



MCD. 6/15/22
AMA 6/15/22

TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, May 10, 2022, 6:30pm
Selectmen's Meeting Room – Meeting Room 1
Town Hall, 37 Main St., Charlton, MA
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 and SH Student Selectperson – Nina Zurawski and Bay Path Student Selectperson – Isabella Tanacea.

I. Call to Order:

Chairman Borowski called the meeting to order at 6:30pm with the pledge of allegiance. He asked the board to take the agenda out of order and take care of the re-organization.

II. Consent Agenda / Warrant Approval as Needed

- a. Minutes of Regular Meeting – April 26, 2022 – 6:30pm.
- b. Minutes of Special Meeting with Fin Com – April 27, 2022 – 6:30pm

Motion by Mr. Borowski to accept the Minutes of the Regular Meeting on April 26, 2022 and the Special Meeting with Fin Com on April 27, 2022, seconded by Ms. Rydlak, unanimous.

III. Community Relations, Announcements and Open Forum

- Ms. Zurawski read the announcements.
- Mr. Borowski said the Veterans are having their Memorial Day parade. Anyone that can come out and show their respect would be welcome.

IV. Appointments/Resignation:

1. Appointment – Per Diem Dispatcher. Mr. Golas stated that Police Chief Dowd is asking the board to appoint Cesar Alvarado of Southbridge, MA as a Per Diem Dispatcher. This would be contingent upon passing a background and initial training. He would recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Ms. Rydlak, unanimous.**
2. Appointment – Sergeant. Mr. Golas stated that Police Chief Dowd is asking the board to appoint Anthony Gribbons to the position of Sergeant. Officer Gribbons is being promoted within Civil Service to the rank of Sergeant. He finished first on the recent Civil Service assessment. He would recommend the board make the appointment and would like to congratulate Officer Gribbons. Chief Dowd came forward and introduced Anthony Gribbons. **Motion by Ms. Rydlak to appoint Anthony Gribbons to the position of Sergeant, seconded by Mr. Borowski, unanimous.** The Board congratulated Sergeant Gribbons. Chief Dowd added that the Gerry Foskett had the Highway Department do some seal cracking in the Police Driveway and he wanted to thank them for getting that done. Mr. Golas was asked to send the Highway Department a note of thanks.
3. Appointment – Government Study Committee. Mr. Golas stated that attached is a talent bank form from Joseph Haebler seeking to be appointed to the Government Study Committee. He would

recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Ms. Rydlak, unanimous.**

4. Notice of Retirement – Executive Assistant to the Fire Department/Hazardous Waste Coordinator. Mr. Golas stated that attached is a letter from Terri Gough notifying the board of her intention to retire on September 30, 2022 after serving thirty-six years to the Town of Charlton in the Fire Department starting her career as a call Firefighter, EMT, EMS Coordinator to the department as well as the Executive Assistant to the Fire Department and Secretary to the Hazardous Waste Coordinator. He would like to commend her for the job that she has done and continues to do. She is a great asset to the Town and will be missed when she retires. She would ask the board to consider allowing her to keep her special employee status and remain the Deputy Emergency Management Director to the town once she retires. Fire Chief Knopf came forward. He can only thank Ms. Gough for her work. She is truly the heartbeat of the department and will be missed. He asked the board to hold off on the Deputy Emergency Management Director position. She is looking to have a discussion on that. **Motion by Mr. Borowski to accept with regret, her notice of retirement, seconded by Ms. Rydlak.** Mr. Singer would ask that we send a note and create a certificate for Ms. Gough. **Vote on motion: unanimous.**

V. Scheduled Appointments:

6:45pm – Senator Fattman – Introduction to the Members and discussion on Community Priorities. Senator Fattman came forward. He thanked the board for the invitation to attend tonight's meeting. He's already met with the Town Administrator and Fire Chief and has gotten a tour of the towns public safety facilities (Fire). He said the state has around 2.8 billion dollars that it's maintaining in an escrow account right now and he wanted to see if we could put them to good use in the Town of Charlton. He is excited to be representing Charlton. His goal is to attend Town Meeting on Monday night. Mr. Singer thanked Senator Fattman for coming. He said it's very important that our legislatures are accessible and visible. He is hoping to work with the Senator on a few issues with one being crumbling foundation. He would like to expand PFAS testing in Charlton. He's not sure if we reached the maximum number of homes in Charlton that could apply and if we have, if we could expand that. The other issue is for Charlton to be clean water sufficient. Senator Fattman said the town has public water correct? Mr. Singer said it's limited in certain areas in town. Senator Fattman said he will talk with Mary Jude Pigsley from DEP about the availability of the PFAS testing. Chairman Koronis asked about Station #2. If it falls under an emergency because it is mold ridden, is there any money for it? Senator Fattman said it's definitely a priority for him. Mr. Borowski asked about the quality of life for our residents. Between the projects going on, there will be a tremendous amount of infrastructure work but will be an inconvenience for our residents and ask that he continues to be an advocate for us with Mass DOT. The Board thanked him for coming. Senator Fattman said it's great to see two students here. He has never seen that.

