

**CHARLEMONT SELECTBOARD**  
**NOTICE OF MEETING**  
**Monday, November 13<sup>th</sup>, 2023, 6:00 pm**  
**Via Conference call and in person, Town Hall Meeting Room**

**Members in attendance:** Bill Harker, Jared Bellows, Valentine Reid

**Others in Attendance:** Liz Bouyea, Thorne Palmer, Colleen Champ, Sarah Reynolds, Star Atkeson

**Val called the meeting to order at 6:00**

Appointments:

6:00pm: Job Descriptions – Tax Collector, — minor edits were made to the job description. Val asked Sarah to add the blurb about giving access to confidential records, and to add the number '5' for amount of years relevant experience; also CORI background check required; *Special requirement*: "able to be bonded in MA;" *Training*: Mass Municipal Collections Training a plus. Sarah will do edits and bring back next meeting.

Town Administrator— The Board will work on the job description and come back to it. It was what current administrator was hired with, it will need substantial edits as duties increase and will be adding executive secretary role. Val pointed out that Massachusetts Municipal Association has a page on administrator job duties.

Questions for the Town Clerk Position and Interview Process—Some applications have been received, they will start interviewing on the week of November 27<sup>th</sup>. There will be two rounds: a filter interview with 1 Selectmen, 1 member of the public (other board member), and 1 office staff member, the second round will be with the SelectBoard. Using the same people for all the interviews is preferred. References and backgrounds will be checked. Will use same questions culled for Sec to Bds interview, as well as a few additional. The interview is scheduled for one hour.

They hope to fill the position by the end of the year.

6:30pm: Liz Bouyea – Appointment to the Planning Board—Colleen Champ introduced Liz Bouyea to Jared and Bill. Val recused himself as he is married to Liz. The Planning Board had voted unanimously to have Liz join them as a Planning Board member and asked the Select Board to appoint her. Liz has a background in operations management, a part of which is organization and documentation. She wants to help Charlemont be a good place to live to attract and keep families.

**Jared Bellows made a motion to appoint Liz Bouyea to the Charlemont Planning Board, Bill Harker seconded, all those voting in favor.**

6:45 pm: Thorne Palmer (Interim Town Clerk) – Appointing Registrars—Thorne said Marguerite Willis is willing to be a registrar and had recommended others. He went over the duties of the registrars and suggested that everyone get trained to use the State System in case there is an emergency. Val suggested giving an instruction guide at least. Thorne will come back with people to appoint at the next meeting on November 27<sup>th</sup>, there is a deadline of December 4<sup>th</sup> to get the petitions in. He will ask Bob Handsaker to join to swear people in. Registrars may not be on Town Boards or Commissions.

Administrator reports:

- 1) Meeting with Hawlemont for Recreation Items- RFP next steps —Bill and Sarah met with the Principal and Chair of the School Committee. They have been working on trails and would like to be included in future meetings. If the property becomes a town park, they would like to update the playground structure. Bill said they want to replace the rotten wood bordering the playground as well.

Val suggested getting multiple grants to help cover the cost of layout design and the structure. Sarah will get quotes from 5 people recommended by FRCOG and follow the procedure.

- 2) Wood Bank Grant Application Sarah talked to the contact person from Alliance for Green Heat. Sarah will need a Select Board liaison for the project as she will have questions that can't wait two weeks for meetings. Bill Harker volunteered to be liaison. The transfer station will be used as the distribution site. Sarah will need a transfer station liaison.
- 3) Legate Hill Bridge Design Proposed Bridge Type— Sarah showed the Board an example of the design of the Legate Hill bridge, it has a membrane on the deck like the Bissell bridge with a 50-75 year life span, (same as bridge.) Sarah will proceed with pricing.
- 4) Organization of Town Hall Files, and Permission for destruction of files eligible to be destroyed. Sarah would like to hire Sue Vight, who is already on the payroll, to take care of Select Board records destruction in the basement to make room for more recent records. Sarah thinks Sue can make quick work of it.

**Bill Harker made a motion to allow Sarah and Sue to handle the organization and destruction of the files and to come to the Select Board if needed. Valentine Reid seconded the motion with an amendment that the payment to Sue Vight not exceed the amount budgeted for the Exec Secretary. All in Favor.**

#### Liaison reports:

- 1) Transfer Station plastic and Metal recycling bins, Metal Dumpster management. Thorne and the Board discuss what to do about all the non-recyclable refuse found in the hard plastic and metal recycling bins. It comes from Shelburne. They will talk to Joe and Terry about it, they may ask that Shelburne residents come with hard plastic and metal items to Charlemont's Transfer Station Days so that they can be assisted. They discussed ways to rope off the section. Bill Harker offered barrels that weren't being used from the Fairgrounds.
- 2) New Police Cruiser is here, Tahoe (vehicle) switch to Fire Department.

**Valentine Reid made a motion to transfer the Tahoe to the Fire Department. Bill Harker seconded. Jared Bellows abstained. Those voting were in Favor.**

#### Agenda items:

- 1) Equipment Repair Cost, Large ticket item procedure change in budgets Memo. Bill reiterated his concern about wanting departments to shop around for repairs, he spoke to past HWY boss who said it had been done in the past for amounts \$2000 and larger. Sarah advocated on behalf of the departments to make the threshold larger at \$5,000. Bill wants departments and employees to have some accountability. They checked how departments were doing in their budget. Except for a few expenses, everyone was doing well within budget.

**Valentine Reid made a motion to deliver the letter to department heads as written. Jared Bellows seconded. All in Favor.** Sarah will send the memo.

- 2) November 24, 2023, day off for Town Employees? Sarah explained the yearly tradition of voting to give full and part-time salaried Town employees November 24<sup>th</sup> off. The Board acknowledged that staff had not gotten merit or cost of living raises for 2 years in a row.

**Valentine Reid made a motion to give the day after Thanksgiving as a Town Employee Holiday. Jared Bellows seconded, All in Favor.**

Approve/sign/approve and sign:

1)Vendor AP warrants 2419,2420 and Payroll warrants 2416,2417,2418

**Valentine Reid made a motion to approve and sign payroll warrants. Bill Harker seconded.**

2)Minutes from October 2023

**Valentine Reid made a motion to accept the Minutes as written. Jared Bellows seconded. All in favor.**

The meeting was adjourned at 7:20 PM

Next regularly scheduled meeting, November 27<sup>th</sup>

Respectfully Submitted by Star Atkeson 11/22/2023

Documents reviewed in meeting:

October 30<sup>th</sup> 2023, Minutes

Select Board Agenda for November 13<sup>th</sup> 2023

Tax Collector and Administrator job descriptions

Town Clerk Interview Questions

Legate Hill Road Example Timber Bridge Superstructure Photos and email thread dated Oct 31<sup>st</sup>, 2023

Email re: Transfer Station agenda from Val to Sarah, dated Oct 29<sup>th</sup>, 2023

Email from Liz Bouyea dated Oct 30<sup>th</sup>, 2023, re: Planning Board Seat/ SelectBoard appointment

Memo to departments about shopping around for larger repairs