

Submitted by NOV
 Date 5/19/20
 Received by KL
 Date 5-19-20

TOWN OF CHARLTON
 Minutes of Regular Selectmen's Meeting
 Tuesday, April 28, 2020, 6:30pm

Due to COVID19 – meeting held by ZOOM app, video participation: <https://zoom.us/j/97065976203>

Present remotely: Chairman – David M. Singer, Vice-Chairman – Karen A. Spiewak, Clerk – William Borowski, Members – Deborah B. Noble and John P McGrath and Town Administrator – Andrew Golas.

Employees and residents were in attendance via ZOOM as well.

I. Call to Order:

Chairman Singer called the meeting to order at 6:30pm. He explained that due to COVID-19, the board is meeting remotely via ZOOM. All votes will be by roll call vote. He thanked Mr. Golas for navigating us through this process.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of May 21, 2018
- c. Minutes of June 4, 2018
- d. Minutes of June 12, 2018
- e. Minutes of June 26, 2018
- f. Minutes of August 1, 2018
- g. Minutes of October 2, 2018
- h. Minutes of May 30, 2019
- i. Minutes of September 11, 2019
- j. Minutes of April 14, 2020

Motion by Mr. Borowski to approve all minutes listed as written, seconded by Mr. McGrath. Ms. Spiewak said she approves but will abstain from the minutes of June 4, 2018 and May 30, 2019 as she wasn't there. Chairman Singer said he approves as well but would abstain from the minutes of June 4, 2018, August 1, 2018, October 2, 2018 and September 11, 2019. **Roll call vote taken: Mr. Borowski – aye, Ms. Spiewak – aye, Ms. Noble – aye, Mr. McGrath – aye and Chairman Singer – aye. Motion by Mr. McGrath to approve all minutes as approved, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye, Mr. McGrath – aye and Chairman Singer – aye.**

III. Community Relations, Announcements and Open Forum

Ms. Spiewak noted that Candidates Night on May 18, 2020 at 6:00pm will be held via Zoom.

IV. Appointments/Resignation:

1. Appointment – Per Diem Dispatcher. Mr. Golas stated that attached is a request from Police Chief Maxfield stating that due to recent promotions, there is a need in the Charlton Police Department for Per Diem Dispatchers. They have identified Tannya Martin as a qualified candidate for the position. Ms. Martin is a fully certified 911 Dispatcher who currently works for the Town of Paxton and has completed all required State certifications. She can start filling shifts after familiarization with our system. He would recommend the Board make the appointment. **Motion by Mr. Borowski to appoint Tannya Martin as a Per Diem Dispatcher, seconded by Mr.**

McGrath. Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye, Mr. McGrath – aye and Chairman Singer – aye. Motion carries unanimously.

