



MCD 1/24/24  
XL 1/24/24

TOWN OF CHARLTON  
Minutes of Regular Selectmen’s Meeting  
Tuesday, January 9, 2024, 6:30pm  
Selectmen’s Meeting Room/Meeting Room 1  
Town Hall, 37 Main St., Charlton, MA  
ZOOM Webinar: <https://us02web.zoom.us/j/87489442885>;  
Passcode: 061416; Phone Access +1-646-558-8656

Present: Clerk – Peter Lancette, Members – William Borowski and Stephen Koronis, Town Administrator – Andrew Golas and Student Selectperson – Madelyn Parker. Absent: Chairman – Basia Zurawski and Vice-Chairman – David M. Singer.

I. Call to Order:

Selectman Lancette 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 – December 12, 2023. **Motion by Mr. Borowski to approve as submitted, seconded by Mr. Koronis, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Lancette read the announcements.
- James Nee from 34 Center Depot Road came forward regarding trash & refuse. It appears towns adjacent to us has something at the municipal level. They have a recycling center with bag drop off option in town with different price points. He thinks the community should explore further options for an in town community option.

IV. Appointments/Resignation:

1. Appointment – Administrative Assistant for Land Use. Mr. Golas stated that after an extensive search to fill the position of Administrative Assistant for Land Use, Human Resources and Conservation are recommending the appointment of Daylen Fischer to this position. The Board was asked to make the signatory appointment so that she could start on January 8, 2024 and you are asked to confirm her appointment tonight. This is a 38 hour per week benefited position with an hourly rate of \$23.03 and falls under our personnel policies. **Motion by Mr. Borowski to approve the appointment, seconded by Mr. Koronis, unanimous.**

2. Appointment – Election Workers. Mr. Golas stated that the Town Clerk’s office is asking the board to appoint the following as Election Workers until December 31, 2024:

- |                      |                    |
|----------------------|--------------------|
| Allain, David        | Maskell, Judy      |
| Blanchette, Donald   | Morin, Lea         |
| Breger, Francine     | O’Connor, Margaret |
| Blauvelt, Claudia    | Sergio, Elizabeth  |
| Breinlinger, Eric C. | Stepien, Sylvia    |
| Brunnell, Greg       | Sugrue, Lois       |
| Chalk, Nancy         | Sugrue, William    |
| Chenard, Jannine     | Webb, Rochelle     |
| Corkum, LouEllen     | Westwell, Lisa     |
| Doble, Gerald        |                    |

Ferguson, Laura  
Figueroa, Kish  
Gelb, Sue  
Giles, Linda  
Grondalski, Anya  
Guy, Bill  
Haebler, Joe  
Howard, Bradford  
Howard, Leonie  
Johnson, Audrey  
Johnson, Pete  
Lambrecht, Linda  
Lamoreux, Patti

