

**MINUTES OF THE SELECT BOARD MEETING**  
**Town of Charlemont**  
**Goodnow Town Hall**

March 25, 2019  
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The meeting was called to order at 7:00 P.M. by Chair Sarah Reynolds. Select Board member Marguerite Willis also attended the meeting. Jay Healy was absent.

1. The Board met with Walter Clark, the last remaining member of the East Charlemont Cemetery Association. Mr. Clark stated that he will be moving out of State and asks the Town to take over the Cemetery as the Association is defunct. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to accept the East Charlemont Cemetery as of the end of August 2019. Mr. Clark submitted documents of the Association to the Town Clerk. Mr. Clark was thanked for his services.
2. Ambulance Direct Dana Johnson attend the meeting to report that there is a new reporting system that is required to be used and the current laptop in the ambulance will not be able to handle the new system. A new laptop will need to be purchase soon.
3. At 7:25 P.M. the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to enter into executive session under exception # 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and to enter into open meeting once the executive session is adjourned.
4. The open meeting was resumed at 7:45 P.M.
5. Ms Willis reported that the current Accountant has developed a new customer service program; the Town will be billed for processing the multiple checks need by Broadband which were not initially processed correctly; bank reconciliations will not be a problem moving forward. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to request the Treasurer to schedule a meeting with the Accountant to review bank reconciliations.
6. The Board noted that Mass Highway has a 25% design bridge hearing for the West Oxbow Road Bridge on Thursday, March 28<sup>th</sup>.
7. Ms Willis reported that she attended a meeting at the Franklin Regional Council of Governments regarding short term rentals. Ms Willis recommended the Town increase its hotel tax to 6%. Ms Willis will speak with the Planning Board regarding zoning bylaws for short term rentals.
8. Ms Willis reported that the meeting regarding the Shun Pike rest area was productive. Discussions will continue. Ms Willis recommended that porta potties at Shun Pike be included on Brookfield Power’s license renewal.
9. Additional duties preformed by the Executive Secretary was discussed. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to temporarily increase the hours of the Executive Secretary/Town Clerk by 4 hours per week. One additional hour on Monday, Tuesday, Wednesday and Thursday, with the option of 8 additional hours, effective immediately.

10. Discussion of a salary sheet for the Police, Fire and EMS was deferred to the April 8<sup>th</sup> meeting.
11. The Board reviewed a letter from KP Law that terminates the Municipality Enrollment in Tyler Technologies Subscription-as-a-Service Program. Ms S Reynolds will consult with KP Law regarding payment challenges from Tyler Technology.
12. The Board reviewed a notice from the Franklin Land Trust informing the Town of their self-guided recreational bike ride "D2RD2" on August 17<sup>th</sup>. Copies of this notice will be forwarded to the emergency services departments.
13. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to nominate Kristin Martin and Ryan Martin as Charlemont's Inspector of Animals. The Executive Secretary obtain the necessary signatures and remit the forms to the Mass. Department of Agriculture Recourses.
14. The Board reviewed a request to appoint Carlene Hayden to the Conservation Commission. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to appoint Ms Hayden to the Conservation Commission temporarily until a more permanent member can be found.
15. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, to approve and sign:
  - Payroll warrant #1937 for \$12,759.56
  - Vendor warrants#1936 for \$15,766.40, #1838-2 for \$940.47, #1938 for \$20,625.53, #1937 for %445,345.32
16. Business being concluded the meeting was adjourned at 8:50 P.M.

Respectfully submitted

Kathy A. Reynolds  
Executive Secretary

Approved by:  
Charlemont Select Board

This document is to be considered a draft until approved and signed by the Board.

Documents reviewed by the Board

Mass Highway Bridge hearing notice  
KP Law letter regarding Tyler Technologies  
MDAR Animal Inspector nominations  
Request to appoint to the Conservation Commission  
Payroll and vendor warrants

