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TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting

Tuesday, January 11, 2022, 6:30pm

ZOOM Webinar: <https://us02web.zoom.us/j/87489442885>;

Passcode: 061416; Phone Access +1-646-558-8656

Present: Chairman – William Borowski, Vice-Chairman – Patsy Rydlak, Clerk – Barbara Zurawski, Members – Stephen Koronis and David M. Singer, Town Administrator – Andrew Golas, Bay Path Student Selectperson – Isabella Tanacea and SH Student Selectperson – Nina Zurawski.

I. Call to Order:

Chairman Borowski called the meeting to order at 6:30pm with the pledge of allegiance. Due to being zoom, all votes will be by roll call.

II. Consent Agenda / Warrant Approval as Needed

- a. Minutes of Regular Meeting – December 14, 2021. **Motion by Mr. Koronis to approve the minutes as written, seconded by Ms. Rydlak. Roll call vote: Mr. Singer – abstain, Ms. Zurawski – aye, Ms. Rydlak – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

III. Community Relations, Announcements and Open Forum

- Ms. Zurawski read the announcements.

IV. Appointments/Resignation:

1. Appointment – Police Officer. Mr. Golas stated that as previously noted by Chief Dowd, currently we have a few open positions on the Police Department with a few impending retirements. Chief Dowd had requested the board act on the appointment of Officer Ryan Chase to the position of patrolman. Officer Chase is a lateral transfer from Southbridge. Southbridge has agreed to release Officer Chase to Charlton effective January 1, 2022. The Board was asked to execute his appointment letter in advance and to make the formal appointment at tonight's meeting. **Motion by Mr. Singer to make the appointment, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Ms. Zurawski – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**
2. Resignation – Assistant Town Clerk. Mr. Golas stated that we have received notice that Eric Tully, Assistant Town Clerk has resigned his position effective December 31, 2021. The Board should accept his resignation. The position is being advertised by the Human Resource Department. He would like to thank Mr. Tully for his work for the town and wish him well on his future endeavors. A letter thanking him for his service is in your sign folder. **Motion by Mr. Singer to accept with regret, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Ms. Zurawski – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**
3. Resignation – Municipal Building Committee. Mr. Golas stated that Ralph Fiske has submitted his resignation from the Municipal Building Committee effective December 19, 2021. The Board should accept his resignation. A letter thanking him for his service is in your sign folder. Mr. Singer thanked him for his many years of service on this committee. **Motion by Mr. Singer to accept with regret, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Ms. Zurawski – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**

4. Resignation – Highway Department. Mr. Golas stated that attached is a letter of resignation from Forrest P. McKinstry, Medium Equipment Operator for the Charlton Highway Department effective January 14, 2022. The Board should accept his resignation. A letter thanking him for his service is in your sign folder. **Motion by Mr. Singer to accept, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Ms. Zurawski – aye, Mr. Singer – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**

V. Scheduled Appointments:

**6:45pm** – Four Score Holdings, LLC – update on the construction/license process. Mr. Golas stated that attached is a request from Attorney Dan Glissman on behalf of Four Score Holdings, LLC, 144 Sturbridge Road, Charlton, MA to provide an update on the status of licensure by the Cannabis Control Commission and progress of ongoing construction at the Facility. Currently, the interior of the retail space is being renovated and updated with new framing, insulation and plumbing, mechanical and electrical systems. They are planning the exterior sitework for the retail facility including guard rails, site lighting and ADA compliant sidewalks in December 2021 or January 2022. They have also kept the Marijuana Advisory Committee up to date on their progress. Dan Glissman, Pat Casey, Matt Wilkes, Jason Panone and Ben Radcliff were present. Mr. Glissman reviewed the update on the construction and license process. Chairman Borowski said we put a deadline on this and would ask the board to extend that out for another six months to give them some time and that we would expect Four Score to come back with an update by June 11. **So moved by Mr. Koronis, seconded by Mr. Singer. Roll call vote: Ms. Rydlak – aye, Mr. Singer – aye, Mr. Koronis – aye, Ms. Zurawski – aye and Chairman Borowski – aye.**

