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TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting  
Tuesday, June 23, 2020, 6:30pm

Due to COVID19 – meeting held by ZOOM app, video participation:  
<https://us02web.zoom.us/j/84775444074>

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

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 COVID-19, the board is meeting remotely via ZOOM. All votes will be by roll call vote. He said that Ms. Rydlak wanted to discuss the Civilian Traffic Commission but recommended that it be put on the next agenda and invite the committee.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of Regular Meeting – May 26, 2020
- c. Minutes of Special Meeting – May 27, 2020
- d. Minutes of Regular Meeting – June 9, 2020

**Motion by Mr. Borowski to approve the minutes of May 26, 2020, May 27, 2020 and June 9, 2020, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Rydlak – aye, Mr. Koronis – aye and Chairman Singer – aye. Motion carries unanimously.**

III. Community Relations, Announcements and Open Forum

- Chairman Singer read the announcements.
- Ms. Spiewak stated that the Board of Assessors is still looking for one member if anyone is interested.
- David Smolski from 189 Center Depot Rd said he resigned from the Civilian Traffic Commission but is compelled to inform the board about a bad accident yesterday. He shared statistics that he had from last year with the board and feels the board needs to give the commission more authority. He thinks we need to research and have a formal traffic study and if the Board of Selectmen are serious about having a Civilian Traffic Commission, they need to enable them to make decisions when it comes to safety on the roadways. Chairman Singer asked to put the Civilian Traffic Commission on the next agenda along with the two letters that were submitted and invite the Police Chief. Mr. Koronis stated that he read the emails he received from Mr. Smolski and would ask him to consider getting back involved. Ms. Rydlak asked if the traffic item could be put on the annual goals meeting. Mr. Borowski said we can fix any issue but need funds to do so. Kristin Kustigian of 88 Carroll Hill Road thanked Mr. Smolski for sharing the information and believes he's correct. She said the town leadership needs to reach out to the state for state roads.

IV. Appointments/Resignation:

1. Appointment – Full-Time Dispatcher. Chairman Singer asked Ms. Spiewak to take over for a few minutes. Mr. Golas stated that attached is a letter from Police Chief Maxfield stating that an additional full-time Dispatcher was recently approved in their Fiscal 2021 budget. They posted the position as required. After a review of the applicants they are recommending the board appoint Tannya Martin as a full-time Dispatcher. Ms. Martin is currently a Per Diem Dispatcher in the department and has completed the required State911, APCO and EMD training. Mr. Golas would agree with Chief Maxfield and recommends the board make the appointment. **Motion by Mr. Borowski to approve, seconded by Ms. Rydlak. Roll call vote taken: Mr. Borowski – aye, Ms. Rydlak - aye, Mr. Koronis – aye, Mr. Singer – aye and Acting Chairman Spiewak – aye.**
2. Re-appointments for terms expiring June 30, 2020. Chairman Singer stated that with the town changing and our trying to change job descriptions, he would like the board to consider re-appointing all those on the list that are volunteers and re-appoint them and take the two full time employees and re-appoint them for six months to allow us to review and see if any changes are needed to the job description, etc. Mr. Golas stated that any changes can be made for fall town meeting and would recommend making these effective the next fiscal year. Ms. Rydlak would like to add legal counsel as well with the employees. We haven't done an RFP in years. Chairman Singer said the board can act anytime on that. He knows that Cosgrove and Blatt has done very well for the town. Mr. Golas stated that town counsel falls under Chapter 30B to get the best representation we can employ. Ms. Rydlak said it's good to see what's out there. Chairman Singer asked to put town counsel on the next agenda for a discussion of what a timeline would look like. **Ms. Spiewak made a motion to re-appoint all the volunteers and six months for the full timers to allow us time to work on any changes if needed, seconded by Mr. Borowski.** Mr. Borowski asked what we are doing about legal counsel. Chairman Singer said based on the motion Ms. Spiewak made, they are included in the list. **Ms. Spiewak amended her motion to re-appoint all volunteers on the list, 6 months for the two full time employees and 60 days for town counsel.** Mr. Borowski would rather have six months for town counsel. **Seconded by Ms. Rydlak. Roll call vote taken on amendment: Ms. Spiewak – aye, Ms. Rydlak – no, Mr. Koronis – no, Mr. Borowski – no and Chairman Singer – aye. Motion by Mr. Borowski to re-appoint all volunteers and if consistent for six months for ACO, Building Commissioner/Zoning Enforcement Officer and Town Counsel, seconded by Ms. Spiewak.** Ms. Rydlak has a problem with six months. She would rather do this every 30 days. It is the board's responsibility to make sure we have people that will not cause us liability and can give us great customer service. There's a huge lack of process because no information was given to the board for this. Chairman Singer said what we would be looking at job roles and if we are going to research responsibilities or longer terms. Mr. Borowski was not assuming we were discussing job performance and if that is anyone's lack of re-appointment, then they should have been invited to this meeting. If we are talking about roles and responsibilities, that's a different conversation **Mr. Koronis made a motion to amend the motion that we include do we have the right people in the positions.** Chairman Singer said the motion being discussed is to appoint town counsel, ACO and Building Commissioner/ZEO for six months to allow us to review. Ms. Rydlak is disappointed that we are doing these re-appointments and that there wasn't an automatic email that went out inviting these people to the meeting. She is all about process and we need to step up. There's hardly any good ones in place. She still wants it to be 30 days to keep us on our feet. Six months will make us lazy. She said the board happens to be kind of lazy as we don't get things done. Chairman Singer thanked her but said having worked with Karen and Bill, he is not lazy, Bill is not lazy and Karen Spiewak is anything but lazy and he's proud to serve with both of them. Ms. Spiewak said she hears what Ms. Rydlak is saying and the process, we can talk about at our workshop. Ms. Rydlak reiterated that six months is too long. **Mr. Borowski withdrew his motion and would refer to Selectperson Rydlak if she would like to make a motion. Ms. Spiewak**

