

MC7 - 1/10/23
AMC 1/25/23



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, January 10, 2023, 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: Chairman – Stephen Koronis, Vice-Chairman – Patsy Rydlak, Clerk – Barbara Zurawski, Member – William Borowski, Town Administrator – Andrew Golas and Student Selectperson – Harry Kennan. Absent: David M. Singer – Member.

I. Call to Order:

Chairman Koronis 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 13, 2022 – 6:30pm. **Motion by Mr. Borowski to accept the minutes of December 13, 2022, seconded by Ms. Rydlak, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Zurawski read the announcements.
- Lynn from Camp Joslin joined the meeting by zoom. Chairman Koronis provided some background on this issue and it has nothing to do with the project they are proposing in front of the Planning Board. There was a lot of feedback on social media. Lynn gave an explanation as to what was taking place at both Camp Joslin which is in Charlton and Clara Barton Camp is in Oxford. Clara Barton Camp has heat, electricity and bathrooms. Camp Joslin doesn't have all that. They are looking to expand the camp and remodel the old cabins. Part of the comments on social media is that they would be housing migrants and homeless and that is not the case. She explained that in Oxford, through the Central Mass Housing Alliance, they are renting it to them which is long term. There are under 30 people living there. They are not approved as a rental site in Charlton.

IV. Appointments/Resignation:

1. Appointment – Economic Development Commission – Business Owner – Resident. Mr. Golas stated that attached is a talent bank form from Matthew Power seeking to be appointed to the Economic Development Commission as the Business Owner/Resident. He would recommend the board make the appointment. **Motion by Mr. Borowski to appoint Matthew Power to the Economic Development Commission as the Business Owner/Resident, seconded by Ms. Zurawski, unanimous.**
2. Appointment – Per Diem Dispatchers. Mr. Golas stated that Police Chief Dowd is asking the Board to appoint Danielle Johnson and Carrie Soule as Per Diem Dispatchers for the Charlton Police Department. He would recommend the board make the appointments as requested. **Motion by Mr. Borowski to make the appointments as requested, seconded by Ms. Rydlak, unanimous.**
3. Notice of Retirement – DPW Superintendent. Mr. Golas stated that attached is a letter from DPW Superintendent Gerry Foskett announcing his retirement effective August 26, 2023. No action needs to be taken from the board.

V. Scheduled Appointments:

6:45pm – Dementia Friendly Charlton – Dennis Carlson came forward on behalf of Dementia Friendly Charlton. He provided an update on what they have been doing for the last 10 months. All members have received Dementia training. They have developed an emergency contact form that would be given to the Police and Fire Departments in case any action is needed for those individuals. Sarah Gary came forward. She said they have had some successful events this past year. Chairman Koronis asked if they were looking for anything from the board? What are the expectations. Mr. Carlson said this is just informational and just to let everyone know we are here and there are programs to help.

VI. New Business:

1. CMRPC – Delegate and Alternate. Mr. Golas stated that each year the board is asked to appoint a Delegate and an Alternate to the CMRPC. CMRPC’s mission is fourfold: (1) addressing growth and development issues that extend beyond community boundaries, (2) maintaining the district’s certification for federal transportation improvement funds, (3) providing technical knowledge and resources to assist local government in addressing specific land use, economic or environmental problems resulting from growth or decline, and (4) building strong working relationships with member communities, state and federal officials as well as the area’s legislative representatives. Delegates and Alternates are a vital link with our Planning Commission that enables them to deliver support services, to compete for discretionary grant funds, to identify community needs in transportation and land use and to foster sub-regional cooperation through shared services and procurement. Communities with active Delegates and Alternates fare better in receiving a return on our investment than those who fail to communicate local needs or to link up with their programs. The current Board of Selectmen delegate is Patsy Rydlak and the alternate is Basia Zurawski. The board should vote for a Delegate member and an alternate member. The Planning Board will appoint their own delegate which must be a member of the Planning Board. Ms. Zurawski and Ms. Rydlak would like to give the other members a chance to serve. Mr. Borowski said he would. **Motion by Ms. Rydlak to have Mr. Borowski be the board’s representative and Ms. Zurawski the alternate, seconded by Ms. Zurawski, motion carries.**
2. P25 Radio System Bid Award. Mr. Golas stated that three bids were received on December 7, 2022 for the P25 Radio System. After review of the bids, we are recommending the Board award the bid to CyberComm, Inc. out of Woburn. CyberComm provided an overall technically complete proposal, demonstrated experience in project management and implementation of projects of this size and proposed equipment based on a single source vendor compatible with our existing systems. He would recommend the board award the bid as requested contingent upon successful negotiations. **Motion by Mr. Borowski to start that process, seconded by Ms. Zurawski, unanimous.**
3. Request for Wayfinding Signs – Wayside Church. Mr. Golas stated that Wayside Church located at 6 Haggerty Road is requesting permission to install 3 signs with the wording “Wayside Church”, arrows pointing in the direction of the church and the miles the sign is away from the community building at the following locations:
The south east corner of Dresser Hill Road and #6 Schoolhouse Road,
The south west corner of Partridge Hill Road and Colburn Road, and
The south east corner of Oxford Road and A. F. Putnam Road.
These proposed locations are in the right of way of roads and are permissible with the Board’s permission. He would recommend the Board approve the request. Once the board approves the

request, the Building Department will issue the sign permit. **Motion by Mr. Borowski to approve, seconded by Ms. Zurawski, unanimous.**

4. 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 FY2024 Budget Calendar. All Departments have been notified to submit any articles to his office. The Board will be asked to close the warrant at your March 14, 2022 meeting. **Motion by Mr. Borowski to open the Annual Town Meeting warrant, seconded by Ms. Zurawski, unanimous.**

