

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

May 8, 2023
Page 1 of 3

The meeting was called to order at 6:30 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. John Mirin was recognized at 6:30 P.M. Mr. Merin presented to the Board information regarding his Piti Theater Company located on Avery Brook Rd in Charlemont. Mr. Mirin stated that the Theatre Company runs after school programs. He has already received \$40,000 in grants to get the Company up and running. His goal is to receive \$250,000 by 2024. Mr. Mirin asked the Board if the Town Administrator could write a grant for him if he finds one suitable for his business. Mr. Reid supports the Town co-writing grants with businesses. The Town is getting Opioid funds in the settlement and perhaps the company can apply. The list of uses for the funds can be found on the State Website.
2. Mr. Mirin stated that some people have health issues with wi-fi exposure. During COVID, MBI placed a router at the Hawlemont School and suggests the Select Board to instruct MBI to remove the wi-fi at Hawlemont. The Select Board would like to receive input from the Hawlemont School. Mr. Mirin will speak with MBI and the Select Board will get in touch with Hawlemont.
3. Star Atkeson, Secretary to the Boards, was recognized at 6:45 P.M. Ms Atkeson reported that the various Boards she works for are fine with splitting the Secretary to the Boards position between two people. Administrator Reynolds reported that she has conducted some research and found that the positions do not qualify to be a 1099 employee. Administrator Reynolds continued to say that it would be extremely difficult to pay two people different pay rates to do the same job. Also, during the busy times of the year there would be enough work for two people to work a 10 hour week but questioned when the Boards are not busy who or which employee would have their hours reduced? Mr. Bellows stated that he would love to grant everyone what they want but the position was created for a single employee working a 20-hour week by the Town voters during a Town Meeting. He feels it would be prudent to bring the position to Town floor again. He is not comfortable changing the position without a Town vote. Ms Atkeson was advised that the Secretary to the Boards salary line of the budget can be held during Town Meeting and proposal regarding the position can be discussed. Mr. Bellows stated that he would like to have some set open office hours posted for the position. Administrator Reynolds stated she is concerned with splitting the position and being left with 1 10 hour job and having difficulty finding someone who would want a 10 hour position with-out benefits.
4. The Secretary to the Boards vacation request was next discussed. Ms Atkeson stated that the Planning Board Clerk will cover for her, if needed, while she was out. The Board

unanimously voted, Mr. Bellows – yes, Mr. Valentine – yes, Mr. Harker – yes, to grant the 2 week vacation as requested.

5. At 7:00 P.M, the Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes, to enter into executive session under exemption #3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body re; Charlemont Inn, and to return to open meeting after the executive session.
6. The Board resumed the open meeting at 7:34 P.M.

Administrator reports:

- The Board was asked to grant permission for the Highway Super to process the FRCOG fuel bids. The Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes, to grant the permission for the Highway Super to process the FRCOG fuel bids WITH the Town Administrator.
 - After review of a list of accounts that still have funds but the purpose of the accounts ended, the Board unanimously voted, Mr. Reid – yes, Mr. Bellows – yes, Mr. Harker – yes to close the accounts and transfer any remaining funds to the general fund. The total amount transferred was \$56,738.48.
 - Administrator Reynolds reported that the Cemetery Committee is defunct and that the Town is not legally responsible to maintain the cemeteries. The Village, Zoar and Burrington Rd Cemeteries are owned by the Town. The Board will discuss cemeteries during the Annual Town Meeting.
 - An All Board Meeting will be scheduled for June 19 or June 20 or June 27 depending on the date in which the most Board members can attend. The Department heads will be invited to attend as well.
 - The final inspection for the Tower Road Bridge went well. There is a crack that is not living up to the expansion joint. This will be repaired.
 - The South River Road bridge grant requires a letter of support from the Select Board signed by the Chair. The Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes to approve with the Chair to sign the letter of support.
7. After reviewing the Town of Rowe’s Interim Fire Chief MOU, the Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes, to approve and sign the MOU.
 8. The Board reviewed an Alternate Assistant Transfer Station Attendant job description. This will be new position and will be available if the Attendant or Assistant Attendant is not able to work. The Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes, to adopt the new position and approve the job description for the Alternate Assistant Transfer Station Attendant. The position will be posted immediately.
 9. The EMD job description was tabled until the next scheduled Board meeting.
 10. Upon review of the MIIA insurance recommendations for the Grandstands at the Fairgrounds, Mr. Harker, Park and Recreation Commission stated that the Commissioners will be posting no trespassing signs on the Grandstands. As for the suggestion of obtaining an engineering study for the building, the Administrator was asked to obtain quotes from engineering companies for the study.

11. The Board will hold a meeting on Monday, May 15, 2023, at 6:30 P.M. to approve and sign the 2023 Annual Town Meeting Warrant.
12. A Pre-Town meeting will be scheduled for May 16th or 17th from 6:00 P.M. to 7:30 P.M. The date is pending availability of the Hawlemont School.
13. The Board received notice from the Franklin Land Trust regarding their D2R2 bike ride that will be held on August 19th.

The Board unanimously voted to approve and approve and sign:

- Payroll warrants #2342 for \$10,115.24 and #2343 for \$11,694.00.
 - Vendor warrants #2341 for \$128,955.73 and #2342 for \$12,099.16.
 - The request for use of vacation from the Executive Secretary/Town Clerk.
 - A thank you letter to Trevor Mackie for his service on the Broad Band Committee
 - KP Law invoice
 - 3-27-23 and 4-10-23 Select Board minutes.
14. The Chair read a letter sent in by a resident recognizing the Highway Department for their good work.
 15. Business being concluded, at 9:00 P.M. the Board adjourned the meeting.

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.

Phti Theater Co. flyer
Vacation requests from the Secretary to the Boards and Executive Secretary/Town Clerk
List of accounts
Fire Chief MOU with the Town of Rowe
Alternate Transfer Station Attendant job description
MIIA Insurance recommendations
Franklin Land Trust notice
Warrants
KP Law Invoice
Board minutes
Letter to Trevor Mackie
Letter siting Highway Dept. Good work