

**CHARLEMONT SELECTBOARD  
NOTICE OF MEETING  
Monday, August 21, 2023  
6:00 pm  
Town Hall Meeting Room**

**This meeting will be held in person and via telephone conference.  
To attend the meeting by phone call: 1-425-436-6303 with access code: 240482#.**

**Appointments:**

**6:00pm: Job Descriptions - Add Emergency Management tasks to town hall job descriptions, Review and Approve Highway Laborer, Working Foreman, and Highway Superintendent Descriptions.**

**6:30pm: Paul Hicks Re: Appointment to Agricultural Commission Alternate position.**

**Administrator reports:**

- 1) Cannabis Control Commission Guidelines
- 2) Long Bridge update
- 3) Massachusetts Certified Purchasing Official Class invite, approve applying for Administrator to take free classes.
- 4) Mass Energy Insight for Green Communities reporting user update request, discuss and approve user list.

**a) Liaison reports:**

**b) Agenda items:**

- 1) Accept donation of filing cabinet and Speaker Case

**c) Approve/sign/approve and sign:**

1. Vendor and Payroll warrants
2. Minutes from 08/01/2023,08/07/2023,08/08/2023

**d) Recognition:**

**e) Announcements:**

\* To the extent known at the time of posting

Posted: 08/17/2023 11 am SER