**Motion by Mr. Borowski to appoint all listed, seconded by Mr. Lancette, unanimous.**

V. Scheduled Appointments:

VI. New Business:

1. Adoption of Comprehensive Emergency Management Plan. Mr. Golas stated that we are in the process of updating and adopting the town's Comprehensive Emergency Management Plan to be filed with MEMA. Adoption of the CEMP requires acknowledgement of department's roles and responsibilities within the plan which all departments have reviewed and signed off on. The Board is being asked to approve the Adoption of the Comprehensive Emergency Management Plan. **Motion by Mr. Borowski to approve, seconded by Mr. Koronis, unanimous.**
2. Open Annual Town Meeting Warrant / Approve Budget Calendar. Mr. Golas stated that the Board is scheduled to open the Annual Town Meeting warrant tonight and approve the attached FY2025 Budget Calendar. All Departments have been notified to submit any articles to my office by March 1, 2024. The Board will be asked to close the warrant at your March 12, 2024 meeting. Also attached is a list of meetings to prepare you for this coming budget season. **Motion by Mr. Borowski to open the warrant and approve the calendar, seconded by Mr. Koronis, unanimous.**
3. Increase to Real Estate Exemptions (M.G.L. Ch. 59, Section 5C1/2). Mr. Golas stated that the Board of Assessors have requested that the Board of Selectmen consider supporting the adoption of M.G.L. Ch. 59, Section 5C1/2. Originally adopted by the Massachusetts Legislature in 2018, local adoption of Ch. 59, Section 5C1/2 provides for an additional real estate exemption for certain blind persons, veterans, surviving spouses and seniors an increase to their tax exemption amount up to twice the state allowed limit. This match amount is solely on the town from its overlay account and is not reimbursed by the state. The Board of Assessors have provided the attached information packet on the projected fiscal impact of adopting this section of law. Adoption of M.G.L. Ch. 59, Section 5C1/2 requires vote of Town Meeting. If supported by the Board of Selectmen, we would include consideration of this on the Annual Town Meeting Warrant. Please note that M.G.L. Ch. 59, Section 5C1/2 is separate from the pending legislation from the HEROS Act (H4172) where, if adopted by the legislature, would allow a town to apply this exemption only to veterans and surviving spouses. Kathleen Stanley, Director of Assessing was present to answer questions. Mr. Borowski would like to put this in front of town meeting. Ms. Stanley said we only have 15 people that qualify over 70 under the criteria needed. **Motion**

**by Mr. Borowski to accept the proposal and put it on the town meeting warrant for the full 100%, seconded by Mr. Koronis, unanimous.**

VII. Old Business:

1. Update to Transfer Station IMA with the Town of Spencer. Mr. Golas stated that attached is a draft copy of the Transfer Station IMA with the Town of Spencer for the board's consideration. This agreement is from January 1, 2024 through June 30, 2026. Charlton will pay \$50 for each sticker issued and \$10 for each day pass issued to Charlton residents which will allow them to purchase their own sticker or day pass at the same price as Spencer residents. The Town of Spencer will provide a list of all Charlton residents utilizing the transfer station with an invoice for the prior fiscal year. Mr. Golas reviewed the costs and services within the program. Mr. Borowski is ok with this but would like to see some updated numbers after one year. **Motion by Mr. Borowski to approve the Transfer Station IMA with the Town of Spencer as presented, seconded by Mr. Koronis, unanimous.** Deb Marquis from Keep Charlton Beautiful wanted to thank Andrew for his work on this.
2. Regional Dispatch. Mr. Golas stated that Chief Dowd has been in communications with the towns of Spencer, Leicester and Sturbridge who are actively pursuing the feasibility of a regional dispatch center. The Board is being asked to consider supporting an attestation letter to State 911 joining the feasibility study for this project. The feasibility study would be fully funded through State 911 and does not commit the town to a final project. This would only be the first phase in determining if this is an opportunity that may work for the Town of Charlton with our regional partners. Police Chief Dowd came forward. Mr. Borowski doesn't have a problem with putting a letter in. Chief Dowd said regional dispatch is not about saving money, it's about more resources. He said whatever we do, we have to look at operations in the future. It's wise to at least take a look. **Motion by Mr. Borowski to support the attestation letter, seconded by Mr. Koronis, unanimous.**
3. Fire Chief Contract – The Board reconvened from executive session. **Motion by Mr. Borowski to approve the Fire Chief Contract, seconded by Mr. Koronis, unanimous.**

VIII. BOS Policy Review

Mr. Golas stated enclosed for the board's review are the following policies along with recommended changes to each:

- Municipal Meeting Room Facility Use
- Naming of Town Property
- Nepotism
- Remote Participation Policy/Open Meeting Law
- Snow Plowing – Town Buildings

**Motion by Mr. Borowski to accept all five recommendations as submitted, seconded by Mr. Koronis, unanimous.**

VI. Student Selectperson Report – Ms. Parker reviewed her report. (attached)

X. Town Administrator Report – Mr. Golas reviewed his report. (attached)

Mr. Koronis asked if Colburn Road could be added to the FoRRRwD program. Mr. Golas said he could ask them to reevaluate a road which is based on use data. Mr. Koronis asked if DPW could look at it.

XI. Other Business (unknown at time of posting)

Mr. Borowski asked if we could put the Police Chief contract on the next agenda. He asked to add the de-regionalization study as well. Mr. Golas provided an update. Mr. Borowski asked him to get a timeline on that.

