

COPY



TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, April 14, 2020, 6:30pm

Submitted by MCD  
Date 5/19/20  
Received by EC  
Date 5-19-20

Due to COVID19 – meeting held by ZOOM app, video participation: <https://zoom.us/j/368761055>

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

Employees and residents were in attendance via ZOOM as well.

I. Call to Order:

Chairman Singer called the meeting to order at 6:30pm. He explained that due to COVID19, the board is meeting remotely via ZOOM. All votes will be by roll call vote.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of March 10, 2020 – **Motion by Mr. Borowski to approve the minutes of March 10, 2020 as written, seconded by Ms. Noble. Roll call vote taken – Ms. Spiewak – abstain, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye.**
- c. Minutes of March 24, 2020 – **Motion by Mr. Borowski to approve the minutes of March 24, 2020 as written, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye.**
- d. Minutes of April 7, 2020 – **Motion by Mr. Borowski to approve the minutes of April 7, 2020, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer - aye.**

III. Community Relations, Announcements and Open Forum

IV. Appointments/Resignation:

1. Appointment – Dam Monitor. Mr. Golas stated that attached is a request from the Conservation Commission asking the Board to appoint Richard Landry as the Prindle Lake Dam Monitor. This appointment would expire on June 30, 2021. He would recommend the board make the appointment. **Motion by Mr. Borowski to appoint Richard Landry as the Prindle Lake Dam Monitor, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.**
2. Appointment – Animal Inspectors – Mr. Golas stated that attached is notification by the Division of Animal Health that the Inspector of Animals and the Alternate Inspector of Animals term will expire April 30, 2020. The Board is asked to make the appointment of Ann Sellew as the Inspector of Animals and Kathleen Flynn as the Assistant Inspector of Animals. The term of these appointments will run from May 1, 2020 until April 30, 2021. Chief Maxfield is recommending the appointments as well. Once the appointments are made, we will notify the Division of Animal Health who will make the official appointments. He would recommend the board make the appointments. **Motion by Ms. Spiewak to make the appointments as requested, seconded by Mr. Borowski.** Ms. Noble stated that Ms. Flynn has been proactive in helping those that need it

during this crisis and wanted to recognize her for that. **Vote on motion: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.**

3. Notice of Retirement – Administrative Assistant for the Building Inspectional Services. Mr. Golas stated that we have received notice from Nancy Shields, Administrative Assistant for the Building Inspectional Services stating she will be retiring from her position on October 31, 2020. The Board should accept her notice. **Mr. Borowski congratulated Ms. Shields and made a motion to accept her notice of retirement, seconded by Ms. Noble with regrets. Vote on motion: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.** Chairman Singer asked that a letter of best wishes be sent.

#### V. Scheduled Appointments:

1. **6:45pm** – Chapter 61A – Lot 9 Boucher Road. Mr. Golas stated that attached is a request from Roy C. Gunter, III, Managing Member for Gunter, LLC to remove and sell 5.3 acres of land from Chapter 61A located on Lot 9 – Boucher Road, (Assessors Map 40-B-8.18) to Christopher Scott. 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. Mr. Golas read the public hearing notice which states: Please be advised that the Board of Selectmen will hold a public hearing on Tuesday, April 14, 2020 at 6:45pm at the Charlton Town Hall, Selectmen’s Meeting Room, 37 Main St., Charlton MA 01507, to act on a request by Gunter, LLC, Roy C. Gunter III, Managing Member, who intends to sell and convert 5.3 acres from parcel 9 located on Boucher Road as identified on Assessors Map 40-B-8.18. Anyone interested should appear at the date and time specified or submit concerns in writing. Chairman Singer declared the hearing open 6:45pm. No comments. **Motion by Mr. Borowski to close the hearing at 6:45pm, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion by Mr. Borowski that the Board of Selectmen not exercise our right of first refusal, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.**

