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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, February 25, 2020, 6:30pm
Town Hall Senior Center, 37 Main St., Charlton MA

Present: Chairman – David M. Singer¹, Vice-Chairman – Karen A. Spiewak and Members – Deborah B. Noble and John P. McGrath. Also present: Town Administrator – Andrew Golas and Student Selectperson – Anya Grondalski. Absent: Clerk – William Borowski.

NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

I. Call to Order:

Ms. Spiewak called the meeting to order at 6:30pm with the pledge to the flag.

II. Consent Agenda:

1. Minutes of Regular Meeting – February 11, 2020. **Motion by Mr. McGrath to approve, seconded by Ms. Noble, motion passes unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Singer read the announcements.
- Kristin Kustigian from 80 Carroll Hill Road came forward. She noticed that Valley Green Grow is on the agenda and said she thinks there are three ways they have breached their contract with the town. She would ask the board to consider doing what the contract says and notify them of the breaches and requesting some sort of remedy.
- Christine Grondalski from Priscilla Lane came forward. She is here on behalf of the Charlton Cultural Council on two matters. She would like to invite the Board of Selectmen and Town Administrator to their event on March 17th where they have a grant reception for all grant recipients. This year the Cultural Council awarded over \$6,800 in grants for activities that will take place in town. She said that the Cultural Council is a small group and could really use some people to consider joining them.

IV. Appointments/Resignations:

1. Appointment – Energy Committee. Mr. Golas stated that attached is a talent bank form from Gerald Doble seeking to be appointed to the Energy Committee. At the Board's July 30, 2019 meeting, you formed the Energy and Environment Committee consisting of 7 members. To date, one member has been appointed. The openings have been running on the town's website. Should we receive any letters of interest, they will be brought to you to make the appointments. He would recommend the board make the appointment. **Motion by Mr. McGrath to make the appointment, seconded by Ms. Noble, motion carries unanimously.**
2. Appointment – Town Hall Custodian. Mr. Golas stated that nineteen applications were received for the Custodian position. Four interviews were held on Thursday, February 20, 2020 for the Town Hall and Library Custodian positions by him, Cheryl Hansen – Library Director, Curt Meskus and Lynn Dyer. They are recommending the appointment of Robert F.

¹ Chairman Singer entered the meeting at 6:43pm

Durward of Dudley MA to fill this position. This position is 40 hrs./week at \$16.71/hr. **Motion by Mr. McGrath to make the appointment, seconded by Ms. Noble, motion carries unanimously.**

3. Resignation – Council on Aging – Mr. Golas stated that attached is a letter of resignation from Paul Kolesnikovas from the Council on Aging Board effective immediately. Per the board’s policy, the opening has been placed on the town’s website to allow residents the opportunity to submit their letter of interest. Once the Council on Aging reviews any letters of interest and provides the board with a recommendation, we will put it on the next agenda. The Board should accept his resignation. **Motion by Mr. McGrath to accept Mr. Kolesnikovas’s resignation and send him a letter of appreciation, seconded by Ms. Noble, motion carries unanimously.**

V. Scheduled Appointments:

VI. New Business:

1. Request for Toll Road – Shepherd Hill Booster Club. Mr. Golas stated that the Shepherd Hill Booster Club is requesting permission to hold a toll road in Charlton Center (intersection of Main Street and Masonic Home Road) on Saturday, May 16, 2020 from 10:00am – 2:00pm. This request was forwarded to Chief Maxfield who is in support of the toll booth contingent upon the following safety precautions:
 - All volunteers must wear bright colored vests;
 - Orange traffic cones must be set out on Main St. and Masonic Home Road for a distance of not less than 50 feet on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
 - Signs warning “Voluntary Toll Booth Ahead” must be erected on both Masonic Home Road and Main St. not less than 75 feet from the toll station; and
 - No stopping of cars or impeding the flow of traffic in any wayThis fundraiser will help towards their goal of repairing the Shepherd Hill baseball and softball fields by improving drainage, grading, backstops and to add a scoreboard to both the baseball and softball fields. He would recommend the board approve this request. **Motion by Mr. McGrath to approve the request, seconded by Ms. Spiewak, motion carries unanimously.**
2. Request for Special Alcoholic Beverage License – Charlton Arts & Activities Center. Mr. Golas stated that attached is a request for a special alcoholic beverage license from the Charlton Arts & Activities Council to be used on Saturday, February 29, 2020 from 12:00pm – 4:00pm at 4 Dresser Hill Road for their 10th Anniversary Celebration. The Police Department, Fire Department and Building Commissioner have all approved the request. Per the Board’s policy, the license, if approved, should be issued for two additional days which is to allow delivery the day before the event and for pick up the day after the event with no sales allowed. He would recommend the Board approve the special license as requested with the dates on the license to be February 28, 2020 – March 1, 2020. **Motion by Mr. McGrath to approve the request, seconded by Ms. Spiewak, motion carries unanimously.**
3. Jeff Sorel – IT
 - Public Alert System for the Electronic Message Board
 - Cyber SecurityMr. Golas stated that Jeff Sorel is here to discuss the Public Alert System for the Electronic Message Board and the emergency features of the sign that can be used. FEMA built

