

COPY



TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, January 12, 2021, 6:30pm

Submitted by MCT  
Date 2/2/21  
Received by KL  
Date 2-2-21

Meeting held by ZOOM webinar, video participation:  
<https://us02web.zoom.us/j/87489442885?pwd=VmhRdzhXdmR3SnN5T0dtRGVzaElidz09>

Present: Chairman – Karen A. Spiewak, Vice-Chairman – Patsy Rydlak, Clerk – Stephen G. Koronis, Members – William Borowski and David Singer, Town Administrator – Andrew Golas and Student Selectman – Henry Weiland.

I. Call to Order:

Chairman Spiewak called the meeting to order at 6:30pm. Due to COVID and meeting via ZOOM, all votes will be done by roll call vote.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of Regular Meeting – December 15, 2020. **Motion by Mr. Borowski to approve the minutes as written, seconded by Mr. Koronis. Roll call vote: Mr. Koronis – aye, Mr. Singer – abstain, Mr. Borowski – aye and Chairman Spiewak – aye.**

III. Community Relations, Announcements and Open Forum

- Chairman Spiewak read the announcements.
- Chairman Spiewak said first and foremost, on behalf of the Board of Selectmen and the Town of Charlton, she extends heartfelt sympathies to the families impacted by the recent tragedy (murder/suicide) that occurred in our town on January 2. We also extend sincere thanks to the numerous first responders who helped to mitigate the situation. She would also like to mention to our community that there is a community-based resource in our area, now a branch in Southbridge, to help cope with domestic violence situations. It's called Project New Hope, a 24-hour toll free hotline is available to survivors and witnesses to violence as well as to concerned family members, friends, co-workers and neighbors who may need support. The number is 1-800-323-HOPE (4673).
- Chairman Spiewak announced she would not be seeking re-election to the board. It has been an honor and a privilege and thanked the citizens of our community. She reminded anyone that has been recently appointed to any committee to make sure they see the Town Clerk to be sworn in.
- Mr. Borowski thanked Chairman Spiewak for her work on the board and the way she works with the board. He said it's a sign of professional and not of a politician and he commended her.
- Mr. Singer agrees with Mr. Borowski. Chairman Spiewak has always been professional and treated him with respect.
- Mr. Koronis concurs with the board members.
- Mr. Singer said for the record that he will have to leave the meeting around 6:50pm to attend a training for work.
- Kristin Kustigian wanted to thank Chairman Spiewak for her service to the town. She will be missed.

IV. Appointments/Resignation:

1. Municipal Building Committee – Appointment. Mr. Golas stated that at the Board’s December 15, 2020 meeting, the board discussed the makeup of the Municipal Building Committee and made a motion to change one of the Board of Selectmen members with an additional municipal employee from a town building. He reached out to Departments for interest and Interim Police Chief Dowd is recommending the board appoint Derek Gaylord to the committee. Mr. Golas would recommend the board make the appointment. **Motion by Mr. Borowski to appoint Derek Gaylord to the Municipal Building Committee, seconded by Mr. Singer. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Mr. Borowski – aye and Chairman Spiewak – aye.**

V. Scheduled Appointments:

**6:45pm** – Pole Hearing – Oxford Road. Mr. Golas stated that attached you will find a request from National Grid seeking to install 1 SO Pole on Oxford Road and an anchor to provide structural support to existing pole 55 due to a tree guy removal. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Interim Police Chief and DPW Superintendent. No comments or concerns have been received. Chairman Spiewak opened the hearing by reading the following public hearing notice: The Charlton Board of Selectmen will hold a public hearing on Tuesday, January 12, 2021 at 6:45pm via ZOOM Webinar:  
<https://us02web.zoom.us/j/87489442885?pwd=VmhRdzhXdmR3SnN5T0dtRGVzaElidz09>  
Passcode: 061416

