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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, November 15, 2022, 6:30pm  
Senior Center  
Town Hall, 37 Main St., Charlton, MA  
ZOOM Webinar: <https://us02web.zoom.us/j/87489442885>;  
Passcode: 061416; Phone Access +1-646-558-8656

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

I. Call to Order:

Chairman Koronis called the meeting to order at 6:30pm with the pledge of allegiance.

II. Consent Agenda / Warrant Approval as Needed

- a. Minutes of Regular Meeting – October 25, 2022 – 6:30pm. **Motion by Mr. Borowski to approve as submitted, seconded by Mr. Singer, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Zurawski read the announcements.
- Mr. Singer said it's the holiday time and he always funds some kind of charity with donations, this year instead of toys, they are looking to gather, suits, sports coats, slacks for men, dresses, skirts, blouses for women and shoes. He has one charity already lined up which is called dress for success and they will only take women's clothes. He is currently working with someone from Worcester State University to try and make arrangements there. If that doesn't work out, he has other options. The reason they are doing this is to help those in need that are trying to get back on their feet and may need clothes to interview and for other reasons. If anyone would like to help out, they will start taking donations now through December 31<sup>st</sup>. You can drop anything off at the Selectmen's office. He asked for something to be put on the website as well.

IV. Appointments/Resignation:

1. Appointment – Per Diem Dispatchers. Mr. Golas stated that Police Chief Dowd is asking the Board to appoint Damien Bernier, Limaris Rosario and Holly Boyle as Per Diem Dispatchers for the Charlton Police Department. These appointments were effective November 7, 2022 and you are asked to confirm the appointments. **Motion by Mr. Borowski to make the appointments, seconded by Mr. Singer, unanimous.**
2. Appointment – Traffic Constables/Special Municipal Employees. Mr. Golas stated that attached is a request from Lynn Dyer, Human Resource Director asking the board to appoint the following employees to Traffic Constables for the Charlton Police Department:  
Paul Morelli  
Shawna Tankersley  
Nichole Pray  
Carolyn Wilson  
Tanya Martin  
Amy Cardrant

Dalizbeth Rivera

These are new positions that were created to help with the need for details. They will also need to be appointed as Special Municipal Employees. He would recommend the board make the appointments as requested. **Motion by Mr. Borowski to appoint the names as Traffic Constables and Special Municipal Employees, seconded by Mr. Singer, unanimous.**

3. Appointment – Shepherd Hill Student representative. Mr. Golas stated that attached is a letter from Shepherd Hill High School’s Principal, Darren C. Elwell, recommending the appointment of Grade 11 student, Harry Kennan as the DCRSD non-voting student representative for the 2022 – 2023 school year. He would recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Singer, unanimous.**

#### V. Scheduled Appointments:

**6:45pm** – Pole Hearing – Saundersdale Road. Mr. Golas stated that attached you will find a request from Massachusetts Electric Co., d/b/a National Grid requesting permission to install 1 SO Pole on Saundersdale Road. Also attached is the public hearing 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. Laura from National Grid was present via zoom to answer any questions. Chairman Koronis opened the public hearing by reading the public hearing notice as sent to abutters. With no comments or concerns, **motion by Mr. Borowski to close the public hearing, seconded by Ms. Rydlak, unanimous. Motion by Mr. Borowski to approve the request, seconded by Ms. Rydlak, unanimous.**

**7:00pm** – Tax Classification Hearing. Mr. Golas stated that the Board is scheduled to hold the Tax Classification Hearing tonight at 7:00pm. The Board of Assessors have provided you with information to help you in making a decision on whether to establish different tax rates or to continue to tax all classes of property at the same rate by adopting a factor of “1”.

There are four items you will be asked to act on in order to set the tax rate:

1. Tax Rate
2. Small Commercial Exemption
3. Residential Exemption
4. Open Space Discount

The Board of Assessors will be present to review the material and answer any questions that you may have. Chairman Koronis opened the hearing by reading the notice of public hearing. Kathy Stanley, Director of Assessing came forward. Mr. Singer stated that on the 4 items, the Board of Assessors are recommending a single tax rate. Mr. Golas stated that all the information is in the Selectmen’s agenda packet on line as well as the Assessors page. **Motion by Mr. Singer to adopt a single tax rate and no on Small Commercial Exemption, Residential Exemption and Open Space Discount, seconded by Ms. Rydlak, unanimous.**

