

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

October 5, 2020
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The meeting was called to order at 7:00 P.M. by Chair Marguerite Willis. Select Board member Sarah Reynolds also attended the meeting. This meeting was conducted via telephone conference pursuant to the Governor's March 12, 2020 order suspending certain provisions of the Open Meeting Law.

1. Broadband Committee member Bob Handsaker attended the meeting. The Select Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve and electronically sign the ISP/No contract with WG&E and to give WG & E notice to proceed with phase 5 of the project.
2. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve moving forward with the Core Community IT Grant with the 25% match coming from the Broad Band budget.
3. The Committee asked permission to apply for CARES funds for an outside Hot Spot at the Town Hall with parking in the Town Hall parking lot. This would be a way to buy equipment using CARES funds instead of the Broad Band budget. Ms Willis stated the Committee can move forward with the Hot Spot but will need to be revisited if parking becomes a problem.
4. Ms S Reynolds stated that the EMD is on board with installing the conduit for the generator at the Town Hall by the end of October.
5. Ms Willis stated that the insurance amounts for Daneck Excavation will need to be increased. Mr. Handsaker will follow up on insurance limit requirements.
6. The Board reviewed the Host Community Agreement for Charlemont Farm Works, LLC. Mr. Healy stated that Police Chief Jared Bellows is not part of the Host Agreement and suggested using the Host Agreement edited by Town Counsel. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve and sign the Charlemont Farm Works LLC Host Community Agreement as written by Town Counsel.
7. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to appoint Michael Walsh to the Hawlemont School Committee filing the vacant position that was held by Marguerite Rancourt.
8. Ms Willis reported that the Town has not held a Special Town Meeting regarding the 2021 Hawlemont School Assessment.
9. Ms Willis reported that the Mohawk School budget has passed.
10. Ms Willis reported that due to COVID, the VEAC Towns are still a moving target regarding busing costs.
11. Ms Willis reported that the Franklin County Solid Waste Management District has a deficit of \$13,000.
12. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to put the new website into use.

13. Ms S Reynolds reported that she is still trying to reach out to Joshua Bellows regarding Town e-mail issues.
14. Ms S Reynolds reported that Round #1 of the CARES funding has been submitted for reimbursement and she is now working on Round #2.
15. Additional testing for the 3 Town Landfill is needed and will cost the three Towns an additional \$350 each. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve the additional needed testing and cost.
16. Ms Willis read a charge for the Town Administrator Search Committee.
 - Seek out via viable means to talk with all department heads, town hall employees and all chairs of commissions, committees, and boards for their needs and comments on a Town Administrator
 - Review existing job description and salary
 - Write a new job description if necessary
 - Advertise for a Town Administrator, interview and present two recommendations to the Select Board by May 1st
17. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve the Town Administrator Search Committee charge.
18. Ms Willis agreed that Ms S Reynolds will be one of 5 members of the Search Committee. Additional appointments will be made during the October 19th meeting.
19. The Town Clerk reported that the Ballot Drop Box has arrived and is located in the rear of the Town Hall by the outside stairs. The cost of the Ballot Drop Box will be reimbursed by the State.
20. Ms S Reynolds will research if the Green Communities Grant will pay for an electric car for the Fire Chief. Ms S Reynolds will also speak with the Fire Chief on this matter.
21. Ms Willis reported that the Town, to date, has not received any reimbursements for the Fire Chief vehicle expenses stated in the shared Fire Chief MOU with the Town of Rowe.
22. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to create and file an EMS Zone Plan with the State for Charlemont only due to lack of feedback/participation from the Town of Hawley.
23. Ms Willis presented a letter to the Town of Hawley that states Charlemont will institute a fee-for-ambulance service beginning July 1, 2021 in the amount of \$7,050 per year. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve and sign the letter.
24. The Board unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve and sign:
 - Payroll warrants #2111 for \$24,811.81, # 2110 for \$8,653.59
 - Vendor warrants #2112 for \$315,088.42, #2111 for \$17,287.32
 - Payment of a KP Law invoice

25. The Board reviewed the 11-14-20 Special Town Meeting warrant articles and unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to place on the warrant: \$13,650 for Grant Writer; \$5,833 for additional hours for the Executive

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- Secretary/Town Clerk; \$8,200 for Clerical Assistance for the Boards. A new article will be created asking to reduce the Town Administrator's salary in half to reflect the remaining months left in the year (\$29,447.76). The Board also unanimously voted, Ms Willis – yes, Ms S Reynolds – yes, to approve and sign the warrant, individually, with the above changes.
26. Ms Willis read a letter from Board of Health member Douglas Telling. The letter thanked the Parks and Recreation Commission, the Police Chief, the EMD and Highway Department for their assistance with the Flu Clinic.
27. Business being concluded, the open meeting was adjourned at 8:45 P.M.

Respectfully transcribed

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

ISP/No contract with WG&E
Charlemont Farm Works, LLC. Host Community Agreement
Letter to the Town of Hawley
Warrants
KP Law invoice
Special Town Meeting Warrant
Letter from Douglas Telling