7:00pm – Meet with Recreation and Activities Council regarding Bandshell / 4 Dresser Hill Road. Don Konopacki who is the President of the Charlton Rec Friends and he is also on the Activities Council and Diane Doherty from Recreation came forward. Mr. Konopacki is here on behalf of Charlton Rec Friends. He provided a presentation to the board. (attached) He is here to discuss the bandshell. The purpose of the Charlton Rec Friends is to help find possible funding for recreational activities. He said when he went to town meeting about a TIF agreement, a lot of people saw something about a bandshell. He explained that back in 2017 there was an Open Space and Recreation Plan completed. Amazon has agreed to provide \$350,000 for a bandshell in the TIF agreement. The Mass Cultural Council has a facilities grant which is a matching grant program up to \$200,000 for acquisition, final stage design and construction of cultural facilities. Municipalities need a 50,000 sq. ft. size. There also needs to be a business plan in place. He said to go forward, we would need to come up with a feasibility study before

we start to spend any money and the second thing is he would like to see some form of committee set up with a member of Recreation, Activities Council, a Selectman and some people from the community who might be interested in helping. Mr. Singer asked who owns the parking lot next to the Activities Council and the answer was the Town. He also asked if Mr. Golas could approach Senator Fattman about getting some revenue from the state to help with this project. Mr. Borowski thanked Mr. Konopacki and all for their work on this. He would recommend two things, he would ask that any design that they come up with fit our rural character and to be practical, we probably won't be able to fund this with anything except for the money from Amazon and any additional state grant money that you apply for. Mr. Konopacki asked how they would proceed to get some firm to do the project. It was recommended that he speak with Mr. Golas. Ms. Tanacea said that Bay Path has students that could assist with this which could be a way to lessen the cost. Ms. Zurawski supports this 100%. She said that if we get the money from Amazon then we have the match for the grant. Mr. Golas would recommend putting the committee together first. The Funds won't be available until Amazon has a building permit.

VI. New Business:

1. Re-organization of the Board of Selectmen. **Motion by Ms. Rydlak for Stephen Koronis to be Chair, seconded by Ms. Zurawski, unanimous.** Mr. Singer stated that last year he gave his opinion that every seat should move giving everyone on the board the opportunity to hold officer positions not previously held. He still believes that. With that said, **motion by Mr. Singer to appoint Ms. Zurawski as Vice-Chair and Ms. Rydlak as Clerk. No second. Motion by Mr. Borowski that Ms. Rydlak be Vice-Chair, seconded by Mr. Koronis, motion passes with Mr. Singer opposed. Motion by Mr. Borowski that Ms. Zurawski serve as Clerk, seconded by Ms. Rydlak, unanimous.** Mr. Borowski turned the meeting over to Chairman Koronis.
2. Re-Authorization of South Central Mass Veterans District Agreement. Mr. Golas stated that attached is a revised IMA for the Re-Authorization of South Central Mass Veterans District Agreement. The current agreement expires June 30, 2022. The revised agreement would be from July 1, 2022 through June 30, 2024. The Towns in this agreement are Auburn, Charlton, Oxford and Southbridge. He would recommend the board approve the agreement. **Motion by Mr. Borowski to approve, seconded by Ms. Zurawski, unanimous.**
3. Muggett Hill Rd. Culvert Replacement Project – Award. Mr. Golas stated that McClure Engineering has reviewed the bids received for the Muggett Hill Road Culvert Replacement Project and are recommending the board award the bid to Western Earthworks on the basis of the Total Bid price as submitted in words and numbers as Two Hundred and Twenty Four Thousand, One Hundred and Ninety Six Dollars and Sixty Four Cents. (\$224,196.64). He would concur with McClure Engineering's recommendation. **Motion by Mr. Borowski to accept the bid from Western Earthworks, seconded by Ms. Rydlak, unanimous.**

VII. Old Business:

1. Town Administrator Review – Selectman Zurawski. Mr. Golas stated that at the board's last meeting, his review was completed by the four board members present. Tonight Selectman Zurawski will present her review. Ms. Zurawski gave her review and commended him for a job well done.
2. Boundary Walk – dates. Mr. Golas stated that as the weather is warming up, we need to set the date and times for the boundary walks with other towns. Once the dates and times have been sent, we must notify the other towns by certified mail to allow them the opportunity to be present during the walks. Mr. Borowski will work with Ms. Devlin on dates and locations to start and notify the board.

