

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

January 19, 2021  
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The meeting was called to order at 7:00 P.M. by Chair Marguerite Willis. Select Board member Elizabeth VanInderstine and Administrator 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. Bob Handsaker, Broadband Committee Chair, reported that the Broadband Committee is going to try to get out in front of the Traffic Calming Main Street project this spring. The Fairgrounds will be used for staging.
2. Bob reported that UniBank suggests borrowing from stabilization until May and then in May borrow the balance that was authorized by the Town in 2015.
3. Mr. Handsaker was notified that there is a possible 6-year limitation on the override vote from 2015. Administrator Reynolds will check on this.
4. Administrator Reynolds reported:
  - An amended Town Administrator's Position Description was discussed. Item #3 and #15 on the description are duties that Administrator Reynolds will not be doing. It was noted that item #14 of the document will need to be adjusted.
  - Administrator Reynolds reported that the Grant applied for by the Fire Chief will only cover the Fire and Police Department radios. The radios for the Ambulance Department will be covered by the FRCOG budget and a transfer.
  - A telephone meeting with residents and MassDOT regarding the closure of the East Oxbow Road bridge is scheduled for February 9, 2021 at 6:00 P.M. Notice of this meeting will be forwarded to The Recorder newspaper.
  - The Green Communities Grant is ongoing. The Highway boiler is completed, audits for the Highway and Fire weatherization is needed. Town Hall will also need an audit once the building is opened.
  - The Laurel Lane bridge project is moving forward. Materials will be obtained by February and the repairs are to start this spring.
  - It was suggested the Board vote to apply for the USDA Community Facilities Grant for a feasibility study regarding the placement of an elevator in the Town Hall. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to apply for this grant.
  - It was suggested the Board vote to apply for the Community Compact Grant for an IT assessment and for Succession Planning. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to apply for both grants.

- It was suggested the Board vote to apply for the Assistance to Fire Fighters Grant to apply for an ambulance and the SAFER Grant to hire additional Fire Fighter/EMT personnel for 4 years. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to apply for both grants.
5. Ms Willis stated that the Hawlemont Regionalization Study Group is meeting again. Ms VanInderstine volunteered to participate in this Group.
  6. Members of the Conservation Commission, Bill Harker, Justin Maynard, and Tom Cashin attended the meeting to raise the issue of Stage Coach Auto compliance issues. The Commissioners have issued enforcement orders which have been ignored. The Commission feels that because Stage Coach is in violation with multiple Boards, the municipality must send out a notice of non-compliance with penalties and fines. Mr. Harker and Mr. Cashin will work with the Administrator for bullet points that will then be sent to Town Counsel for review and opinion.
  7. It was reported that the Towns of Heath and Hawley are aware that the Towns will need to hire a 3<sup>rd</sup> party inspector for the 3 Town Landfill as the Franklin County Solid Waste Management will not conduct the inspections anymore. The Finance Committee is aware of this situation as well.
  8. The current Assistant Transfer Station Attendant has missed work 3 times. The Town will advertise the position at the State unemployment office along with notices placed around Town.
  9. JS Rae will be sending in a proposal to install a roof over the container at the Transfer Station. The Administrator will apply for the permit.
  10. Ms VanInderstine reported that the Charlemont Police Chief and herself will be meeting with the new Lieutenant at the State Police Barracks in Shelburne.
  11. Ms Willis reported that the bankruptcy case of the Charlemont Inn has been withdrawn and the Town can move forward with tax title taking of the property.
  12. The Board received a notice of a Transportation Bond Bill that will provide no less than \$200,000 for improvements and facilities at the Shun Pike Rest Area. The Board noted that the Rest Area is not owned by the Town. It is owned by the State.
  13. Ms Willis stated that she feels the Town needs for firm up on personnel for budget purposes.
  14. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to schedule future Board meetings on the following dates: February 1<sup>st</sup> and 22<sup>nd</sup>, March 8<sup>th</sup> and 22<sup>nd</sup>.
  15. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to approve and sign:
    - Payroll warrant #2126 for \$9,747.62, #2125 for \$8,230.96, #2127 for \$10,850.26.

- Vendor warrants #2127 for \$86,642.54, #2126 for \$109,071.88, #2120 for \$14,723.94.
  - Payment of a KP Law invoice
  - FRCOG Public Health Service Agreement
  - Un-appoint Agnes Newland and appoint Kate Stevens to the Local Cultural Council.
  - 1-4-20, 8-10-20, 7-13-20 meeting minutes.
16. The Board reviewed the updated language for the Rec Tax. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes, to remove “guided fishing tours” from the 1<sup>st</sup> paragraph.
17. Business being concluded, the meeting was adjourned at 8:35 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.

Town Administrator’s Position Description  
Transportation Bond Bill  
Payroll and Vendor warrants  
KP Law invoice  
FRCOG Public Health Agreement  
Meeting minutes