

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

March 24, 2021
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The meeting was called to order at 11:00: A.M. by Chair Marguerite Willis. Select Board member Elizabeth VanInderstine, Administrator Sarah Reynolds, Secretary to the Boards Carlene Hayden 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. Ms Willis explained that this meeting was to interview Katie Banks who sent in her letter of interest and resume' for the minute taker position.
2. Ms Banks explained that she currently lives in Vermont but will be moving to Town in May. She heard about the minute taker position at a Planning Board meeting. Ms Banks currently works for the City of Rutland Vermont as an Administrative Assistant and continued to describe her duties in this position.
3. Ms Banks was notified that the funding for the Minute Taker position will cease to exist at the end of June and if Town Meeting approves, the position will become the Secretary to the Boards with additional duties.
4. Ms Banks was asked if she is willing to transition to the Secretary to the Boards position which will entail more duties and additional hours. Ms Banks is very flexible regarding hours and informed the Board that her and her husband are opening a campground at the Banks residence on Zoar Road which will give her enough free time for the position.
5. Ms VanInderstine questioned that since Ms Banks is living in Vermont, would it be possible for her to start immediately. Ms Banks stated yes, she can take minutes for the Boards via phone and through the internet.
6. Ms Banks was thanked for attending the meeting and informed her that the Administrator will contact her once a decision has been made.
7. The Board unanimously voted, Ms Willis – Ms VanInderstine – yes to schedule a meeting on Friday, March 26th at 1:00 P.M. to discuss and choose a candidate for the Minute Taker position.
8. The Board unanimously voted, Ms Willis – yes, Ms VanInderstine – yes to close the search and not to accept any more letters of interest/resumes for the Minute Taker position.
9. Business being concluded, the meeting was adjourned at 11:20 A.M.

Respectfully submitted

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 reviewed by the Board: resume and letter of interest.