**withdrew her second.** Mr. Koronis said whether it's six months or 30 days, could we split it and make it 90 days? **Motion by Ms. Rydlak that we appoint all but the three that were mentioned, they are 30 days and re-appoint monthly, seconded by Mr. Borowski.** Chairman Singer thinks this town will be hard pressed to find any employee, the ones we have or new ones who would ever come and work for an employer if they have to worry about their job every 30 days. Ms. Spiewak said that 30 days isn't enough. Mr. Golas would discourage any action taken on that motion. **Roll call vote on Ms. Rydlak's motion: Ms. Rydlak – aye, Ms. Spiewak – no, Mr. Borowski – no, Mr. Koronis – aye and Chairman Singer – no. Motion does not pass.** **Motion by Mr. Borowski to appoint all but 3 positions to a one-year appointment, seconded by Ms. Rydlak. Roll call vote taken: Ms. Rydlak – aye, Mr. Koronis – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion by Mr. Borowski to appoint the Building Commissioner/ZEO and ACO for a period of six months at which point we will re-assess the titles, descriptions, roles, etc., seconded by Ms. Spiewak. Roll call vote taken: Ms. Rydlak – no, Mr. Koronis – no, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion passes.** **Motion by Mr. Borowski to re-appoint Cosgrove and Blatt as Town Counsel for three months at which point we will re-assess, seconded by Ms. Rydlak. Roll call vote taken: Ms. Rydlak – aye, Mr. Koronis – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye.** Ms. Rydlak asked if we could vote to start the RFP process? Mr. Golas said he can do what the board wants but would hope at the next meeting, the board can provide him with requirements. Ms. Rydlak asked if we can have a small committee that can work on this and present it at our next meeting? Chairman Singer asked Mr. Golas if we have anything that he can email to the board ahead of time.

