

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

August 7, 2023
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The meeting was called to order at 6:00 P.M. by 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. It was reported that all invited department heads for the August 8th meeting at the Fire Station have not responded to the invitation.
2. The Board revisited the Town Treasurer job description . Edits to the borrowing section of the description as well as education, training, and experience were discussed. A criminal background check (Federal, State and Local) will be added to the document. The Board unanimously voted, Mr. Bellows – yes, Mr. Harker – yes, Mr. Reid – yes, to accept the Town Treasurer job description with the edits and additions discussed.
3. Mr. Harker reported that the Highway Superintendent is starting OSHA trainings and refresher trainings with the Highway employees.
4. The Board reviewed job descriptions for the Highway Superintendent, Highway Foreman, and Highway Laborer positions. OSHA trainings will be added to all position descriptions and the essential functions of the documents will be moved to the same blocks in each document.
5. The Board next moved to Item #1 under Agenda items. The Board unanimously voted, Mr. Bellows -yes, Mr. Harker -yes, Mr. Reid – yes, to deem a 2-drawer file cabinet and paper shredder that are beyond repair as surplus, to be disposed of appropriately.
6. Administrator reports:
 - The Chickley Bridge replacement is coming along. The new bridge will be built next to the old bridge.
 - Speed sign placements have been decided. One on 8A North, one on 8A South, one close to the Heritage Diner on Main Street that will monitor east bound traffic and one at the end of Factory Road that will monitor west bound traffic. The speed signs on both 8A roads will be installed by Thursday, August *9th.
7. At 6:45 P.M., Randy Prostack, Agriculture/Forestry Commission member, was recognized. Mr. Prostack informed the Board that the Commission recommends Nathaniel Bellows fill the full member position that was vacated when Eric Dean resigned. The Board voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows recused, to appoint Nathaniel Bellows to the vacant full member position on the Commission. As Mr. N. Bellows was an alternate on the Commission, there will now be a vacant alternate position available.
8. Administrator reports continued:
 - The subdivision road project RFP is being drafted.

- The EV Charger Grant will be discussed with agenda item #4, Recreation Grant potential projects.
9. At 7:00 P.M., Bob Handsaker, Broad Band Committee Chair, was recognized. Mr. Handsaker brought to the Board an updated drop policy that takes into consideration funding for future growth. Mr. Handsaker asked the Board to approve the updated policy. The Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes to approve the policy.
10. Mr. Handsaker informed the Board that the Town is currently sharing backhaul connections with 5 Towns. The Board was asked if Charlemont should hold the Towns backhaul contract or have Whip City Fiber hold the contract. The Select Board felt the Town should be independent and should be the holder of the backhaul contract.
11. The Board agreed the Town will need a site plan for the bigger projects for the Recreation Grant. Possibly a volunteer or the FRCOG will be able to assist with the site plan. The plan to purchase 2 EV chargers with a grant, (the Town’s share of \$29,753 from the Recreation Grant) will move forward pending agreement of the Parks and Recreation Commission.
12. Due to the fact that revenue being taken in at the Transfer Station is down since the Town went to pay as you thrown stickers, the Board made suggestions on how the Town can increase the revenue coming in. It was recognized that the Transfer Station revenue has never equaled the expense incurred. Some suggestions were to increase price of stickers, a free Town resident sticker but residents still paying for trash bag stickers, restricting non-residents from using the Transfer Station. The Board unanimously voted, Mr. Reid – yes, Mr. Bellows – yes, Mr. Harker – yes, to increase trash bag sticker to \$2.00 each, not allow contractor bags, no commercial disposal and residents use only. These changes will occur October 1, 2023, and signage and notification of the changes will begin immediately.
13. The Board received a report from the Town insurance stating that the Grandstands located at the Fairgrounds is not insurable and recommends the building be inspected by a structural engineer and deemed safe before it will be considered to be insured.
14. The Board received the MIIA Insurance recommendations. After discussion, the Town Attorney will be asked now enforceable/strong is a waiver of liability that may be used instead of requiring an insurance certificate for use of Town property.
15. The Board unanimously voted, Mr. Reid - yes, Mr. Bellows – yes, Mr. Harker – yes to approve/approve and sign.
- Vendor warrant #2357 for \$4,402.19, #2406 for \$14,607.16, #2405 for \$145,256.60.
 - Payroll warrant #2403 for \$10,794.68, #2402 for \$10,771.01. #2353 for \$26,472.90.
 - 7-24-23 Select Board meeting minutes.

9. Business being concluded, the meeting was adjourned at 8:18 P.M.

Respectfully transcribed

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 viewed by the Board.

Vendor and payroll warrants
7-24-23 Board minutes
MIIA Insurance recommendations.
MIIA Insurance Grandstands report
Recreation Grant potential projects list.
Broad Band drop policy
Town Treasurer job description
Highway Superintendent, Foreman and Labor job descriptions.