

Met 3/30/23
Amc 4/3/23

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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, February 28, 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 Rydlak¹, Clerk – Barbara Zurawski, Members – William Borowski and David M. Singer, Town Administrator – Andrew Golas and Student Selectperson – Harry Kennan.

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 – January 24, 2023 – 6:30pm. **Motion by Mr. Borowski to approve the minutes of January 24, 2023 as submitted, seconded by Ms. Zurawski, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Zurawski read the announcements.

IV. Appointments/Resignation:

1. Appointment – Two (2) Full Time Police Officers, Full Time Dispatcher, Per Diem Dispatcher and Police Department Custodian.
Appointment – Two Full Time Police Officers. Mr. Golas stated that letters were signed by the Board approving the appointment of the following Full Time Charlton Police Officers effective March 5, 2023:
Nicholas Harney
Richard Reddick
The Board is asked to reaffirm the appointments. **Motion by Mr. Borowski to approve, seconded by Mr. Singer, unanimous.**

Appointment - Full Time Dispatcher – Mr. Golas stated that a letter was signed by the board approving the appointment of Carrie Soule as a Full-Time Dispatcher starting March 5, 2023. Ms. Soule was a per-diem dispatcher and has been promoted. The Board is asked to reaffirm the appointment. **Motion by Mr. Borowski to approve, seconded by Mr. Singer, unanimous.**

Appointment - Per Diem Dispatcher – Mr. Golas stated that the board is being asked to appoint Keri Kirby as a Per Diem Dispatcher with a start date of March 5, 2023. He would recommend the board make the appointment. **Motion by Mr. Borowski to approve, seconded by Mr. Singer, unanimous.**

Appointment – Police Department Custodian. Mr. Golas stated that the board is being asked to appoint Suhay Cirino as the Police Custodian. This position is for 22 hrs/week at an hourly rate of \$18.11. He

¹ Vice-Chairman Rydlak entered at 6:51pm

would recommend the board make the appointment. Mr. Borowski clarified that this is not a new position but has been vacant for about a year. **Motion by Mr. Borowski to approve, seconded by Mr. Singer, unanimous.**

2. Appointment – Conservation Commission. Mr. Golas stated that attached is a talent bank form from Jacqueline Nowak seeking to be appointed to the open position on the Conservation Commission. The Conservation Commission has approved this request. He would recommend the board appoint Ms. Nowak with a term expiration date of June 30, 2024. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Singer, unanimous.**
3. Appointment – Memorial Day Committee. Mr. Golas stated that attached is a talent bank form from Franklyn K. Gaylord seeking to be appointed to the Memorial Day Committee. The members of the Committee have approved the request. He would recommend the board appoint Mr. Gaylord with a term expiration date of June 30, 2024. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Singer, unanimous.**
4. Appointment – Old Home Day Committee. Mr. Golas stated that attached is a talent bank form from Keith Scott seeking to be appointed to the Old Home Day Committee. The members of the Committee have approved the request. He would recommend the board appoint Mr. Scott with a term expiration date of June 30, 2024. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Singer, unanimous.**
5. Notice of Retirement – Assistant Assessor. Mr. Golas stated that attached is a letter from Janet Crockett, Assistant Assessor announcing her retirement after 27 years to the town effective July 20, 2023. No action is needed by the board. Mr. Singer asked that a certificate from the board be prepared.
6. Notice of Retirement – Deputy Fire Chief. Mr. Golas stated that attached is a letter from Jason Cantara, Deputy Fire Chief announcing his retirement effective August 17, 2023. No action is needed by the board. Mr. Singer asked that a certificate from the board be prepared.

V. Scheduled Appointments:

VI. New Business:

1. Lions Club request for Toll Road. Mr. Golas stated that the Charlton Lions Club is requesting permission to hold a toll road in Charlton Center (intersection of Main Street and Masonic Home Road) on Saturday, May 6, 2023 from 9:00am – 1:00 pm. (Rain Date – May 13, 2023) This request was forwarded to Police Chief Dowd who is in support of the toll booth contingent upon the following safety precautions:
 - All volunteers must wear bright colored vests while soliciting donations;
 - Orange traffic cones must be set out on Main St. and Masonic Home Road for a distance of not less than 50 feet on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
 - Signs warning “Voluntary Toll Booth Ahead” must be erected on both Masonic Home Road and Main St. not less than 75 feet from the toll station; and
 - No stopping of cars or impeding the flow of traffic in any wayMoney raised from this event will be used for helping the community. He would recommend the board approve this request. **Motion by Mr. Borowski to approve, seconded by Mr. Singer, unanimous.**
2. Chapter 269 of the Acts of 2022 – Cost of Living Adjustment. Mr. Golas stated that we have been notified by the Worcester Regional Retirement System that at one of their meetings, they

