

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

January 29, 2020
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The meeting was called to order at 3:00 P.M. by Chair Sarah Reynolds. Select Board members Marguerite Willis, Jay Healy and Assessor's Secretary/Secretary to the Boards Carlene Hayden also attended the meeting.

1. The meeting was called to discuss the need to separate the Assessor's Secretary and the Secretary to the Boards positions into 2 positions due to the increased workload of the Assessor's Secretary that requires a full- time position.
2. It was noted that the Conservation Commission and Planning Board need more clerical assistance although the Board of Health may not need as much assistance.
3. The duties of the budget would stay with the Assessor's Secretary as the budget information is needed to fill out forms for the Recap.
4. The Select Board would like to hire a Boards Clerk and review the position in 3 months and again in 6 months to make sure it is working for both the Clerk and for the Boards.
5. Ms Hayden will review a draft job description for the Boards Clerk and reply with feedback. The job description will then be sent to the Boards and Committees to make sure the duties will cover their needs. Advertising will follow.
6. The meeting was adjourned at 4:10 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.

Assessor's Secretary/Secretary to the Boards job description
Boards Clerk draft job description