Secretary will send the press release to Senator Adam Hinds.
13. Mr. Girard stated that Ms Willis has been in the Chair position for a long time and being in that position must wear on her. Mr. Girard will be a Select Board member for a year come April and suggested the Board vote a new Chair in order to give Ms Willis a break. Re-organization of the Board historically happens in June and the Board will revisit reorganization then.
14. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes that Mr. Harker will be the liaison to the Transfer Station and the Solid Waste Management District.
15. Mr. Girard submitted a draft sand shed policy for review. It was explained that contractors are using the sand that is intended for residents for their customers. The sand placed into the shed is intended for residents use only. After review of the policy the Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to adopt the policy and to bring a bylaw to the Town.
16. Upon receiving a call from a resident of Harmony Hts Extension asking the Town to take part of the property to extend the road, Mr. Harker visited the resident and property. Mr. Harker explained that the property owner wants to build a second home but does not have the road frontage. The Town would not want the property in question for a road and Mr. Harker referred the property owner to the Planning Board.
17. Mr. Harker reported he and Administrator S Reynolds visited the Blue Heron Farm on Warner Hill Road to discuss with the owners how the Town plows the road. The visit was prompted by the numerous complains that were received

- regarding how the Town maintained the road. Mr. Harker stated that Mr. Coli seemed satisfied with the meeting and feels the issues have been settled.
18. Administrator S Reynolds stated that the Assistant Transfer Station Attendant Andrew Prouty is interested in the position of Town Hall custodian. The Administrator feels he will be a good candidate for the position. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to hire Andrew Prouty to the Town Hall Custodian position. Administrator S Reynolds stated that another person has indicated interest in the position and will be kept on file if needed.
 19. The Board reviewed a microphone system that if purchased can be used for Town Meetings. Unfortunately, the system does not include 2 speakers and cables that are needed. Mr. Girard will assist Administrator S Reynolds will finding the correct speakers and cables. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to purchase the system.
 20. The Board reviewed the DLTA request provided by the FRCOG. After discussion, the Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes, to choose the 4 Senior Services and Abandoned property categories.
 21. Upon receipt of a report that the Town Hall bulkhead door is being found unlocked and open on numerous occasions, Administrator S Reynolds reported that she spoke with Bob Handsaker, Broad Band Committee Chair regarding this issue. It is the Tri Wire testers who are the culprits and Mr. Handsaker will be continuing to monitor the situation.
 22. The Board unanimously voted, Ms Willis – yes, Mr. Girard – yes, Mr. Harker – yes to approve and sign:
 - Payroll warrant #2226 for \$11,742.01, #2227 for \$10,105.22, #2228 for \$11,353.32
 - Vendor warrant #2226 for \$206,890.39, #2228 for \$76,954.54, #2228 for \$54929.85
 - ABCC population increase and renewal certification forms
 - 2022 State Police Dispatch 5-year renewal MOU
 - 12-13-21, 12-20-21 & 1-3-22 meeting minutes
 23. The Board recognized the Heath Stage Apartment building that has received a new coat of paint.
 24. Business being concluded, the meeting adjourned at 9:00 P.M.

Respectfully submitted

Approved by:
Charlemont Select Board

Kathy A. Reynolds
Executive Secretary

This document is to be considered a draft until approved and signed by the Select Board.

Documents reviewed by the Board.

Vendor and Payroll warrants
State Police Dispatch MOU
Minutes
Special Event Application
Grant narrative
Reimbursement forms
Draft newsletter
Berkshire East Sewer contract
Press release
Sand shed policy
Microphone system
DLTA request
Bulkhead report
ABCC population increase and renewal certification forms