Phone Access +1-646-558-8656

to act on a request from Massachusetts Electric Company, d/b/a National Grid requesting permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures, along and across the following public way: Oxford Road. National Grid to install 1 SO Pole on Oxford Road beginning at a point approximately 82’ feet east of the centerline of the intersection of Colicum Dr. & Oxford Rd. National Grid to install a new SO Pole & Anchor to provide structural support to existing pole 55 due to a tree guy removal. They are also seeking permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Anyone wishing to be heard on this matter should appear on the date and time, specified via zoom or submit concerns in writing. National Grid Representative Laura was present to answer any questions. No questions or concerns. **Motion by Mr. Borowski to close the public hearing at 6:48pm, seconded by Mr. Singer. Roll call vote: Mr. Singer – aye, Mr. Koronis – aye, Mr. Borowski – aye and Chairman Spiewak – aye. Motion by Mr. Borowski to approve the pole location, seconded by Mr. Singer. Roll call vote: Mr. Borowski – aye, Mr. Singer – aye, Mr. Koronis – aye and Chairman Spiewak – aye.**

**7:00pm** – Finance Committee – FY22 Budget

- Budget Calendar

- Open Annual Town Meeting Warrant

Mr. Golas stated that we have scheduled the board to meet with the Finance Committee at 7:00pm to discuss the FY22 budget priorities. You are first asked to approve the attached Budget Calendar and Open the Annual Town Meeting Warrant. Finance Committee Chairman Hank Camosse called his meeting to order at 7:00pm. Members present Kristin Kustigian, Joseph Spiewak, John Grondalski and Mr. Camosse. Also present, Donna Foglio – Finance Director. **Mr. Camosse said he will accept a motion to approve the minutes of the last meeting, so moved by Ms. Kustigian, seconded by Mr. Spiewak. Roll call vote: Mr. Spiewak - aye, Mr. Grondalski – abstain, Ms. Kustigian – aye and Mr. Camosse – aye.** Mr. Camosse said what they wanted to talk about was on their goals which is to touch base with the Board of Selectmen at the start of the budget season which starts next week. Their intention is to meet with the Departments on January 20, February 17 and March 17. Tonight the board

is scheduled to approve the budget calendar and open the Annual Town Meeting warrant. He would like to discuss what the board's priorities would be in terms of the upcoming budget and what you would like to see the Finance Committee focus on. Mr. Borowski asked if there is a meeting scheduled with the school committee. Mr. Golas said he will schedule a time with them. Mr. Camosse said we also have to get Bay Path scheduled. **Motion by Mr. Borowski to approve this year's budget calendar, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Mr. Borowski – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.** Chairman Spiewak turned it over to Mr. Camosse to take a vote from his board. **Mr. Camosse said he will entertain a motion to approve the budget schedule as presented by the Board of Selectmen, so moved by Mr. Grondalski, seconded by Ms. Kustigian. Roll call vote: Mr. Grondalski – aye, Mr. Spiewak – aye, Ms. Kustigian – aye and Chairman Camosse – aye.** Mr. Camosse asked if the Selectmen have any particular direction that they want his board to go in. Both boards talked last year about no increase in the budget other than contract increases. Does the board feel there is going to be growth and they can allow people to do a little more. Mr. Golas said that as far as revenues are concerned, we have maintained a pretty strong financial position overall compared to other areas. He thinks overall we're in a healthy financial position. Mr. Borowski said basically last year we talked around level services which generally speaking, he would recommend again this year. Last year we gave approval for a dispatcher. This year, a majority of the board has already given the DPW Superintendent approval to find another full time associate. Outside of that unless it's public safety, he's going to have a hard time saying yes. The other piece we all need to have a conversation about and probably within the next month is we all know what happened with the public safety building. The Fire Station is going to come back to us at some point but we have to invest in the Police Station so that means either through our operating budget or some type of significant amount of free cash funding. This money has to go to make the police station safer. Ms. Rydlak agrees and thinks we need to be as conservative as possible. Our job is to budget wisely. Mr. Koronis agrees. Mr. Borowski said that in previous discussions, it would take 3 – 5 million to bring the Police Station to code. Mr. Camosse said one thing the board will need to think of for the Public Safety Building is that we borrowed x amount of dollars to design the Public Safety Building, a million four he thinks we've spent so far all but one hundred and some odd thousand of it, at some point you're going to probably have to raise more money. Mr. Golas said he spoke with Rob Barton today regarding options to get us through until appropriations. We do have the Casella \$100,000 that was given for Municipal Building Capital improvements. He asked if that is a funding source the boards would want to consider. Mr. Camosse said before he supports any more monies, he would like to see what direction they are going in. He has the capital budget from the Fire Chief he believes it was for 10 years. He doesn't remember seeing anything about the needs for the Fire Department. Mr. Golas said the primary concern without knowing where we are going with a Fire Station is the condition of Station 2. Unless we have specific guidance, that's our primary concern and we need to put a plan together before that becomes a liability to us. Chairman Spiewak thought the committee would be coming back with options for us to review because we really need that information so we know how best to move forward. Mr. Camosse said there are a few other places that they will be seeking the Board's guidance on for how much to budget. Mr. Borowski asked Mr. Golas that when he talks to the Superintendents of the respective schools, he asked if he can really push them for even a draft capital plan so we have some idea of what they are going to be asking for? Mr. Camosse said the Regional Schools are no longer constrained by a 2 ½. **Mr. Golas said the board just needs to open the Annual Town Meeting Warrant. So moved by Mr. Borowski, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Mr. Borowski – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.** Mr. Camosse called for closing his meeting and entertained a motion to do so. **So moved by Mr. Spiewak, seconded by Ms. Kustigian. Roll call vote: Mr. Spiewak – aye, Mr. Grondalski – aye, Ms. Kustigian – aye and Chairman Camosse – aye.** The Board thanked them for coming.