3. Resignation – COA Kitchen Assistant/Cook. Mr. Golas stated that attached is a letter from Kenneth Goudreau resigning as the COA Kitchen Assistant/Cook due to medical reasons effective June 17, 2020. The Board should accept his resignation. A letter thanking him for his time and commitment to the town has been prepared and is ready for your signature. **Motion by Mr. Borowski to accept his resignation, seconded by Ms. Spiewak. Roll call vote taken: Ms. Rydlak – aye, Ms. Spiewak – aye, Mr. Borowski – aye, Mr. Koronis – aye and Chairman Singer – aye.**

#### V. Scheduled Appointments:

**6:45pm** – Municipal Building Ad-Hoc Committee. Mr. Golas stated that the Municipal Building Committee has asked to come before the board to seek approval to create a mail room and update the doorway at the rear of the Senior Center. Curtis Meskus, Chairman of the Municipal Building Committee will be present to explain both projects. He would recommend the board consider the proposals and approve as recommended. Curtis Meskus, Chairman of the Municipal Building Ad-Hoc Committee said over the years, they have been looking at ways to increase efficiencies here at the town hall to deal with the growing space needs and to also keep the building safe. During this time during the COVID, the mailboxes have had to be moved to the Selectmen's Meeting Room from the Selectmen's office. During the ADA project, there was discussion of taking the stair way next to the men's room and making it into a storage closet. The committee met and forwarded a recommendation to the board to use \$3,000 to make this change. This would also allow to have the postage meter in this space and take it out of the hallway. The other issue is in the senior center. The double doors have glass in them and all should have 32" of space and this doesn't. This is a hazard if someone impacts the glass. **Motion by Mr. Borowski that the Town Administrator be authorized to engage in contract to create a mail room at the center stairway and update the doorway at the rear of the Senior Center, seconded by Ms. Spiewak. Roll call vote taken: Mr. Koronis – aye, Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Rydlak – aye and Chairman Singer – aye.**

**7:00pm** – Chapter 61 – Brookfield Road – 15-A-15. Attached is a request from Donald J. O'Neil,

Counselor at Law on behalf of Iris Jennings to convert, for other use, 17.91 acres of land located on Brookfield Road, Map 15, Block A, Lot 15. 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. The Chairman should open the public hearing by reading the attached public hearing notice. He would recommend the board approve the request. Mr. Borowski read the public hearing notice. Chairman Singer declared the hearing open at 7:36pm. With no comments, **motion by Mr. Borowski to close the public hearing at 7:37pm, seconded by Ms. Spiewak. Roll call vote taken: Mr. Koronis – aye, Ms. Spiewak – aye, Ms. Rydlak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion by Mr. Borowski that the town not exercise our right of first refusal, seconded by Ms. Rydlak. Roll call vote taken: Mr. Koronis – aye, Ms. Spiewak – aye, Ms. Rydlak – aye, Mr. Koronis – aye and Chairman Singer – aye.**

#### VI. New Business:

1. Reorganization of the Board. Mr. Golas stated per the Town's bylaws, § 50-7. Organization. The Selectmen, within seven (7) days after each Annual Election, shall meet, elect a Chairperson and otherwise organize, and fix the time and place of their regular meetings. They shall adopt their own rules of procedure. In the past, once the chair is chosen, the present chair will finish the meeting and the new chair would take effect the next day. This discussion is held by the board to choose a Chairman, Vice-Chairman and Clerk. Mr. Borowski thanked Chairman Singer for his work over the last year. **Mr. Borowski nominated Karen Spiewak as Chair, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Ms. Spiewak – aye, Ms. Rydlak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion carries unanimously. Mr. Borowski nominated Patsy Rydlak as Vice-Chair, seconded by Mr. Koronis. Roll call vote: Ms. Rydlak – aye, Ms. Spiewak – aye, Mr. Borowski – aye, Mr. Koronis – aye and Chairman Singer – aye. Motion carries unanimously. Mr. Borowski nominated Mr. Koronis as Clerk, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion carries unanimously.**
2. Request to declare Deputy Emergency Management Director as Special Municipal Employee. Mr. Golas stated that during the re-appointment discussion, you were made aware that Carl Ekman would not be seeking re-appointment as the Emergency Management Director. Fire Chief Knopf has requested that he be appointed as the Emergency Management Director and also asks the Board to appoint the Deputy Emergency Management Director as a Special Municipal Employee. The Deputy Emergency Management Director position has never been a paid position and Chief Knopf will be applying part of the stipend to that position. Terri Gough is the Deputy Emergency Management Director as well as the Administrative Assistant for the Fire Department. The status of Special Municipal Employee would be for the position that is designated and not the person. He would recommend the board designate the Deputy Emergency Management Director position as a Special Municipal Employee. **Motion by Mr. Borowski to designate the position of Deputy Emergency Management position as a Special Municipal Employee, seconded by Ms. Rydlak. Roll call vote: Ms. Spiewak – aye, Mr. Borowski – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Singer – aye. Motion carries unanimously.**
3. Renewal for BVL Radio Antenna. Mr. Golas stated that on July 7, 2015, at the request of the Fire Department, the Board approved the license for the installation of an antenna located on the chimney at the Buffumville Lake ranger station and a radio receiver located in the ranger station. This was needed due to some areas that are very difficult for radio coverage and one of those is the south east side of town for Buffumville. This contract was for five years and expired on April 1, 2020. You are being asked to renew this contract for ten years and allow the Fire Chief or Deputy Chief to sign on behalf of the town. He would recommend the board approve the renewal for ten

