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TOWN OF CHARLTON
Minutes of Special Selectmen's Meeting
Tuesday – May 6, 2014 at 6:00pm

Submitted by ucd
Date 5/19/14
Received by dlt
Date 5-20-14

Present: Chairman – Frederick C. Swensen, Vice-Chairman – David M. Singer, Clerk – Joseph J. Szafarowicz and Members – John P. McGrath and Cynthia B. Cooper. Also in attendance: Town Administrator – Robin L. Craver.

1. Open Meeting. Chairman Swensen declared the meeting open at 6:05pm and congratulated and welcomed our two new members, Mrs. Cooper and Mr. McGrath.
2. Re-organization of the Board – Chairman Swensen stated that under the town bylaw, we have to name a chairman, vice chairman and clerk. **Motion by Mr. Szafarowicz to nominate Rick Swensen as Chairman, seconded by Mrs. Cooper.** Mr. Swensen accepts the nomination. **With no other nominations for Chairman, motion by Mr. Szafarowicz to close the nominations for chair, seconded by Mr. Singer, motion carries. Vote for Mr. Swensen as Chairman – motion carries. Motion by Mr. Singer to nominate Mr. Szafarowicz as Vice-Chair, seconded by Mr. McGrath.** Mr. Szafarowicz accepts the nomination. With no other nominations for Vice-Chairman, nominations closed. Mr. Szafarowicz accepts the nomination. **Vote for Mr. Szafarowicz as Vice-Chairman – motion carries. Mr. McGrath nominated Mrs. Cooper for Clerk, seconded by Mr. Szafarowicz.** Mrs. Cooper accepted the nomination. With no other nomination for clerk, nominations closed. **Vote for Mrs. Cooper as Clerk – motion carries.**
3. **Motion by Mr. Szafarowicz to enter into executive session under M.G.L. c. 30a, sec. 21, #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct bargaining sessions or contract negotiations with non-union personnel and #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, seconded by Mr. Singer. Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Swensen – aye.** Chairman Swensen declares that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and that the Board will come out of executive session and reconvene to the regular meeting at approximately 6:30pm.
4. The Board reconvened to open session to meet with employees regarding the classification plan. Chairman Swensen thanked everyone for coming. He stated that the town had a job classification plan done. It came in later than anticipated and introduced Sandy Stachinski whose company put this together. This affects every town employee and the board was looking for feedback. The form itself is a draft. Chairman Swensen stated that in talking with some employees, he had to ask himself if we were moving too fast and the report didn't take in any recommendations as far as seniority. The Board is considering accepting this but maybe holding off until the fall town meeting. Richard Vaughan, Board of Assessors agreed with the board in getting it out there for people to look at, have a few more meetings and give people time to agree with it. Chief Pervier stated that for the plan and the police department, there are many different things that need to be looked at to compare. Mrs. Craver asked Chief Pervier if he could give her something in writing that she could pass on to the consultant. Kathryn Webber from the Library asked for a correction to her position. Mrs. Craver stated that the original job descriptions that we had are what was used. Mrs. Stachinski stated that the next step would be to review the job descriptions. Mr. McGrath stated that the draft should not have gone out and a

