



COPY

Submitted by HCD  
Date 2/25/21  
Received by KL  
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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, February 9, 2021, 6:30pm

Meeting held by ZOOM webinar, video participation:

<https://us02web.zoom.us/j/87489442885?pwd=VmhRdzhXdmR3SnN5T0dtRGVzaElidz09>

Present: Chairman – Karen A. Spiewak, Vice-Chairman – Patsy Rydlak, Clerk – Stephen G. Koronis, Members – William Borowski and David Singer, Town Administrator – Andrew Golas and Student Selectman – Henry Weiland.

I. Call to Order:

Chairman Spiewak called the meeting to order at 6:32pm. Due to COVID and meeting via ZOOM, all votes will be done by roll call vote.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of Regular Meeting – January 26, 2021. **Motion by Mr. Borowski to approve the minutes as written, seconded by Ms. Rydlak. Roll call vote: Mr. Singer – aye Mr. Borowski – aye, Mr. Koronis – aye, Ms. Rydlak - aye and Chairman Spiewak – aye.**

III. Community Relations, Announcements and Open Forum

- Chairman Spiewak read the announcements.
- Selectmen Singer was wearing a “mop” beard in order to raise money for Charlton’s CHIP In Food Pantry. If he wears it through the announcements, a half dozen people he knows will be donating money to CHIP In.

IV. Appointments/Resignation:

V. Scheduled Appointments:

**6:45pm** – Pole Hearing – Boucher Road. Mr. Golas stated that attached you will find a request from Massachusetts Electric Company, d/b/a National Grid requesting permission to install 1 SO Pole on Boucher Drive and install new riser pole for new customer service. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Interim Police Chief and DPW Superintendent. No comments or concerns have been received. Chairman Spiewak opened the public hearing by reading the following public hearing notice: The Charlton Board of Selectmen will hold a public hearing on Tuesday, February 9, 2021 at 6:45pm via ZOOM Webinar:

<https://us02web.zoom.us/j/87489442885?pwd=VmhRdzhXdmR3SnN5T0dtRGVzaElidz09>

Passcode: 061416

Phone Access +1-646-558-8656

to act on a request from Massachusetts Electric Company, d/b/a National Grid requesting permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures, along and across the following public way:

Boucher Drive – National Grid to install 1 SO Pole on Boucher Drive beginning at a point approximately 1250' feet south of the centerline of the intersection of Boucher Dr. and Old Worcester Road Ext. Install new riser pole for new customer service.

They are also asking for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Anyone wishing to be heard on this matter should appear on the date and time, specified via zoom or submit concerns in writing. No questions or concerns. **Motion by Mr. Borowski to close the public hearing, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Mr. Borowski – aye, Ms. Rydlak – aye, Mr. Singer – aye and Chairman Spiewak – aye. Motion by Mr. Borowski to approve the request, seconded by Mr. Koronis. Roll call vote: Mr. Koronis – aye, Mr. Borowski – aye, Ms. Rydlak – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

**6:50pm** - Pole Hearing – A F Putnam Road. Mr. Golas stated that attached you will find a request from National Grid and Verizon New England Inc. requesting permission to install 1 JO Pole on A F Putnam Road for residential second service to garage. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Interim Police Chief and DPW Superintendent. No comments or concerns have been received. Chairman Spiewak opened the public hearing by reading the following public hearing notice: The Charlton Board of Selectmen will hold a public hearing on Tuesday, February 9, 2021 at 6:50pm via ZOOM Webinar:

<https://us02web.zoom.us/j/87489442885?pwd=VmhRdzhXdmR3SnN5T0dtRGVzaElidz09>  
Passcode: 061416

Phone Access +1-646-558-8656

to act on a request from National Grid and Verizon New England, Inc. requesting permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures, along and across the following public way:

A F Putnam Road – National Grid to install 1 JO Pole on A F Putnam Road beginning at a point approximately 141.81 feet east of the centerline of the intersection of Larnerd Hill Road. Install P24-50 for residential second service to garage and bring pole distance between P24 and P25 up to National Grid Standards. They are also asking for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Anyone wishing to be heard on this matter should appear on the date and time, specified via zoom or submit concerns in writing. No concerns received. Amanda Pelletier said that after reviewing the diagram provided, they are unsure of where the pole will be. They do not want it between the two driveways. Ms. Pelletier said they spoke with the engineer and wants to make sure it will be where they discussed. Connor Reynolds from National Grid said the pole will be placed as discussed with the owner. **Motion by Mr. Borowski to close the public hearing, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye. Motion by Mr. Borowski to approve based upon the fact it will appear as stated and will not interfere with Ms. Pelletier's driveway, seconded by Ms. Rydlak. Roll call vote: Mr. Borowski – aye, Mr. Singer – aye, Ms. Rydlak – aye, Mr. Koronis – aye and Chairman Spiewak – aye.**

**7:00pm** - Interview & Potential Appointment of Police Chief

- Possible discussion of next steps to fill Police Department vacancy

Mr. Golas stated that at the Board's January 12, 2021 meeting, he was asked to notify the Police Department command staff that the board was seeking applications for anyone interested in applying for the Police Chief position and that they were due back to him by January 21, 2021 – 5:00pm. One application was received from Interim Police Chief Daniel Dowd. At your last meeting, we were asked to put the interview and potential appointment of Police Chief as well as possible discussion of next steps to fill Police Department vacancy should the board make the appointment. Attached is a list of

questions for the candidate. Interim Police Chief Dan Dowd was present. The Board and Student Selectman Henry Weiland asked questions to Interim Police Chief Dan Dowd and he provided his response. **Motion by Mr. Singer that we offer Interim Chief Dowd the permanent position of the Chief of Police for the Town of Charlton, seconded by Mr. Koronis.** Mr. Singer said if this passes, we will need to enter into negotiations with the Chief. **Roll call vote: Mr. Singer – aye, Mr. Borowski – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.** Mr. Singer said we need to look into filling former Lt. Dowd’s position and made a **motion to contract with the same assessment center we used in the past to conduct an assessment center for the Lt. position and also notify patrolmen and limit it to the command staff Sergeants could apply for the Lt. position and notify the patrolmen that there would be an opening for a Sergeant, seconded by Mr. Borowski.** Mr. Singer asked Chief Dowd to work with Chairman Spiewak and Mr. Golas to make sure we have the right group of who should be included. **Mr. Singer included in his motion that people previously tested that should be included be included. Mr. Borowski is fine with that.** Mr. Koronis asked if we could set a timeframe for negotiations with Chief Dowd. Mr. Singer said he thinks we need to execute both tonight. We would work on the negotiations with the Chief before we take the actual action on Lt. **Vote on motion: Mr. Singer – aye, Mr. Koronis – aye, Mr. Borowski – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.** **Motion by Mr. Singer based upon the successful negotiations with our Chief and successfully promoting and hiring a new Lt., that we ask Chairman Spiewak to work with Town Administrator Golas and the Chief and begin whatever steps are necessary for patrolmen to seek to advance to Sergeant, seconded by Mr. Borowski.** **Roll call vote: Ms. Rydlak – aye, Mr. Singer – aye, Mr. Borowski – aye, Mr. Koronis – aye and Chairman Spiewak – aye.** Mr. Borowski recommended identifying someone to enter contract negotiations with the Chief. Mr. Singer said he would as well as Ms. Rydlak and Chairman Spiewak. Discussion was to have Mr. Singer and Chairman Spiewak work with Mr. Golas on the negotiations. **Motion by Mr. Borowski to have Mr. Singer and Chairman Spiewak work with Mr. Golas to negotiate a successful contract with the Chief, seconded by Ms. Rydlak.** **Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