**7:00pm** – Request to accept donation of land – Pikes Pond & Dam. Mr. Golas stated that at the Board's September 28, 2021 meeting, you were asked by the Conservation Commission Director to accept Pikes Pond & Dam as a donation from a non-profit. The board had discussed having another inspection done on the dam and asked if the abutters were aware of this. Ms. Panaccione has provided you with a copy of the inspection as well as a letter and a survey sent to the abutters. She stated that she sent out a survey to the abutters and information about the transfer. The current property owners are dissolving as a corporation and they mentioned that if they keep the dam they will be removing it. Out of 26 surveys sent out they received 9 back. Most concerns were about maintenance and activities that are already happening. Mr. Singer asked if the vote of the Conservation Commission was unanimous to accept and the answer was yes. Chairman Borowski asked if the dam had been looked at again and the answer was yes, nothing has changed. He is still in favor of moving forward to accept this donation with a couple of caveats. He would like to see public access if the taxpayers are going to take responsibility for this and that the town should do a better job helping with the lakes and ponds. Mr. Singer said the public already has access so that won't change. Ms. Panaccione said if this is accepted, the next step is to add it to the Lakes & Ponds so it is covered under the Lakes & Ponds Committee to proceed to look into treatments. Mr. Koronis said he read through the report and there were some recommendations in there. He asked if this would be covered under the ARPA if funds were needed. Mr. Golas said that if this is something the town wanted to use the funds for, we could work on it. Ms. Panaccione had said we could get grants for this. She said this is a small pond with few abutters which she thinks is about fourteen. Ms. Rydlak would like the residents to know they have the potential use. Ms. Panaccione said they are all aware but the only sign she would recommend would be No lifeguard on duty, kayak's only, swim at your own risk. Mr. Koronis said from a few people he's heard from, the docks need to be redone. Ms. Rydlak recommended reaching out to the scouts. Ms. Panaccione said she is presenting to the boy scouts. She said what needs to be done now is just routine maintenance. **Motion by Mr. Koronis to accept, seconded by Ms. Rydlak.** Residents were allowed to ask questions and get answers. **Roll call vote: Ms. Zurawski – aye, Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Singer – aye and Chairman Borowski – aye.** The Board will need to sign the deed.

## VI. New Business:

1. No 2 Schoolhouse – award contract for Architect for pre-development stage of work. Mr. Golas stated that as the Board is aware, the No. 2 Schoolhouse is in need of repair. We advertised an RFQ for a consultant to prepare a preservation plan for the Historic Northside School located at 145 Northside Road. These were received on November 18, 2021 and forwarded to the Municipal Building Committee to review. They were also forwarded to the Massachusetts Historical Commission to review. Both Committees are recommending the Board award the RFQ to Evelyn Cole Smith Architects, LLC of Woodstock, CT at a cost not to exceed \$16,000.00. He would recommend the board make the award. **Motion by Ms. Rydlak to make the award, seconded by Ms. Zurawski. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Ms. Zurawski – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**
2. MMA Annual Business Meeting – Voter Delegation. Mr. Golas stated that as part of the MMA Annual Meeting, the Annual Business Meeting will take place on January 22, 2022. At this meeting, each MMA member town is entitled to one vote. In order to vote at the meeting, a local official must be:  
The Mayor in a member city;  
The Chair of the Board of Selectmen or the Chair of the Town Council in a member town.  
If an official from one of these categories cannot attend the business meeting, a selectman or manager from that same town can vote in the person's place but only with written authorization from the Chair of the Board of Selectmen. He will be attending the conference and if the board chooses, will be happy to vote on your behalf. What is the board's wishes? **Motion by Mr. Singer to appoint Mr. Golas, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Ms. Zurawski – aye, Ms. Rydlak – aye, Mr. Singer – aye and Chairman Borowski – aye.**
3. Discussion on FY23 Budget & Legislative Priorities. Chairman Borowski thinks it's important to give our thoughts to Mr. Golas on what our priorities are for the budget and where he should focus. Ms. Rydlak said we have always been conservative and keep going that way. Mr. Koronis agrees. Ms. Zurawski agrees as well and would like us to work closely and observe everything going on with the businesses coming into town so we can work directly with them. Chairman Borowski would like to at least have a discussion with Fin Com is knowing the growth that is coming, we will need to increase our public safety and DPW. As far as ponds, any pond that has public access it should be the responsibility of the town to help fund some type of foliage or aquatic issues as best we can. Mr. Golas said he had a few conversations with the Fire Chief regarding the SAFER Grant that's coming out. Essentially this would cover an additional person per staff over 3 years if awarded. The Board said in three years we would have to have a discussion but if it's covered by a grant for the first three years, there is no issue. Mr. Golas said there has been some discussion that there is a building down the road that is on the market and available and they are interested in selling in to the town for the purpose of converting to a senior center. The estimated cost to purchase the building is 2 million dollars. The estimate to renovate would be approximately 2 million dollars. Is this something the board would like to pursue this or seek more information? The Board would like more information. Mr. Golas asked about a facilities maintenance. Once thing we would like to do is have an actual facilities maintenance division consolidating the custodians in each building. Chairman Borowski likes the idea but he can't back it this year and the board agrees.