V. Scheduled Appointments:

VI. New Business:

1. Face Covering Policy – Mr. Golas stated that due to the ever-changing dynamics of the current health emergency, we are issuing the following policy modification. Until further notice, it is now required that all town hall employees wear a face mask while entering, leaving or socializing in common areas of the town hall. He understands that there are a variety of opinions on the effectiveness that face mask coverings have on the spread of the disease, however, this policy is being implemented out of respect for the health concerns of all employees required to do business on site. Additionally, we are adding a reminder that any in-person business that must be conducted, needs to take place outside of the Town Hall. It is highly encouraged that employees continue to work remotely as much as possible for the time being. **Motion by Mr. Borowski to adopt the Face Covering Policy, seconded by Ms. Noble. Roll call vote: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye Mr. McGrath – aye and Chairman Singer – aye. Motion carries unanimously.**
2. Discussion on Safety Procedures for Town Hall, Elections and Town Meeting with Board of Health and Town Clerk. Mr. Golas stated that despite the challenges presented to us by the COVID-19 Pandemic, we need to begin planning for our recovery in a phased approach that considers the safety of our residents and staff while allowing us to conduct the necessary business of Town Government. It is clear that we will still be dealing with the Pandemic as we navigate through the Town Election and Town Meeting. He provided a draft phased plan for municipal offices. He has also invited Board of Health Director Jim Philbrook and Town Clerk Karen LaCroix to discuss their recommendations on the best approach to handle the Town Election and Town Meeting. Mr. Philbrook is in a meeting at this time. Town Clerk – Karen LaCroix said they are still in the planning stages of trying to figure things out. Town Clerk’s have heard they will be getting an email from Elections which will give them some guidelines on how few people they can have working at the Town Election. A lot of discussion needs to take place. They have to decide how many people can come in and vote at a time and also how to protect the workers. She was told we would have face masks to give those that don’t have them. Mr. Golas said if they re-open the government, they will be doing it in phases. Once the governor decides to lift the ban on non-essential businesses but with restrictions,
Phase I to re-open would be:
 - Doors locked but by appointment only
 - Face mask mandatory by public in all building common areas, masks not mandatory in individual offices unless meeting with others
 - All employees with regular interactions with the public will be provided nitrile gloves
 - Ensure all offices have sanitizer
 - On premises work staggered to 1 person per office where feasible
 - All office surfaces sterilized at end of work day
 - 6 feet Social DistancingPhase II, once they start to lift the restrictions would be:
 - Doors opened but public encouraged to come by apt. only
 - Face mask policy still in place
 - Nitrile gloves to employees with regular interactions with the public
 - Hand sanitizer
 - On premises work staggered to 2 persons per office where feasible

- In person meeting allowed to continue
- All office surfaces sterilized at end of work day
- 6 feet Social Distancing

Phase III, would be to remove all restrictions but still maintain PPE for whatever the CDC recommends and being fully open to the public.

3. Proclamation – Children’s Mental Health Week – Mr. Golas stated that the Board is being asked by the Parent/Professional Advocacy League for a proclamation declaring Children’s Mental Health Week, May 3 – 9, 2020. **Motion by Mr. Borowski to approve the request, seconded by Mr. McGrath.** Mr. Golas read the proclamation which reads:

Whereas, the citizens of Charlton value their health and mental health and that of their families; therefore, they are proud to support observances such as Children's Mental Health Week; and

Whereas, 17% of children and youth (ages 6-17) live with a mental health condition and 50% of all lifetime instances of mental illness begin before age 14; and even some children and youth with the most intense needs and some who are insured may not receive services; and

Whereas, children and youth with mental health needs in elementary, middle and high school are more likely to be bullied, absent, suspended, expelled or fail to graduate; and

Whereas, recognizing the early warning signs of mental health needs and obtaining the necessary support, assistance and treatment gives children and youth better opportunities to lead full and productive lives at home, in schools, and in their communities; and

Whereas, the involvement and partnership of family members in the assessment and treatment of children and youth is essential to positive outcomes; and

Whereas, our nation’s future depends on the health and well-being of its families and their children; and

Whereas, Children's Mental Health Week was developed by families of children with emotional, behavioral and mental health needs, to focus on the needs of their children and families; in celebrating this year's theme: "Vision for Health and Happiness" it is fitting to increase public awareness among all Charlton citizens of this important issue;

Now, Therefore, by a vote of the Charlton Board of Selectmen on April 28, 2020, do hereby proclaim May 3-9, 2020 as CHILDREN'S MENTAL HEALTH AWARENESS WEEK

Roll call vote taken: Ms. Noble – aye, Mr. Borowski – aye, Mr. McGrath – aye, Ms. Spiewak – aye and Chairman Singer – aye, motion carries unanimously.

