



 COPY

MCT  
5/23/22  
KL  
3/23/22

TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, March 8, 2022, 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: Vice-Chairman – Patsy Rydlak, Clerk – Barbara Zurawski, Member – Stephen Koronis and Town Administrator – Andrew Golas. Absent: Chairman – William Borowski, Member – David M. Singer, SH Student Selectperson – Nina Zurawski and Bay Path Student Selectperson – Isabella Tanacea

I. Call to Order:

Vice-Chairman Rydlak 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 – February 8, 2022. **Motion by Mr. Koronis to accept the minutes as written, seconded by Ms. Zurawski, motion carries.**

III. Community Relations, Announcements and Open Forum

- Ms. Zurawski read the announcements.

IV. Appointments/Resignation:

1. Appointment – Treasurer/Collector Administrative Assistant. Mr. Golas stated that attached is a request from Lynn Dyer, Human Resource Director recommending the board appoint Melissa Iozzo as the Treasurer/Collector Administrative Assistant. This position is a non-union position with a rate of pay at \$22.55/hr for 38 hrs. a week with a start date of March 7, 2022. There were 25 applicants with interviews offered to ten. Two declined interviews and three interviewed were from Charlton. Ms. Iozzo is the most qualified candidate and he would recommend the board make the appointment. **Motion by Mr. Koronis to make the appointment, seconded by Ms. Zurawski, motion carries.**
2. Appointment – Government Study Committee (3). Mr. Golas stated that attached are requests from Tom Ciras, Gerald Doble & Jeanne Costello seeking to be appointed to the Government Study Committee. He would recommend the board make the appointments. **Motion by Mr. Koronis to make the appointments, seconded by Ms. Zurawski, motion carries.**
3. Appointment – Insurance Advisory Committee. Mr. Golas stated that attached is a request from Finance Director Ashley Obrzut asking the board to appoint Donna Foglio as the retiree to replace William Bedard as he no longer wishes to sit on this board. He would recommend the board make the appointment. **Motion by Mr. Koronis to make the appointment, seconded by Ms. Zurawski, motion carries.**
4. Appointment – Cultural Council. Mr. Golas stated that attached is a request from David Schiller seeking to be appointed to the Cultural Council. The Cultural Council is recommending the Board make the appointment and he concurs. The expiration date of appointment would be June 30, 2023. **Motion by Ms. Zurawski to make the appointment, seconded by Mr. Koronis, motion carries.**
5. Appointment – Municipal Building Committee. Mr. Golas stated that attached is a talent bank form from Adam Kelly seeking to be appointed to the Municipal Building Committee. The Municipal

Building Committee met and would recommend the board make the appointment. The term of appointment would be until June 30, 2022. He would recommend the board make the appointment.

**Motion by Mr. Koronis to make the appointment, seconded by Ms. Zurawski, motion carries.**

6. Appointment – Old Home Day Committee (2). Mr. Golas stated that attached is a talent bank form from Bradford Howard & Jeanne Costello seeking to be appointed to the Old Home Day Committee. He would recommend the board make the appointments. **Motion by Mr. Koronis to make the appointments, seconded by Ms. Zurawski, motion carries.**
7. Resignation – Council on Aging. Mr. Golas stated that we have been notified by Elaine Materas, Director of Council on Aging that Joan Malinowski has resigned from the Council on Aging effective February 9, 2022 due to personal reasons. The Board should accept her resignation. A letter thanking her for her service is in your sign folder. We have placed the opening on the town's website and facebook page. **Motion by Mr. Koronis to accept her resignation, seconded by Ms. Zurawski, motion carries.**
8. Resignation – Highway Department. Mr. Golas stated that attached is a letter from Jake Hosegood resigning from the Highway Department effective February 22, 2022 due to accepting employment elsewhere. The board should accept his resignation. A letter thanking him for his service is in your sign folder. **Motion by Mr. Koronis to accept his resignation, seconded by Ms. Zurawski, motion carries.**
9. Resignation – Cultural Council. Mr. Golas stated that attached is an email from Emylia Terrill resigning from the Cultural Council. The Board should accept her resignation. A letter thanking her for her service is in your sign folder. **Motion by Ms. Zurawski to accept her resignation, seconded by Mr. Koronis, motion carries.**

#### V. Scheduled Appointments:

#### VI. New Business:

1. Charlton 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, April 30, 2022 from 9:00am – 12:00 noon. (Rain Date – May 7, 2022) 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 way

