

**CHARLEMONT SELECTBOARD**  
**NOTICE OF MEETING**  
**Monday, January 29<sup>th</sup>, 2024, 6:00 pm**  
**Via Conference call and in person, Town Hall Meeting Room**

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

**Others in Attendance:** Sarah Reynolds, Star Atkeson.

**Val called the meeting to order at 6:45**

**Appointments:**

6:45 pm: Job Descriptions – Town Administrator, Assessors Clerk

- Sarah added the training requirement *Course 101 Administration Law and Evaluation Course*. An employee has one year to complete it after being elected or hired. It's offered at UMass.
- The job descriptions go into effect once it is voted. Descriptions are given to those in the position, sometimes there are additional changes.

**Valentine Reid motioned to vote on the Board of Assessors' Clerk Job description as verbally edited. Jared Bellows seconded it. All in favor.**

Administrator job description.

- Sarah had added a few points from the Blandford job description, and previously discussed additions. They added "Special Town Employee" status to the job description, for conflict-of-interest law purposes.
- Sarah will add "coordination of procurement pursuant to 30B," and some other additions. The Board will vote on it at the next meeting. Val will email the wording that he wants to add.

**Administrator reports:**

1) District Local Technical Assistance Request Forms from Franklin Regional Council of Governments.

Decide on three items to submit.

The Board ranked their choices:

1. Funding for Rural Policy Plan Implementation—advocate for projects, programs and policies e.g. changes to Chapter 90 and PILOT formulas; advocate for a Municipal Building Authority
2. Regional Housing Plan
3. Municipal Succession Planning—consider how towns can prepare for retirements of long-term public servants in key municipal positions, through development of a Citizen's Academy, succession planning, participation in career fairs and expos, etc. (This has been started with Charlemont, and could use a little help to finish)
4. Zoning Bylaws help, Housing/ mixed use: Diversifying housing options / ADUs /Short Term rental.

**Valentine Reid made a motion, seconded by Jared Bellows to rank the DLTA offerings 1) Rural Plan Policy, 2)Regional Housing Plan, 3) Municipal Succession Plan, and 4) Zoning Bylaw assistance / Short term rental mixed use. All in favor.**

**Agenda items:**

- 1) Earmark funding request guidance from Senator Markey's office, does Selectboard want to submit a project?

Sarah and Val met with Sen. Markey's office, and they are requesting projects from towns for earmarking. The board would like to ask for the Fire Truck, the cost is rising hundreds of dollars a day. They will approach Senator Warren's office for the Town Hall elevator.

**Valentine Reid made a motion to request guidance from the Office of Senator Markey for a fire truck. Bill Harker seconded the motion. All in Favor.**

**Valentine Reid made a motion to request guidance from the Office of Senator Warren for a Town Hall elevator. Bill Harker seconded the motion. All in Favor.**

Approve/sign/approve and sign:

- 1) Vendor Warrants 2431

**Valentine Reid motioned to approve and sign payroll and vendor warrants. Jared Bellows seconded. All in favor.**

- 2) Minutes from January 22, 2024

**Valentine Reid motioned to accept the January 22<sup>nd</sup> minutes as written. Bill Harker seconded it. All in Favor.**

Items not foreseen within the last 48 hours

The Board scheduled interviews for the Town Clerk position for Thursday Feb 1<sup>st</sup> at 3:00 and 3:30 PM. They will vote and appoint at that time.

**Regular meeting was adjourned to enter executive session at 8:02 PM** Enter into executive session under exemption #1, to discuss the reputation, character, physical condition, or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

The next scheduled meeting will be held on February 12<sup>th</sup>, 2024 at 6:30 PM

Documents reviewed in meeting:

Vendor Warrant 2431

Agenda For January 29, 2024 Select Board Meeting

Select Board Minutes of January 22, 2024

Letter from Linda Dunlavy, FRCOG dated 1/4/2024 re: DLTA Project Requests Form

DLTA projects Request Form

Town Administrator Job Description

Board of Assessors' Clerk Job description

Appropriations and Congressionally Directed Spending (CDS) Guide, prepared by Sen. Edward J. Markey's office

Email 1/29/2024 to Sarah Reynolds from Elizabeth Van Iderstine re: scheduling interview