

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

August 30, 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.

1. Chairman Reid explained that the meeting was scheduled to discuss the succession planning for the Executive Secretary/ Town Clerk position.
2. It was confirmed that the position will be vacant due to retirement starting Saturday, September 30, 2023.
3. The Board was informed that manuals exist for the VRIS, Board of Registrars, Town Clerk and Gateway Vitals duties of the Town Clerk. There are no instructions in existence for the duties related to the Executive Secretary.
4. Noted duties that will be coming due in the short term were, license renewals, mail in ballot request cards for the Presidential Primary scheduled for March. Other daily and random duties were also mentioned.
5. It was stated that both positions require attention to detail, the ability to follow processes and secure highly confidential information.
6. It was suggested a CORI check may be in order for any new person assuming the positions due to the highly confidential information kept by both offices.
7. The Board discussed possibly appointing a temporary replacement until someone could be found on a permanent basis, perhaps a current Town Hall employe assuming some of the duties.
8. The Special Legislation that enacted the Town Clerk position to be appointed was read and gives the Board autonomy in respect to the term for appointments.
9. The Board discussed the potential of splitting the two jobs, either temporarily or permanently.
10. The Town Hall staff will be contacted to see if they would be interested in temporarily assuming some of the duties of the Executive Secretary/Town Clerk.
11. The job description for the Executive Secretary/Town Clerk will be placed upon the next Select Board meeting scheduled for Tuesday, September 5, 2023.
12. Business being concluded, the meeting was adjourned at 7:00 P.M.

Respectfully transcribed

Kathy A. Reynolds  
Executive Secretary

Approved by:  
Charlemont Select Board

This document is to be considered a draft until approved and signed by the Select Board.  
Documents viewed by the Board.-Executive Secretary/Town Clerk job description.