#### VI. New Business:

1. Winter Washed Sand Bid Award - Mr. Golas stated that Winter Washed Sand bids were opened and read on October 26, 2022 at 10:00am. Two bids were received from Hylka Construction Co., Inc. and Mass Broken Stone Company. After review of the bids, DPW Superintendent Foskett is recommending the board award the bid to Massachusetts Broken Stone Company, 332 Sawyer Hill Rd., Berlin, MA in the amount of \$21.75 per ton delivered. Last year’s award was to Massachusetts Broken Stone Company, 332 Sawyer Hill Rd., Berlin, MA in the amount of \$18.25/per ton delivered. He would recommend the board award the bid as requested. **Motion by Mr. Borowski to make the award as presented, seconded by Mr. Singer, unanimous.**
2. IMA for Local Public Health Services - Mr. Golas stated thanks to the efforts of Board of Health Director Jim Philbrook, the Town of Charlton was awarded a Public Health Excellence for

Shared Services Grant which provides an annualized amount of \$300,000 to the Town of Charlton to support regional health coalition initiatives. As a condition of the grant program, the Town must enter into an Inter-Municipal Agreement (IMA) for local public health services with the participant committees. Charlton is the lead community in this initiative with CMRPC providing administrative and technical support. The Board of Health has requested the Board of Selectmen execute the proposed IMA to proceed with this program. **Motion by Mr. Borowski to approve, seconded by Mr. Singer, unanimous.**

3. Veterans Parking Spot – Mr. Golas stated that he was approached by Pete Lancette from the Board of Health asking if the Board of Selectmen would consider placing a Veterans Parking Spot in front of the Town Hall. We would also be looking at placing one on the side of the Town Hall by the Senior Center entrance. What are the wishes of the board? **Motion by Mr. Borowski to approve, seconded by Ms. Rydlak, unanimous.**

## VII. Old Business:

1. Town Meeting Survey – Mr. Golas stated that in May, prior to Town Meeting, we launched a survey available to Town Residents to gather feedback on how to better draw attendance at Town Meeting. The survey asked residents to provide their view on factors that may limit attendance at meetings and ways to potentially incentivize attendance. The responses to the survey are attached. As outlined in the responses, we received 107 responses to the survey with some mixed results. Some recommendations are not feasible due to legal restrictions on Town Meetings such as remote participation. Changes to the time and or date of Annual Meeting would need to be amended at Town Meeting as they are set under Article 15 of the Town Bylaws. Mr. Borowski said the way he read it, only 1% of registered voters took the survey and approximately 50% are happy with the way it is. He doesn't think we should make any changes at this point. The board agrees.
2. ARPA Funds – Mr. Golas stated that as part of the annual capital plan development, an update to the planned use of ARPA funds was also taken into consideration. Attached, he has provided an updated request for use of ARPA funds to complement the Town's capital plan. The proposed plan would leave \$578,908 in unallocated funds to be considered for future allocation prior to December 31, 2024. Mr. Singer asked if the balance could be used to offset the school roofs. Mr. Golas said the school came in and presented their capital plan. They had two long borrowing articles. One was a five year borrowing article and the other was the roof itself. The five year is addressed in the DCRSD improvements. The remaining balance could be applied towards that or any other project. Mr. Borowski thinks we are spending too much money out of this that is not going to the school roofs or the soon to be potential fire sub station. He said for example, the sewer headwork upgrade, didn't they just get a grant? Mr. Golas said essentially what's outlined is the difference in costs. Mr. Borowski would rather take some of that money out of the proposed seven hundred thousand to go towards the school roofs knowing that we literally have to pay and a lot of the other items we would have to put up for a vote at town meeting. Mr. Singer agrees with Mr. Borowski. We had the option to save some of these funds to reduce any impact on our taxpayers. **Motion by Mr. Borowski that we have at least 1.5 million go towards the roof and safety pieces, seconded by Mr. Singer.** Mr. Golas will review and put back on the next meeting. **Vote on motion: unanimous.**
3. Stafford St. Road review – Mr. Golas stated following the Stafford Street corridor study conducted by Vanesse Associates, the town engaged CMRPC to conduct the traffic count analysis to pursue a four-way intersection warrant under the Uniform Traffic Control Device Standard. As per the standard, the warrant for a four way intersection is met when:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
  - 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
  - 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
  - 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.

As a result of CMRPC's traffic count analysis, CMRPC determined the following:

Criteria A – Not Applicable to the consideration

Criteria B – Warrant met from a total of 14 angle crashes over the study period

Criteria C 1 - Based on the data collected this part is not met. CMRPC found that only 7 hours of the day had 300 vehicles enter the intersection, one hour short of the requirement.

Criteria C 2 - Based on the data collected, this part is not met because there is not enough volume entering the intersection from Center Depot Road.