voted to approve the additional 2% cost of living adjustment (COLA) as authorized by Chapter 269 of the Acts of 2022 which Governor Baker signed into law on November 16, 2022. Chapter 269 further requires the approval of 2/3 of the Chief Executive authorities of the member towns. It is their hope that all towns consider approval as soon as possible but before June 30, 2023. If 34 towns approve the request, the additional 2% COLA will be applied retroactive to July 1, 2022. There would be no impact to our current assessment. What are the wishes of the Board?

Motion by Mr. Borowski to approve, seconded by Mr. Singer, unanimous.

3. Discussion on proposed DCRSD budget. Chairman Koronis stated that we all know the importance of education that's why it's 50% of our budget. What we are learning now is that the school may be looking for a 2.2 million dollar increase in one calendar year, he feels the board needs to discuss this. Mr. Golas stated that our growth is expected to be higher than Dudley. He said the way the calculation panned out, 300,000 was deferred from Dudley and placed on Charlton just through the district formula. Mr. Borowski explained that the school is asking us to come up with 2.2 million to level service their budget. He would like to get them some directional lean this evening. Mr. Singer pointed out that Dudley isn't going for the override just for the schools, they need the override town wide otherwise they are looking at cuts across the board in every aspect of town government. He said if we give the school what they are asking for, there is no new growth for us to consider for any other project in this town. We have a lot of other needs in our community that has to be covered and considered and have finite resources. Mr. Singer said we also have to consider that they will be coming to us within five years and ask for a big tax hike to build a new building, that's coming. He said that Fin Com has told the school to make cuts and come back. Ms. Zurawski said the number they are asking for doesn't include the roofs. Mr. Borowski said anything above 1.5, we would have to make cuts. We could suggest an override for the schools or maybe a debt exclusion for something else. Do we want to fund it with a 2 ½? Mr. Borowski would recommend the board come up with a number tonight. 2.2 will give them level services, anything under that, they would have to make cuts. Mr. Singer would like to see 1.0 or maybe 1.3. We have to balance a budget that will support every department in town. Mr. Golas explained an override. He said it seems that the discussion is get the school to come down to a number that fits within the town's capacity to increase. The board will not agree with an override. Mr. Golas said outside of this they do have the MSBA Feasibility Study, they basically will be putting it as Charlton's share of \$500,000 for that which is not in their operating budget. Mr. Golas was asked to explain what happens if the override doesn't pass in Dudley. He stated that if the override doesn't pass in Dudley, the school will have to pass a budget which aligns with what Dudley could support which essentially could mean 10% cuts to remain even. Mr. Borowski said what he's hearing is we won't support any more than 1.5 and that's the direction we need to notify the school committee with. **After further discussion, the number is not to exceed 1.3, so moved by Mr. Singer, seconded by Ms. Rydlak, unanimous.** Mr. Borowski said we will need to have a discussion around the \$500,000 because that might throw a complete curveball into all of this because we can't just find 500,000.

VII. Old Business:

VIII. BOS Committee Reports

IX. BOS Policy Review

1. Finance Policy – Credit Card Usage Policy. Mr. Golas stated that attached is a policy that Finance Director Ashley Obrzut is asking the board to approve. We currently do not have a policy in place for Credit Card Usage and he would recommend the Board approve. **Motion by Mr. Borowski to approve as submitted, seconded by Ms. Rydlak, unanimous.**
2. BOS Policy Review – Mr. Golas stated for the Board’s review are the following policies along with recommended changes, if any, to each;
 - B.Y.O.B. – Bring your own bottle
 - Citizens Petitions
 - Civil Fingerprinting for Licenses
 - Closing/Delayed opening of the Town of Charlton Municipal Offices
 - Communication involving electronic devices**Motion by Mr. Borowski to approve all as submitted inclusive of the deletion of the Civil Fingerprinting for Licenses, seconded by Ms. Rydlak, unanimous.**

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)

Ms. Zurawski asked about the change in date for Old Home Day. Does the board need to vote on this? It was asked to add this to the next agenda and invite Old Home Day to the meeting.

