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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, July 28, 2020, 6:30pm

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

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

Employees and residents were in attendance via ZOOM as well.

I. Call to Order:

Chairman Spiewak called the meeting to order at 6:33pm. This meeting is being done by remote participation and all votes will be done by roll call.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of Regular Meeting – July 14, 2020. **Motion by Mr. Borowski to approve, seconded by Mr. Koronis. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

III. Community Relations, Announcements and Open Forum

- Chairman Spiewak read the announcements.
- David Smolski, 189 Center Depot Road said he's been trying to use the town website for contact info. He requested a meeting with the board and hasn't heard from anyone. He would like to continue the discussion on the traffic study with the board as the whole or just a few members. Mr. Golas said he needed to talk to the Chairman to see if it should be a meeting or part of the goals meeting. Mr. Smolski is just looking to continue the discussion. Chairman Spiewak said this is topic of discussion for the goals & objectives meeting and we could invite Mr. Smolski. Mr. Koronis said if Mr. Smolski sent an email, where did it go? Mr. Golas said that he will look into it. The Board agrees with Mr. Smolski coming to the goals meeting on August 18, 2020.

IV. Appointments/Resignation:

1. Appointments – Activities Council. Mr. Golas stated that the Activities Council has two full member openings and two alternate openings. Attached are three talent bank forms which were submitted to the Activities Council for review. They are recommending the board appoint the following to the Activities Council:

Sandra Bacon – full member
Leanne Morrison – full member
Kristin Mier-Fengler – alternate member

He would recommend the Board make the appointments as requested. **Motion by Mr. Borowski to make the appointments as recommended, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

2. Appointments – LNG Committee. Planning Board and Water/Sewer representatives. Mr. Golas stated that attached are requests from the Water/Sewer Commission and Planning Board recommending the board make the following appointments to the LNG Committee:
Water/Sewer Commission – Russ Jennings (replaces Rob Lemansky)
Planning Board – Jean Vincent (replaces Patsy Rydlak)
The Planning Board is also recommending the appointment of Don Clay as an Alternate.
He would recommend the board make the appointments as requested. **Motion by Mr. Borowski to approve the appointments as requested, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

V. Scheduled Appointments:

6:45pm – Council on Aging – Joint appointment by Council on Aging and Board of Selectmen. Mr. Golas stated that we were notified by Council on Aging back in February, 2020 that one of their members had resigned. The opening had been announced and running on the town's website. Council on Aging had received one request for appointment and are recommending the board appoint Vicki Thompson to the Council on Aging. The vote for appointment must be done jointly and by roll call vote by both boards and the term expiration date would be June 30, 2023. Cindy Cooper and Joan Malinowski, members of the Council on Aging was present. The board asked the members present if they could try to contact the other members and come back. If not, this will be put on the next agenda.

VI. New Business:

1. Procedure for approving time off for Town Administrator. Mr. Golas stated that at the board's last meeting, he was asked to place this item on the agenda. A procedure for the board's consideration is as follows:
 - (1) When the Town Administrator wishes to take time off, he will notify the Chairman of the Board of Selectmen.
 - (2) He will ensure the office remains open so business will continue as usual.Mr. Borowski said if Mr. Golas is gone for a long period of time the board should discuss a temporary TA. Other than that, **motion by Mr. Borowski to approve, seconded by Mr. Koronis.** Mr. Singer agrees with Mr. Borowski but to the point of this, it has to be done in an open meeting. Chairman Spiewak asked if the calendar is still in the office that shows the vacation time. Ms. Rydlak asked for an email to be sent so we all know. **Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**
2. Request from Police Department to declare surplus vehicles. Mr. Golas stated attached is a request from Police Chief Maxfield asking the board to declare the following three vehicles as surplus:
2013 Ford Explorer-VIN #1FMSK8AR3DGA51562
2011 Ford Crown Victoria -VIN #2FABP7BV1BX100530
2011d Crown Victoria -VIN #2FABP7BV3BX100531
He would recommend the board approve the request. **Motion by Mr. Borowski to approve, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**
3. IMA for Central Mass Regional Stormwater Coalition – Renewal. Mr. Golas stated that the Central Massachusetts Regional Stormwater Coalition represents 28 Towns in Central Massachusetts, most of which are permittees under the United States Environmental Protection Agency's Massachusetts Small Municipal Separate Storm Sewer System (MS4) Permit. The Coalition participants recognize and share the USEPA's goal of maintaining water quality and