## VII. Old Business:

## VIII. BOS Committee Reports

## IX. BOS Policy Review

X. BOS & TA Goals & Objectives

XI. Student Selectperson Report:

BP Student Isabella Tanacea reviewed her report.

SH Student Nina Zurawski reviewed her report.

XII. Town Administrator Report – Mr. Golas reviewed his report. Mr. Singer asked if a certificate could be made for Officer Beaudry upon his retirement.

XIII. Other Business (unknown at time of posting)

Chairman Borowski said there was a lot of discussion about the real estate bills that came out. He asked if there is any interest in inviting the Board of Assessors in to provide information on how these are calculated. Mr. Singer said if it's in a video format that can be put on the website for any resident to see.

XIV. Next Meeting Announcement:

- BOS Regular Meeting – January 25, 2022, 6:30pm

XV. Executive Session – **Motion by Ms. Rydlak to enter executive session at 7:51pm under M.G.L. c. 30A, Sec. 21(a) #3 – to discuss strategy with respect to collective bargaining or litigation (Update on Legal Matters, Fire Contract, Clerical Contract) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to reconvene to open session to take any action if needed and to adjourn. The chair so declares. Seconded by Mr. Singer. Roll call vote: Mr. Singer – aye, Ms. Zurawski – aye, Mr. Koronis – aye, Ms. Rydlak - aye and Chairman Borowski – aye.**


**Motion by Mr. Koronis to adjourn, seconded by Ms. Rydlak. Roll call vote: Ms. Zurawski – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**

Submitted by:

Mary C. Devlin


Executive Assistant

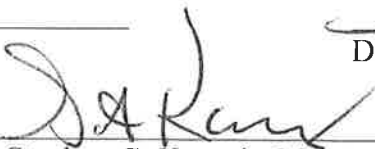
Accepted by:

  
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William Borowski, Chairman

  
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Barbara Zurawski, Clerk

  
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Patsy Rydlak, Vice-Chairman

  
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David M. Singer, Member

  
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Stephen G. Koronis, Member

## **Charlton Board of Selectmen: Student Report**

**January 11, 2022**

**Bay Path RVTHS**

**Izzy Tanacea**

### **School Committee/ School Happenings**

- With COVID continuing to mutate and cold and flu season commencing, BP offers in-school COVID testing for any student or staff showing symptoms. In case of close contact, parents are recommended to fill out testing permission forms that allow for contact tracing and in-school testing. Forms and COVID related information can be found on the Bay Path website.
- Freshmen students have until tomorrow to turn in any outstanding work they have for any shop teacher. Exploratory grades will be in and finalized by Friday as students begin to choose their permanent shops.