years, effective April 1, 2020 and expire April 1, 2030 and authorize the Fire Chief or Deputy Chief to sign on behalf of the Town. **Motion by Mr. Borowski to approve BVL Radio Antenna for 10 years and allow the Fire Chief or Deputy Chief to sign on behalf of the town, seconded by Ms. Spiewak. Roll call vote: Ms. Spiewak – aye, Ms. Rydlak – aye, Mr. Borowski – aye, Mr. Koronis – aye and Chairman Singer – aye. Motion carries unanimously.**

4. Gas and Diesel Procurement – Award. Mr. Golas stated that Charlton participated in the FY21 Joint Fuel Procurement through the Central Massachusetts Regional Planning Commission. Bids were submitted by Peterson Oil, Dennis K. Burke, Inc. and Amerigas – Palmer Office. After review of the bids, you are asked to award the Gas and Diesel to Dennis K. Burke, Inc. – Diesel Fuel - \$1.5320 per gallon and \$1.5820 for Winter Blend and Unleaded Gas at \$1.4220 per gallon and \$1.572 for Super. Because our oil usage was over \$50,000, we are putting out an Invitation to Bid for oil and propane with a bid opening date of July 9, 2020. He would recommend the board make the award. **Motion by Mr. Borowski to approve, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye.**
5. Mass DOT Shared Streets and Spaces Funding Program. Mr. Golas stated that MassDOT in partnership with the Barr Foundation, is announcing Shared Streets & Spaces, a funding program to provide technical and funding assistance to help Massachusetts cities and towns conceive, design and execute shared streets and spaces projects and engage their residents and businesses in that process. We are looking into options to see if we have any projects that would fit into the guidelines required. Mr. Golas said right before this meeting there was a technical seminar regarding projects this grant is intended for. It's for projects that can be implemented within 15 to 30 days. Things they are talking about would be pedestrian ways. Mr. Koronis would recommend Stafford Street and Center Depot Rd. Ms. Rydlak said maybe there are recommendations in the Traffic Advisory Committee letters.

## VII. Old Business

1. Stipend Advisory Committee. Mr. Golas stated just for information, the Stipend Advisory Committee was formed on April 10, 2018. They were charged with reviewing stipends and bringing back recommendations to the board for the next Annual Town Meeting. This committee consists of:
  - 2 current Board/Committee/Commission members
  - 3 Citizens at Large
  - 1 member of the/or appointed by the Personnel Board and the Human Resource DirectorTo date, the following have been appointed:

Richard Vaughan	Current Board/Committee/Commission member
Jean Vincent	Current Board/Committee/Commission member
Robert Leary	Citizen at Large
Frank Morrill	Personnel Board representative

At the joint meeting of the BOS and Fin Com held on May 27th, it was mentioned that stipends needed to be looked at. Chairman Singer has asked for this item to be on the agenda for further discussion and consideration. Mr. Borowski said he would be happy to sit on the committee. **Motion by Ms. Rydlak that we appoint Mr. Borowski to sit on the Stipend Advisory Committee and make everybody happy with their stipends in the town hall, seconded by Mr. Koronis. Roll call vote: Ms. Rydlak – aye, Mr. Borowski - aye, Mr. Koronis – aye, Ms. Spiewak – aye and Chairman Singer – aye. Motion carries unanimously.**

