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TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting
Tuesday, August 11, 2020, 6:30pm

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

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

I. Call to Order:

Acting Chairman Rydlak called the meeting to order at 6:30pm. 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 Special Meeting - July 21, 2020
- c. Minutes of Special Meeting – July 22, 2020
- d. Minutes of Regular Meeting – July 28, 2020

Motion by Mr. Borowski to approve the minutes of the Special Meeting - July 21, 2020, Minutes of Special Meeting – July 22, 2020 and Minutes of Regular Meeting – July 28, 2020, seconded by Mr. Koronis. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Unanimous.

III. Community Relations, Announcements and Open Forum

- Acting Chairman Rydlak read the announcements.

IV. Appointments/Resignation:

- 1. Appointments – Lakes and Ponds Committee. Mr. Golas stated that the following are seeking re-appointment to the Lakes and Ponds Committee:

Ziggy Waraszkiewicz

Jackie Nowak

Tim Moran

Wayne Marquis

Richard Watts

Andrew McMahon

Stanley Lewandowski

Jack Josti

Richard Landry

This Committee works under the supervision of the Conservation Commission but are appointed by the Board of Selectmen. He would recommend the board make the appointments as requested. The term expiration date would be June 30, 2021. **Motion by Mr. Borowski to make the**

appointments as requested, seconded by Mr. Koronis. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Unanimous.

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. Mr. Golas stated that in reviewing the policy, we looked at appointments vs elected and have been following the elected policy. If Council on Aging doesn't have a quorum, we can make the appointment. Present from the Council on Aging: Cindy Cooper, Barbara Larson, Jim Russell, Jim Howard and Joan Malinowski. Ms. Cooper opened the Council on Aging meeting at 6:39pm. **Motion by Mr. Howard to appoint Vicki Thompson to the Council on Aging, seconded by Ms. Malinowski. Motion by Mr. Borowski to appoint Vicki Thompson to the Council on Aging, seconded by Mr. Koronis. Roll call vote: Mr. Howard – aye, Ms. Malinowski – aye, Mr. Russell – aye, Ms. Larson – aye, Ms. Cooper – aye, Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Unanimous.**

VI. New Business:

1. Highway Department – Request to declare surplus vehicles and equipment. Mr. Golas stated that attached is a request from DPW Superintendent Gerry Foskett asking the board to declare the following two vehicles as surplus:
2006 Ford F350 Red (1) One Ton Dump Trunk – Vin# 1FDWF37P16ED84404, Plate #M2768A
2008 Pick Up – VIN# 1FTWF31578ED12397, Plate #M80611
He would recommend the board approve the request. **Motion by Mr. Borowski to approve the request, seconded by Mr. Koronis. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Unanimous.**
2. Reclassification of Planning Director. Mr. Golas stated that in accordance with the Town of Charlton Personnel Policies, the Planning Board has requested that the Board of Selectmen reclassify the Planning Director from an R-11 to an R-12 under the Town's Compensation and Classification plan. A vote in open session is required to take action on this request. What are the Board's wishes? **Motion by Mr. Borowski to approve, seconded by Mr. Koronis.** Mr. Borowski explained that this is being done because what was approved at town meeting, this is more of an administrative issue, it doesn't fit within the classification. We are doing what the classification says. Mr. Koronis said this also entails the EDC Director as well. Mr. Borowski said no, that's a separate conversation. Jean Vincent from the Planning Board said it was mentioned that this will be an R-12 and asked Mr. Golas if he wanted to refer to the level which is a 7. Mr. Golas said the Board of Selectmen appoints the classification and the level is discussed internally. **Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Unanimous.**
3. Economic Development Commission – composition. 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. He stated that we looked for the job description that the Planning Board had indicated that they had and we couldn't find a copy of it. He made some changes to the job description to make it a Director instead of a coordinator. Mr. Borowski questioned under supervision, to which office are we referring where it says "of this office"? Mr. Golas said it could be amended into the positions daily operations or strike the paragraph. Acting Chairman Rydlak said the position answers to the EDC. Mr. Golas said we should amend that to say we'll incorporate the commission's goals into the daily operations of this position and work under the general administrative direction of the commission. **Motion by Mr. Borowski to**

adopt the commission charge and job description of the EDC Director as amended, seconded by Mr. Koronis. Mr. Koronis said but we aren't saying who the EDC Director would be. Mr. Golas said that would be a future recommendation. We would also need to identify a funding source. **Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Motion passes.**