4. 2020 DPW Guardrail Bid Award – Mr. Golas stated that on April 16, 2020, bids were received for the 2020 Guardrail. DPW Superintendent Foskett has reviewed the bids and is recommending the following items be awarded to, Premier Fence, LLC, 1010 Turnpike Street, Canton, MA 02021.
 - Item 1: Guardrail Removal & Reinstall \$25.75 linear feet.
 - Item 2: Guardrail Removal and Installation \$34.80 linear feet.
 - Item 3: Guardrail Installation \$32.00 linear feet.
 - Item 4: 50’ MSKT End Treatment \$5,100.00 per unit
 - Item 5: Terminal Buffer End \$150.00 per item

All these are the low bid for each items. Mr. Golas would agree and recommend the Board award as requested. **Motion by Mr. Borowski to award as requested, seconded by Mr. McGrath.** Mr. McGrath wanted to reemphasize with the DPW Superintendent and Police Chief to document any damage to the guardrail or the posts that are moved. We need to document so we can recover from their insurance company. **Roll call vote taken: Ms. Spiewak – aye Ms. Noble – aye, Mr. McGrath – aye, Mr. Borowski – aye and Chairman Singer – aye, motion carries unanimously.**

5. 2020 Materials Bid Award – Mr. Golas stated that on April 16, 2020, bids were received and opened for the 2020 Materials Bid. After review of bids, DPW Superintendent Gerry Foskett is recommending the following bids be awarded:

Item 1: Bituminous Concrete Type I in place at \$71.14 per ton to Mass Broken .

Stone, 332 Sawyer Hill Road, P.O. Box 276, Berlin, MA 01503. Last year's bid was awarded to Mass Broken Stone in the amount of \$68.88 per ton.

Item 2: Full-Depth Pavement Reclamation with the application of 1.0 gallons of Liquid Calcium Chloride as per square yard, all grading included at a cost of \$2.32 per square yard to Murray Paving & Reclamation Inc., 55 Whitney Street, Holliston, MA 01746. Last year's bid was awarded to Murray Paving & Reclamation in the amount of \$2.169 per square yard.

Item 3: Stone Seal, Double Stone Seal & 10% Asphalt Rubber Surface Treatment. Stone Seal at \$2.50 square yard, Double Stone Seal at \$4.45 square yard and Asphalt Rubber \$3.55 square yard to All State Asphalt, Inc. P.O. Box 91, Sunderland, MA 01375. Last year's bid was awarded to All States Asphalt for Stone Seal at \$2.45, Double Stone Seal at \$4.35 and Asphalt Rubber at \$3.50 sq. yard.

All these are the low bid for each item. Mr. Golas would agree and recommend the Board approve as requested. **Motion by Mr. Borowski to award as requested, seconded by Mr. McGrath.**

Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye, Mr. McGrath – aye and Chairman Singer – aye.

6. Discuss Negotiation Process – Chairman Singer stated that he and Ms. Spiewak had a conversation about who should be involved in the contract negotiations. Mr. Golas stated that during recent negotiations, some miscommunication had occurred within the board in relation to the expected process or contract negotiations. At the request of the Chair, this discussion is relative to the expectation of what process should be followed and who should be involved in any contractual negotiation. He provided some guidance from our general counsel relative to who should be part of the review team on any contract negotiation along with municipal guidance from the MMA relative to contract negotiations. It is expected that the process agreed to by the Board will be followed for all future contract negotiations. Chairman Singer said what the question revolves around is, it is his opinion that contract negotiations are fully under the Board of Selectmen. Because they are executive session conversations, it should only involve the Board of Selectmen, the Town Administrator, the person they are discussing with and legal counsel to look over the documents. A member of the board didn't agree with him and thought the Department Head that handles finances should be involved. At what point do we have them come in? The Board would be giving up their authority if we have to consult with the Finance Team for everything. Ms. Spiewak suggested coming up with a more standardized process for negotiations. We have to be sure we are being fair. It's not always about the money, it's about the implications to what we are doing in creating an entire contract, short term and long term. She looks to the Finance Director like others would look at a CEO. She would like us to go with a team, meaning the Finance Director, HR Director, Town Administrator and one or two members of the BOS regardless of what contract we are working on. Chairman Singer said his position was that we already do this. For new positions or new employees, we always have the Finance Director, HR Director, TA and one or two Board members. Because this is an existing employee, the Board of