### **Sports Recaps**

- Girls Varsity and Junior Varsity basketball teams won their home games against Abby Kelly yesterday. Good job girls!
- Boys basketball has been cancelled this week due to COVID. Games will be rescheduled to later dates. Feel better boys.
- Track Olympics are underway! Because of our meets being cancelled due to COVID, the track team is holding our very first Olympic games in which the team will compete against each other in various events to win medals.
- Sign ups for baseball and softball have opened and will be available through January and February. Tryouts will be in late March, dates to come.
- Softball weightlifting starts the last week of January on Mondays and Wednesdays after school in the weight room.

### **Extra-Curriculars**

- Just a reminder that all 10 NHS hours are due at the end of second quarter.

# Student Rep. Report

Nina Zurawski  
January 11, 2022

## **-No Midterms!**

The school board has decided to cancel midterms for this year. Although it was short notice it was definitely the right decision

## **-Venmo Challenge**

The DCEF has been doing a fundraising initiative called the Venmo Challenge to raise funds. Last week's challenge was between Shepherd Hill and the reigning champ DMS (they have defeated all of the other schools thus far). The

Challenge ended on 1/9/22. Feel free to still make a donation.

1. Make a donation in honor of one of the schools (min \$5) via venmo
2. Enter school name in the venmo description
3. Please share!

## **-THE NEW SHOW DATES FOR ALICE: Wonderland and Glass**

Friday, January 28th, 7pm

Saturday, January 29th, 7pm

## **-Driver Education Class Information**

The February class is full. The next class will be in May, registration will open in March. Check the SH driver education page for important information about our program.

## **-AP Payments**

Please send in payment for your AP exams prior to January 21, 2022. Check or money order must be made out to SHRHS.

**-PLTW Biomedical News**

The Project Lead The Way Biomedical Science program was chosen by industry professionals to be recognized for their Project Lead The Way work submitted to Mass STEM Hub's Student Industry Connects for Massachusetts STEM Week. All biomedical students in Principles of Biomedical Science, Human Body Systems, Medical Interventions and Biomedical Innovations submitted work from labs and presentations like Blood Spatter, Biometrics, Ear Models and Designing an Emergency Room.

Congratulations guys!

**-The mask mandate has be extended until January 15**


Masks up!



# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator   
DATE: January 4, 2022  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 01/11/2022

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**Continued Transparency Initiatives** – Over the last few months, we have continued to improve transparency on multiple fronts including social media communications, website reconfigurations and public notifications. The next initiative will be focusing on budget development. We are currently working with ClearGov to launch the Charlton transparency profile. This new program will streamline the budget development process for all departments and display the information in an easy to understand format that will help educate taxpayers how budget decisions impact them. The program will also allow us to show how individual budgetary decisions would impact long term projections. We are looking to launch this program in early March to be used in the development of the FY23 budget.

**Rt. 20 Corridor Study Update** – Vanesse & Associates have completed all data collection and have compiled base plans for the corridor study. They are starting the formal assessment of the data, including vehicle travel speeds and the crash data, and expect to have the existing conditions baseline evaluation completed within the next few weeks

**Payroll Process** – Along with the Finance Department and Human Resources, we are currently evaluating the implementation of time and attendance software to help streamline the current payroll process. The current process involves individual departments submitting excel payroll sheets which are transcribed manually into the Harper's payroll system. An improved system will allow departments to directly input their time into the payroll system and eliminate errors that may occur by being transcribed. This project had first been considered prior to COVID, but had been put on hold at that time. We are looking to implement this system prior to the end of the fiscal year.

**Budget Calendar** - It is that time of year to begin discussion around the FY23 budget development. I have attached the FY23 Budget calendar for your reference.

**COVID Impacts** – Unfortunately, almost 2 years later, COVID continues to have a direct impact on our operations. Just prior to the New Year, and among a spike in local cases, the CDC released new guidance that reduced the isolation period following exposure but lowered the bar as to what was deemed to be an exposure. At that time, we made the joint decision to make masks a requirement for staff members when they are outside of their work space to reduce the potential for exposure within offices. On January 4<sup>th</sup>, the Board of Health voted to affirm the requirement and expand the mandate to all visitors to municipal buildings. Additionally, we have



encouraged board and committee meetings to be held remotely. These initiatives are made out of an abundance of caution to assure municipal operations continue without disruption due to workforce availability. We are hopeful that this order is short lived and cases drop dramatically over the next few weeks.