#### VI. New Business:

1. 2021 Scholarship Questions. Mr. Golas stated that each year, the Town of Charlton is charged with awarding students the following scholarships: Nehemiah B. Stone Scholarship which was given to the Town to be used for scholarships for graduating seniors of Shepherd Hill Regional High School and Bay Path Vocational High School who reside within the boundaries of what was formerly School District #2 in the Town of Charlton. Jesse Smith Educational Fund which was given to the Town with the general intent and purpose to assist in providing educational advantages for the children of Districts Three and Four in Charlton, and Edwin Philips Cooking Fund which was accepted by the Town in 1915 with the general intent and purpose to assist in teaching the art of cooking and domestic science. The M. Wayne Colby Scholarship which is awarded by the family does not have enough interest earned in it at this time to make an award. In order to qualify for these scholarships, the Board of Selectmen chooses a question in essay form to be completed by students who are interested in applying for one or more of these scholarships. With the assistance and recommendation of the Schools, the Board of Selectmen can choose the most qualified recipients. After reviewing past questions, he would recommend the Board consider the following question for the Nehemiah B. Stone Scholarship and the Jesse Smith Educational Fund: *“With the Coronavirus impacting in-person learning, how do you feel the educational process could be improved while considering the current social distancing guidelines? Please describe your experience with hybrid and/or remote classes and what the challenges have been adapting to these learning methods.”*

For the Edwin Phillips Cooking Fund, he would recommend using the past question: *“What role models in your life influenced you to continue in the food service industry and where do you see yourself in five years?”*

Once the questions are chosen by the Board, the office will compile the scholarship applications and forward to the schools. The applications are due back in our office by April 1, 2021 and will be brought to the Board for awarding at a future meeting. Mr. Weiland recommended to add a specified amount of what you are looking for in the essay. **Motion by Mr. Borowski to approve the questions as written, seconded by Ms. Rydlak. Roll call vote: Mr. Koronis – aye, Ms. Rydlak – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

2. Award of Permit Tracking System Software Contract – Mr. Golas stated that the Town solicited a Request for Proposals to upgrade, migrate and expand the capabilities of the town’s Permit Tracking System. The Town received 11 responses to the bid. After review of the non-price technical proposals and price proposals, he would recommend that the contract be awarded to Full Circle Technologies who provided the most advantageous overall proposal. **Motion by Mr. Borowski to approve, seconded by Ms. Rydlak. Roll call vote: Mr. Singer – aye, Mr. Borowski – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.**

#### VII. Old Business:

1. Human Resources Assistant – Mr. Golas stated as requested, attached is a comparative HR Staffing data comparative to other comparable communities. The difficulty with developing a true apples to apples comparison is that every town has different processes for handling payroll, benefits and workers compensation claims. Prior to the passage of the HR Director Bylaw, the positions of Treasurer and Collector were split. The Treasurer at that time assumed many of the responsibilities of benefit and payroll coordination while workers compensation issues were handled through the Town Administrator’s office. The intent of the bylaw was to centralize these functions to one overseeing authority to improve process oversight. His recommendation to provide assistance to that office in order to support its operations still stands. As it was mentioned during the last meeting, two Administrative Assistants work in the Town Administrator/Board of Selectmen Office; an Assistant to the Town Administrator and Assistant to the Board of Selectmen. Both individuals have separate but critical job duties. The Assistant for the Board’s duties include performing key administrative tasks regarding appointments, licenses, town reports, scholarships, research on matters coming before the Board and much more. The Assistant to the Town Administrator handles bill processing, property insurance issues as well as contract and procurement administration along with many other administrative related tasks that are critical to the office. The roles of both employees are very valuable to the administration of Town services and he would not recommend amending their job duties at this time. Ms. Rydlak said looking at the data, it seems we don’t need more than one staff. If we need someone else, perhaps we have an inefficient process. Mr. Singer said he looked at the data and went to the town hall to talk with employees. He said we hired Department Heads to make these decisions and he supports the request. Mr. Koronis said this isn’t filling a position, it is backfilling a position. Mr. Borowski asked as a reminder, how many hours is this budgeted for? Mr. Golas said 18 hrs. a week. Chairman Spiewak said she will support it because it’s being backfilled. David Smolski a resident said he supports Mr. Golas. He has been in Human Resources for many years and Mr. Golas is in tune to what the department needs are. **Motion by Mr. Borowski to approve the request for the part time position, seconded by Mr. Koronis. Roll call vote: Mr. Singer – aye, Mr. Borowski – aye, Ms. Rydlak – no, Mr. Koronis – aye and Chairman Spiewak – aye.**

