

COPY



TOWN OF CHARLTON
Minutes of Special Selectmen's Meeting
Tuesday – July 12, 2016 – 6:30pm

Submitted by MCD
Date 8/1/16
Received by det
Date 8-1-16

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

Chairman Szafarowicz called the meeting to order at 6:30pm.

A gentleman entered the meeting and wanted to ask about the water on H. Foote Road. He was directed to speak with the Board of Health. Mrs. Craver explained that this is a workshop meeting and there is no discussion on that item on the board's agenda.

Chairman Szafarowicz stated that there was a lot of discussion regarding the goals & objectives. Mrs. Craver provided the board with draft minutes from the workshop just for reference. She said that two items the board wanted to discuss was to have the Building Commissioner come in and talk about his office. He has asked to defer this. He needs more time to put information together on his office. The other item was to discuss the Chief provisional position.

The board reviewed the goals and objectives discussed:

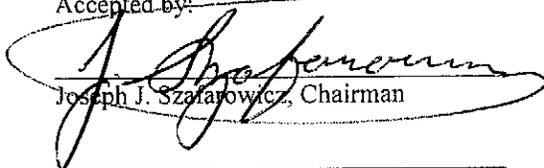
- Review/Release executive session minutes not yet released – the board's goal is to do this quarterly – discussion was to have the clerk of the board keep an eye on it or we can do it and make some recommendations as we go forward. Mr. Singer mentioned that there are minutes on the list that go back to 2005 and there are no members here that were here then. Mrs. Craver stated that it pertains to the subject discussed. Mr. Singer stated that from 2005 – 2008, that they be reviewed and bring a recommendation back to the board. It was discussed that the next quarter after that be done for 2009-2010. It was recommended to have Mrs. Craver make a recommendation quarterly. Mrs. Craver stated that once they are released, we will keep the book in the office and if anyone is looking for them, they can come through us.
- Fire Station Building Committee – Mrs. Craver to have it be advertised on cable and contact members that were on the committee before to see if they are interested. Bring back to the board as an agenda item.
- Complete Open contracts – Police done, Fire – almost ready.
- Hire Interim Police Chief – Mrs. Craver provided the board with information from civil service. She explained that the board wanted to put out an ad, receive the resumes, review the resumes and let the board tell civil service who they want and she was told that can be done. Mr. Singer would like to be on the sub-committee. Mrs. Craver said she could review them and bring back the top five for the board to review. Mr. Singer would like a list of the people that do apply and the department. Mrs. Craver stated that her plan is to put a copy of all resumes received in a file for the board to review. Mr. Singer asked if we could change one of the words to read local, no state level. Mrs. Craver stated that when the board looks for a permanent chief, it hasn't been discussed, does the board want them to take the test or just do an assessment. The board would like them to take the test. She also asked the board to provide her with a range. She also asked if the board wanted to vote on this so she won't have to bring it back. **Motion by Mr. McGrath to post the Town of Charlton provisional Police Chief**

position per the Town Administrator's discussion with Ms. Evans from civil service and we start it the third week in August, seconded by Mr. Singer, motion passes.

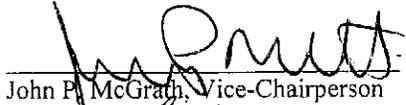
- Community Compact Report – nothing further at this time
- Further improve relationship with other boards. John and Joe to meet with Planning Board chairman by the end of September.
- Constable appointment – Mrs. Craver will place an article on the October Town Meeting.
- Chain of Command – hold until we have an HR person
- Increase Voluntarism – wait until Jan/Feb. Chairman Szafarowicz mentioned working with cable as well. Explain what each position does.
- Employee luncheon – September after Labor Day. The Board will within the next week provide the office with \$20/each so pizza can be ordered for the day. It was discussed to have it as a dinner at 5:00pm on a Tuesday for the whole board to attend.
- Workshop for Facilities/ Building Services. He needs more time.
- Change Fall Special Town Meeting to an Annual Meeting defining what each meeting is for. Mrs. Craver will put together some warrant language together for the Annual Town Meeting.
- Create a form and conduct performance reviews – discussion was to wait for an HR person – The Board or Town Administrator will be conducting the reviews.
- Review/make recommendations for job descriptions for BOS appointed salaried employees. This will be part of the HR persons job.
- Organizational flow chart – Mrs. Craver would like to see what she can come up with. She said there is a booklet put together that she will try to find for the board.
- Regionalizing – scoring of the dispatch applications is going on. She would not recommend sharing an HR person.
- Water/Sewer Department – keep working with them on issues in the office. She mentioned that Southbridge has not done a lot of things in the IMA they were supposed to. Mr. Paicos is working with them.
- Chairman Szafarowicz stated that there have been emails about the North Star Energy Plant. From what he's heard, Charlton has not been active in reaching out to them. Discussion of TIFs. It was suggested to find out what they are looking for and what can the town do. Mr. Singer agrees there is no harm in sending a letter and get it to the table. Mrs. Craver said there is a meeting being set up.
- Landfill - Mrs. Cooper recused herself at 7:56pm and left the table. Mrs. Craver stated that the Selectmen should have a joint meeting with the Board of Health and go into executive session to find out what's going on. It was asked to put it on the agenda and invite the Board of Health and Mr. Meskus to discuss Casella. Chairman Szafarowicz asked to find out if we will have a quorum of the board.
- Regional Dispatch – ongoing
- HR Issues – hire an HR director. Mrs. Craver has sent the job description to the Personnel Board.

Adjourn: Motion by Mr. McGrath to adjourn at 7:58pm, seconded by Mr. Singer, motion passes.

Accepted by:


Joseph J. Szafarowicz, Chairman

David M. Singer, Clerk


John P. McGrath, Vice-Chairperson


Cynthia B. Cooper, Member

Frederick C. Swensen, Member (absent)