



**COPY**

**Charlton Board of Selectmen**

**May 31, 2016 @ 6:30pm**

submitted by: ML  
Date: 6/27/16  
received by: KL  
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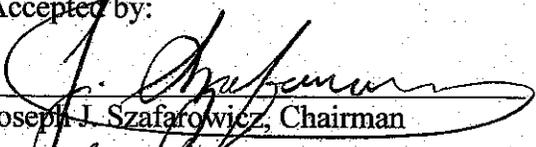
Board of Selectmen: Chairman – Joseph J. Szafarowicz, Vice-Chairman – John P. McGrath and Members - Cynthia B. Cooper and Frederick C. Swensen. Also present – Town Administrator – Robin L. Craver. Absent: Member – David M. Singer.

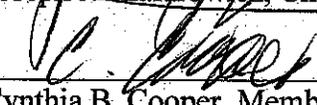
1. Open Meeting – Chairman Szafarowicz opened the meeting at 6:32pm. He introduced Austin who is going for his merit badge. Mrs. Craver informed him that this is an informal meeting not on tv.
2. 2016 Dual Drum Vibratory Roller – bid award. Mrs. Craver stated that on May 23, 2016 at 2:00pm, bids were opened and publicly read for the 2016 Dual Drum Vibratory Roller. Three bids were received. The lowest bidder is Schmidt Equipment, Inc. in the amount of \$37,300.00. Highway Superintendent Foskett is asking the board to award the bid to Schmidt Equipment as requested. This piece of equipment is needed as soon as possible. Once awarded, this item will be delivered within 30 days. The money for this purchase has already been approved from Chapter 90. She would agree with Mr. Foskett and ask the Board to award as recommended. **Motion by Mr. McGrath to approve the bid award for the 2016 Dual Drum Vibratory Roller to Schmidt Equipment for the sum of \$37,300.00, seconded by Mrs. Cooper, motion passes.**
3. TA Performance Evaluation – Self evaluation. Mrs. Craver noticed that the board asked for this to be done and then the board members didn't feel they had enough time. She put together her self evaluation with an attached list of things that have been done. The board will review it on their own. Chairman Szafarowicz stated that he updated the form and asked the board if they would approve to adopt it. Chairman Szafarowicz said he would like to review the form with the Board. **Motion by Mrs. Cooper to adopt the form, seconded by Mr. McGrath, motion passes.** Mrs. Craver reviewed some of the highlights on the list. Chairman Szafarowicz reviewed the list to see if all members were on the same page. He asked what the members thought what Board relations meant. It means interaction from items sent and received from the board. Personnel – Mr. McGrath thought it was the people that we appoint to jobs. Mr. Swensen entered the meeting at 6:55pm Mrs. Craver stated that this is the human resources part of her job. Union negotiations would fall under personnel. Mr. Swensen would think that would fall under inter-departmental. For the Board's goals, you have to remember what ones are Mrs. Craver's and what ones are the boards. After the members meet with Mrs. Craver, Chairman Szafarowicz and Mr. McGrath will meet and review the evaluations.
4. Review goals & objectives list. Mrs. Craver asked for the white paper report on the Government Study Committee, how would the board like it on their agenda. Chairman Szafarowicz said he would like it on the June 21, 2016 meeting. He said that town meeting asked us to address it by June. Mr. Swensen would like to deal with it separately from the goals and objectives meeting. He stated that one of the board's goals would be to review and dissect the white paper report.
5. BOS Policies to be reviewed. Mrs. Craver stated that part of the goals & objectives is to review what the board is doing with their policies. Attached is a list of policies that still need to be completed. Does the board need assistance. Mr. McGrath would like copies of the policies sent to him. It was mentioned to send the policies to each selectmen.
6. Office Operations. Mrs. Craver stated that with discussion of the goals & objectives meeting and a new Chairman, she thought this would be a great opportunity to bring up how the office operates. She asked about the process for email. The Board tends to get their emails and we are looking at how the office could get them to make sure action is taken on the request. She asked if the board wants a policy if they get an email whether on town or home emails to forward it to the office? Chairman Szafarowicz said it might be a good idea to have a policy to forward the emails to the Town Administrator.

7. Other Business – Unknown at time of posting. Chairman Szafarowicz stated at the board’s last meeting, the board did not nominate a clerk. He asked if the board would like to do that now or wait. Because we are in an open meeting, **motion by Mr. McGrath to nominate Mrs. Cooper. Mrs. Cooper declined.** The Board will wait until the next meeting.
8. Adjourn / Executive Session. **Motion by Mr. McGrath to enter into executive session at 7:28pm under M.G.L. c. 30A, Sec. 21, #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 #6, to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mrs. Cooper.** Chairman Szafarowicz declares that an open meeting will have a detrimental effect on the negotiating position of the public body. The Board will reconvene to open session for the purpose of adjourning. **Roll call vote taken: Mr. McGrath – aye, Mrs. Cooper – aye, Mr. Swensen – aye and Chairman Szafarowicz – aye. Motion by Mr. McGrath to adjourn at 8:08pm, seconded by Mr. Swensen, motion passes.**

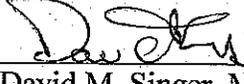
Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

  
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Joseph J. Szafarowicz, Chairman

  
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Cynthia B. Cooper, Member

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John P. McGrath, Vice-Chairperson

  
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David M. Singer, Member (absent)

  
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Frederick C. Swensen, Member