### **New Developments**

We are continuing to keep tabs on the development projects at 53 Sturbridge Road & 241 Sturbridge Road. There have been a number of meetings between the representatives of the project, MassDOT and the Town of Sturbridge over cost share agreements to the proposed improvements to Rt. 20 at the intersection of Picker Rd. The original agreement between the two projects, MassDOT & the proposed Discovery Travel Center in Sturbridge was that the three projects would split the costs based on peak-hour traffic volume contribution projections. All three projects were represented by the same engineering firm. Sturbridge has contended that the peak traffic volume for the Discovery Travel Center was over estimated in the study and the allocation of cost would render the project in-feasible to the developer. An agreement between the parties on the cost share is required for DOT approval. We are continuing to work with all stakeholders to come to an agreement on the final cost share.

Outside of the MassDOT approval, land clearing for the 241 Sturbridge Road project is projected to start by the end of this month.

Additionally, the Final Environmental Impact Report (FEIR) for the Project at 53 Sturbridge Road had been submitted by Bluewater Bay Development's engineers to MEPA to be published in the January 7, 2022 Environmental Monitor.

We are continuing to keep tabs with the NEC-LNG project on Rt. 169. As you know, at this time they have received their approval from the EFSB with conditions as outlined in the Development Agreement. These had been ongoing discussions with the developers and the Board of Assessors around proposing a TIF in lieu of the company filing for a Manufacturer's Tax Exemption. Discussions between the sides have been quiet recently, but if there is any proposal that makes sense for the community to consider, it will be brought before the BOS and Town Meeting for approval.

**Notice of Retirement** – We have been notified by the Human Resource Director that William Beaudry met with her to verbally announce his retirement from the Charlton Police Department on December 14, 2021 to be effective on January 31, 2022 after 25 years with the town. A notice announcing his retirement has not been provided in writing.

## Budget Calendar – FY2023<sup>1</sup>

### Week of November 30th

- Budget Memorandum and Forms Distributed to Departments (due on or before 12/30)
- BOS Meeting on January 25 – BOS opens ATM Warrant
- Annual Town Meeting Warrant Article Request Forms Circulated to Departments/ Boards (Due on or before 3/71)
- Town Administrator and Finance Director meet with Department Heads as needed during budget development

### Week of January 10<sup>th</sup>

- BOS provides budgetary and legislative priorities to drive budget development decisions

### Week of January 17<sup>th</sup>

- FinCom meets with Police, Fire & DPW

### Week of February 21<sup>st</sup>

- FinCom continues to meet with departments to review requests

### Week of February 28<sup>th</sup>

- Deadline for Departments to submit ATM Warrant Article Requests–(3/2)

### Week of March 14<sup>th</sup>

- FinCom meets with schools and remaining departments to present budgets

### Week of March 21<sup>st</sup>

- BOS considers Draft ATM Warrant Requests and closes the ATM Warrant (3/8)
- FinCom Continues Budget Review
- Town Administrator Compiles Draft Budget and Presents to BOS & FinCom (3/22)

### Week of April 11<sup>th</sup>

- BOS continues to consider Draft ATM Warrant Articles

### Week of April 18<sup>th</sup>

- FinCom Finalizes Budget recommendations and reviews ATM motions

### Week of April 25<sup>th</sup>

- BOS Finalize Budget and ATM motions with FinCom
- BOS approves ATM Warrant (4/26)
- Post Warrant (4/28)

### Week of May 21<sup>th</sup>

- Annual Town Meeting- Monday, May 16, 2022

Annual Town Meeting Warrant Posting – Thursday, April 28, 2022

Annual Election/ATM Warrant Article 1- Saturday, May 7, 2022

Annual Town Meeting – Monday, May 16, 2022

<sup>1</sup> Finance Committee Meeting Schedule – to be determined - likely on Wednesdays