recognize that stormwater management is an important component in protecting the water resources of the Commonwealth of Massachusetts and beyond. Our Conservation Commission is the contact for the town. The Board is being asked to renew the IMA effective July 1, 2020. It will expire on June 30, 2025. The matching share for Charlton for FY2021 is set at One Thousand Dollars then at \$4,000 for FY2022 through FY2025. He would recommend the board approve the renewal. **Motion by Mr. Borowski to approve, seconded by Ms. Rydlak. Roll call vote: Mr. Singer – aye, Mr. Borowski – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.**

4. Application for Reduced Frontage Lots Special Permit – Review. Mr. Golas stated that attached is a copy of a special permit application submitted to the Planning Board by Gunter, LLC for approval of one (4) reduced frontage lots and 1 conforming lot containing approximately 26.47 acres for purposes of building 5 single family homes. The applicant is also applying for 2 special permits for the common driveways. The proposed common driveways would each serve 2 of the 4 reduced frontage lots. The property is located on Carroll Hill Road and is owned by Gunter, LLC. The board is being asked to review and if you wish to provide comments on the application, we must notify the Planning Board no later than August 11, 2020. No comments.
5. South Charlton Reservoir Dam – Abatement Requests. Mr. Golas stated that the repairs and betterment for the South Charlton Reservoir Dam were approved by Town Meeting vote on October 20, 2015. This project was petitioned to the town by the South Charlton Reservoir Association and the Conservation Commission. Town Meeting vote authorized the full amount of the project to be assessed proportionately to those with water frontage (full assessment) and off shore access (half assessment). The total cost of the dam repair project was \$725,000. This cost was authorized to be split between 161 properties with water frontage and 34 properties with off shore access. Property owners charged a betterment may pay the full amount bettered within 30 days with no interest or pay over the term up to 20 years at 3.125% interest. These residents have a right to request an abatement for the betterment. Three requests have been received. He asked the Board of Assessors to review the requests and provide a recommendation to the board. For all three abatements received, the Board of Assessors did not recommend granting an abatement with their reasons. Mr. Borowski said he was contacted by the applicant which shows 85-A-19. The family has lived at the house for 50 years or so and they have said that they have never had any access to said lake. He would ask to hold this one until the next meeting to allow the applicant time to have a discussion with the Board of Assessors. Ms. Rydlak disclosed that she is also a member of the association and pays a betterment. Chairman Spiewak asked if this is under our purview. What action can the board take? Mr. Golas said he was advised that because town meeting approved this, it's under the jurisdiction of the Board of Selectmen. Ms. Rydlak said maybe the board can look at these a little more and ask the Assessors questions if needed. **Motion by Mr. Borowski to not approve the abatements for 83A-G-2, 83A-G-3 – Gryb and 83A-D-2 – Gryb and hold the third one until the next meeting, seconded by Mr. Koronis.** Ms. Rydlak asked if we could hold off on all three. **Mr. Borowski withdrew his motion. Mr. Koronis withdrew his second.** Mr. Golas was asked to invite her to the next meeting.