Selectmen are the negotiating team. Mr. McGrath said any negotiations he's been involved with, the Town Administrator always took the lead with negotiating the Department Heads contracts with either one or two selectmen involved. When they came to an agreement on terms, it was always reviewed with the Finance Director at that time on what the impact would have on the budget. Mr. Borowski agrees with Mr. McGrath and thinks if certain people should be involved in executive session, they would be invited in. Ms. Spiewak is looking for the structure and is recommending the Town Administrator take the lead with one or two Board members to do the negotiations and work closely with the Finance Director on the numbers. She thinks we should have a policy or procedure in place. Mr. Borowski recommended the Town Administrator and no more than two BOS members, then the final contract to be reviewed by the Finance Director and HR. Mr. Golas was asked to write this up and put it on the next agenda. Ms. Spiewak asked Mr. Golas to reference the town bylaw in it.

7. Members for Fire Chief and Finance Director negotiations – Chairman Singer said he will excuse himself from the negotiating teams. Mr. Borowski would be happy to help with the Fire Chief contract. Mr. McGrath said he would work with Mr. Borowski. **Motion by Ms. Noble to have Mr. Borowski and Mr. McGrath work on the Fire Chief contract, seconded by Ms. Spiewak. Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye, Mr. McGrath – aye and Chairman Singer – aye, motion carries unanimously.** Ms. Noble would volunteer to work on the Finance Director contract. Ms. Spiewak would work with Ms. Noble. **Motion by Mr. Borowski to have Ms. Noble and Ms. Spiewak work on the Finance Director contract, seconded by Mr. McGrath. Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye, Mr. McGrath – aye and Chairman Singer – aye, motion carries unanimously.** Mr. Borowski said with June 13 approaching, there will be two new members and he would like to expedite this. He doesn't want to have to start all over again.

VII. Old Business

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

Mr. Borowski said that he and Mr. Golas had a discussion about this unfortunate period we are in and we've always had a Memorial Day Parade. He would like to talk to the Veterans Council and ask them not to have the event in May. Chairman Singer said we could talk to the Board of Health as Memorial Day is very important and he would like to see if there is a way that we can still honor this day. Ms. Noble said that it is important to recognize that the people will be at risk. She would recommend they work closely with the Board of Health so that we can honor them in a safe manner. Mr. Golas was asked to work with the VFW and the Board of Health on how we can put on a respective ceremony while keeping them apart at the same time. He was asked to see if they would like to have a parade later on.

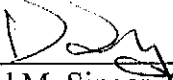
IX. Next Meeting Announcement:

- BOS Regular Meeting – May 12, 2020 – 6:30pm, Remote Meeting

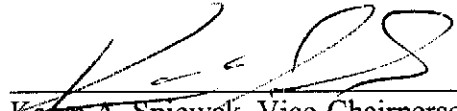
X. Adjourn: **Motion by Mr. Borowski to enter into executive session at 7:37pm under M.G.L. c. 30A, Sec. 21(a), #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel and contract negotiations with non-union personnel if the chair declares that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and to return to open session for the purpose of adjourning, seconded by Ms. Noble. Roll call vote taken: Ms. Noble – aye, Mr. Borowski – aye, Ms. Spiewak – aye, Mr. McGrath - aye and Chairman Singer – aye. Motion passes unanimously.**

Submitted by:
Mary C. Devlin
Administrative Assistant

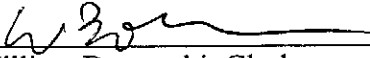
Accepted by:



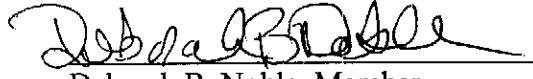
David M. Singer, Chairman



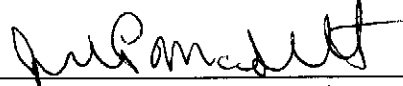
Karen A. Spiewak, Vice-Chairperson



William Borowski, Clerk



Deborah B. Noble, Member



John P. McGrath, Member