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TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting

Tuesday, January 25, 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. He stated that we have a modified agenda. Initially we were going to go into executive session but we are not going into executive session.

II. Consent Agenda / Warrant Approval as Needed

- a. Minutes of Regular Meeting – January 11, 2022. **Motion by Ms. Rydlak to accept the January 11, 2022 minutes, seconded by Ms. Zurawski. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Ms. Zurawski – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**

III. Community Relations, Announcements and Open Forum

- Ms. Zurawski read the announcements. She reminded everyone of the fundraising event on February 5<sup>th</sup> at the Beagle Club for “Making Arielle Smile”.

IV. Appointments/Resignation:

1. Appointment – Highway Department – Light Equipment Operator (2). Mr. Golas stated that the Highway Department received two resignations, one ending on January 14, 2022 and another on January 25, 2022. The positions were posted and sixteen applications were received. Three qualified applicants were interviewed. In order to assist the Highway Department with expediting one appointment, the board was asked to approve a signatory appointment and affirm at tonight's meeting for Timothy McArdle to the position of Light Equipment Operator effective January 24, 2022. This is a 40 hour union position. The second appointment being recommended is for Joshua Bond to the position of Light Equipment Operator effective February 4, 2022. This is also a 40 hour union position. He would recommend the board approve both appointments. **Motion by Ms. Rydlak to appoint the two Light Equipment Operator positions, seconded by Mr. Koronis.** Mr. Koronis asked if it was normal to see two people leaving the Highway Department in such a short period of time. Is there a pattern here? Mr. Golas said just with the job market out there, there may be positions that are more advantageous for these individuals. Chairman Borowski would like to see anytime someone submits their resignation that we do some sort of Exit Interview. After discussion, **Ms. Rydlak restated her motion to appoint Timothy McArdle and Joshua Bond to the two open positions of Light Equipment Operator as recommended, seconded by Ms. Zurawski. Roll call vote: Mr. Singer – aye, Ms. Zurawski – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**

2. Appointment – Assistant Town Clerk. Mr. Golas stated that forty-seven applications were received for the position of Assistant Town Clerk of which eight were offered interviews. The position was

offered to an internal candidate and accepted. The Board is asked to appoint Alise Arnold to the position of Assistant Town Clerk. This is a 38 hr. a week position with a rate of pay of \$24.78/hr. We do not have an official start date as of yet as we need to advertise and fill the Administrative Assistant in the Treasurer/Collector's office and will transition her over once we have a better staffing level. He would recommend the board make the appointment. **Motion by Ms. Rydlak to make the appointment as recommended, seconded by Ms. Zurawski. Roll call vote: Ms. Rydlak – aye, Ms. Zurawski – aye, Mr. Singer – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

3. Resignation – Highway Department. Mr. Golas stated that attached is a letter of resignation from Richard Piehl, Jr. from the Charlton Highway Department effective January 25, 2022. The Board should accept his resignation. A letter thanking him for his service is in your sign folder. **Motion by Ms. Rydlak to accept the resignation, seconded by Mr. Koronis. Roll call vote: Mr. Singer – aye, Mr. Koronis – aye, Ms. Zurawski – aye, Ms. Rydlak – aye and Chairman Borowski – aye.**