VI. New Business: None

VII. Old Business:

1. Reconstitute Stipend Advisory Committee and Appointments. Mr. Golas stated that at the Board's December 15, 2020 meeting, Selectmen Borowski asked to reconstitute the Stipend Advisory Committee. We were asked to reach out to those that were on the committee to see if they are still interested. The following would like to remain on the committee:

Jean Vincent (Board/Committee member)

Frank Morrill (Personnel Board representative)

Dick Vaughan (Board/Committee member)

Robert W. Leary (Citizen at Large)

For information, the original committee was formed in 2018 and consisted of 2 current board/committee members, 3 citizens at large, 1 member by the Personnel Board and the Human Resource Director but no action was ever taken. The above four members were the only ones that had any interest in being appointed to the committee. At a joint meeting with the Finance Committee on May 27, 2020, it was mentioned that stipends needed to be looked at. Selectmen Borowski volunteered to sit on this committee as well and the board made a motion for him to do so. The Board should make a motion to reconstitute the committee and appointees and decide if the four members are enough along with the Human Resource Director and Selectmen Borowski. Mr. Golas will be happy to work with them to set up their first meeting. Mr. Borowski reiterated what the committee is charged with. *Ms. Rydlak entered the meeting at 6:50pm. Motion by Ms. Rydlak to reconstitute the Stipend Advisory Committee and the appointees that were mentioned, seconded by Mr. Borowski. Roll call vote: Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye, Ms. Rydlak – aye and Chairman Spiewak – aye. Mr. Singer left the meeting at 6:54pm.*

