

Minutes of the Charlemont Selectboard

Charlemont Town Hall

September 15,2023

Present: Valentine Reid, Bill Harker, Jared Bellows, Thorne Palmer, and Sarah Reynolds.

The meeting was opened at 3 pm by Valentine Reid

The Board asked Thorne Palmer if he had questions, and if he had reviewed the job description.

Thorne Palmer stated it was a long job description but realized he would not hit everything in it regularly.

Thorne Palmers background was discussed he has a bachelor's in music and a masters in educational technology. He spent years doing retail management and also tech support. His jobs have all been customer service related.

The job hours were then discussed, to begin with there will be a maximum of 30 hours worked and a minimum of 20.

Thorne plans on working Monday, Tues, and Friday during the day and wants to do a later window on Thursdays so that residents can access the clerk after 4 pm he wants to offer until 7 pm same as the library.

Pay was then discussed, in doing research the average Town clerk's pay was \$25 and ranged from \$18.00-\$40. It was discussed that the position could start at \$23 with raises after a 3-month review.

On a motion by Valentine Reid and second by Jared bellows, the board unanimously voted to hire Thorne Palmer as interim town clerk, with a maximum of 30 hours and minimum of 20 hours, at a payrate of \$23.00 per hour for an undetermined length of time, with the understanding that he can apply for the permanent position when the board opens the applications.

Thorne Palmer would like to start Monday so he can learn the process, and get set up, the Board will notify Kathy Reynolds, so she knows he is coming in.

On a Motion by Valentine Reid and second by Bill Harker, the board voted to accept the signed retirement email notification submitted by Kathy Reynolds.

On a motion by Valentine Reid and seconded by Bill Harker the meeting was adjourned at 3:30 pm