At the recommendation of CMRPC, we reached out to MassDOT District 2 to discuss the findings of the study and if the four-way should be considered given the roadway geometry, traffic counts, crash data and Vanesse Associates study. MassDOT advised that they would be more in favor of recommendations which they outlined in their 2020 review letter, most of which were implemented by DPW. MassDOT did preface to say that with Stafford Street and City Depot Roads being non-state roads, ultimate decision as whether or not to proceed with the four-way intersection is deferred to the local municipality. He has invited Highway Superintendent Gerry Foskett to the meeting to discuss how the Town should proceed with the intersection following the recommendation from MassDOT. Gerry Foskett was present. Mr. Borowski asked Mr. Foskett if we could move the stop sign line forward a little more on both sides and we can monitor to see how it goes. Mr. Foskett disagrees with that. He doesn't think the people coming from Spencer will have time to stop at that intersection. He doesn't agree with moving any of the signs but that's just his recommendation. Mr. Borowski said for whatever reason, people don't stop there. He would like to see if something else could be tried. Mr. Foskett understands and if that's the direction the board wants to go, tell him how much to move it. Mr. Borowski asked about the strips that cut into pavement to warn people to stop. Mr. Foskett said the sight lines have been improved quite a bit. Chairman Koronis stated that we did receive a state grant to have the study done. It was recommended for a 4 way stop sign and later a rotary. Mr. Foskett said financially, it's not feasible to reconstruct that intersection. The slope of the hill tells the whole story. Mr. Singer agrees with Mr. Foskett and that a 4 way intersection won't work there. He said we can move the stop sign but he agrees with Mr. Foskett again that moving the stop sign makes it look like we are doing something. He's not opposed to it. Ms. Rydlak asked how

expensive is it for the rumble strips? Mr. Foskett said there are so many signs there now to warn people from all directions. **Motion by Mr. Borowski to move the stop signs forward to a reasonable amount closer to the intersection and put in the asphalt cutting on at least Center Depot.** Mr. Singer recommended leaving the stop sign where it is and put in the rumble strips ahead of it. **Motion by Mr. Borowski to start to put in the cut up asphalt, make sure people are aware that stop signs are coming and we can monitor then reassess.** Ms. Rydlak asked if there is a price tag for that and Mr. Foskett doesn't know. He thinks what would be effective is keeping the stop sign where it is and have then 10ft apart 4 times. Chairman Koronis said that on Center Depot Rd coming south, bring the white lines on the side of the road in a little closer. Mr. Foskett said that won't happen until spring. He said the milling in the road may not happen until the spring. **Mr. Singer seconded the motion, unanimous.**

VIII. BOS Committee Reports

IX. BOS Policy Review

X. BOS & TA Goals & Objectives

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

XII. Other Business (unknown at time of posting)

XIII. Next Meeting Announcement: December 13, 2022

XIV. Adjourn/Executive Session – **Motion by Mr. Borowski to enter into executive session under M.G.L. c. 30A, Sec. 21(a), #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and #3 – to discuss strategy with respect to collective bargaining or litigation (Executive Session Minutes, PFAS discussion, Highway Union, TA Contract) 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: Ms. Rydlak – aye, Ms. Zurawski – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Koronis – aye.**

Submitted by:

Mary C. Devlin

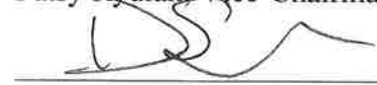
Executive Assistant

Accepted by:

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Stephen G. Koronis, Chairman

  
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Barbara Zurawski, Clerk

  
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Patsy Rydlak, Vice-Chairman

  
\_\_\_\_\_  
David M. Singer, Member

  
\_\_\_\_\_  
William Borowski, Member



# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator   
DATE: November 1, 2022  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 11/15/22

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License Renewals – License renewal information has been mailed out to businesses. The Board is scheduled to take action on renewals at your December 13<sup>th</sup> meeting. I want to thank Mary for her hard work in coordinating this effort each year.

Floodplain Map Updates - The Mass Dept. of Conservation & Recreation is currently working on their FEMA Flood Map Update for the Quinebaug watershed. As part of the process, Charlton will need to adopt new flood maps at annual town meeting in 2023 before the effective date of the maps so that the Town's status in the National Flood Insurance Program remains active. I will be working with Town Planner Randy Benson to prepare this information.

Route 20 Construction – MassDOT is scheduled to hold a preconstruction meeting on the Route 20 reconstruction project beginning at Richardson's Corner through Oxford on November 22<sup>nd</sup>. We will pass along any relevant updates to the project and construction schedule after that meeting.