2. Human Resource Assistant. Mr. Golas stated that back in September, we had presented an administrative restructuring plan that would address operational concerns in the Treasurer/Collector and HR Offices. At that time, the board decided to not move forward with the plan as proposed citing budgetary concerns during the pandemic. In order to alleviate the immediate concerns at the time, we moved forward with hiring a part time collection assistant for the Treasurer/Collector's office as long as CARES funding would cover the position and temporarily reallocated confidential library staff to the HR office until the end of December to help address a significant backlog in critical duties. At the last meeting he noted that he would be asking the Board to consider allowing us to proceed with permanently filling the HR Assistant position within the allocated FY21 Budget. Since the inception of the HR Department in the Charlton Bylaws, there have always been two employees in the department. (a 30 hour per week assistant and a 40 hour per week Department Head.) Currently the HR Department manages the employee records, benefits, EAP, FMLA, retirement and contracts for 120 regular employees, Senior Tax Workers, Election Workers, Board & Committee members, Seasonal workers & retirees. This department is also charged with employee recruitment and onboarding for employee vacancies as well as serve as mediator in employee/employer disputes. Ideally, our goal would be to move payroll management to this office as well as provide direct management of pay functions with benefit management. We strongly feel that placing this responsibility on one individual without stable administrative support is a significant liability to the town and ask the Board to consider allowing us to move forward with filling this vacancy. The funding for this position is already in place to maintain prior staffing levels. What are the wishes of the Board? Ms. Rydlak said she attempted to send an email this morning to Mary to do some research but it never sent. She has questions and wants to see more data and what other towns are doing. One of her biggest concerns is increasing headcount just to add another person. She would like this

information before we hire someone. She would like the amount of employees in the town vs. the staff in HR and factoring in that payroll is not currently being done by HR. Mr. Borowski is fine waiting until Ms. Rydlak gets her information. Mr. Koronis said right now we are back filling with someone from the Library. Mr. Golas agreed but said that it's going to take a little while. As soon as they get the authorization to go ahead with the position, it's not going to be immediately filled. It will take some time. Mr. Koronis asked what would have happened to that library person if we didn't have this actual position available to them. Would they have gotten laid off? Mr. Golas said the Library Director would find additional duties within the Library for that person to be doing. Cheryl Hansen – Library Director said to answer Mr. Koronis's question, she said that since her Administrative Assistant has been helping part time, some of the duties that she normally would do at the Library are falling through the cracks so it's not that she would not have anything to do, there are still plenty of things for her to do. The Board thanked Ms. Hansen. Mr. Borowski would recommend that we wait until we get the information that Ms. Rydlak is looking for. He thinks it brings up a larger question when it brings up our budget preparation in our conversations with the Finance Committee around do we need to start to adjust our service level agreements and expectations for staffing overall. Is it going to be required based upon budgetary constraints and all of our needs, wants and desires to start to shuffle staff around and not necessarily add incremental. He doesn't have a view on this right now. Ms. Rydlak said she just wants to make an informed decision. Sometimes it's easier to move things around versus bringing on someone new. Mr. Golas will see what Ms. Rydlak's questions are and try to get those answered. Ms. Rydlak wants to see comparable towns, the size, how big is the town, how many employees they have and what's the size of their HR department and knowing that the payroll piece is not being handled by HR. She will put an email together with the details and send it to Mr. Golas. Mr. Koronis agrees.

3. Police Chief Search. Mr. Golas stated that we were notified that the removal of the Police Chief position from Civil Service has made its way to the Governor for execution. This Special Act was approved at the October 8, 2019 Special Town Meeting. Upon the Governor signing, the position of Police Chief will no longer be under Civil Service. He would recommend that the recruitment of the Police Chief be conducted in accordance with the personnel policies. The personnel policy relative to recruitment dictates a minimum of a seven (7) day recruitment process. This recruitment may be waived if the position is to be filled by an internal candidate. How would the Board like to proceed? Mr. Borowski thanked Senator Gobi and Representatives Frost and Durant for getting this through. **Mr. Borowski would like to give everyone enough time and open this up to internal for Sergeant level and above to allow them to provide us with resumes, cover letters or whatever information they would like to provide us by January 29<sup>th</sup> so that gives everyone two and a half weeks to get it to Mr. Golas. Then we can schedule interviews during our meetings in February and hopefully by the end of February, we can make a determination and made a motion to do so, seconded by Ms. Rydlak.** Mr. Koronis asked if we need to go that long if our bylaws are 7 days. If we are looking internally, do we need to go more than 7 days? Mr. Borowski would amend his motion to January 22<sup>nd</sup> but before he amends his motion officially, he said Sergeant and above. Is there any reason why we would not want to open that up even more? Mr. Koronis thinks that discussion is going to be more in depth when we need to backfill a position. Mr. Golas would recommend anyone at Command Staff level or above. **Mr. Borowski amended his motion to keep it at command staff and above and resumes or some type of letter of interest along with supporting information is due by the end of day Friday, January 22<sup>nd</sup>.** Ms. Rydlak amended her second. Roll call vote: Mr. Koronis – aye, Mr. Borowski – aye, Ms. Rydlak – aye and Chairman Spiewak – aye. Mr. Borowski would recommend that we tentatively