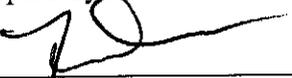
warrant article should not have been placed on the warrant yet. Mrs. Craver stated that the board put the article on the warrant just in case this came back in a form that everyone was happy with, they would have been able to act on it. Nancy Landry from the Board of Assessors came forward. She said it made her nervous when she heard the consultant say they had to rush this. She said it is her understanding that there will be discussions with employees that have been impacted with the classification. Deb Ceccarini, Principal Assessor came forward and thanked the board for the opportunity to come and discuss this. She had questions regarding the classification which Ms. Stachinski answered. Ms. Ceccarini stated that a member of her staff was interviewed and she made updates to her job description which they were told no by a member of the management team for the classification and wrote it on the job description. Ms. Ceccarini never heard anymore. Ms. Stachinski explained the process and was very defensive for her company. She said she can't believe anyone from her staff would do something like that. Mrs. Craver explained what the classification plan would have done if this went forward. Mrs. Hartwig from the Personnel Board asked if there was a key the company used for job descriptions. Ms. Stachinski stated that they do have a system that they use which has 14 factors. Jayne Garney from the Planning Board came forward and said that she called around to a few towns and she is the lowest paid Planning Board admin around. Mrs. Craver asked Mrs. Garney to forward something in writing that she could pass on. Mrs. Craver said if anyone sees an issue with their classification and they would like consideration to please forward something in writing to her and she will pass it on. Chief Cloutier asked if the health insurance contribution has been factored in and the answer was no. Ms. Stachinski stated that this was not intended to be a benefit study. Darlene Tully said she is elected and is a full time employee but her position is not on the classification plan. Ms. Stachinski stated that per Mass General Laws, elected positions cannot be classified on a classification plan. Mrs. Craver stated that the classification plan gives her a range but a recommendation cannot be given. Chief Pervier asked why the Personnel Board wasn't involved in any of this process. Mrs. Hartwig, Personnel Board Chairman said the last she heard about this was in August. She was made aware of this meeting from her husband. She would be happy to be included in the conversations because she has a lot to offer. Lisa Westwell asked why all towns regarding Animal Control aren't filled in. Ms. Stachinski stated that when there is a blank it could be the town didn't respond or it wasn't comparable. Chairman Swensen asked if there were any other comments and there was none for the classification plan. He did state that they would have more meetings regarding it. Mr. Szafarowicz recommended having another meeting and invite the Personnel Board to discuss it. Because there is not a full personnel board at this time, Chairman Swensen stated that once we review this again and look at all the comments, we can have another meeting for further discussion. This plan will be held until the fall. The next discussion that came up was in regards to Fridays. Chairman Swensen stated that with the position that we are in, we are presently \$471,000 in deficit going into town meeting. One topic that came up to save money was to close the town hall on Fridays and reduce the Library hours. This was with no reduction in hours but to change the hours. The estimate of savings between winter and summer would be about \$20,000. Frank Morrill, Chairman of the Finance Committee was also present for discussion. Peter Cooper, Sr. stated that he checked with another town that did this and they said they cut their heating costs in half. Frank Morrill stated that they didn't want to cut 4 hours from everyone but thought closing on Fridays would help save on heat and electricity. Mrs. Tully stated that at a department head meeting, the Building Commissioner didn't recommend putting the heat down to 55 which is what is being looked at. He stated that someone would have to come in on Sunday to turn it up to get the building heated for Monday morning. He also thought it would only be about a \$5,000 savings. Peter Cooper, Sr. said what makes it difficult is trying to get feedback and everyone thinks its gospel. Chief Pervier asked if a count was taken for weekends for use of this building and the Library for meetings and events? Dr. Hartwig stated before we think about cutting hours, we need to see what the monetary issue would be such as for the library. Mrs. Craver said she had a meeting with Department Heads with discussion about the possibility of changing hours

and having a mandatory lunch. Lisa Westwell doesn't agree with this. Mrs. Craver stated that the Town Hall is supposed to be open until 4:00pm but the employees have an option of taking a working lunch. Chairman Swensen stated that we appreciate the feedback but they are looking at everything at this point. It was mentioned that morale and productivity will be affected. Mrs. Craver reviewed the deficit that we are facing. Chairman Swensen stated that one thing that's being looked at is our capital purchases. He said we are most likely looking at another override down the road. He thanked everyone for coming and giving their input.

5. Other Business – unknown at time of posting
6. Adjourn – **Motion by Mr. Szafarowicz to adjourn, seconded by Mr. McGrath, motion carries.**

Submitted by:
Mary C. Devlin
Administrative Assistant

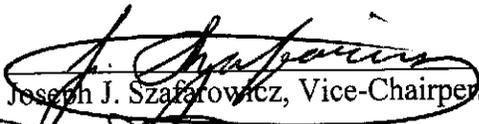
Accepted by:



Frederick C. Swensen, Chairman



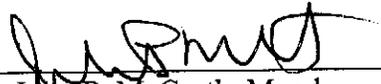
Cynthia B. Cooper, Clerk



Joseph J. Szafarowicz, Vice-Chairperson



David M. Singer, Member



John P. McGrath, Member



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TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator
DATE: April 11, 2014
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 4/15/14

Employee Exit Interviews – Employee exit interviews for two employees who have taken jobs elsewhere both stated they enjoyed working for the Town but, for financial reasons, have accepted new positions. We wish them well and appreciate their service to the Town.

Greg Bialecki, Secretary of Housing and Development – I attended a meeting along with Chairman Swensen, EDC Chair Jay Dedetrado and Town Planner Alan Gordon where Secretary Bialecki toured a local Charlton business, Incom. I was pleased to hear the Secretary state he is committed to help retain jobs in Charlton by helping local businesses to get their needs met. One topic was a trained workforce.

Who's who in Charlton – I taped the first Who's Who in Charlton, meet your town officials sponsored by the Cable Committee. This is the brainchild of our newly appointed Cable General Manager Dick Vaughan. So, be sure to tune in. His next one will be with the Assessor Deb Ceccarini.