IPAWS to improve alert and warning capabilities by allowing alerting authorities to deliver alerts simultaneously through multiple communication devices reaching as many people as possible to save lives and protect property. During an emergency, alert and warning officials need to provide the public with life-saving information quickly. All alerts are text only with no graphics. If the Board approves to allow the town to sign up for this program, the group initiating the emergency alert would have access and be able to post the alert on the town's electronic sign as well. He would recommend the Board approve having Mr. Sorel sign up with this feature on the town's behalf. Mr. Sorel came forward. He said this is a free service from the state and federal governments. **Motion by Mr. McGrath to have Mr. Sorel sign the town up, seconded by Ms. Noble, motion carries unanimously.**

VII. Old Business:

VIII. Committee Reports:

1. Public Safety Building Capital Campaign Committee. Co-Chairs Stephen Coleman and Noreen Johnson-Smith came forward. Mr. Coleman provided an update on where the committee is. The campaign material has been completed and will be on the town's website as of tomorrow. They also have a list of frequently asked questions that will be on the website as well. Ms. Smith thanked Ms. Spiewak for her assistance with all of this. They would invite all residents of the town to join them and visit their page. Ms. Spiewak thanked all the committee members for their efforts as well as town hall staff. Mr. Coleman said they are putting a list together of things to do if any resident would like to help get involved. If interested, contact the Town Administrator's office to have your name put on a list and forwarded to the committee. Mr. McGrath said they also held a Public Safety Building Committee meeting this evening and there were a few new faces there. He said if anyone has any skills involved in any areas of the building of the Public Safety Building, to please come to the meetings.

IX. BOS Policy Review:

1. Social Media Policy – Mr. Golas stated that currently, the absence of a “Town sponsored” social media account limits our ability to push out information that is relevant to town business. He is working to establish a Town social media presence through Facebook and Twitter as an outlet to publish information for our residents relative to the operations of Town Government. Prior to doing so, it is important that the use of social media as a governmental entity is governed by a written policy. He provided a draft social media policy which would guide the Departmental use of social media. Departments that currently utilize Social Media, including Police and Fire rely on internal policies issued by the Department Head through general orders. The intent of the proposed policy is in no way intended to limit free speech or infringe on any existing labor agreements. This policy has been reviewed by the Technology Committee and Legal Counsel to ensure conformity with existing policies and laws. **Motion by Mr. McGrath to approve the policy, seconded by Ms. Spiewak.** Ms. Noble asked when Mr. Golas would get this up and running and his answer was tomorrow. With no further discussion, **vote on motion: motion carries unanimously.**

X. Student Selectperson Report – Anya Grondalski reviewed her report.

XI. Town Administrator Report – Andrew Golas reviewed his report. He also thanked the Cub Scouts

for inviting him to their ceremony last night.

XII. Other Business:

Mr. McGrath stated that the Public Safety Building Committee will be meeting on March 24, 2020 at 5pm in the Board of Selectmen's Meeting Room.

XIII. Next Meeting Announcement:

- BOS Regular Meeting – March 10, 2020, 6:30pm, BOS Meeting Room
- BOS Special Meeting – March 18, 2020 – 6:00pm – Shepherd Hill High School Library
- BOS Regular Meeting – March 24, 2020 – 6:30pm – BOS Meeting Room

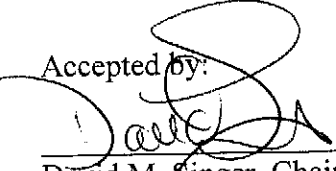
XIV. Adjourn/Executive Session:

Motion by Mr. McGrath to enter executive session at 7:12pm under M.G.L. c.30A, Sec. 21(a), #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and #3 – to discuss strategy with respect to collective bargaining or litigation (Highway Union and VGG) if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares. The chair so declares. Seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. McGrath – aye and Chairman Singer – aye. Chairman Singer said the board would reconvene to open session for any other business and to adjourn.


Motion by Mr. McGrath to adjourn at 8:32pm, seconded by Ms. Noble, motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:




David M. Singer, Chairman



William Borowski, Clerk (absent)

Karen A. Spiewak, Vice-Chairperson




Deborah B. Noble, Member

John P. McGrath, Member

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TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator 
DATE: February 5, 2020
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 2/25/2020

Director of Assessing – In Transition – I am working with the Finance Team on a job description for a Director of Assessing – In Transition which will be to help fill the Director of Assessing position with the retirement of the current Director. This position would work with the current Director in a training capacity with the intent of taking over immediately upon her retirement. This is under review by the members of the Finance Team and the Personnel Board.

ALICE Training for employees – We are working on setting up an ALICE Training for employees in the summer. Once all the details are worked out, it will be brought to the board for approval.

Human Resources Director position – I am working with the Human Resource Department to re-post the position of the Human Resources Director due to the lapse in time from the last posting. Any candidate that applied previously will be asked if they would still like to be considered. I will be meeting with the Personnel Board to review the candidates as well.

District Veterans Services Director – The Town of Southbridge has posted the District Veterans Services Director position which would also serve the Town of Charlton. Applications are due February 28 or until position is filled. In accordance with the Southbridge Code of Ordinances, this position must be held by a Southbridge resident.

Blighted Properties Task Force – In discussing community issues with the Board of Health, it was discussed the need to take a team approach towards addressing blighted properties, specifically ones that affect neighborhood property values and create breeding grounds for mosquito larvae. I am working to establish a task force of departments that meet regularly to identify these properties and develop an approach towards cleaning them through local enforcement measures. I will keep the board updated.