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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, July 13, 2021, 6:30pm  
Selectmen's Meeting Room  
37 Main St., Charlton MA  
and Zoom - <https://us02web.zoom.us/j/87489442885>

Present: Vice-Chairman – Patsy Rydlak, Clerk – Barbara Zurawski, Members – David M. Singer and Stephen Koronis and Town Administrator – Andrew Golas. Absent: Chairman – William Borowski.

I. Call to Order:

Vice-Chairman Rydlak called the meeting to order at 6:30pm with the pledge to the flag.

II. Consent Agenda / Warrant Approval as Needed

- a. Minutes of Regular Meeting – June 8, 2021. **Motion by Mr. Koronis to approve the minutes of June 8, 2021, seconded by Ms. Zurawski, motion carries with Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum

Ms. Zurawski read the announcements.

IV. Appointments/Resignation:

1. Appointment – Outreach Coordinator. Mr. Golas stated that 22 applications were received for the Outreach Coordinator position. Nine were interviewed with three being from Charlton. The position was offered out but the candidate chose not to accept. Second interviews held with two candidates. The interviews were held by Elaine Materas – Director, Cindy Cooper – Council on Aging Board and Lynn Dyer – Human Resource Director. The recommendation is for the Board to appoint Mary Carpenter as the Outreach Coordinator for the Town of Charlton. This position is an R6 L9 @ \$25.51/hr. He would recommend the board make the appointment. Mr. Singer asked how many hours this was a week and Mr. Golas said it's a 32 hour a week position. **Motion by Mr. Singer to make the appointment, seconded by Mr. Koronis, motion carries.**
2. Resignation – Historical Commission. Mr. Golas stated that attached is a letter from Michael Caron resigning from the Historical Commission. Mr. Caron has been a tremendous asset to the Commission and he would like to thank him for his time and commitment to the town. A letter thanking him for his service has been completed and is in the sign folder. The board should accept his resignation. **Motion by Mr. Koronis to accept Mr. Caron's resignation, seconded by Mr. Singer, motion passes.**

V. Scheduled Appointments:

**6:45pm** – Joint appointment – Library Trustee. Stefan Sage, Chairman of the Library Trustees came forward and said that they forwarded a recommendation to the board for an appointment that the trustees made of Cheryl Meskus. The Board will need to make the appointment as well. Ms. Devlin said for this appointment, it has to be a vote of both boards with a majority of the Library Trustees present. The board apologized and will schedule a meeting with the Trustees to get it done.

**7:00pm** – Pole Hearing – Buteau Road. Mr. Golas stated that attached you will find a request from National Grid seeking to install 1 JO Pole on Buteau Road. Also attached is the notice that was sent to

the abutters. This request has been forwarded and approved by both the Police Department and DPW Superintendent. No comments or concerns have been received. Mr. Golas read the public hearing notice as sent to abutters. **Motion by Mr. Koronis to approve the request, seconded by Mr. Singer, motion passes.**

#### VI. New Business:

1. All Boards/Committees Meeting. Mr. Golas stated that Ms. Zurawski asked for this item to be on the agenda. In past years, there have been 2 All Boards/Committees meetings that would be held in the senior center starting at 6:00pm. (March and September) With the transition in the office and COVID, none of these meetings have been held for the last few years. Does the board want a meeting set up in September/October in the Senior Center on an off meeting night? We will work with the Senior Center on a date for use of the room and invite all Boards and Committees to attend. Ms. Zurawski would like to know what everyone is doing. Ms. Rydlak asked to invite the school committee. Mr. Golas recommended having it before the Special and Annual Town Meeting. Ms. Zurawski also asked about a Master Plan. Mr. Smith from the Planning Board was present and said they are working on it.
2. Disclosure Form for Non-Elected Municipal Employee. Mr. Golas stated that attached is a disclosure form submitted by Donald Konopacki. Mr. Konopacki is a member of the Charlton Activities Council and Pasture Prime Players which enters into agreements for rental of the Charlton Arts & Activities Center. He is a volunteer on the Charlton Activities Council and President of Pasture Prime Players, Inc, a non-profit performing arts group which uses the facilities. The position is unpaid and voluntary. A use of facilities agreement is a matter in which Pasture Prime Players would have a financial interest. They pay a quarterly fee to the Charlton Activities Council. As the Board is his appointing authority, you would have to approve of his disclosure. He would recommend to approve. **Motion by Mr. Singer to approve, seconded by Mr. Koronis, motion passes.**
3. Town Hall Office Hours. Mr. Golas stated that Selectwoman Rydlak has requested discussion around Town Hall hours be added to the agenda. Currently, the Charlton Town Hall is open 40 hours per week as follows:

Monday, Wednesday & Thursday: 7:30 am to 5:00 pm

Tuesday: 7:30 am to 7:00 pm

Friday: Closed

He would appreciate any feedback and discussion on Town Hall Hours that best serve the residents of Charlton. Ms. Rydlak said there was a Thursday that they had off and she had 6 or 7 people reach out to her that were upset. They get that it's a new holiday. She thinks it's worth a discussion of whether what we have currently is good or do we discuss further? Mr. Singer thinks we should have this on another agenda when Mr. Borowski is here. He said the changing on the town hall hours was a trial and there was data that was supposed to be compiled to see if there was a savings to the town. He said it was never meant to be permanent. Ms. Rydlak asked what kind of feedback do we want from the employees before we meet such as why each department may or may not need a Friday. In her opinion, she thinks each department should come to the board with a proposal. Mr. Golas said one of the policies that they are looking at to bring to the board is that if a holiday does fall on a Saturday, that would no longer be a Thursday closing but would be a flexible holiday. If tax bills are due on a Friday, we can open for those one or two days for that purpose. Mr. Singer would like to hear from residents. Ms. Zurawski asked to include any departments that don't have the access to residents by email or anything. Mr. Singer recommended letting Department Heads know that while the board will listen to their proposal, the board has the final say. Mr. Koronis thinks it would be better to have the town hall open every Friday until noon. Mr. Golas was asked to post it on the town's social media pages.

## VII. Old Business:

1. Amazon/Bluewater Group Tax & Development Agreement Discussion. Mr. Golas stated that the Town of Charlton has been approached by Amazon regarding entering into a Tax Increment and Development Agreement relative to the proposed facility at 53 Sturbridge Road. The parties involved are looking to begin discussions soon with a goal of presenting any agreements requiring Town Meeting approval to the Fall Special Town Meeting. He is requesting that a member(s) of the Board be appointed to participate in discussions with Amazon. There is a meeting this Thursday. Mr. Singer suggested having the board come together when Mr. Borowski is back and have a workshop and set some guidelines. Mr. Golas said the TIF is actually under the direction of the Assessor's based on the valuation and bring it to the Board of Selectmen for a recommendation. Ms. Zurawski thinks the board should be involved in this from the beginning to the end with at least two people.
2. UPAC Union Contract – The Board reconvened from Executive Session and voted to extend the existing agreement to allow them to pursue dissolution while holding them harmless for their Cost of Living Adjustment. **Motion to extend the contract by 1 month and give 2% COLA, seconded, motion passes.**
3. Employee Appreciation Day – Ms. Zurawski said it will be the 3<sup>rd</sup> Tuesday of every August from now on. This year we have planned Italian Style Dinner. Selectmen Koronis will sing Sinatra. There will be karaoke singing. This is to thank the town employees for their work.
4. Regional Dispatch Feasibility. Mr. Golas stated that recently, the Town of Webster approached both the Towns of Sturbridge and Charlton to gauge interest in exploring expansion of their current Regional Dispatch Center. Currently, the Towns of Webster and Dudley are in a regional dispatch partnership located in Webster. State 911 has offered to fund a feasibility study to review the potential of this partnership and what would be required to meet the needs of each town. Chief Dowd has noted that he is in support of conducting a study on this matter. In order to move forward with the feasibility study, support is needed from the Board of Selectmen of each town to pursue the matter. Mr. Singer supports this but suggested we move with caution. **Motion by Mr. Singer to approve the feasibility study, seconded by Mr. Koronis, motion passes.**

## VIII. BOS Committee Reports

1. Mr. Koronis said the EDC had a meeting tonight at 5:00pm. They are working on marketing issues. They are also looking at some of the zoning changes. Mr. Golas said they are also looking at a resident survey to see what residents want to see.
2. Ms. Rydlak said we are still waiting for the EFSB on LNG. Mr. Golas said he just found out that the presiding officer from EFSB passed away on the 4<sup>th</sup> of July. The EFSB will have to find a presiding officer to take this on.
3. Mr. Singer said the Sex Offender Bylaw just needs a placeholder for the Fall Special Town Meeting.