schedule the first group of interviews depending on what is received so people are aware, for our first February meeting which is February 9, 2021.

VIII. BOS Committee Reports

Ms. Rydlak said there is an LNG Committee meeting on Thursday and she will share that information with the board at our next meeting.

Mr. Koronis said the Economic Development Commission is meeting on January 19, 2021.

Chairman Spiewak asked Mr. Golas to list the committee on the agenda just as a visual.

IX. BOS Policy Review

X. BOS Goals & Objectives

XI. Student Selectperson Report: Henry Weiland reviewed his report.

XII. Town Administrator Report. Mr. Golas reviewed his report. He would like to list two goals for each month for discussion and update as needed. Chairman Spiewak wanted to mention the Community Feedback Tool that she, Ms. Rydlak and Mr. Golas are working on, it will be on the next meeting agenda. Ms. Rydlak asked the board if we can all pick out our top 5 for our goals and see which ones overlap each other. Can we all have it for the next meeting. Mr. Golas said if the board wants to email him directly, he will try to compile them.

XIII. Other Business (unknown at time of posting):

XIV. Next Meeting Announcement:

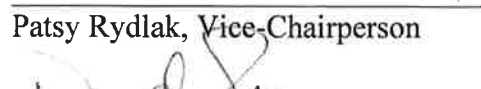
- BOS Regular Meeting – January 26, 2021, 6:30pm – via ZOOM

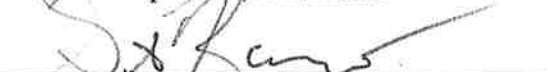
XV. Adjourn – **Motion by Mr. Borowski to adjourn at 7:50pm, seconded by Mr. Koronis. Roll call vote: Mr. Koronis – aye, Ms. Rydlak – aye, Mr. Borowski – aye and Chairman Spiewak – aye.**


Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

  
\_\_\_\_\_  
Karen A. Spiewak, Chairman

  
\_\_\_\_\_  
Patsy Rydlak, Vice-Chairperson

  
\_\_\_\_\_  
Stephen G. Koronis, Clerk

  
\_\_\_\_\_  
David M. Singer, Member

  
\_\_\_\_\_  
William Borowski, Member

# Charlton Board of Selectmen

January 12, 2021

## Selectstudent Report

By: Henry Weiland

### A. School Committee

- a. During a School Committee meeting on December 30, 2020, the committee did not hold a vote on whether to return to two weeks of remote learning after the Holiday Break
  - i. Before the Holiday Break, both the Charlton and Dudley Board of Health urged the school district to transition to remote learning after Christmas
    1. The school committee cited that there still has been **no evidence** of COVID transmission in any DCRSD building
    2. The Board of Health did not provide any evidence on transmission of cases inter-school or as a direct result of contact in school
    3. The nurses have been constantly tracking COVID cases and doing contact tracing
      - a. Only 0.6% of students have been affected due to COVID-related issues
  - ii. The school committee also cited other factors as reasons for maintaining the hybrid model
    1. The members believe hybrid learning is most beneficial to students' socio-emotional health
    2. Being in school provides a safe and warm environment for students with a meal each day
    3. The committee believes it is not smart to continuously change the model for the community; kids, especially younger ones, need routine