XII. Next Meeting Announcement:

BOS Special Workshop Meeting – January 10, 2024 – 3:30pm - CANCELLED

BOS Regular Meeting – January 23, 2024

XV. Adjourn/Executive Session – **Motion by Mr. Borowski to enter executive session at 7:18pm 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 (Fire Chief 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 return to open session if needed, and to adjourn, seconded by Mr. Koronis. Roll call vote: Mr. Koronis – aye, Mr. Borowski – aye and Mr. Lancette – aye.**

**Motion by**

Submitted by:

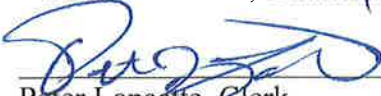
Mary C. Devlin

Executive Assistant

Accepted by:



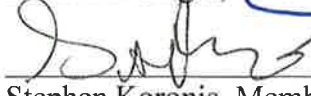
Barbara Zurawski, Chairman (absent)



Peter Lancette, Clerk



David M. Singer, Vice-Chairman (absent)



Stephen Koronis, Member



William Borowski, Member

# Student Representative Report 1/9

---

Madelyn Parker

## ATHLETICS

The **Boys Varsity Basketball Team** has their next home game tonight at 7:00 pm as they come off a well deserved win on Saturday against Millbury. To tune in you can watch the livestream on the NFHS network website.

Another team to watch for is the Shepherd Hill **Varsity Wrestling Team** in which two members earned both first and second place in their respective categories. Their next home game is Wednesday January 17, come out and support our wrestling team!

## THE ARTS

On Saturday February 3rd, the music department is holding the annual "**Central Massachusetts Show Choir Festival**", where more than 20 different choirs will compete to win in their given size categories. If you are interested in supporting Shepherd Hill's "Fantasy", "Illusion", or CMS's "Mirage", you can buy tickets at [shepherdhillchorus.ticketleap.com](http://shepherdhillchorus.ticketleap.com).

## SCHOOL WIDE

This week is the beginning of **midterms**, starting on Thursday with periods one and two! Get your students prepared!



# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator   
DATE: January 4, 2024  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/9/2024

---

**Route 20 Safety Improvements** – Following up on our conversation on December 6<sup>th</sup> with MassDOT, we have scheduled a follow-up discussion with their project team on January 24<sup>th</sup> to address public safety concerns relative to the project and review revised plans. I will provide additional information to the Board and Public as it is received.

**Fire Station Building Update** – On January 3<sup>rd</sup>, the Building Committee met with the project team to update on the project and kickoff with their selected Owner's Project Manager CHA Consulting. Context Architecture is preparing to conduct the geotechnical survey of the site this month. The Committee has been working with the abutting property owners on revising the building layout to address concerns with proximity to the property lines and site screening. Context will be providing some revised layout proposals following the geotechnical survey. Currently we are on track to complete the schematic design phase in March to have project estimates to be considered for Spring Project authorization votes. We will be able to provide the fiscal impact strategy through the budget process.

**Senior Center RFP** – We have released the RFP for the Senior Center lease and have it available for anyone interested in providing a bid. The Bid documents for this project are available in our office and are due back by February 14<sup>th</sup>.

**Focus on Reducing Rural Roadway Departures (FoRRRwD) Program Update** - Nick Piehl and I met with representatives from MassDOT and their consultant Bowman who is assisting the town under the FoRRRwD Program. This opportunity provides the town with technical assistance in identifying improved roadway signage on rural roads that meet the program criteria and provide the town with free signs funded by the federal government as identified on the plan. The roadways that qualified for this program were Brookfield Road, Muggett Hill Road, Oxford Road, Sandersdale Road Partridge Hill Road, Richardsons Corner Road, Dresser Hill Road and New Spencer Road. Bowman has completed their initial survey and provided us with their initial recommendations. We met and provided some comment back to be compiled into a project manual document. Once we receive the project document, MassDOT will order the signs for our installation and provide recommendations for other roadway improvements that could be done outside of the program. We anticipate that we will receive the final documents and signage in early spring.