## VIII. BOS Committee Reports

1. Public Safety Building Capital Campaign Steering Committee. Steve Coleman and Noreen Smith were present. Mr. Coleman said the committee is proud to report that Hyde Dexter Russell Charitable Foundation has committed \$100,000 to the project as of today. That is upon financial approval of the voters in the fall. The committee thanks them as well as the Board. Ms. Smith said that we are so grateful to the foundation for their gift. Ms. Rydlak asked as the Board of Selectmen, can we send a thank you. Mr. Golas will put it together for the board.

#### IX. BOS Policy Review

X. Town Administrator Report. Mr. Golas reviewed his report.

#### XI. Other Business (unknown at time of posting):

1. Tree House Brewing Company, Inc. application for Temporary Outdoor Dining and Traffic and Crowd Management Permit. Mr. Golas stated that Tree House Brewing Company, Inc. is looking to host fireworks in some fashion on July 4th. They are looking for approval for a temporary extension of their licensed premises to allow the sale of alcoholic beverages in the parking lot as allowed in Phase II of the reopening plan from COVID-19 as well as a Traffic and Crowd Management Permit to be used on July 4, 2020 from 6:30pm – 10:30pm. A meeting was held on Monday, June 22, 2020 at Tree House with himself and the departments needed to discuss the alcohol license alterations for July 4, 2020, social distancing guidelines, fireworks and traffic flow. All have approved of these requests. Police Chief Maxfield has requested that they hire one additional officer during the event. He would recommend the board approve the requests. **Motion by Mr. Borowski to approve the request contingent upon the hiring of one additional officer per the Chief's request, seconded by Ms. Rydlak.** Mr. Koronis asked how many officers does that additional total. He asked about the traffic when the event is over. Mr. Golas said this is a ticketed event and only allows 125 cars. **Roll call vote: Ms. Rydlak – aye, Mr. Borowski – aye, Mr. Koronis – aye, Ms. Spiewak – aye and Chairman Singer – aye.**

Mr. Borowski wanted to remind everyone that we only have until August 5<sup>th</sup> to put a debt exclusion or not on the ballot. He stated to Mr. Golas that we should have a financial discussion on July 14<sup>th</sup>.

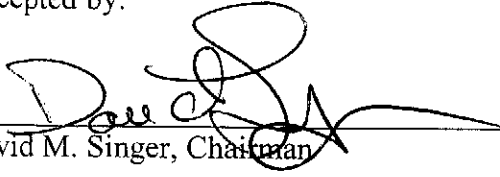
#### XII. Next Meeting Announcement:

- BOS Regular Meeting – July 14, 2020 – 6:30pm

XII. Adjourn: **Motion by Mr. Borowski to enter into executive session at 8:12pm under M.G.L. c. 30A, Sec. 21(a), #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel and contract negotiations with non-union personnel (Finance Director and Fire Chief) and #3 – to discuss strategy with respect to collective bargaining or litigation (Highway Union, VGG) 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 reconvene to open session for any other business and to adjourn, seconded by Mr. Koronis.** Chairman Singer does declare. **Roll call vote taken: Mr. Koronis – aye, Ms. Rydlak – aye, Ms. Spiewak – aye, Mr. Borowski - aye and Chairman Singer – aye.**

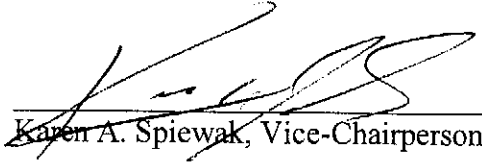
Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:



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David M. Singer, Chairman



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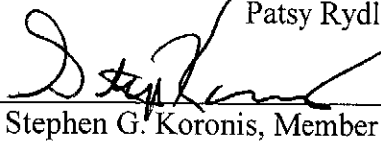
Karen A. Spiewak, Vice-Chairperson

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William Borowski, Clerk

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Patsy Rydlak, Member



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Stephen G. Koronis, Member