VII. Old Business:

VIII. BOS Committee Reports

IX. BOS Policy Review

Mr. Golas stated with the beginning of the New Year, it is time to begin a review of standing Board of Selectmen Policies. Each regular meeting, we will look to add 5 policies for review. Currently, financial policies are incorporated into the Board of Selectmen Policies. We will look to separate Financial Policies into their own book. Enclosed for your review are the Access to Town Counsel, Actions/Decisions/Minutes of Meetings, Agenda Closing, Air Conditioners in Town Hall and Anti-Idling Policies along with recommended changes to each. **Motion by Mr. Borowski to approve the changes to Access to Town Counsel, seconded by Ms. Rydlak, unanimous. Motion by Mr. Borowski to approve Actions/Decision/Minutes of Meetings with changes, seconded by Ms. Zurawski, unanimous. Motion by Mr. Borowski to approve Agenda Closing as amended, seconded by Ms. Rydlak, unanimous. Motion by Mr. Borowski to delete Air Conditioners in Town Hall, seconded by Ms. Rydlak, unanimous.** Policy for Anti-Idling will stay as is.

X. BOS & TA Goals & Objectives

XI. Student Selectperson Report – Mr. Kennan reviewed his report. (attached)

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

XIII. Other Business (unknown at time of posting)

Mr. Borowski heard some conversations about the Earth Day Committee relying on donations, he asked if Mr. Golas could reach out to Board of Health to see if they would be willing to make this a formal committee and if so, we could look into putting some funding into a line item.

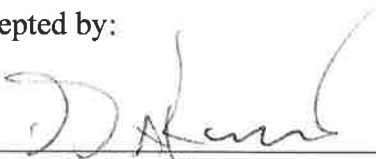
XIV. Next Meeting Announcement: January 24, 2023

XV. Adjourn/Executive Session – **Motion by Mr. Borowski to enter into executive session under M.G.L. c. 30A, Sec. 21(a), #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel (DPW Superintendent) 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 reconvene to open session if needed and to adjourn, seconded by Ms. Zurawski.** The chair so declares. **Roll call vote: Ms. Zurawski – aye, Ms. Rydlak – aye, Mr. Borowski – aye and Chairman Koronis – aye.**

Motion by Mr. Borowski to adjourn, seconded by Ms. Rydlak, unanimous.

Submitted by:
Mary C. Devlin
Executive Assistant

Accepted by:



Stephen G. Koronis, Chairman



Barbara Zurawski, Clerk



Patsy Rydlak, Vice-Chairman



David M. Singer, Member (absent)



William Borowski, Member

Shepherd Hill - Student Representative Report

Harry Kennan

January 10, 2022

The last day of the first semester will be January 20th, and midterms will stretch from this Friday (the 13th) to next Thursday (the 19th). On the off chance of a snow day or delay during that period, the missed exam(s) will take place on the 20th. Any **senior** with a semester average exceeding 90% will be exempt from taking these exams.

Students attending the **2023 Global Awareness Trip** to Spain, Portugal, and Gibraltar are launching their next fundraiser, a Super Bowl grinder sale. Ham, Italian, turkey, and roast beef grinders are available for purchase at \$8.00 each. All order forms are due January 30th!

The National Art Honor Society's next meeting will be this Thursday, January 12th.

The Shepherd Hill Music Department is running a candy bar fundraiser to support their continued efforts; bars can be bought for \$1 from any student involved in music programs at Shepherd Hill.


ALL SHEPHERD HILL JUNIORS are currently involved in their civics action projects, as mandated by the 'Act to Promote and Enhance Civic Engagement' bill signed into law by Massachusetts Governor Charlie Baker in 2018. The exceptions are those juniors currently enrolled in AP United States History, who will be doing their projects at the end of the year.



Town of Charlton

OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator 
DATE: January 5, 2023
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/10/2023

FY24 Budget – Just a brief reminder, the Board of Selectmen is invited to meet with the Finance Committee on Wednesday, January 18th to discuss budgetary priorities headed into the next year. Additionally, the “Budget Roundtable” with Department Heads will be at 10am Tuesday, January 17th in Meeting Room 1.

Police Department HVAC Study – Over the past few months we have been working with Tighe & Bond on drafting a development plan for improving the HVAC system at the Police Department. Tighe & Bond is evaluating three probable approaches to upgrading the system. After review and discussion of the preliminary report, the opinion of probable cost for the recommended upgrade will be in the range of \$900,000. Another consideration of this upgrade will be whether the upgrade cost will trigger required ADA upgrades and installation of a sprinkler system. These requirements could drive the probable cost three fold. We will keep the Board apprised as Tighe & Bond completes their report.

Training Report – I wanted to thank the Board of Selectmen for the opportunity to attend the Professional Development Leadership Academy provided through the ICMA. The Program was a 12 week self-paced course focused on many of the fundamental leadership values including maintaining a positive mindset, leading effective change, communication and collaboration as measuring the metrics of performance while leading high performance teams. Through the program we developed our own personal leadership oath. At the end, mine is “Be humble and lead from the front” which I feel exemplifies the leadership style I hope to continue to bring to the Town of Charlton.

Staff Recognition – I would like to thank Deputy Chief Cantara and the members of the CERT Team who quickly stood up a Warming Center on the evening of Friday, January 23rd due to the extended power outages and quickly falling temperatures experienced here in Town. Members of the CERT team staffed the Warming Center from 8:00 pm Friday to 10:00 am Christmas Eve. Their efforts were greatly appreciated.