4. Hybrid learning provides the best ecosystem for the Special Education department
- iii. The School Committee did agree to cancel all extracurricular activities for two week
  1. This includes both sports and the music department
- iv. It is also worth noting that the Baypath Regional Vocational Technical School also decided to retain its current hybrid learning model
- v. After the no vote occurred, the Charlton Board of Health wrote an article published in the Telegram & Gazette condemning the School Committee for not holding a vote
  1. <https://www.telegram.com/story/opinion/letters/2021/01/05/letter-dudley-charlton-regional-school-committee-ignored-unanimous-boards-health-votes/4140405001/>

#### B. Moving Forward

- a. Superintendent Lamarche and the school committee presented four learning models to the school committee at the meeting on January 6, 2021
  - i. The school must adapt its schedule to adhere to new state guidelines that mandate more in-person or live instruction (35 hours)
  - ii. Each model builds itself upon the previous hybrid model and the cohort system
- b. Model A:
  - i. Cohort A would be in-school on Monday/Tuesday morning while Cohort B will be in school on Thursday/Friday morning
  - ii. All cohorts will join together for live instruction classes each afternoon from lunchtime until 2:25
  - iii. Wednesday will consist of live-classes in the morning with all students at home
- c. Model B:
  - i. Cohort A will be in school for the full day on Monday/Tuesday while Cohort B will be in school for the full day on Thursday/Friday
  - ii. Lunch will occur with 7 minutes in between to clean



- iii. The cohort not in school will have asynchronous assignments all day with a check-in after school
- iv. Wednesday will consist of live-classes in the morning with all students at home
- d. Model C:
  - i. Both Cohort A and B will join together for school days every morning from 7:45-11:15
  - ii. All cohorts will then have live classes in the afternoon
  - iii. Wednesday will be a regular school day like the rest of the week
- e. Model D:
  - i. All cohorts will be in school from the morning to the afternoon
  - ii. Essentially, the “normal” school day
- f. Each plan has varying social distancing measurements
  - i. When more information becomes available on the voted-upon plan, I will brief you
- g. A survey was sent to students, teachers, and staff to gain a perspective upon the preferred plan
- h. The School Committee will vote on the model on January 13, 2021
- C. Miscellaneous
  - a. DCRSD is looking to hire a COVID coordinator to better help the district organize itself
  - b. There are no sport or music practices at the moment due to the temporary pause from extracurriculars
  - c. The National Honor Society successfully completed its 12 Days of Christmas community service project



# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator  
DATE: January 5, 2021  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/12/2021

**Fire Station Building Committee** – The Board had asked to have the Fire Station Building Committee on tonight's agenda. The Committee has not been able to meet as of yet and as soon as they do, they will be scheduled for the next Board's meeting to provide an update.

**BOS Goals and Objectives** – We have been keeping the list of the Board's goals on each agenda. I would like to list one or two goals each month for discussion, action and update as needed. Does the board have any objection to this?

**Resignation of Water/Sewer Commissioner** – We have received notice that Phil Donohue resigned as a Water/Sewer Commissioner effective immediately. The Commission has said with the Town Election a few months away, there is no need to call a Special Election. They will wait until May for a new member.