Money raised from this event will be used for helping the community. He would recommend the board approve this request. **Motion by Mr. Koronis to approve the request, seconded by Ms. Zurawski, motion carries.**

2. Transfer of Common Victualler license – Family House of Pizza & Seafood. Mr. Golas stated that we have been notified by Keith Gervais, owner of Family House of Pizza & Seafood that he has sold the business to St. Maria and St. Mina, Inc., Rabie Ibrahim, Manager. Attached is the completed paperwork requesting transfer of ownership of the Common Victualler license to St. Maria and St. Mina, Inc. He would recommend the board approve the license as requested. **Motion by Ms. Zurawski to approve the license as requested, seconded by Mr. Koronis, motion passes.**

3. Request for permit fee refund – Prunier Plumbing & Heating. Mr. Golas stated that attached is a letter from Norman Prunier from Prunier Plumbing & Heating asking the board to consider refunding his permit fees in the amount of \$225.00 for plumbing and \$150.00 for gas at a total of \$375.00. Mr. Prunier was granted these permits on October 28, 2021. Shortly after, he suffered a back injury which left him unable to work and ultimately has forced him into retirement. No work or inspections were performed on the permits. A new plumbing company requested a new permit and was issued by the Building Department to perform the work. The Building Department has confirmed that Mr. Prunier did receive the permits but did not perform any work. Per the board’s policy for Inspectional Services Fee/Fine Appeal, the applicant must file an appeal within fifteen working days after the issuance of a fee or fine. Mr. Prunier unfortunately due to his injury, was not able to meet this deadline. He would ask the board to consider Mr. Prunier’s request and allow the refund of \$375 he is requesting. **Motion by Mr. Koronis that we refund the monies to Mr. Prunier, seconded by Ms. Zurawski, motion carries.**
4. Close ATM Warrant. Mr. Golas stated that the board is scheduled to close the Annual Town Meeting warrant tonight. Below is the list of articles for the board’s consideration to be included in the warrant that have been submitted:
- |             |  |
|-------------|--|
| ARTICLE 1.  | ELECTION   |
| ARTICLE 2.  | TOWN REPORTS   |
| ARTICLE 3.  | LITIGATION   |
| ARTICLE 4.  | APPROPRIATION OF FUNDS FOR UNPAID BILLS OF A PRIOR FISCAL YEAR   |
| ARTICLE 5.  | INTER/INTRA DEPARTMENTAL TRANSFERS FOR FY22  |
| ARTICLE 6.  | TOWN BUDGET  |
| ARTICLE 7.  | WATER DEPARTMENT BUDGET (ENTERPRISE FUND)  |
| ARTICLE 8.  | SEWER DEPARTMENT BUDGET (ENTERPRISE FUND)  |
| ARTICLE 9.  | CAPITAL ITEMS AND RELATED CONTRACTS  |
| ARTICLE 10. | TRANSFER OF FUNDS TO AND FROM STABILIZATION FUND ACCOUNT   |
| ARTICLE 11. | CEMETERY PERPETUAL CARE  |
| ARTICLE 12. | REVOLVING FUNDS  |
| ARTICLE 13. | LOAN AUTHORIZATION TO ACQUIRE PROPERTY AT 107 DRESSER HILL ROAD AND IMPROVEMENTS FOR THE DEVELOPMENT OF A SENIOR CENTER    |
| ARTICLE 14. | ADOPT M.G.L CHAPTER 59, SECTION 5(54) – ESTABLISH \$1,000.00 AS THE MINIMUM VALUE OF PERSONAL PROPERTY SUBJECT TO TAXATION |
| ARTICLE 15. | ADOPT MGL CHAPTER 40, SECTION 8J TO FORMALLY ESTABLISH A COMMISSION ON DISABILITY IN THE TOWN OF CHARLTON                  |
| ARTICLE 16. | ANIMAL CONTROL BYLAW AMENDMENT   |
| ARTICLE 17. | ZONING BYLAW definition and use table AMENDMENTS   |
| ARTICLE 18. | ZONE CHANGE – TROLLEY CROSSING Map 34A, Block C portion of Lot 1.9 Village (V) to Community Business (CB)                  |
| ARTICLE 19. | ZONE CHANGE – 5 L. STEVENS ROAD Map 35, Block D, Lot 12, from Agriculture (A) to Village (V)                               |
| ARTICLE 20. | TOWN ROAD ACCEPTANCE – ST. MARY’S WAY  |

He would recommend the board approve the draft list of articles as presented and close the Annual Town Meeting warrant tonight. **Motion by Ms. Zurawski to approve the draft list of articles and close the warrant, seconded by Mr. Koronis, motion passes.**

VII. Old Business:

1. Proposed Senior Center – Budget Impact Report. (Hold)

VIII. BOS Committee Reports

Economic Development Commission – Mr. Golas stated that the EDC has been meeting and has come up with a one page white paper report on economic opportunities that are available.

