

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

December 14, 2020

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The meeting was called to order at 7:00 P.M. by Chair Marguerite Willis. Select Board member Elizabeth VanInderstine 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. Bob Handsaker, Broadband Committee Chair, reported that MBI will install for free an indoor internet hot spot. The location of this hot spot must comply with all COVID regulations and be frequently sanitized. Neither the Select Board nor the Broadband Committee recognized a possible location for this indoor hot spot. Mr. Handsaker will respond to MBI stating that Charlemont does not have any spaces available.
2. Mr. Handsaker would like to know who, of the Select Board, has permission to document sign contracts. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to authorize Ms VanInderstine to document sign contracts once they are viewed and approved by the Board.
3. Mr. Handsaker reported that the Phase 5 letter with WG& E, an invoice for \$65,262.07 and a drop contract are currently waiting for an electronic signature. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and electronically sign the payment of the invoice and the Phase 5 letter. Ms Willis stated that she will not approve the drop contract until she is able to read it. Mr. Handsaker will forward the contract to Ms Willis and resubmit for approval and signature for the next Board meeting.
4. Due to confusion regarding the Broadband enterprise fund and placement on the Recap, Ms Willis, Finance Committee and Broadband Committee will draft procedures to follow.
5. Mr. Handsaker reported that racks will be installed in the electronics room in the Town Hall basement this week. In January, the distribution network and the sign-up campaign will begin.
6. The Tax Classification Hearing was called to order at 7:25 P.M. Assessor's Secretary Carlene Hayden provided documentation via e-mail earlier in the day. The Board went over several different options regarding a single and multiple tax rate and levy limits. The Assessor's recommended the single tax rate and under the limit. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to accept the recommendation of the Assessor's, setting the single tax rate at \$20.48. The Tax Classification Hearing was adjourned at 7:54 P.M.
7. Ms Willis reported that a court hearing is scheduled for Wednesday, December 16<sup>th</sup> with the Town requesting a stay from Bankruptcy for the Charlemont Inn.
8. Ms VanInderstine stated that she feels the Administrator Search Committee should not be disbanded and should continue with writing the Administrator job

- description. Ms Willis stated that the Committee's charge was not to write the job description but to engage with Town employees and Board members to discuss how they feel an Administrator position can work for the Town. Ms VanInderstine stated that she is hearing rumblings regarding the process the Town is taking with hiring an Administrator and suggested Sarah Reynolds should still go through an interview/application process for transparency. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to disband the Administrator Search Committee.
9. Ms VanInderstine has taken over the task of posting items to the Town website and cautions that postings should not be expected to be posted immediately. Ms VanInderstine will write a website posting policy.
  10. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, not to respond to the FEMA Discovery Report for the Deerfield Watershed based on consultation with the Franklin Regional Council of Governments.
  11. Ms Willis reported that the Board may need to meet with the Fire Chief and Ambulance Director, jointly, sometime in mid-January.
  12. Ms VanInderstine reported that she has met with the Police Chief. The Chief will be looking into purchasing a flashing speed sign. A replacement cruiser will be needed in the near future.
  13. As the Executive Secretary currently has the CARES reporting spreadsheet, the Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to give permission to the Executive Secretary to pay all CARES invoices that arrives. Upon a request from the Mohawk Central Office, the Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, not to spend the balance of the CARES funds allocated to the School on PPE's and confirmed the allocated amount be spent only on ventilation and chrome books.
  14. Ms Willis reported that the new position voted at the Special Town Meeting is not a secretary position but one of clerical support. The position is to take the minutes for various Board meetings and reporting back to the Secretary to the Boards the action taken. Ms Willis will write a job description for this position to be posted around Town and on the website.
  15. Upon the request of the Local Cultural Council, the Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to appoint Agnes Newland to the Council, replacing Esther Purinton who has resigned.
  16. It was reported that Sun and Soil Craft Cannabis, LLC will need to re-submit their Host Agreement with the Town. They will be offered an appointment in January.
  17. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to cancel their meeting scheduled for December 28<sup>th</sup> and to schedule their meetings for January 2021 on the 4<sup>th</sup> and 18<sup>th</sup>.
  18. Ms Willis reported that she has contacted MMA and has sent information on how to register for the MMA meeting to Ms VanInderstine.
  19. Ms Willis reported that Senator Hinds has sent to her information regarding future legislation that will affect busing.

20. The Executive Secretary was instructed to respond to an e-mail from Bill Coli that asks questions regarding the hiring of an Administrator. Minutes of the 2 meetings where this subject was discussed will be forward. Also, in answer to several questions, the Administrator salary and benefits are in the budget and the job description is on file.
21. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve/approve and sign:
  - Payroll warrants #2121 for \$18,612.07; #2119 for \$23,281.54; #2120 for \$24,454.94
  - Vendor warrants #2122 for \$17,614.35; #2121 for \$128,372.69; #2120 for \$10,548.72
  - Yearly licenses
  - Select Board minutes for the 11-30-20,11-16-20;11-2-20 and 10-19-20 meetings
  - Town Counsel invoice #128517 om the amount of \$3,008.75 (\$2,326.25 Town and \$682.50 Broad Band)
  - 3<sup>rd</sup> party inspection report for the Transfer Station (2 corrective actions have been corrected)
22. Ms Willis recognized Treasurer Lynn Hathaway for being on top of fake unemployment claims.
23. Business being concluded, the open meeting was adjourned at 9:05 P.M.

Respectfully transcribed

Approved by:  
Charlemont Select Board

Kathy A. Reynolds  
Executive Secretary

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

Documents viewed by the Board

MBI hot spot offer  
Tax Classification documents  
FEMA Discovery Report for the Deerfield Watershed  
Local Cultural Council appointment request  
Transfer Station 3<sup>rd</sup> party inspection report  
E-mailed questions from Bill Coli  
Warrants  
Yearly license  
Minutes  
Town Counsel invoice

