

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

June 3, 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 and Jay Healy also attended the meeting.

1. Trevor Mackie, representing the Broadband Committee attended the meeting at 7:00 P.M. Mr. Mackie reported that the Committee has created its own website that will hold the latest information on the progress of the MLP. It was suggested that the Committee ask the Recorder post the website in their paper. Mr. Mackie reported that WG& E are working on pole applications and has been asked to rework Heath Stage Terrace to show underground installation.
2. Mr. Mackie stated that the Broadband Committee supports sending a letter to MBI offering to include MBI's fiber optic wires in the underground conduit that will be used by the MLP at the Town Hall. William Coli, Historical Commission, has submitted a draft letter to MBI. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to approve the letter and once formatted, the Chair will sign.
3. Ms Willis reported that she has met with the new accountant regarding end of the year procedures. The Finance Committee will be asked to attend the July 15th Select Board meeting to conduct end of the year transfers.
4. Ms S Reynolds produced an engineering contract with Gill Engineers for the Laurel Lane Bridge. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to approve and sign the contract.
5. It was reported that a resident has expressed his displeasure with the town for not holding any Memorial Days Services. Services were held at the Hawlemont Elementary School this year.
6. Ms Willis will be attending the FRCOG meeting regarding the Census.
7. Ms S Reynolds will speak with the Town of Buckland to see if they will support a MassWorks Grant for South River Road.
8. The Board discussed the possibility of creating a Committee to research the administrative needs of the town. It was decided that the Select Board will hold two meetings, one with the employees from the Town Hall and Department Heads; the other meeting with the Chairs of each Committee/Board/Commission. The intent of the meetings is to inform the Select Board of any additional assistance that may be needed.
9. Ms S Reynolds will continue in the roll of Select Board Chair.
10. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to approve and sign:
 - Payroll warrants #1948 for \$19,528.20, # 1947 for \$24,004.69
 - Vendor warrants # 1947 for \$30,473.69, #1948 for \$114,799.61
11. The Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes, to approve a vacation request from the Secretary to the Boards; carry

12. forward benefit time from the Secretary to the Boards; payment of a KP Law invoice.
13. Business being concluded at 8:30 P.M., the Board unanimously voted, Ms S Reynolds – yes, Ms Willis – yes, Mr. Healy – yes to adjourn the open meeting and enter into Executive Session for reason #7 to comply with the health insurance portability and accountability act of 1996: Comstar Disposition Report.

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 Select Board.

Documents viewed by the Board

Letter to MBI
Gill Engineers contract
Payroll and vendor warrants
Vacation and carry forward benefit time requests
KP Law invoice