## VIII. BOS Committee Reports

1. CMRPC – Ms. Rydlak & Mr. Borowski – No update.
2. Economic Development Commission – Mr. Koronis said they are having another meeting this month. There are some grant issues that we may be able to tap into.
3. Fire Station Building Committee – Ms. Spiewak – No update.
4. LNG Committee – Ms. Rydlak – Ms. Rydlak said it's in executive session and is tied up with the lawyers right now.
5. Marijuana Advisory Committee – Ms. Rydlak & Mr. Koronis – They haven't met yet. Mr. Golas stated it's as needed.
6. Sex Offender Bylaw Committee – Mr. Singer said the goal is to have it on the town meeting warrant this year.
7. Stipend Advisory Committee – Mr. Borowski said the committee had a meeting and have another one scheduled for Thursday. There is general discussion regarding stipends for elected officials that were cut a few years ago. His assumption is they will have a proposal for the Board of Selectmen to consider putting into the budget along with Fin Com. If that goes in, town meeting will have the final say.

## IX. BOS Policy Review

1. Policy to Access Town Counsel – Mr. Golas stated that attached is the Policy to Access Town Counsel for the Board's consideration. Currently the board's policy for Use of Town Counsel states: At the meeting of the Board of Selectmen held on June 8, 2004, the Board voted to limit Town Counsel access through the Board of Selectmen Chair and/or Town Administrator. This new policy is to ensure that access to Town Counsel is controlled in order to maintain a record of legal opinions and advice and to ensure that budgetary limitations are maintained. He would recommend the board approve the policy. **Motion by Ms. Rydlak to approve the new policy, seconded by Mr. Borowski.** Mr. Golas reviewed the changes. **Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Singer – aye, Mr. Borowski – aye and Chairman Spiewak – aye.**

X. BOS Goals & Objectives – Mr. Golas updated the list for the board. He said regarding water, he met with representatives from Exxon Mobil, DEP, Board of Health and Water/Sewer to update on progress regarding the investigation into contamination on Gould & Cemetery Roads. Exxon and DEP are currently developing a public communication strategy while awaiting the results of the contamination source investigation. He said if the Board would like, he could invite the Board of Health to the next meeting to discuss the process. The Board agreed.

XI. Student Selectperson Report: Henry Weiland reviewed his report.

XII. Town Administrator Report. Mr. Golas reviewed his report.

XIII. Other Business (unknown at time of posting):

XIV. Next Meeting Announcement:

- BOS Regular Meeting – February 23, 2021, 6:30pm – via ZOOM

XV. Adjourn – **Motion by Mr. Borowski to go into executive session at 8:07pm under M.G.L. c. 30A, Sec. 21(a), #3 – to discuss strategy with respect to collective bargaining or litigation (LNG) 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 for any other business if needed, and to adjourn, seconded by**

**Mr. Koronis.** The chair so declares. **Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Mr. Borowski – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.**

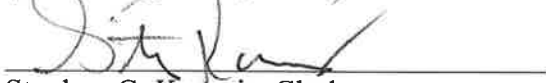
**Motion by Mr. Borowski to adjourn at 9:30pm, seconded by Mr. Singer. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye, Ms. Rydlak – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

Submitted by:  
Mary C. Devlin  
Administrative Assistant


Accepted by:

  
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Karen A. Spiewak, Chairman

  
\_\_\_\_\_  
Patsy Rydlak, Vice-Chairperson

  
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Stephen G. Koronis, Clerk

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David M. Singer, Member

  
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William Borowski, Member

# Charlton Board of Selectmen

February 9th, 2021

## Selectstudent Report

By: Henry Weiland

### A. Current State of Learning

- a. Shepherd Hill transitioned to its next phase of the hybrid learning model on Monday, January 25, 2021
  - i. Ancillary remote classes were added for both Cohorts A and B
    1. Half the students attend classes in the morning two days a week, and then everyone attends remote afternoon classes
    2. Wednesdays are utilized as a remote half-day
  - ii. Feedback to the new adjustment is mostly positive
    1. The workload for all students increased which is a positive from all the gaps in asynchronous learning time before
    2. It enables students to receive more instruction without compromising safety standards in the classroom
- b. There was the first evidence of COVID transmission in a DCRSD school during an outbreak at Charlton Elementary School
  - i. The school shifted to complete virtual learning for three days, but they returned to their normal schedule soon after
- c. With the imminent winter weather, most school days are now being shifted to complete virtual days, such as the case on Tuesday, February 9, 2021
  - i. This allows teachers to not miss instructional days while teaching from home in an accustomed virtual schedule
  - ii. If there is a possibility of students losing power, the school cancels classes for the day, such as the case on Tuesday, February 2, 2021

### B. Extracurriculars

- a. Winter sports have started at Shepherd Hill!
  - i. Both the boys and girls basketball team have started their competitions with live-streaming options for spectators
- b. The Fall II season (the gap between the traditional winter and spring sports season) is starting with sign ups for football, winter track, fall cheerleading, and volleyball
  - i. It is still uncertain what competitions will look like but most are optimistic to have a resemblance of a season
- c. The music and band department continue to practice, but it is unknown whether the future holds competitions
- d. The National Honor Society is planning a sock drive for the month of February
- e. The Student Council is hosting a Drive-In Theater at Shepherd Hill at 5:30 on Friday, February 12, 2021
  - i. Two movies will play and concessions will be sold as well

#### C. End of the Year Activities

- a. With COVID, the district is still doing its best to accommodate as many of the traditional end of the year activities as possible
  - i. The DCU center typically hosts prom and graduation, but that is unlikely this year because it is currently used as a field hospital
- b. The Class of 2022 is looking into doing an outside prom on Carmignani Field
  - i. Though future guidelines dictate the size of the gathering, the Class of 2022 is optimistic that with it being outside it could be more of a possibility
- c. As with prom, graduation is likely to be held on Carmignani Field
  - i. Again, guidelines will dictate the event, but the district is planning to have enough space to socially distance people in chairs
- d. The Senior Banquet, traditionally held at Holy Cross, also might be relocated to Wachusett Mountain
  - i. The Class of 2021 is still in the process of planning the change, and of course, it all depends on the guidelines





# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator  
DATE: February 9, 2021  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 2/9/2021

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Exxon Mobile Public Hearings for Gould & Cemetery Road – Last Friday, I met with representatives from Exxon Mobile, DEP, Board of Health and W/S to update on progress regarding the investigation into contamination on Gould & Cemetery Roads. Exxon & DEP are currently developing a public communication strategy while awaiting the results of the contamination source investigation. There is a tentative schedule for a remote information session regarding the investigation process on March 15<sup>th</sup> at 6:30pm. The Board of Health will be discussing this further at their meeting prior to tonight's BOS meeting. I hope to have additional information for the Board for consideration at your next meeting.

COVID-19 Update – Since the stand-up of the Harrington vaccination site in Southbridge, the Board of Health have helped facilitate the vaccinations for over 200 Charlton residents that are eligible for vaccination and are prepared to coordinate the appointments for over 1,200 more individuals who have signed up through our online portal. Additionally, the Council on Aging has assisted scheduling vaccinations for over 110 residents over the age of 75. The Southbridge vaccination site is a regional collaborative effort between the towns within the Harrington catchment area. The success of the Southbridge regional effort was noted in Congressman Neil's comment's yesterday regarding statewide vaccination efforts. I want to thank the Board of Health and Council on Aging for leading the charge on the vaccination efforts and contributing to the success of this site.

From an operation perspective, our current plan of action is to return to open Town Hall hours once the Town of Charlton is no longer classified as a High Risk community for two consecutive weeks and no sooner than March 1<sup>st</sup>. The Library is also following a similar plan of action.