#### V. Scheduled Appointments:

**6:45pm** – Dudley Charlton Regional School District – discuss capital needs. Mr. Golas stated that Richard Mathieu, Director of Finance and Operations of the Dudley Charlton Regional School District has asked for time on the agenda to discuss the schools capital needs. Some of the items they will be touching on are the need for roof replacements, bleachers and school communication and safety items. Present from the School: Steven Lamarche, Richard Mathieu, Kenny Laferriere, Jamie Terry and David Siniscalchi who is the director of facilities. Mr. Lamarche thanked the board for having them. He stated that they are here to talk about the capital improvements for the district. They have worked very hard over the last year and a half on a capital plan that is actually a plan so that the communities can understand the needs of the district and are hoping to get the support moving forward. Mr. Mathieu reviewed the plan. (attached) He said their hope is that sometime this spring there will be a district vote to approve these items. They would like to tackle the roofs for these projects in 2023. Ms. Terry said Tier 1 are the items that are absolutely necessary and they cannot go without. Discussion of how to explain this to the residents. Mr. Singer would like to see the school tell us what they want to see cut in order to fund this. He would like to see what the exact financial implication is to the Charlton residents and the tax implication if they passed an increase. Mr. Lamarche said this is a draft just to let both towns know what the needs are. Ms. Rydlak feels the roof needs to be replaced. Mr. Singer asked about the ARPA Funds and Mr. Golas said it could be used for the roof but that would have to be determined by the Board of Selectmen. Mr. Koronis said the last he heard, the roof was around \$800,000, he can't fathom where \$4,000,000 came from. Mr. Golas said if the proposal as provided would be about 5.8 million estimate for the town give or take, and if there was a 20 year bond at about 5%, the town's liability would be probably around 450 – 500,000 per year. Chairman Borowski said he does not have the appetite to raise taxes. He would sooner put it on a Town Meeting first and ask the residents if they want to cut our budget by \$500,000 a year. Mr. Laferriere said it's the schools duty to present their needs to the towns. The longer we wait, the more money it's going to cost. Ms. Terry said for next steps, maybe a representative from the Board of Selectmen can come to their next capital meeting and we can talk through what solutions we have for finances. Ms. Zurawski said she would be a strong advocate for getting the roofs done and to correct any mold issues. A question was asked by an audience member to the school regarding the COVID monies they received. What happened to that? Mr. Lamarche said the funds were for them to work through COVID and come out of COVID. They have invested in additional nurses, school adjustment counselors, facilities, student services, etc. They are splitting the funds in three years to support students. Chairman Borowski asked Ms. Terry and Mr. Laferriere to work with their leadership team and talk to Mr. Golas to set up a follow up meeting in February or early March. He thanked them all for coming.

**7:15pm** – Release of Chapter 61A – 7 & 13 Sampson Road. Mr. Golas stated that attached is a request

from Attorney Jeffrey M. Chase on behalf of Mark & Corey McKinstry, 7 Sampson Road, Charlton, MA to remove approximately 44 acres of land – 7 & 13 Sampson Road. The proposed new use of the land will be ancillary uses related to the Buyer's abutting brewery business. The Planning Board, Board of Assessors, Conservation Commission and Water/Sewer Commission have all reviewed the request and have no objection to the Town of Charlton choosing not to exercise their right of first refusal for this request. He would recommend the board approve the request. Chairman Borowski opened the hearing by reading the notice as sent to the abutters. Jeff Chasse was present to answer any questions. **Motion by Ms. Rydlak to close the public hearing, seconded by Ms. Zurawski. Roll call vote: Mr. Singer – aye, Ms. Rydlak – aye, Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye. Motion by Ms. Rydlak to approve the request as there is no reason for us to buy this land, seconded by Mr. Koronis. Roll call vote: Ms. Rydlak – aye, Mr. Singer – aye, Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

#### VI. New Business:

1. Board of Selectmen February meetings. Mr. Golas stated that there was some discussion at the board's last meeting regarding upcoming vacations. The Board is scheduled to have two meetings in February on the 8<sup>th</sup> and 22<sup>nd</sup>. Does the Board wish to have just one meeting that month and if so, which date would you prefer. The Board will hold both meetings in February.
2. White Paper Report of the government Study Committee (2016) – review. Mr. Golas stated that as the Board is aware, the Annual Town Meeting held on May 18, 2015 authorized the Board of Selectmen to create a purely advisory government study committee and to report back to Town Meeting with any recommendations for possible improvements to the current form and processes of Charlton town government. This committee completed its purpose and provided a "White Paper Report" with recommendations at the Annual Town Meeting held on May 16, 2016. Would the board be inclined to place an article on the upcoming May Annual Town Meeting to form this committee once again to review and make recommendations at the next Annual Town Meeting should the need be there? The Board agrees. Mr. Golas asked the board if they want this to be an article on town meeting or just put a committee together to do the review and report back to the Board of Selectmen with recommendations? Chairman Borowski asked Mr. Golas to put a link out separately to what the 2016 study actually says so it's readable and then we can ask for some volunteers and then we can talk about it at our February 8<sup>th</sup> meeting to see if anyone has volunteered and if not, we can push it off to the 22<sup>nd</sup>. Mr. Golas said there were 7 members on the last committee, does the board want to keep that and they agreed.
3. Annual Town Meeting – Open Warrant. Mr. Golas stated that the Board is scheduled to open the Annual Town Meeting warrant tonight. All Departments have been notified to submit any articles to his office no later than March 2, 2022. The Board will be asked to close the warrant at your March 22, 2022 meeting.

