

## Minutes of The Charlemont Selectboard

August 21, 2023 Charlemont Town Hall and Via phone conference

Present; Jared Bellows, Bill Harker, Valentine Reid, Paul Hicks, and Sarah Reynolds

Meeting was called to order at 6pm

Discussed Scheduling of next two meetings- Because of Labor Day meeting will be on September 5<sup>th</sup> and then on September 25<sup>th</sup> to allow for a deadline requirement for East Oxbow Bridge.

**6 pm appointment Job Descriptions-** Discussed Emergency management related job tasks, explained items it involved would be paperwork, radio relaying, and other related items as were discussed in the emergency services meeting. Discussed making sure to talk to staff and in the description would have the language of if the employee is available/capable. There was also discussion on making sure that the employees knew that they could compile time for hours worked over any normal shift. The Board would also like to make sure that the employees were able to get the training they wanted for any task they would be doing. Discussed asking all the town hall employees and treasurer. The Board will have discussions with staff and bring it back to the next meeting.

Highway job descriptions were reviewed changes were recommended to the knowledge ability and skills section of the Foreman and Laborer position. Foreman will include leader blurb same as superintendent, both will include communicates orally and in writing and can read and understand English. Will bring corrected positions to approve for the meeting on September 5<sup>th</sup>.

**6:30 appointment, Paul Hicks Re Agricultural Committee Alternate position-** On a motion by Bill Harker and second by Valentine Reid the board unanimously appointed Paul Hicks to the alternate position. Explained that he will have to come be sworn in by the town clerk when she is back from vacation. Discussed Paul's history in agriculture.

### **Administrator Report Items:**

- 1) **Cannabis Control Commission Guidelines** – Discussed the changes to the community host agreements and also the requirements for creating a criterion for accepting future agreements, web site posting requirements, paper packet requirements, and the annual approval of any Host agreements going forward. Also discussed the implications of all the changes for small towns such as ours. Valentine Reid is going to write letter for the hearing on the regulations, Jared bellows is going to reach out to the owner of the one actively pursuing a cannabis project and discuss the changes and their feelings on it, will report back. The administrator is going to find out from Massachusetts Municipal Association if anyone is pursuing any legal actions with this.
- 2) **Long Bridge-** Work will start on the 28<sup>th</sup> of August to install the platform below the bridge.
- 3) **Massachusetts Certified Purchasing Official Class-** - Discussed purchasing and Administrator had asked Highway Superintendent if he was interested, he was not ready to do classes just yet, on a motion by Jared Bellows and second by Valentine Reid the administrator will apply for the free classes.

- 4) **Mass Energy Insight user request**- Administrator asked to do three user accounts, one for FRCOG, one for the administrator, and one for selectboard. On a motion by Valentine Reid and second by Bill Harker passed unanimously.

**Agenda Item:**

- 1) On a motion by Bill Harker and Second by Jared Bellows the board unanimously agreed to accept the donation of the filing cabinet from Bob and Cheryl Handsaker and the Speaker case, from Mike Hayden.

**Approve and Sign:**

- 1) On a motion by Valentine Reid and Second by Jared Bellows the AP warrant numbers 2407 and 2408 were approved unanimously as well as PR warrant numbers 2404 and 2405.
- 2) On a motion by Valentine Reid and second By Jared Bellows the minutes from 08/01/2023,08/07/2023, and 08/08/2023 were unanimously approved.

On a motion by Valentine Reid and Second by Bill Harker the meeting was adjourned at 7:10 pm

Items viewed:

Highway Superintendent, Working Foreman, and Laborer Job Descriptions

Cannabis Control Regulation, July 28<sup>th</sup> regulations.

Minutes from 08/01/2023, 08,07,2023 and 08,08/2023

Payroll and Vendor warrants PR2404, PR2405 and AP 2407 and AP 2408