VIII. BOS Committee Reports

IX. BOS Policy Review

X. BOS & TA Goals & Objectives – Mr. Borowski said sometime in June or July, he would like to start working on the TA Goals for next year.

XI. Student Selectperson Reports – Isabella Tanacea and Nina Zurawski reviewed their reports.

XII. Town Administrator Report – Mr. Golas reviewed his report.

XIII. Other Business (unknown at time of posting)

Mr. Borowski said that the Board tends to go on their summer schedule for June, July and August and have one meeting each month and he is also aware there are some conflicts for May 24th. He said we could do a light meeting on the 24th without the Town Administrator. **Motion by Mr. Singer to have the summer schedule of one meeting each month for June, July and August and a light meeting on May 24th, seconded by Ms. Rydlak, unanimous.**

XIV. Next Meeting Announcement:

- Annual Town Meeting – Pre-Meeting – May 16, 2022 – 6:00pm – Charlton Middle School
- Annual Town Meeting – May 16, 2022 – 7:00pm – Charlton Middle School
- BOS Regular Meeting – May 24, 2022, 6:30pm, Town Hall, Meeting Room 1

XV. Executive Session/Adjourn – **Motion by Mr. Borowski to enter executive session under M.G.L. c. 30A, Sec. 21(a), #3 – to discuss strategy with respect to collective bargaining or litigation (Fire) 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 come out of executive session to open session if needed and to adjourn, seconded by Mr. Singer. The chair so declares. Roll call vote: Chairman Koronis – aye, Mr. Singer – aye, Mr. Borowski – aye, Ms. Rydlak – aye and Ms. Zurawski – aye.**

Submitted by:

Mary C. Devlin

Executive Assistant

Accepted by:

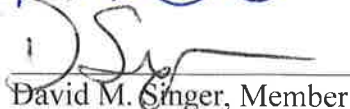


Stephen G. Koronis, Chairman



Patsy Rydlak, Vice-Chairman

Barbara Zurawski, Clerk



David M. Singer, Member



William Borowski, Member

CATEGORY	4	2
1. Board Relations Notes:	X	
2. Personnel Notes:		X
3. Financial Management Notes:	X	
4. General Management Notes:	X	
5. Community Relations Notes:	X	
6. Interdepartmental Relations Notes:		X
7. Completion of BOS FY 22 Goals and Objectives Notes:	X	

Additional Comments: SEE ATTACHED

Suggestions for Additional Goals for Next Year:

CAPITAL PLAN (CAPITAL PLAN COMMITTEE)
FIRE STATION
SOLICITATION OF NEW BUSINESS

Submitted by: B. [Signature]
Selectperson

Date: 05.04.2022

Town Administrator Evaluation: **Andrew Golas**

By Barbara M Zurawski, Charlton Board of Selectmen

BOARD RELATIONS:

Andrew is wise, intelligent, friendly, hard-working, highly ethical and extremely patient.

I appreciate the time given to research and consideration of every issue. Andrew weighs the competing interests over services or taxes or initiatives, etc. while watching out for the best interests of the Town's residents and employees.

Andrew executes his duties ensuring the interests of the town are paramount. He is very approachable and accessible to all, Town staff, residents and members of Boards, Committees and Commissions.

It is job of the Town Administrator to serve the interests of the BOS. However, it is also his responsibility to speak truth over us and to remind us to do better and to think of a future Charlton where our children and grandchildren will be living and serving while our presence will be an assigned to our name on a plaque.

Andrew meets or exceeds all my expectations and that is more than I can ask for in an employee, coworker or a friend.

PERSONNEL:

I feel we/BOS are least qualified to speak to these because beyond general observation, we have no formal mechanism to receive feedback from staff on the Administrator's performance.

In my opinion Andrew is well liked, appreciated and respected by his staff, town personnel and other towns.

FINANCIAL MANAGEMENT:

Andrew worked hard on budget to include anticipated Capital investments and long-term plan. The Town Budget process has been excellent. Despite the paper, the budget printed details provide a detailed and user-friendly explanation of the plan for the fiscal year.

Andrew developed public presentation on tax assessments and how budgetary decisions and new growth impact residential tax bills; transparency and public awareness are crucial.