#### VII. Old Business:

#### VIII. BOS Committee Reports

#### IX. BOS Policy Review

- X. BOS & TA Goals & Objectives – Chairman Borowski would ask Mr. Golas to find a date in April for the Board to do his review. He would like to do it before the election. He said to try for the 2<sup>nd</sup> meeting in April.

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.

XIII. Other Business (unknown at time of posting)

XIV. Next Meeting Announcement:

- BOS Regular Meeting – February 8, 2022, 6:30pm. Chairman Borowski would prefer to get back in person.

XV. Adjourn - **Motion by Mr. Koronis to adjourn at 7:46pm, seconded by Mr. Singer. Roll call vote: Ms. Rydlak – aye, Ms. Zurawski – aye, Mr. Singer – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

Submitted by:

Mary C. Devlin

Executive Assistant

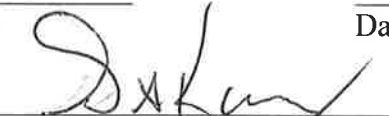
Accepted by:

  
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William Borowski, Chairman

  
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Patsy Rydlak, Vice-Chairman

  
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Barbara Zurawski, Clerk

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David M. Singer, Member

  
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Stephen G. Koronis, Member

**Dudley-Charlton Regional School Committee**  
**Draft Capital Plan Overview**  
**January 25, 2022 – Town of Charlton**

**Overview**

The District last embarked on a round of major capital investments over 20 years ago, with the construction of the two middle schools and renovations at Mason Road and Dudley Elementary. Prior to that Heritage School was constructed and Charlton Elementary was renovated approximately 30 years ago. The last bonded debt for these projects was paid in full in FY2019. To ensure the District remains current with infrastructure needs a regular pattern of assessment and repairs should be implemented. We see the current round of projects as phase I. Depending on timing, we also need to address Shepherd Hill and other repairs at the six other schools as Phases II and III.

**Roofs – Dudley Middle School and Charlton Middle School**

The Roofs at DMS and CMS are original to the construction of the buildings. The membrane installed on the roofs have a history of poor performance due to a poor manufacturing process. Maintenance Staff continually need to target repairs by coating vast areas of the roofs. Coatings of the roof are only a stop gap measure and is only intended to be a temporary fix. Recent (2021) infrared scanning of both roofs have shown significant increase of saturated insulation as compared to the same testing performed in 2015. The 2021 scan indicates a 900% increase at DMS and an 800% increase at CMS.

A new SBS (Styrene-Butyl-Styrene) modified system would come with a minimum of a 30-year warranty, unlike the 15-year warranty that was included with the current roofs.

**Bleachers**

The main athletic field at Shepherd Hill was replaced in 2015 with a turf field. As part of that project, bleachers were not installed at the that time, and the District has been renting the ones there since. The bleachers themselves are only part of the financial equation involved. Bleachers will typically have a press box at the top, which allows a bird's eye view for announcing and filming of players. The press box must be ADA compliant, adding a expense into the cost of this project. Additionally, based on the requirements of the building code, permanent restroom facilities must be constructed. The cost of this aspect of the project adds significantly to the expense of the installation of permanent bleachers.

**Communications and cameras**

The District is looking to upgrade and expand its communication system and cameras at each of the schools. The current communication system is an over the air analog setup that allows for some communications between schools in the same towns, but does not allow for communication across the district nor does it allow for direct communication with 911 emergency services. An updated platform will allow for communication across the district as well as with public safety, pending discussions. When the platform is updated, it is important to ensure it is a solution that will last for a long time, so a digital platform will be preferable to an analog platform.

The cameras at the schools are on various platforms viewable directly at the schools. Not all systems can be viewed outside of the schools. The District is looking to put all cameras on a common, digital system that will allow for remote viewing by authorized personal.

**Architectural Review and Professional Fees**

The professional fees included in the capital planning are for the architectural services required as part of the roofing and bleacher projects.

A thorough review of all schools, excluding Shepherd Hill, is proposed so that the District can develop its next phase of capital planning. Some items, such as roofs and boilers, are clear based on the expected useful life and the level of issues any specific component is experiencing. The District will engage with an architectural firm to ensure it has a complete list of areas of concern. The District continues to explore MSBA funding for addressing the needs at Shepherd Hill.

