

Minutes of the Charlemont Selectboard

September 8, 2023

Town Hall and Via telephone

The meeting was opened by valentine Reid at 12 pm

Present: Valentine Reid and Jared bellows via telephone, Bill Harker, and Sarah Reynolds in Town hall.

Discussed using 2022 hand marked up description of town clerk position to do an internal posting. This way the employees are already on board, and they can get some transition time with the current Town clerk. Also discussed not hiring an interim executive secretary, will cover the items through current employees until ready to hire permanent.

On a motion by Valentine Reid and second by Jared Bellows the board approved using the 2022 marked up description, Town Administrator will update the 2022 description with hours to be determined upon hiring and will email description to current employees and give a deadline of September 14th for notices of interest. Select board will try and do interviews starting September 15th. Also, a description can be posted where employees are.

On a motion by Bill Harker and second by Valentine Reid the board voted to accept the retirement of the current town clerk executive secretary, Kathy Reynolds. Valentine Reid will follow up and ask for a letter.

On a motion by Bill Harker and second by Valentine Reid, the meeting was adjourned at 12:09 pm