

**CHARLEMONT SELECTBOARD**

**NOTICE OF MEETING**

**Monday, November 13, 2023**

**6:00 pm**

**Town Hall Meeting Room**

**This meeting will be held in person and via telephone conference.**

**To attend the meeting by phone call: 1-425-436-6303 with access code: 240482#.**

**Appointments:**

**6:00pm: Job Descriptions** – Tax Collector, Town Administrator  
Questions for the Town Clerk Position Interview Process

**6:30pm: Liz Bouyea** – Appointment to the Planning Board

**6:45 pm: Thorne Palmer (Interim Town Clerk)** – Appointing Registrars

**Administrator reports:**

- 1) Meeting with Hawlemont for Recreation Items- RFP next steps
- 2) Wood Bank Grant Application
- 3) Legate Hill Bridge Design Proposed Bridge Type
- 4) Organization of Town Hall Files, and Permission for destruction of files eligible to be destroyed.

**Liaison reports:**

- 1) Transfer Station plastic and Metal recycling bins, Metal Dumpster management.
- 2) New Police Cruiser is here, Tahoe (vehicle) switch to Fire Department.

**Agenda items:**

- 1) Equipment Repair Cost, Large ticket item procedure change in budgets Memo.
- 2) November 24, 2023, day off for Town Employees?

**Approve/sign/approve and sign:**

- 1) Vendor and Payroll warrants,
- 3) Minutes from October 2023

**Recognition:**

**Announcements:**

\* To the extent known at the time of posting

Posted: 11/08/2023 10:30 am SER