#### VI. New Business:

1. Extensions for property tax exemption and deferrals to June 1, 2020. Mr. Golas stated as previously noted, in response to the COVID-19 emergency, the legislature passed the provision allowing for the extension for property tax, exemptions and deferrals to June 1, 2020. He provided the summery language of each section of law related to this extension and recommendation from the Treasurer/Collectors Office to the Board. Treasurer/Collector Savignac stated that she provided a packet of her recommendations and since the town hall is going to be closed till May 4<sup>th</sup>, it will be difficult for people to make a payment in person or with cash by May 1. Mr. Borowski verified that people would not be charged interest and Ms. Savignac agreed. **Motion by Mr. Borowski to defer payments until June 1<sup>st</sup>, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.**
2. Emergency Policies & Procedures Adoption. Mr. Golas stated with the unprecedented nature of the COVID-19 Emergency, we have had to dramatically change our form of operations as we react to changes pushed down from the legislature on the State and Federal level. In working with Labor Counsel, we have drafted a number of policies and procedures to address many of these changes. Attached, please find the following for your consideration:  
COVID-19 Emergency Exposure Protocol  
COVID-19 Emergency Staffing Procedure

COVID-19 Return to Work Protocol  
COVID-19 Emergency Modification of Sick Leave Policy  
Emergency Modification of Duties Policy  
Emergency Telecommuting Policy

Mr. Golas stated all of these policies would end at the end of the emergency of COVID19. **Motion by Ms. Spiewak to adopt the Emergency Policies and Procedures as presented by Mr. Golas, seconded by Mr. Borowski. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.** Ms. Noble asked to make these available on our website.

## VII. Old Business

1. Pay Equity Plan Study Presentation. Mr. Golas asked Finance Director Donna Foglio to provide the information on this. Ms. Foglio said that back in January, the Board asked her to tackle the pay equity act as it applies to non-collective bargaining units. This was being done piece mail and never fixed the issue. She was asked to remove the Town Administrator, Fire Chief, Police Chief and the Finance Director from the pay plan as the board was considering employment contracts for those positions. She has been meeting at least weekly with Mr. Golas and Lynn Dyer – Temporary HR Director to work on this. They found the pay plan the town used in FY15 which had 10 classification grades and 10 levels for each of those grades. She updated the plan with the COLA for each year up to 2020. Then they had to review all the jobs to see if they were put in the classification from N1 – N10. The final step was never completed which would have put each employee on the pay plan based on years of experience and years of related education. She said they would also have to make a determination on the length of time for movements between the levels of classification grades that had not been determined. The pay equity cannot be fully rectified until we complete this step. The HR Director reviewed each employee's file manually to determine the years of experience. After this was done and the employees put on the right grade and classification, they used the state benchmark and determined there were not enough classifications in the grades and that it was too high of a jump in classification grades. They decided to double the number of classification grades from 10 to 20 and then cut in half from 20% to 10%. They used the state benchmark to tweak where the jobs should have fallen on the classification grade. The cost of the pay equity plan is \$77,641.43 and they are recommending implementation of this on July 1. The FY21 matrix plan, they projected a 2% increase in line with the collective bargaining agreements and the cost is \$68,301.68. The COLA is still in the air depending on the COVID19 on our projected revenues however the collective bargaining agreements and employment agreements would have to be paid as agreed upon. She said this information was presented to the Personnel Board and the Finance Committee. The FY21 budget the Finance Committee is working with has the pay equity plan and the COLA adjustment. She was told that the pay equity plan had not been adopted by the Board of Selectmen and she needs this in order to move forward. Mr. Borowski asked where are we coming up with the \$77,000? Ms. Foglio said we would have to take that from new revenues in the budget. The problem if we don't address this is that we can get triple damages. Mr. Borowski thinks we have to do this. His concern is that this is \$77,000 that we were going to spend on something else and now we are not going to. Ms. Noble said because of the ongoing crisis, we don't know what the revenues are going to be. Ms. Foglio said we never know, it's always an estimate on what we are going to collect during the year. Ms. Noble asked if we have been able to project at all how our budget is going to be impacted by this crisis? Mr. Golas said they are looking into the issues like the cash flow issue. They looked at the local receipts and the first projections showed we are actually using 96% of collections from local receipts. They are going to cut back to 90%. Next would be to look at the real estate collections. We also have to consider what happens with state aid. We are still