IX. BOS Policy Review

1. Federal Grant Policy & Procedures approval – Finance Director Ashley Obrzut. Mr. Golas stated that Finance Director Ashley Obrzut has asked the board to approve the Federal Grant Policy & Procedures as recommended by our auditor. He would recommend the board approve the request. **Motion by Mr. Koronis to approve the policy and procedures, seconded by Ms. Zurawski, motion carries.**

X. BOS & TA Goals & Objectives

XI. Student Selectperson Reports: absent

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

XIII. Other Business (unknown at time of posting)

XIV. Next Meeting Announcement:

- BOS Regular Meeting – March 22, 2022, 6:30pm

XV. Adjourn – **Motion by Mr. Koronis to adjourn at 7:10pm, seconded by Ms. Zurawski, motion carries.**

Submitted by:

Mary C. Devlin


Executive Assistant

Accepted by:

  
\_\_\_\_\_  
William Borowski, Chairman (absent)

  
\_\_\_\_\_  
Barbara Zurawski, Clerk

  
\_\_\_\_\_  
Patsy Rydlak, Vice-Chairman

  
\_\_\_\_\_  
David M. Singer, Member (absent)

  
\_\_\_\_\_  
Stephen G. Koronis, Member



# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator  
DATE: March 3, 2022  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 3/8/2022

---

**Crumbling Concrete Update** – As requested at your February 8<sup>th</sup> Meeting the following is an update on the Crumbling Concrete legislation. Senate Bill 548, An Act relative to crumbling concrete foundations was referred to the Joint Committee on Environment, Natural Resources and Agriculture on March 29, 2021. A hearing for the bill was held December 28, 2021. There is currently a reporting deadline of Thursday, March 31<sup>st</sup> on that bill from Committee.

**Development Update** – As many of you may have noticed, the site work has begun at both the Amazon facility (53 Sturbridge Road) and the LNG Facility (Southbridge Road). As the projects move forward, we will continue to provide construction updates on the Town's web page. Sites have been developed by both of these projects and the project at 241 Sturbridge Road which is projected to commence soon.

**Small Business Grant Program Information Session** – Thanks to Cornerstone Bank and the EDC, we will be hosting an informational Q&A with local businesses regarding the Small Business Grant Program on Wednesday, March 9<sup>th</sup>, 5:30pm at Cornerstone Bank. This will be a great opportunity for businesses to learn more about the program, town initiatives and network with other local business owners.

**Stafford St. Corridor Study Update** – We have received the first draft of the study commissioned to look at safety improvements along the Stafford Street Corridor. Vanasse Associates is currently generating cost estimates for the proposed improvements and we will be looking to use remaining grant funds to further explore proposed improvements at the City Depot Road intersection. Jeff Dirk from Vanasse Associates will attend a future meeting to present the findings.

**Shepherd Hill MSBA Invitation** – On March 2<sup>nd</sup>, the Dudley-Charlton RSD was invited into the Eligibility Period by the Massachusetts School Building Authority for the Shepherd Hill Regional High School. The Eligibility Period commences September 1, 2022 which includes a feasibility study to determine the appropriate course of action (renovation vs. new construction) and to secure the appropriate funding mechanism. Additional information will be provided to the Board as it becomes available, but the School Administration will be invited to a future meeting to outline the process and approvals needed to move forward.

**Budget Timeline Update** – Just as an update where we stand on the FY23 Budget development process. The Finance Committee will be meeting on March 16<sup>th</sup> with the School Departments to review their request and on March 30<sup>th</sup> to provide budget recommendations. A draft budget will be provided to the Board of Selectmen the week of April 4<sup>th</sup>. We will be looking to host a meeting of the Boards Wednesday, April 13<sup>th</sup> to jointly review budget and provide recommendations on warrant articles.