VII. Old Business

1. 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. Mr. Borowski had asked for this hold based upon the application for the Chickering property, 85-A-19 and we received additional information from some of the other abutters. Mr. Golas said the Assessors revised their recommendation on the Chickering property to grant the abatement but not for the other two. Acting Chairman Rydlak said for 83-A-G-2, at this point it's 2 lots, one for septic one for the house. Do we want to consider putting a condition, one of the lots is not buildable. Can we give them so much time to create this into one lot not two? Mr. Golas said when this project was going on, the Assessors did provide a recommendation to the lake association to reach out to its members to make sure that any parcels in this situation were combined. This parcel did not follow through with that. Acting Chairman Rydlak said for 83A-D-2, if they are buildable lots they should be taxed. She doesn't know if the one with the garage is a legal buildable lot. Mr. Golas said the same guidance was provided to this owner. **Motion by Mr. Borowski to grant the abatement for 85-A-19, seconded Mr. Koronis. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Motion passes. Motion by Mr. Borowski not to grant the abatement for 83A-G-2, 83A-G-3 and 83A-D-2, seconded by Mr. Koronis. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye. Motion passes.**
2. Mosquito Spraying Program Discussion – HOLD

VIII. BOS Committee Reports

1. Public Safety Building Capital Campaign Steering Committee – Noreen Johnson Smith said they have more exciting news to share. They received another \$100,000 pledge to the project supported by the Dexter-Russell Foundation. Our total of funds raised to date is approximately \$307 – 308,000 to offset the cost to taxpayers. Assuming we have a positive vote in November, these are the monies that we can bring to the table. She asked if anyone is interested in serving as an ad-hoc for any of the committees, please email her or Steve Coleman or Karen Spiewak at their town emails.

IX. BOS Policy Review

1. Sign Board Policy; Temporary Sign Policy; Electronic Sign Board policy – consideration of combining all three sign policies into one policy. Mr. Golas stated that at the request of

Building Commissioner Curtis Meskus, the Board is being asked to consider consolidation of the three existing sign policies related to signs on municipal property, the Community Sign Board at Bond Square and Electric Sign Policy. Attached are copies of the policies with notes from the Commissioner to consider in your review. Proposed changes will be brought forward for adoption at a future meeting. Curt Meskus said the board has three policies that deal with signs. He is asking the board to review the document he provided. He would ask for clarification of political or signs representing a cause in front of a home or business which he thinks would be considered ok. Mr. Borowski doesn't have a problem with signs on people's property but when it comes to town property, we should say no to certain areas. Acting Chairman Rydlak asked if we would post this on our facebook page for the residents to be able to add their input? Mr. Golas would like to get guidance for some changes the board would want in this, we could get close to a final draft then put it out for comment. Mr. Koronis said he read the policy in January and it was pretty clear. He asked if there was an issue with this. Mr. Meskus said there are three different policies that deal with signs and he would like the board to consider just having one policy with all the information in it. He said when we did the electronic sign policy, it is color capable. When we did the policy we made it black and white and asked the board if they would consider color. Mr. Borowski is fine as long as it's subdued. Mr. Meskus said they will work on this and bring it back to the board for consideration.

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

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

XII. Next Meeting Announcement:

- BOS Executive Session – August 18, 2020, 6:30pm
- BOS Regular Meeting – August 25, 2020, 6:30pm
- BOS Goals & Objectives – September 1, 2020 – 6:00pm – 4 Dresser Hill Road – Dining Room

XII. Adjourn: **Motion by Mr. Koronis to adjourn at 7:19pm, seconded by Mr. Borowski. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye and Acting Chairman Rydlak – aye.**

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:



Karen A. Spiewak, Chairman (absent)



Stephen G. Koronis, Clerk



Patsy Rydlak, Vice-Chairperson

David M. Singer, Member (absent)



William Borowski, Member