Charlton BOS Goals - FY21 (ending June 30th, 2021) (Reviewed at BOS Special Meeting on 9/1/2020)	Timeline	Responsible Party	Next Steps w/ Dates	Resources Needed	Completed	Rate of Goal
1 <b>Enhance volunteerism:</b> Have full boards and commissions.	Ongoing	BOS/Indiv Bds/TA Office	Public Outreach; Public service announcements; Interboard relations	Cable Committee (public service); Topic for All Boards Meeting		1
2 <b>Human Resources</b> - TA to work with HR Director to compile a list of items that need to be considered by the board including performance review.	June Report: Jan HR Meet Chiefs; Feb/March BOS meet	HR/BOS	Merge dept level org charts then reach out to departments to fill in the gaps.	Access to information; time	Organization chart finishing. Performance reviews ongoing	TA / HR - 1
3 <b>Improve financial stability/Balanced Budget:</b> Stabilization Fund policy of 10%.	Jan-June	TA, Finance Director, BOS, FinCom	Meet jointly with FinCom;	time		1
4 <b>Fire Station (New Public Safety Complex:</b> Design and construction failed)	Ongoing	Committee/TA/ BOS	P&S; OPM \$500K; meetings for bidding			1
5 <b>Economic Development:</b> Continue positive trend on Economic Dev		BOS/EDC	Reconstitute Committee	Quorum	Appointments made. Looking to schedule kickoff	Support and work with Planner - 1
6 <b>Improve Community Relations/Customer Service:</b> policy development and public relations campaign	Immediate and on-going	BOS/TA	Review policies in other MA towns.			1
7 <b>Diversity:</b> Create a plan to increase diversity on the Board of Selectmen and other boards and commission in town in order to accurately represent the demographic of Charlton		HR				1
8 <b>Traffic Issues</b>	ongoing	Chief/Traffic enforcement committee	Provide stats on impact of traffic officer.			1
9 <b>Gender Identity and Public Accomodation:</b> Address through policy.			Create draft policy.		BOS voted a resolution against Gender Identity discrimination through its vote on 10/9/18.	1
10 <b>Develop a comprehensive evaluation tool for TA:</b> Revise existing evaluation tool prior to TA's next evaluation.	Prior to TA's next evaluation.	BOS & HR	Research and compare evaluation tools across MA		was Karen Spiewak and previous HR Director	1

11	<b>Communicate and collaborate more often w/FinCom:</b> Schedule at least 2 joint meetings between the BOS and Fin Com (1 during budget process; 1 when there is final budget)		BOS Chair/TA	Meetings, sharing memos and minutes.		1
12	<b>Water Expansion- Oxford:</b> Continue work on Rte. 20 water line	HOLD		Continue to work on MassWorks grant	Oxford not interested. Get from Buffumville.	Change to overall water issues in the town - 2
13	<b>Sex Offender Bylaw</b>		<b>Sex offender bylaw committee</b>		<b>Committee formed. No action yet.</b>	2 - check with David
14	<b>Measure/Improve Employee Morale:</b> Establish baseline measurement through Employee Satisfaction surveys (10-15 questions).	Ongoing	HR/BOS/TA		Time and support (service is free-SurveyMonkey)	TA Goal - 3
15	<b>Review license:</b> structure, process, laws, procedures, etc. Know our role. Provide clear application and review process for license.	workshop	Curt/Mary	Compile what we have. Mary review our process. Look at other towns' practice and fees. Curt schedule a workshop.	Time	TA Goal - 3
16	<b>Millennium:</b>	Ongoing	TA	Touch base with Mark		3
17	<b>Regional Dispatch:</b> Continue to investigate	ongoing	TA/ Chiefs	Public Safety review when we add another station		3
18	<b>Accessing Attorney - Best Practice - Transparency</b>					
19	<b>Improve Internal Town Hall Communications - Goal -</b> Executive Summary posted					
20	<b>Review feasibility of DPW - pros and cons</b>					
21	<b>BOS Policy Review:</b> Identify policy gaps and develop policies addressing gaps.		BOS/TA/HR	review current policies and compare to other MA towns; solicit input from community		Make policy so policies are reviewed annually

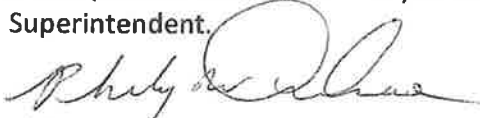
1/6/2021

Philip Donohue  
126 Osgood Rd  
Charlton, Ma 01507

Attn: Karen LaCroix Town Clerk  
Town of Charlton, Massachusetts

Dear Ms. LaCroix

I am informing you of my resignation as Water and Sewer Commissioner effective immediately.  
It was a pleasure to serve with my fellow Commissioners and work with Peter Boria WSC  
Superintendent.

A handwritten signature in cursive script, appearing to read "Philip Donohue", written over a circular stamp or mark.

Philip Donohue  
Water and Sewer Commissioner