Dudley-Charlton Regional School District  
Draft - Priority Capital Needs

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Phase I

Tier 1

CMS Roof	4,025,000
DMS Roof	2,242,500
Bleachers (estimate)	2,400,000
Fire Alarm panels and devices	
<b>DMS (plus fire pump)</b>	105,000
<b>CMS</b>	94,000
<b>DES</b>	40,000
<i>CES (estimate)</i>	85,000
<i>MRS (estimate)</i>	65,000
D/W - Camera and communication	250,000
Architectual Review - 6 buildings	150,000
Professional fees	501,400
	<hr/>
	\$ 9,957,900

**Charlton BOS**  
**January 25, 2022**  
**Isabella Tanacea**  
**Bay Path RVYHS Student Select-person Report**

**School Happenings**

- Quarter 2 grades close this Friday January 28
- Freshmen students will be officially in their permanent shops by Monday of next week
- There will be a half day on Friday due to professional development

**Sports**

- The freshmen boy's basketball team won their game yesterday against Monty Tech. The boys have a winning record with only one loss in their season
- JV and Varsity boys basketball both won their games against Assabet in two heated matches. Good job boys
- All teams' next games are tomorrow starting with Freshmen boys at 3:30
- JV and Varsity girls will play their next home games this Thursday
- Softball weightlifting starts next week on Wednesday the 2nd after school until 3:30 in the weight room. Lifting will be every Wednesday and Friday and it is open to all who wish to get stronger for the upcoming season.
- Softball captains practice is on Saturdays at 7 AM at Strike Zone in Worcester

**Academics and Extra-Curricular's**

- 10 NHS hours for quarter 2 are due to Mr. Estabrooks anytime this week or next week
- Senior Steering committee is meeting tomorrow. All seniors are welcome.

# Student Rep. Report

Nina Zurawski

January 25, 2022

## **Boys Basketball:**

-9 games, won 7, lost 2 games with a connived of 4 points on game lost by 1 point other game lost by 3 points, Game next friday

## **Girls Basketball:**

-won 7 games so far! Great Job!

## **ALICE: WONDERLAND AND GLASS**

-Just a reminder that tickets are still available for next week's performance of the SHRHS Drama Club's performance of ALICE: WONDERLAND AND GLASS. *The shows are at 7pm on Friday, 1/28 and Saturday, 1/29.*

## **February 5th Fundraiser in support of Arielle Desueault**

-11-year-old Charlton middle schooler – battling leukemia the document with more information is on the shepherd hill website

## **Everybody Cut Footloose!**

-Due to unforeseen circumstances - the auditions for the musical Footloose are postponed to next Thursday, 1/27.

-There are parts for singers and non-singers and for stage crew. You **do not** have to have any experience or be a part of the music department to be a part of this musical.

If you are interested in signing up ~ there is STILL TIME!

**-If you have already signed up your time slot will be the same on 1/27.**

## **National Honor Society**

-This month the NHS is having a Sock-uary! We will be **collecting new pairs of socks and lightly used winter clothing: coats, jackets, gloves.** etc. All donations will be made to Andy's Attic. Clothing articles will be collected in room 201 **through January 31st.**

## **Covid Update**

I was unable to get the exact number of cases at Shepherd Hill but there is quite a bit so therefore the mask mandate has been extended to February 28th






# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator   
DATE: January 19, 2022  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 01/25/2022

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**Calculating Real Estate Bills** – At the Board's last meeting it was noted that there were several questions about the real estate bills and how they are calculated. It was recommended to put a video format together explaining the process which has been done and is on the Board of Assessors page on the Town Website as well as on social media.

**Scholarship Questions** – At the Board's next meeting, you will be asked to discuss the scholarship questions you would like on the Scholarship Applications that will be sent to both the DCRSD and Bay Path Schools. Last year's questions were: *"With the Coronavirus impacting in-person learning, how do you feel the educational process could be improved while considering the current social distancing guidelines? Please describe your experience with hybrid and/or remote classes and what the challenges have been adapting to these learning methods."* and for the Cooking Scholarship: *"What role models in your life influenced you to continue in the food service industry and where do you see yourself in five years?"*