

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

July 3, 2023
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The meeting was called to order at 6:00 P.M. by Select Board Chair Valentine Reid (attended via telephone). 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 first order of business was to discuss employee job descriptions. Mr. Reid sent out a newly formatted draft job description for the Secretary to the Boards. It was explained that the old job description was more like a list of duties and the new description is less specific. The Board reviewed the draft. Various parts of the draft were discussed. The Board agreed that the Secretary to the Boards reports to the Town Administrator. A check list was also reviewed. The check list document is for each Board to check what services that are expecting from the Secretary to the Boards. The next step is for the Administrator to update the job description with edits suggested by the Board and to review the description with the current Secretary to the Boards. The new job description will be on the next Select Board agenda for a vote.
2. Administrator report.
 - The Green Communities Designation Grant has approved and electrical upgrade for the Town Hall in the amount quoted of \$13,360. The Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes, to proceed.
 - The Towns share of the cost for two EV charging stations located along the tennis court is \$29,753. The funds will be taken out of the Recreation Grant. As the stations will be a Town asset, the Town will be the ones who will maintain the stations. Required insurance needs will be investigated by the Executive Secretary. The Board did not make a decision on the EV stations.
 - A public meeting will be held on August 1st at the Fairgrounds at 6:00 P.M. to discuss the Recreation Grant funds.
 - Recreation Grant will be on the next Select Board agenda.
 - The Executive Secretary will contact the Town insurance company to ask them to provide a list of minimum insurance requirements for use of Town property. The Town insurance will also be asked to provide the difference between public use and private use.
 - The Long Bridge project had gone out for re-bid. The date of the completion of the project is October 14, 2023.
 - The East Oxbow Bridge easement letters have gone out. The Appraisers have contacted both property owners affected by the bridge project.
 - A paper/cardboard compactor is quoted to cost \$25,000. There is a grant that will offset the cost by \$8,000 which will leave the Town responsible to pay \$17,000. RDP funds can be used for this purchase, but the Town should not reduce the

- RDP account to zero. The Board agreed to wait a year to increase the funds in the RDP account before considering the purchase of a compactor.
 - Representative Blais has asked the Board to update the language for the Special Legislation voted at the Annual Town Meeting to allow firefighters to work past the age of 65. Ms Blais provided the appropriate language needed. The Board unanimously voted, Mr. Reid – yes, Mr. Bellows – yes, Mr. Harker – yes to approve and update the Special Legislation language.
3. Mr. Reid explained that he is not available for a meeting on July 17th but will try to attend via telephone. The Board will hold a short meeting on July 17th, at 6:30 P.M., with the only agenda item being end of the year transfers.
 4. The next full meeting of the Select Board is scheduled for July 24th and will commence at 6:00 P.M. There will not be a Select Board meeting on July 31st.
 5. On August 1st there will be a public comment meeting regarding the Recreation funds beginning at 6:00 P.M. at the Fairgrounds.
 6. The Board voted, Mr. Harker – yes, Mr. Bellows – yes, Mr. Reid – recused, to approve/approve and sign:
 - Vendor warrant #2349 for \$113,449.67 and #2401 for \$373,126.68
 - Payroll warrant #2350 for \$16,904.43 and #2351 for \$16,116.74.
 - WM Recycle America 1 year recycling services agreement.
 - KP Klaw invoice
 - Propane contract with Suburban Propane
 - 4-24-23 and 5-15-23 Select Board minutes.
 7. Business being concluded, at 7:26 P.M. the Board unanimously voted to adjourn.

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.

Warrants
KP Law Invoice
Propane contracts
Minutes
Recycling agreement
Special Legislation language
Secretary to the Board job descriptions