VII. Old Business

1. Economic Development Commission – charge. Mr. Golas stated that attached is an outline of the Economic Development Commission membership, charge, meetings and staff. Also attached is a job description. He would ask the board to review and make any necessary changes warranted. Ms. Rydlak said the set up of the EDC is fine, the job description looks good. Jean Vincent, Casey Road is a member of the Planning Board. She said it looks like the title is different. Under

Supervision received, it says under the direction of the Town Administrator. She feels that you have the EDC person who happens to be the Town Planner working for two bosses. She asked if they think the Administrative Assistant for the Planning Board would be responsible for posting the meetings and the minutes. That's not a good idea. There's been much abuse to her and her position and she doesn't think this should be part of it. Her reasoning for that statement is regarding longevity payments and we'll get back to that, and do you really want her to pay back the longevity payments? It also says that the membership, the person of this Economic Community Development Coordinator should be a member on a number of related boards and commissions related to Economic Development in Charlton. How many more boards can a person be on? Are we trying to overburden him and set him up for failure? She said compensation for this opens up a whole another discussion. She also asked what was the lowest percentage of wage increase given this past fiscal year? Mr. Golas said 1%. Ms. Vincent said that would be Randy. Chairman Spiewak asked Ms. Vincent if the Planning Board has discussed this and she is here representing them or is this her individual opinion. Ms. Vincent said the acting chair couldn't be at the meeting tonight. He knows that she is here and she provided him with an outline of what she would bring up so she is speaking for the Planning Board. She said this wasn't brought to the whole board yet due to the timing of the meetings. Ms. Rydlak said the Planning Board has officially voted to allow Randy to be the EDC Director. She thinks we are making this really complicated. The EDC needs goals, etc., it needs a mission and it needs to be reorganized. We need to get someone to get the first meeting together. Mr. Koronis agreed. Ms. Rydlak said that Randy has proven with the new developer coming in, he acted as the EDC Director. Mr. Singer said the he agrees that Planning and EDC work together but they don't have to be the same person. He also said we need clarification on the role because prior to this, it was more of an advisory role. Also, how many hours a week, month will they be dedicating to this position. He also said that right now he didn't realize we would be discussing the person. He thought we would be discussing the job description. Jean Vincent said she understands what's being said about the hours but we need someone with knowledge and has the talent. When Randy was hired, he had this experience. Mr. Singer said we aren't supposed to be discussing an employee without them here. We are supposed to be discussing the job description. Ms. Vincent asked why did the title change? Mr. Golas said that this was just a working job description approved back in 2015 by the Board of Selectmen. Ms. Rydlak asked if the Planning Board sent him the other job description. Mr. Golas said he hasn't seen any other job description from the Planning Board. Ms. Rydlak said there is another job description that has gone through the Planning Board and the EDC and this isn't it. Mr. Singer said if that is the case, could we hold this until the next meeting when we have that document for this discussion? The board agreed to hold this until the next meeting. Ms. Vincent said this is the third or fourth meeting that this has been postponed and we need an EDC Director. Can it be done quickly? Mr. Borowski said as a reminder that town meeting allocated a \$1 for the salary for this and \$1,931 for expenses and equipment.

VIII. BOS Committee Reports

1. Public Safety Building Capital Campaign Steering Committee – Chairman Spiewak said the committee meets often and keeps everyone updated.

IX. BOS Policy Review

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

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

XII. Next Meeting Announcement:

- BOS Regular Meeting – August 11, 2020 – 6:30pm
- BOS Goals & Objectives – August 18, 2020 – 6:00pm – 4 Dresser Hill Road – Dining Room
- BOS Regular – August 25, 2020, 6:30pm

XII. Adjourn: **Motion by Mr. Borowski to enter into executive session at 7:30pm 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, Fire Chief and Planning Director) and #3 – to discuss strategy with respect to collective bargaining or litigation (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 Spiewak does declare. Roll call vote taken: Mr. Singer – aye, Mr. Borowski – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.**

Motion by Mr. Borowski to adjourn, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Borowski – aye, Mr. Koronis – aye and Chairman Spiewak – aye.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

Karen A. Spiewak, Chairman



Stephen G. Koronis, Clerk



Patsy Rydlak, Vice-Chairperson

David M. Singer, Member



William Borowski, Member