XIV. Next Meeting Announcement:

March 14, 2023 – BOS Regular Meeting

XV. Adjourn/Executive Session – **Motion by Mr. Borowski to enter executive session under M.G.L. c. 30A, Sec. 21(a), #3 – to discuss strategy with respect to collective bargaining or litigation (Opioid Litigation) 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 Ms. Rydlak. Roll call: Ms. Zurawski – aye, Ms. Rydlak – aye, Mr. Singer – aye, Mr. Borowski – aye and Chairman Koronis – aye.**

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

Submitted by:

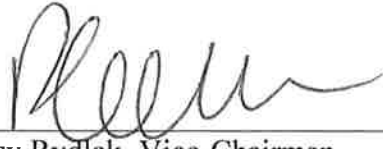
Mary C. Devlin

Executive Assistant

Accepted by:



Stephen G. Koronis, Chairman



Patsy Rydlak, Vice-Chairman



Barbara Zurawski, Clerk

David M. Singer, Member



William Borowski, Member

Shepherd Hill - Student Representative Report

Harry Kennan

February 28, 2023

Tuesday, March 7th will be an **early-release day** for students in grades 5-8, as parent-teacher conferences for those grades will be held that afternoon. Additionally, Thursday, March 9th will be an **early-release day** for students in grades 9-12, with parent-teacher conferences for *those* grades being held *that* afternoon.

The **Spring SAT** at Shepherd Hill will be held May 6, 2023; the deadline to register for this is April 7. Additionally, a complete **SAT Preparation Course** will be held on Tuesdays and Thursdays starting March 21st and continuing through the SAT itself—the deadline to sign up is Friday, March 17th and a payment of \$299 must be made out to the school in order to attend.

Online registration for **spring sports** at Shepherd Hill is now open! The link to sign up can be found on the school's website, and sign-ups close this Friday, March 3rd.

Those attending the **2024 Global Awareness Trip** to Spain, Portugal, and Gibraltar: the informational meeting that was scheduled to take place on February 28th (concurrent with this meeting) has been rescheduled due to weather conditions. It will take place next Tuesday, March 7th at 6:30 P.M. in the Shepherd Hill auditorium.

Congratulations to the Shepherd Hill **Varsity Cheerleaders**, who won their league and division championships and are moving on to their Regional competition, which will take place this Sunday, March 5th.

The **ASVAB**, a multiple-aptitude test that measures developed abilities and helps predict future academic and occupational success in the military, is coming to Shepherd Hill. There is no fee to take the ASVAB—however, limited spots are available. The test will be held Tuesday, March 21st.

THE IMPENDING BUDGET CRISIS



Town of Charlton

OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator
DATE: February 27, 2023
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 2/28/2023

Fire Substation Update – The Fire Substation Committee has selected a preferred firm and in the process of negotiating a fee for service under the proposed scope of work. The Committee will be discussing the proposed fee at their next meeting which may require further action from the Board of Selectmen.

School Budget Discussion – As noted in your earlier discussion regarding the School Budget, the impact of the Town's required local contribution in the Governor's Budget for FY24 has shifted our proposed assessment increase from \$1.9 Million to \$2.2 Million. I have met with representatives from the school as to how to proceed with the proposed assessment. They have requested a workshop meeting with members of the Board on March 16th to discuss the assessment and how to proceed.

Board of Health EV – Through a combination of grant funding provided by DOER through the Green Communities Grant Program and ARPA funding, the Board of Health recently purchased the town's first all-electric vehicle. The vehicle is an E-350 transit van that will be used for inspections and for mobile vaccination clinics. We are working with National Grid on available incentives to add a secondary charging station behind Town Hall primarily for municipal vehicles.

Government Study Committee Meeting – The Government Study Committee has been working diligently on reviewing and preparing recommendations on potential changes to municipal governance. With the impending retirement of DPW Director Gerry Foskett, the Committee would like to meet with the Board of Selectmen to discuss the future structure of the department in preparation of hiring a successor. The Committee has invited the Board to their March 21st meeting at 6:00 PM in Meeting Room 1 to discuss this with the Selectmen.