His collaboration with financial committee shows discipline, attention to details and willingness to compromise.

GENERAL MANAGEMENT:

I continue to be amazed by the breadth of town activities, projects, and concerns that Andrew addresses on a regular basis. His ability to wear many hats while having the flexibility to move from one issue to another and being respectful and patient at the same time with the many entities wanting his attention is admirable and required strengths that Andrew brings to his Town Administrator position.

Last year Andrew spent much time working with attorneys on matters ranging from collective bargaining to litigation over zoning decisions, to the development of a controversial new ordinance, to conservation easement contracts, to new developments, contract negotiations, settling agreements – all of it in post COVID times. I believe that in each case he has identified and questioned points of vulnerability or opportunity for the Town in a way that has strengthened Charlton's position but not stalled the process. Along with his financial skills, this ability serves the Town well. He is great in his manager role.

COMMUNITY RELATIONS:

Andrew has a very challenging job and does excellent work staying atop many issues and keeping the BOS and the community informed. He is patient, accessible, polite, and responsive to residents, committee members, and councilors. One cannot overstate the benefit to our community of Andrew's emphasis on transparency and clear communication about local government. Time and again through social media, town web site, reports etc. he has kept Charlton residents current on town matters ranging from pressing issues of public safety and important meetings to events and activities that bring the community together. On issues that have divided residents, Andrew has demonstrated sensitivity and respect to many points of view and articulated well the reasoning behind his recommendations. Despite the stresses of his work, Andrew rarely shows frustration and handles his responsibility with good humor.

INTERDEPARTMENTAL RELATIONS:

Andrew filled key department head vacancies (Treasurer/Collector, Finance Director) without impact to services. Restructured Treasurer/Collector's office staffing to create succession plan.

Andrew, worked with Human Resources on numerous personnel matters including long term IODs, addressing various complaints and planning for the dissolution of the Clerical Union. Navigated COVID restrictions to provide the most efficient delivery of service to our residents.

He is respected and well liked.

COMPLETION OF BOS FY 21 GOALS AND OBJECTIVES:

Andrew does a remarkable job given the demands of conflicting constituencies; the complexity of the issues confronting the town; and the sheer volume of work required to conduct the town's business. He stayed focused on 2021 goals and have delivered on all the initiatives.

In terms of Goals, set by the Board:

1. Infrastructure Planning a. Stafford Street – ongoing effort
2. Solicitation of Businesses – ongoing effort; Andrew needs to continuously work to ensure that the town maximizes efforts to raise non-tax revenue to help keep the tax rate down.
3. E-Permitting- implemented and working systematically on improving the process. Extremely important achievement, long overdue. Great effort.
4. Transparency- Andrew works extremely hard to stay transparent, build public awareness and promote overall understanding of all town issues and concerns. He is always available to answer any questions and offers detailed explanation of a topic at hand.
5. Permitting fees – I personally didn't see a need to lower already low fees, but Andrew was very helpful with implementing it.
6. Streamline Permitting Process – developed, overseen, implemented and constantly improving. Huge accomplishment for our town and supervising Andrew. We need to constantly work on improving efficiency and accessibility of all the town services.


Summary:

One of the challenges in evaluating the Administrator is that the BOS window onto key areas of his responsibility is limited, for example, managerial. Another is that in some areas outcomes may not be an appropriate measure of his performance.

Andrew remains an extraordinarily talented individual who has created a culture of transparency in all aspects of our town government. He is responsive to requests be they from the BOS, departments or the citizens. I believe his unique efforts will have long lasting positive impact on our town. Creative thinking followed by creative solutions keeps an organization at the forefront of innovation and adaptability. Charlton is most fortunate to have such a gifted, loyal, enthusiastic and hardworking person as our Town Administrator. Andrew continues to lead and administer an open, transparent, innovative, professional, responsive, respectful and financially prudent town government. Some of the "4" scores on my evaluation could have been "5"s as Andrew has shown excellence in these areas; however, due to my lack of knowledge and expertise in these areas I kept it as 4.

Andrew Golas is an exemplary employee for the Town of Charlton. His excellent performance and his dedication to his job are always in evidence.

I am honored and grateful to work with him and I am thankful for everything he has done for our town, its residents and me.

 05.04.2022

Signature


Date



Town of Charlton

OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator 
DATE: May 3, 2022
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/10/2022

Winter Recovery Assistance Program (WRAP) – We have been notified by Mass DOT that they have \$100,000,000 in statewide funding for the Winter Recovery Assistance Program where it provides supplemental funding to cities and towns for improvements to their transportation networks in response to this past winter's harsh weather. Program funding is allocated using a formula based on a municipality's share of local roadway mileage. Charlton's WRAP funding apportionment is \$422,683.79. This is a reimbursement based program and municipalities must enter into an agreement with Mass DOT before incurring any costs.



