

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

September 5, 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 call.

1. The Board reviewed edited job descriptions for the Highway Superintendent, Highway Foreman, and Highway Laborer positions. The Board unanimously voted, Mr. Reid – yes, Mr. Bellows – yes, Mr. Harker – yes, to approve the job descriptions as presented.
2. Mr. Reid printed and distributed a draft job description for the Town Clerk position. Mr. Reid is proposing all duties currently held by the Executive Secretary/Town Clerk position be presented under one job description. The Board and current Town Clerk will review the draft job description. Further discussion will be held during a meeting on Friday, September 8, 2023, at noon. Once a job description has been decided, it will be distributed internally to see if any staff member out like to take on the additional duties.
3. At 6:30 P.M., Chairman Reid acknowledged receipt of a letter from the Board of Health addressed to the Judge in the Land Court case with the Charlemont Inn. Douglas Telling, BOH Chair, was in attendance and stated that the letter has the same content as was sent in a previous letter to the Land Court, only the dates have been changed. Chairman Reid tabled the letter, to be reviewed and read during the executive session scheduled later in the meeting. David Hazlett also attended the meeting and read a letter regarding the Charlemont Inn, prepared in hopes that the Select Board endorses it and submits it to the Land Court Judge. Historical Commission members William Coli and Bambi Miller asked the Board if they were going to take a hard stance in Court regarding the Charlemont Inn case. Mr. Harker stated that the Select Board would like the litigation to end, and this case has gone on for far too long. Marguerite Willis, attending via telephone, stated that the Board has written and submitted numerous letters in the past. Robert Handsaker stated that he feels some kind of amicable arrangement can be made that will benefit all concerned.
4. The Board will discuss the letters during their executive session scheduled for later in the meeting.
5. Administrator's reports:
 - The Long Bridge repairs project started the week before Labor Day. The worse spots will be repaired first. Detour feedback is coming in. The estimated time frame for the repair is 5 weeks. Signs are needed to slow down traffic on Tower Rd.
 - The school speed signs have arrived and are permitted. The road speed signs are in Town, but the permits have not come through.

6. Robert Handsaker, Broad Band Committee Chair, was recognized at 7:00 P.M. The Committee asked the Board to authorize the MLP Director to sign the backhaul contract with WGE. The Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes, to authorize the MLP Director to sign the contract as requested.
7. Mr. Handsaker reported that the Broadband Committee wants voice prioritization with its internet service. Whip City Fiber agreed to install but the Town only has the ability to implement this service. The Board agreed that the network is not complete and will not sign off for payment if the contract is not fully executed.
8. Mr. Handsaker stated that Broad Band is having difficulties with the cooling system in the network room. It has triggered the heat alarms twice and it was noted to be blowing warm air. It was also reported that the drain in the cellar floor seems to not be working. The Administrator stated that the Fire Chief has a snake with a camera to use in the drain to see if it's clogged and where the drain goes.
9. Continued Administrator's report:
 - The Administrator has not received feedback from the Park and Recreation Commission regarding the placement of the EV Charges near the tennis courts. Mr. Harker stated the Commission will schedule a meeting to discuss the charges shortly.
 - The Board agreed to proceed with 1 RFP for services to create a site plan for the list of possibilities gathered for the \$500,000 Recreation Grant.
10. The Board read a letter from the Rowe School Committee stating that Rowe currently pays for the Mohawk late bus service for the students of Rowe, Heath and Charlemont to use. Rowe is asking Charlemont to contribute 1/3rd of the \$19, 650 cost, or \$6,550 for the FY24 school year. It was noted that the FY24 Charlemont budget is already in place and the Board is not inclined to hold a Special Town Meeting to vote on this amount. Mohawk will be contacted to see if they may have any funding for this late bus. Otherwise, this request will be discussed during budget season. This item will be placed onto the Select Board agenda for the meeting scheduled for September 25th.
11. The Executive Secretary reported that the Town, through tax taking, acquired a property on June 30, 2023, that has buildings on it according to a report sent out from the Assessor's office. The Board was questioned if the building has been secured for liability purposes and asked the Board if they wish to apply to see if the buildings can be insured. The Administrator stated that the Treasurer will be putting this property up for auction at the end of the month and that the buildings are in such a state our insurance will not insure them. The Highway Department will post no trespassing signs and close the property as much as they are able.
12. The Board received the 3-Town Landfill water testing report stating that there are no exceedances this round.
13. The Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes, to approve/approve and sign:

- Payroll warrants #2406 for \$9,444.77 and #2407 for \$9,501.05.

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- Vendor warrants #2410 for \$12,660.20 and #2409 for \$25,587.60.
- ESC Bike Race Event application at Berkshire East.
- 8-21-23 and 8-30-23 Select Board minutes.

14. Business being concluded, the Board unanimously voted, Mr. Reid – yes, Mr. Harker – yes, Mr. Bellows – yes, to enter into executive session at 7:45 P.M., not to return to open meeting, under exemption #3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body regarding the Charlemont Inn.

Respectfully submitted

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.

Draft Town Clerk job description.
Highway Superintendent, Highway Foreman, and Highway Laborer job descriptions
Vendor and Payroll warrants
8-21-23 and 8-30-23 Select Board minutes.
ESC Bike Race Event application
3-Town Landfill water testing results
Assessor's property card for property taken on 8A North.
Letter from the Rowe School Committee
Letter from the BOH and resident