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TOWN OF CHARLTON
Minutes of Special Selectmen's Meeting
Tuesday, September 1, 2020, 6:00pm, Senior Center

Submitted by UCD
Date 9/29/2020
Received by RL
Date 9-27-20

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

I. Call to Order:

Chairman Spiewak called the meeting to order at 6:00pm.

II. 6:00pm – 6:30pm – Board of Assessor Interviews. Present from the Board of Assessors: Nancy Landry and Richard Vaughan. Ms. Landry called the meeting of the Board of Assessors to order. She said the meeting is to interview two candidates who have applied to the Board of Assessors for the vacant seat. She asked Mr. Brett Moore to come forward and asked questions and Mr. Moore responded. Board members asked questions. The boards thanked him. Next to interview is Deb Noble. The same questions were asked and Ms. Noble responded. The board thanked her. Mr. Moore was asked to come back into the room. **Motion by Ms. Landry to appoint Brett Moore to fill the vacancy on the Board of Assessors vacated by Mr. George, seconded by Mr. Borowski.** Mr. Borowski said he would like to see Mr. Moore involved in the town because he has a lot to offer. He thinks based on Ms. Noble's experience, she would be a great candidate until May and then allow a full election to take place. Mr. Koronis said he knows that Mr. Moore has been interested in getting involved in town politics and he would support him. With a motion on the floor, Ms. Landry said for a **roll call vote, Ms. Landry – aye, Mr. Vaughan – no, Ms. Rydlak – aye, Mr. Borowski – no, Mr. Koronis – aye and Chairman Spiewak – aye. Motion carries.** The boards thanked them for being here and congratulated Mr. Moore. **Ms. Landry made a motion to adjourn the Board of Assessors meeting, seconded by Mr. Vaughan, motion passes.**

III. 6:30pm – David Smolski – Traffic Concerns. Mr. Smolski came forward and reviewed a power point presentation he made to the board. He has been a resident for 14 years, has two boys and is a car enthusiast. Back in high school he was involved in a serious rollover accident. He was a passenger. Living on City Depot Road he has seen lots of crazy drivers. Due to speeding on his road, he asked the police to put the speed sign out. He has legitimate concerns about safety. He thinks some of the data that's been out there is not correct. He sent a video yesterday of Stafford St. and Center Depot Road. Mass DOT made some recommendations and he asked what the status was. Mr. Golas said that they have been implemented. Mr. Smolski said despite the recommendations from Mass DOT, he still feels we have issues with that intersection. His neighbor told him to address heavy vehicles and he asked if the board could ban that. Mr. Smolski said that is all he has but he would like to meet with Selectmen Singer regarding his comment about being disingenuous. He didn't appreciate that in a public forum where he put a lot of effort into this topic. It's bothered him. Mr. Koronis said he was on that meeting too and he thought personally, that term was uncalled for. Mr. Borowski said without Mr. Singer here, if we start doing stuff like this and there's a lot of stuff that's been said at Selectmen's meetings that been uncalled for that he's not going to talk about. He said if that member is not here, we should not be talking about him. Mr. Borowski thanked Mr. Smolski and said he appreciates all his hard work. The reality is he agrees with a ton of what was said, at the end of the day, it's going to cost money. This board as well as finance is going to have to decide what do we not have in order to do more of this. Mr. Smolski said he is hopeful the board will at least investigate. Chairman Spiewak said he could contact the schools and Board

of Health by coordinating efforts to have discussions of public awareness. The Board thanked Mr. Smolski.

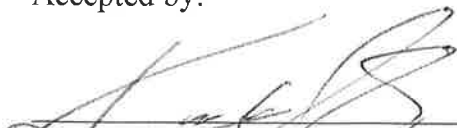
IV. BOS Goals and Objectives – The Board reviewed the attached list of goals and objectives provided by Mr. Golas. Mr. Borowski said the board might want to think about what we can actually accomplish, measure, track and this time next year we can sit down and say, how did we do. Ms. Rydlak said some of these can be categorized such as if they are HR issues then they are HR issues, etc. She's recommending reformatting the list. Mr. Golas said he wanted to see if the board wanted to go off of this list or reset. Mr. Borowski said he brought this up last year that we always bring up bos goals, but we don't actually have TA goals. We comingled them and he thinks that's a mistake. Mr. Koronis said we could rate the goals in order. Ms. Rydlak recommended making a status column. She also said one of her goals is to improve communications of all the boards in town so that we all send executive summaries to each other so they know what we are talking about and they know what we are talking about. The goal is to improve internal town hall communications by posting executive summaries. An example would be VGG and she's not talking about lawsuit. Mr. Borowski said he doesn't want to talk about VGG at all. Ms. Rydlak said EDC knew it but Planning Board didn't. Mr. Borowski said let's not, he just doesn't want to have any issues later. Discussion of Economic Development. Possible promoting passage and execution of the Master Plan in partnership with the Planning Board. Ms. Rydlak has an issue with the way vacation is given. She would like a policy where it's approved per pay period. She also brought up job descriptions for the BC/ZEO and ACO. Bylaws were supposed to be ready for fall town meeting and they aren't. Mr. Golas will work on putting information together. The board to work on correcting the bylaw. Chairman Spiewak said when a new job is created or there are changes, she thinks it should be brought to the board's attention.

