



Submitted by MCT  
 Date 8/1/16  
 Received by RLC  
 Date 8-1-16

**TOWN OF CHARLTON**  
 Minutes of Special Selectmen's Meeting  
 Tuesday – June 28, 2016 – 6:00pm  
 Community Center – Goals & Objectives

Present: 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 and Jeff Nutting, Advisor. Absent: Clerk – David M. Singer.

Chairman Szafarowicz called the meeting to order at 6:02pm.

Peter Cooper, Sr. and Gerry Doble were here from the Finance Committee. Mr. Cooper said that at the last Selectmen's meeting, a few things bothered him and he wanted to discuss it with the Board. One of the items was the white paper report. He said it was asked of the committee three times if they went to see the Finance Committee and they had said yes. Mr. Cooper said they never came to the Finance Committee. They never asked them anything to do with finances. Secondly, a lot of the things in the white paper report have to deal with finances. A lot of these would take the power away from the Town Administrator. He is not in favor of that. He does want the board to be very aware of, for finances, this year they really stuck their necks out and gave people raises. They added four people to the fire department. He asked whoever is working on the contract, to really look at it. He is concerned as the white paper report is showing a lot of new jobs. Chairman Szafarowicz thanked Mr. Cooper.

Transfer requests – Mrs. Craver stated that we had a few requests come in today. The Sewer Administrator changed Insurance from an individual to a family plan and they are asking to transfer from the Sewer Capital and Replacement to the Sewer Health Insurance - \$4,100 and the Police Chief is asking to transfer from the Police Utilities account to the Police Expense account, \$905 to repair portable signboard. **Motion by Mr. McGrath to approve the transfers for the following amounts \$4,100 from Sewer Capital and Replacement to Sewer Health Insurance and \$905 from the Police Utilities to the Police Expense, seconded by Mr. Swensen, motion passes.**

Next is the Police MOU. Mrs. Craver said she sent this out to everyone. Their representative is getting it signed and will send it back. It would start July 1, 2016 for FY17. **Motion by Mr. McGrath to approve the negotiated MOU with the Charlton Police Department, seconded by Mr. Swensen, motion passes.**

Chairman Szafarowicz turned the floor over to Jeff Nutting. He stated that he received some responses. He reviewed the questionnaires that he received:

*List the three most important jobs of the Board of Selectmen:*

1. Oversee the budget
2. Contract with unions/Negotiation authority
3. Appoint to committees
4. Act as the Head of State for the Town and be the ambassadors to Charlton
5. Set budget and policy recommendations to Town Meeting

*List three major accomplishments of the Board over the last year:*

1. Settlements with Exxon Mobil and Millennium

2. Police details policy; police contract
3. Town owned land to be sold
4. Improved relations with other boards (BOH)
5. Passed budget that invested in different departments

*How can the Board be more effective?*

1. Keep open communication
2. Meet with employees/TA more often
3. Review/release executive session minutes not yet released. Mrs. Cooper said she would want to name someone responsible for the minutes. Discussion was to either have the office or the clerk of the board handle the minutes. Need to put together by August 1, 2016.