## IX. BOS Policy Review

1. Ambulance Billing Hardship Write Off Policy. Mr. Golas stated that attached is a Draft Ambulance Billing Hardship Write Off Policy from Chief Knopf. It is recommended the board approve the policy which will become part of our Financial Policies. **Motion by Mr. Koronis to approve, seconded by Mr. Singer, motion passes.**

## X. BOS Goals & Objectives

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

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

1. Mr. Golas stated as we are closing out the end of year, we had a number of bills that were related to a town article. We had been going through the year charging the account but we actually need to appropriate the funds into special counsel. We need to transfer \$112,539.36 from the legal consultant to special counsel. **Motion by Mr. Koronis to approve, seconded by Ms. Zurawski, motion passes with Mr. Singer abstaining.**

XIII. Next Meeting Announcement:

- BOS Regular Meeting – August 10, 2021, 6:30pm, Selectmen’s Meeting Room

XIV. Adjourn/Executive Session - **Motion by Mr. Koronis to enter into executive session at 7:06pm under M.G.L. c. 30A, Sec 21(a), #3 – to discuss strategy with respect to collective bargaining or litigation (Police Union, UPAC and 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 if needed and to adjourn, seconded by Mr. Singer. The Chair so declares. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Ms. Zurawski – aye and Vice-Chairman Rydlak – aye.**

**Motion to adjourn, seconded, motion passes.**

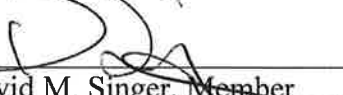
Submitted by:  
Mary C. Devlin  
Administrative Assistant


Accepted by:

  
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William Borowski, Chairman (absent)

  
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Barbara Zurawski, Clerk

  
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Patsy Rydlak, Vice-Chairman

  
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David M. Singer, Member

  
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Stephen G. Koronis, Member



# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator  
DATE: July 8, 2021  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 7/13/2021

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**Appointment of Treasurer/Collector** – It is with great pleasure that I announce the appointment of Virginia Porter to the position of Treasurer/Collector. Ms. Porter has served as Assistant Collector for the Town of Charlton for the last 16 years. Her appointment to the position was effective July 1<sup>st</sup>. We are currently soliciting applications for the position of Assistant Treasurer/Collector.

**Police Lieutenant Assessment Center** – The Assessment Center to fill the vacant Police Lieutenant position has been set for September 10, 2021. The Department is working with Public Safety Consultants to conduct the assessment. All officers qualified to take the Assessment Center have been notified.

### **NEC - MassDEP Draft Air Permit Public Hearing**

MassDEP has scheduled a public hearing on the draft Air Permit for the Northeast Energy Center LNG Project on Thursday, July 29<sup>th</sup> at 6:30pm. The public hearing will be held via Zoom. Information relative to the public hearing and comment period will be available on the town website under News Flash.

### **K9 Program**

Congratulations to Patrolman Gaylord and K9 Dozer for completing the 560 hour police canine handler's course through the Boston Police Department. Now the two will continue working together on training and patrol on a daily basis.

Dozer was selected after Snoop was not working out in the program. The Charlton Police Department would like to thank the residents and businesses in town for their ongoing support of this program as it continues to operate 100% from grants and donations. Without this continued support this program would not be possible.

### **SPARK Project**

Former Student Selectperson Henry Weiland and I have been working on developing new initiatives to increase public involvement in local government. Henry has been providing this assistance under Harvard University's SPARK program which affords the opportunity for First

Year Students to receive a stipend for pursuing public service projects in their local communities. I would like to thank Henry for his efforts and I look forward to the launch of our initiatives.

### **Bay Path Student Selectperson**

As requested by the Board, we have reached out to Bay Path to gauge interest in participating in the Student Selectperson program. Given the role of the Student Selectperson, we would be looking to bring in a representative in addition to the DCRSD student. Superintendent Brenner has indicated initial interest in the program but we will work together further on bringing Bay Path into the program next school year.

### **Municipal Trash and Residential Program**

Chairman Borowski and I met with members of the Sustainability Committee who have expressed interest in pursuing a municipal sponsored residential trash collection program. Members of the committee have noted that the impending end of the Casella agreement in 2023 will create an opportunity to provide a municipal solution to those who currently utilize the transfer station. The end of the agreement will also require the Town to procure municipal building trash disposal which is currently provided at no cost due to the settlement agreement with Casella. We are currently gathering information to allow the Board of Health and Board of Selectmen to make an informed decision on how to proceed.

### **Recognition**

I would like to recognize the Emergency Management Staff and CERT Team for their work on launching a Cooling Center on the 100 degree plus days at the end of June. We did have residents utilize the program and appreciate the efforts of the volunteer CERT members who serve the Charlton community.