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


VI. Adjourn: **Motion by Mr. Borowski to adjourn at 8:47pm, seconded by Ms. Rydlak, motion carries.**

Submitted by:
Mary C. Devlin
Administrative Assistant


Accepted by:



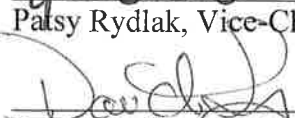
Karen A. Spiewak, Chairman




Stephen G. Koronis, Clerk



Patsy Rydlak, Vice-Chairperson



David M. Singer, Member (absent)



William Borowski, Member

	Charlton BOS Goals - FY19 (ending June 30th, 2019)	Timeline	Responsible Party	Next Steps w/ Dates	Resources Needed	Completed
1	Measure/Improve Employee Morale: Establish baseline measurement through Employee Satisfaction surveys (10-15 questions).	Ongoing	HR/BOS/TA		Time and support (service is free-SurveyMonkey)	
2	Enhance volunteerism: Have full boards and commissions.	Ongoing	BOS/Indiv Bds/TA Office	Public Outreach; Public service announcements; Interboard relations	Cable Committee (public service); Topic for All Boards Meeting	
3	Review license: structure, process, laws, procedures, etc. Know our role. Provide clear application and review process for license.	workshop	Curt/Mary	Compile what we have. Mary review our process. Look at other towns' practice and fees. Curt schedule a workshop.	Time	
4	Human Resources - TA to work with HR Director to compile a list of items that need to be considered by the board including an organizational chart and performance review.	June Report: Jan HR Meet Chiefs; Feb/March BOS meet	HR/BOS	Merge dept level org charts then reach out to departments to fill in the gaps.	Access to information; time	
5	Improve financial stability/Balanced Budget: Stabilization Fund policy of 10%.	Jan-June	TA, Finance Director, BOS, FinCom	Meet jointly with FinCom;	time	
6	New Public Safety Complex: Design and construction	Ongoing	Committee/ TA/ BOS	P&S; OPM \$500K; meetings for bidding		
7	Water/Sewer: Continue to assist the W/S Commission as may be required or requested		Peter/TA	Encourage periodic updates. Peter takes over grants.		

8	Water Expansion- Oxford: Continue work on Rte. 20 water line	HOLD		Continue to work on MassWorks grant		Oxford not interested. Get from Buffumville.
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	Charlton BOS Goals - FY19 (ending June 30th, 2019)	Timeline	Responsible Party	Next Steps w/ Dates	Resources Needed	Completed
11	Millennium:	Ongoing	Deb/TA	Touch base with Mark		
12	Regional Dispatch: Continue to promote	ongoing	TA/ Chiefs	Public Safety review when we add another station		
13	Economic Development: Continue positive trend on Economic Dev		BOS/EDC	Reconstitute Committee	Quorum	
15	Public Participation: Find new ways to increase		BOS	Outreach; website options		
16	Improve Community Relations/Customer Service: policy development and public relations campaign	Immediate and on-going	BOS/TA	Review policies in other MA towns.		
17	Diversity: Create a plan to increase diversity on the Board of Selectmen and other boards and commission in town in order to accurately represent the demographic of Charlton		HR			

	Charlton BOS Goals - FY19 (ending June 30th, 2019)	Timeline	Responsible Party	Next Steps w/ Dates	Resources Needed	Completed
18	Traffic Issues	ongoing	Chief/Traffic enforcement committee	Provide stats on impact of traffic officer.		
19	LNG natural gas: town wide	ongoing	TA/BOS			
20	Cable contract:	Immediate and on-going	TA/ BOS/ Cable Committee	special counsel		
21	Gender Identity and Public Accomodation: Address through policy.			Create draft policy.		BOS voted a resolution against Gender Identity discrimination through its vote on 10/9/18.
23	Marijuana Advisory Group:					
25	Office processes and procedures:					
26	BOS Policy Review: Identify policy gaps and develop policies addressing gaps.		BOS/TA/HR	review current policies and compare to other MA towns; solicit input from community		
27	Develop a comprehensive evaluation tool for TA: Revise existing evaluation tool prior to TA's next evaluation.	Prior to TA's next evaluation.	BOS & HR	Research and compare evaluation tools across MA		was Karen Spiewak and previous HR Director
28	Communicate and collaborate more often w/FinCom: Schedule at least 2 joint meetings between the BOS and Fin Com (1 during budget process; 1 when there is final budget)		BOS Chair/TA	Meetings, sharing memos and minutes.		

	Charlton BOS Goals - FY19 (ending June 30th, 2019)	Timeline	Responsible Party	Next Steps w/ Dates	Resources Needed	Completed
29	Enhance efficiencies by implementing LEAN initiatives: Develop and implement best practices.	On-going	HR/TA/BOS	Review and compare current procedures with best practices across MA; solicit suggestions from employees		
30	Upgrade Technology in Selectmen Meeting Room: Microphones, smartboard, monitors.	On-going	IT			
31	Refuse Service		Resident Joe Peak asked for		From BOS 9/24/19 meeting	
32	Sex Offender Bylaw		Sex offender bylaw committee		Committee formed. No action yet.	

Building Department, Finance Department and HR Bylaw Amendments

Capital Inventory and Replacement Plan

Blue text is for goals not yet discussed.
 1st BOS meeting to review and discuss goals was on 10/2/2018 and started at 6:40 pm and ended at 8:51 pm.