Charles D. Baker, Governor
 Karyn E. Polito, Lieutenant Governor
 Jamey Tesler, Secretary & CEO

TA Report

massDOT
 Massachusetts Department of Transportation

April 28, 2022

RECEIVED

Andrew Golas
 Town Administrator
 37 Main Street
 Charlton, MA 01507

MAY - 2 2022

BOARD OF SELECTMEN
 CHARLTON, MASS

Dear Andrew Golas:

We are happy to announce \$100,000,000 in statewide funding for the Winter Recovery Assistance Program, also known as WRAP. WRAP provides supplemental funding to cities and towns for improvements to their transportation networks in response to this past winter's harsh weather. Program funding is allocated using a formula based on a municipality's share of local roadway mileage. Charlton's WRAP funding apportionment is \$422,683.79 based on its locally owned mileage of 126.74298521999999.

WRAP is a reimbursement-based program, and municipalities must enter into an agreement with MassDOT before incurring any costs. Funding must be spent on eligible expenses in order to be reimbursed by MassDOT, and municipalities must submit online project reports with each reimbursement request. Please only begin WRAP work after receiving a Notice to Proceed from MassDOT. To initiate the contracting process, email WRAPReporting@dot.state.ma.us with the contact information (including email address) of your municipality's authorized signatory. The spending deadline for WRAP funding is **June 30, 2023**.

Additional program details including contracting, eligible costs, project reporting, and key deadlines are available online at www.mass.gov/winter-recovery-assistance-program-wrap. Thank you for your commitment to improving the Commonwealth's transportation infrastructure.

Sincerely,

Charles D. Baker
 Governor

Karyn E. Polito
 Lieutenant Governor

SH Student Representative Report

Nina Zurawski

May 10th 2022

District Art Show

-The District Art Show is returning to Shepherd Hill tomorrow, 5/6. This is a FREE event. Come see the amazing art and support the K-12 artists.

Cornhole Tournament

-On Thursday, May 19th, the Shepherd Hill National Honor Society will be hosting our second annual "Go for Gold: Cornhole Tournament" at **6:30PM**. Students and teachers can compete in teams of two. The winning team will receive a custom-made cornhole set designed and made by Mr. Ducharme and our woodshop students. **All proceeds from the event will be donated to a local organization.** To sign up, please pick up a form outside of room 201. The cost to participate is \$10 per team. You must have the form and money turned in by May 16th at the latest.

Attention AP Students

-AP exams will be taking place this month. There are signs in the stairwells on all floors that list your testing rooms.

-Arrival times:

Please arrive to testing rooms by 7:35am for 8am exams (proctors will be taking morning attendance from your testing room).

Please arrive to testing rooms by 11:35am for 12pm exams (students should eat 1st lunch, if you have a later lunch on an afternoon testing day).

Be sure to bring your own supplies, (#2 pencils, black or dark blue ink pens, and approved calculator).

Powder Buff Game ~ 2022

-Seven teams competed in our first annual PowderBuff Volleyball Tournament. The tournament was an homage to the girl's annual PowderPuff game. This

StuCo-sponsored event raised \$500. The money will be donated to the UMass Chan Medical School for ovarian cancer research. **The winning team was "Team Patels"** (Austin Ayotte, Anthony Barbale, Ryan Brooks, Shawn Maple, Nick Veronis, and Danny Vitkus). It was a super successful and fun-filled event.

Artwork for Ukraine

-The Shepherd Hill Art Department raised \$403 to help support people in the Ukraine at the art show this year.

District Art Show ~ 2022

-The Dudley-Charlton Regional School District's 8th Annual Art Show Friday evening was colorful and inspiring! More than 3,000 artworks from seven schools, Grades K-12, were on display at Shepherd Hill Regional High School in Dudley. **It might have been the best turnout ever!!**

The Shepherd Hill Summer Sports Academy is BACK FOR 2022!

-The Shepherd Hill Summer Sports Academy is BACK FOR 2022! After a successful post-pandemic return last year, we are excited to welcome back the young members of our communities into the Academy, and thrilled to offer programming for this terrific experience once again. Please go to sportsacademy.dcrsd.org for more information on clinics and how to register!

Seniors Last Day!

-Seniors last day of schools is May 20th, next friday
However if you have finals you need to come to school to complete them after the 20th