

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

April 24, 2023  
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The meeting was called to order at 6:15 P.M. by Select Board Chair Valentine Reid. Select Board member Jared Bellows and William Harker along with Administrator Sarah Reynolds, also attended the meeting. This meeting was conducted in person and via telephone conference.

1. The Board met with Fire Chief Dennis Annear and Assistant Fire Chief Douglas Annear to discuss a plan for the time when the Fire Chief can no longer be on the fire department due to age and the time the legislation is passed (to allow the Fire Chief to work beyond the age of 65) if the article is passed at the Annual Town Meeting. It should only be a couple months before the legislation is passed. Assistant Fire Chief Douglas Annear stated that he is willing to be the Interim Fire Chief, but only if Dennis Annear is willing to do the fire department paperwork and fire training. Dennis agreed and it was suggested the EMD job description can be modified to temporarily include fire department paperwork.
2. EMD job description will be placed onto the next Select Board agenda.

Administrators reports:

- Since the BCN e-mail accounts have been backed up, the Administrator requested permission to cancel the accounts. The Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes to cancel the BCN town email accounts.
- Two flashing slow down signs and two signs that just flash your speed can be obtained a grant. The total flashing speed signs is 6 that includes the two signs already in place at each end of Main Street. The thought is to place the slow down signs at each end of Main Street with the speed only signs placed in the middle of Town and one each on 8A North and South. The Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes to order 4 signs.
- The Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes to approve the Incident Response Plan IT Policy.as written.
- The State has signed off on the repair plan for the Long Bridge. The Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes to approve and sign the procurement agreement with the FRCOG for this project.
- The 8A North construction project will require a change order. The Board unanimously voted, Mr. Bellows – yes, Mr. Harker –

- yes, Mr. Reid – yes to have Mr Harker review the necessary changes and to sign the change order outside of a meeting.
- The design for the East Oxbow Road bridge project is at 100%. Title exams are complete along with the appraisal quotes. Construction for this project is scheduled to be done next year.
  - The EV stations scheduled for the Fairgrounds is cost prohibitive and another site will need to be found. The Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes to approve and sign the grant paperwork for the EV charging stations.
3. The Charlemont Sewer District was recognized at 7:00 P.M. It was agreed that the value of the Highway Department plowing the Sewer District is more costly than the solar credits received for the Highway electric bill. Costs versus return in solar credits was discussed. The Board unanimously voted, Mr. Reid - yes, Mr. Harker – yes, Mr. Bellows – yes, that the Town will continue plowing the Sewer District, the Sewer District will continue to send their solar credits to the Highway electric bill, and the Sewer District will not charge the Highway Department for their sewer usage. The outstanding balance due to the Sewer District will be paid.
  4. Meg Ryan, FRCOG and Carol Foote, Life Path attended the meeting to provide the Board information regarding the Age-Friendly Initiative. A survey regarding aging had 2,000 responses. Suggestions on how Charlemont can make improvements for the aging Community were given. Charlemont was invited to join the Age-Friendly Initiative and join the AARP at not cost to the Town. The Board unanimously voted, Mr. Reid - yes, Mr. Harker – yes, Mr. Bellows – yes, to join and to write a letter of intent making the Town Age and Dementia Friendly with Chair Reid to sign for the Board.
  5. Star Atkeson, Secretary to the Board, attended the meeting to discuss her proposal to have 2 people do the Secretary to the Boards position. Ms Atkeson explained that she would like to have fewer hours as she does not want to do the dry stuff. Ms Atkeson suggests the position be split into 2 jobs with the Town possibly hiring Sue Vight to do the paperwork portion of the position. The Select Board will look into reducing Ms Atkeson's hour to 10 hours per week, hiring a 1099 employee for the other 10 hours per week and speaking with the Boards for their input into this proposal.
  6. The Board agreed to add 3 articles submitted by the Board of Assessors to the Annual Town Meeting Warrant. The Assessor articles will be placed after article #17 on the warrant. The Board unanimously vote, Mr. Reid - yes, Mr. Harker – yes, Mr. Bellows – yes, to close the warrant with the Executive Secretary sending the articles to the Town Attorney to review and opinion.
  7. The insurance inspection and recommendation for the Fairgrounds and Grandstands will be placed onto the next meeting agenda.
  8. The Board received a resignation letter from Trevor Mackie from the Broad Band Committee. The Board is very appreciative of Trevor's service on the Committee

- and unanimously voted, Mr. Reid - yes, Mr. Harker – yes, Mr. Bellows – yes, to accept the resignation.
9. The Board received a notification from Pan Am Railways post emergent herbicide application program dates.
  10. The Board unanimously voted, Mr. Reid - yes, Mr. Harker – yes, Mr. Bellows – yes, to approve and approve and sign:
    - Vendors warrant #2340 for \$61,392.84 and #2339 for \$38,386.77.
    - Payroll warrant #2341 for \$19,887.16 and #2340 for \$10,933.48.
  11. The request from the Secretary to the Boards for vacation from June 26<sup>th</sup> through July 7<sup>th</sup> will be revisited once the Board has been notified as to who will be covering the position during this absence.
  12. Business being concluded at 9:05 P.M., the Board unanimously voted, Mr. Reid - yes, Mr. Harker – yes, Mr. Bellows – yes to enter into executive session under exemption #7 to review confidential information on the Ambulance Billi ng reports and to sign the 2-27-23 executive session minutes, and not to return to public meeting.

Respectfully submitted

Approved by:  
Charlemont Select Board

Kathy A Reynolds  
Executive Secretary

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

Documents viewed by the Board:

- Weekly warrants
- Incident Response Plan IT Policy
- FRCOG Long Bridge Procurement Agreement
- Age Friendly Survey results and information
- Secretary to the Boards job proposal
- Three Annual Town Meeting warrant articles from the Board of Assessors
- Draft Annual Town Meeting warrant articles
- Resignation letter
- Herbicide Application notification
- Vacation request