*List up to five goals that the Board should accomplish over the next year:*

1. Consider Government Study Committee recommendations. Mr. Swensen explained what this is to Mr. Nutting. Chairman Szafarowicz feels there are a few things in here that we could add to our goals. Mr. Nutting asked how the board would work on this. Mr. Swensen feels that individual members could review items.
2. Site a fire station – the report recommends putting an action committee together. Mr. Swensen and Mr. McGrath would like to be part of this. The action would be to re-instate the Fire Station Building Committee and to place the openings on cable and the web.
3. Complete open contracts. These are being worked on.
4. Hire interim police chief. Mrs. Craver had a conversation with HR. She was told she could do a requisition and lay out the plan. It should be the same process as a Department Head. Mrs. Craver will put the requisition together. She asked if the board wants her to go through the process she does or does the board wish to do it. Mr. Swensen would be more comfortable with a sub-committee. He would be comfortable with a couple of Selectmen and other people. Mrs. Craver said we will put this on an agenda.
5. Implement community compact reports/goals. Mrs. Craver said that we have already signed it. We have three items in it that we need to deal with. Manage Community Compact performance.
6. Further improve relationships with other boards (ex. Planning) Chairman Szafarowicz would like to meet with the Planning Board Chairman by the end of September. Mr. McGrath stated that he would like to meet with him as well.
7. White paper goals discussed included:
  - Ability to set financial policies across the board – Town Meeting. Mrs. Craver stated that we have a new Town Accountant and she has been talking with him about keeping track of some of the items she would track. She said it was also brought up about financial policies. She stated that one of the board's community compact projects is a financial policies review which should assist on this recommendation. In the spring we should have a full report.
  - Make Constables appointed position. It was recommended to have the Selectmen appoint this position because it's hard to find someone to fill it.
  - Look at chain of command.
  - Increase voluntarism. Mr. Swensen recommended waiting until January/February.
  - Reach out to employees personally – discussion of reaching out in early spring for a luncheon. The Board members will split the costs. Mr. Swensen said he would like to see the money used to buy a flower for each employee. Mr. Nutting said that we collect the money from the board and hold it in the spring. Chairman Szafarowicz stated that each member could bring cookies or soda. Mr. Swensen mentioned having one now in September right after Labor Day and one in the spring.

- Consolidated department of municipal inspections so there is one person they report to. Right now they report to the Building Commissioner. Mr. McGrath mentioned that customer service needs to be addressed. Mrs. Craver stated that we still need to look at the multiple hats a staff person wears. It was mentioned to possibly have an assistant building inspector or a facilities manager. The board discussed a workshop for Facilities/Building Services. The Board would like this done before the end of August. Mr. Nutting recommended putting this on hold at this time until next year.
- Mr. Swensen would like to make the Fall Special Town Meeting an Annual Town Meeting. He would like to change the bylaw and have it changed in the spring. He would like to outline what each meeting is for.

*List up to 5 goals for the Town Administrator to accomplish over the next year:*

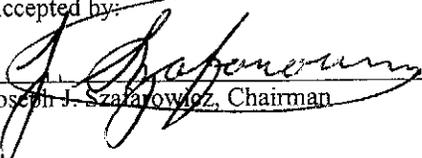
1. Create a form and conduct performance reviews of BOS appointed salaried employees. Mr. Nutting recommended starting with Department Heads. Mrs. Craver said we have the program to do this and she can look into it. She said this would be part of an HR person's role. She thinks that there should be a training this year, then a meeting and a performance evaluation for next year. Mr. McGrath said that we want to make sure that all departments are using the same form. The first thing is to fund the position. The Board would like to see this set by the end of June 2017.
2. Review/make recommendations for job descriptions for BOS appointed salaried employees
3. Organizational flow chart – who reports to who (financially, HR, day to day). Figure out the chain of command for the different positions in town. Determine the HR duties of the different employees and look into the merit and feasibility of consolidating into a HR position. Mrs. Craver agrees with the white paper report for the HR person. The goal would be to have recommendations by September. Mr. Doble stated that it would be good to have one person that people go to if they have an issue.
4. Possible regionalizing opportunity – this is an ongoing goal.
5. Facilitate regional dispatch options
6. Casella/landfill
7. Exxon – Water/Sewer
8. Mrs. Craver to keep working with the Water/Sewer Commissioners on the issues in the office.

Mrs. Craver stated that we will have a matrix and bring these up quarterly.

Mr. Nutting will provide Mrs. Craver with the bullets of the discussion. She told the board they don't have anything for their next meeting and asked if they wanted to cancel it and have a workshop on July 12<sup>th</sup> and the board agreed.

**Adjourn: Motion by Mr. McGrath to adjourn at 8:06pm, seconded by Mr. Swensen, motion passes.**

Accepted by:

  
Joseph J. Szafarowicz, Chairman

David M. Singer, Clerk (absent)

  
John P. McGrath, Vice-Chairperson

  
Cynthia B. Cooper, Member

Frederick C. Swensen, Member