waiting on the house and senate numbers which will probably be lower than additional proposed. He's heard up to 10% reduction in local aid. Ms. Noble said we have to address this. Chairman Singer agrees this is a long term change but thinks it would behoove the board and the town to act as though we are going to take a very big financial hit. He asked if we have the leeway if we have to, to implement this in stages? Mr. Golas said you have to show that you have a plan in place to address it. He asked Ms. Foglio if once you identify you have a need, do we have to address this immediately? Ms. Foglio said the problem is that this act came out July 1, 2018 and the town has claimed they have been working on this for the last two years and have made little changes that have really made no impact. Ms. Noble asked if we should target the individuals on the lower pay scale first? She thinks this would have more of a positive impact. Ms. Foglio said the biggest inequities are those that are on the high rank. Mr. Borowski can see both sides of the argument. He said reality is this law was passed for a reason. He would like to make these people whole that are supposed to be whole. Ms. Foglio would like to see this completed. If you have to cut back on anything and she and Mr. Golas had discussed this, it would be cutting back on the COLA adjustment for non-collective bargaining agreements. It's the easiest fix. When the economy is better, you can always go back and make up for it. Ms. Spiewak agrees we need to remedy this. She asked if we have any recommendations from the Finance Committee? She said we typically have a joint meeting with Fin Com so we are all on the same page on where we are going with the budget. Mr. Golas said they were hoping to have a joint meeting with Fin Com once the Department Heads were able to present their budgets so we could come in after them with our final recommendations. He said to implement the pay equity, it would cost the same as giving a COLA. His recommendation is to provide the pay equity and consider a lower COLA amount going into the next year. Almost everyone getting an adjustment is at least getting 1%. Instead of offering a 2% COLA and offer a 1%, it would be almost a \$40,000 savings. Chairman Singer thought he heard Ms. Foglio say that if we don't do the COLA it would be a wash. He wants to see if Ms. Foglio is thinking the same. He is inclined to go with her recommendation. Ms. Foglio said the budget they have been working on with Fin Com has the pay equity and the COLA in it so they could match the non-union with the union. This was done prior to the COVID19. In having discussions with Mr. Golas, if we had to make a cut back, it would be the COLA. We could issue one in January if we aren't affected by the revenues. **Motion by Mr. Borowski that we fully implement the pay equity beginning the next fiscal year, seconded by Ms. Noble.** Mr. Borowski thinks the COLA will be a whole separate conversation once we get closer. **Roll call vote: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.** The Board thanked those involved for putting this together.

2. Set New Election and Town Meeting Date – Mr. Golas said at the board's last meeting, they made a motion to postpone the dates of the election and town meeting as allowed by legislation. They are recommending June 6 for a new town election date and June 15 for town meeting which are available for the schools. Mr. Borowski asked if June 13<sup>th</sup> was open and the answer was yes. The Schools would work with us. Ms. Noble is wondering what safety mechanisms can we put in place, plexi-glass barriers between the voting poll sites, what can we do to protect the workers sitting at the tables, how do we keep people safe because if you look at the reports, they are very worried about a resurgence. Can we be prepped in time for that? Karen LaCroix, Town Clerk said they are trying to come up with ideas. Her concern is getting enough people that would want to work the election. She said during a Town Clerk Zoom meeting last week someone asked if an election could be held outside and were told no. She has 2,000 absentee ballots available. Chairman Singer agrees that we want everyone to be safe but also enable them to have their right to vote. He asked if Ms. LaCroix could see if it's legal to limit the voting hours. Ms. LaCroix said the board is able to adjust the hours of the election. She will ask. She said it was also noted by the state that the election should go out on the Reverse 911 system. Ms. Spiewak said the discussion

around safety needs discussion and she would like to recommend that we put this on a future agenda and invite the Town Clerk and input from the Board of Health. Ms. Noble agrees to come up with a plan of safety and protection for the election. **Motion by Mr. Borowski to reschedule the Town Election to June 13, 2020, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion passes unanimously. Motion by Mr. Borowski to reschedule the Annual Town Meeting to June 15, 2020, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion passes unanimously.**

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

Chairman Singer said it is getting close to the end of Police Chief Maxfield's time. He would like approval from the board to ask the current chief what his intentions are or if he is retiring. **Motion by Mr. Borowski to have Chairman Singer have a discussion with Chief Maxfield and see what his plans are, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion passes unanimously.**

IX. Next Meeting Announcement:


- BOS Regular Meeting – April 28, 2020 – 6:30pm, Remote Meeting

X. Adjourn: **Motion by Mr. Borowski to adjourn at 7:35pm, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion passes unanimously.**

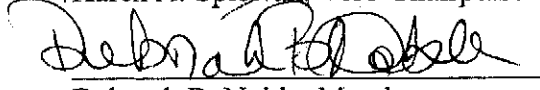
Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

  
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David M. Singer, Chairman

  
\_\_\_\_\_  
William Borowski, Clerk

  
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Karen A. Spiewak, Vice-Chairperson

  
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Deborah B. Noble, Member

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John P. McGrath, Member (absent)