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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, May 9, 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, Clerk – Barbara Zurawski, Members – William Borowski, David Singer and Peter Lancette, 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. He welcomed Pete Lancette to the Board and also thanked Patsy Rydlak for her dedication and service over the last three years on the Board.

Police Officer Jennifer Burdett brought “Milkshake” in to meet the board. Chief Dowd stated that a resident in town donated \$20,000 to purchase Milkshake. Sergeant Gribbons also wrote a grant for the service dogs. Ms. Burdett said that Milkshake will be providing the calmness and peacefulness on calls. Officer Rich Reddick who transferred from Southbridge has his dog Pedro who is used for narcotics. He is a single purpose dog. The Police Department also has Dozer. The Board thanked them for coming in.

II. Re-Organization of the Board

Mr. Golas stated per the Town's bylaws, §50-7. Organization, the Selectmen, within seven days after each Annual Election, shall meet, elect a Chairperson and otherwise organize, and fix the time and place of their regular meetings. They shall adopt their own rules of procedure. This discussion is held by the board to choose a Chairman, Vice-Chairman and Clerk. **Mr. Borowski thanked Chairman Koronis for his work as Chair and nominated Ms. Zurawski to be the new chair, seconded by Mr. Singer. Ms. Zurawski accepted. Vote on motion: unanimous. Mr. Borowski nominated Mr. Singer as Vice-Chair, seconded by Ms. Zurawski, unanimous. Mr. Borowski nominated Mr. Lancette as Clerk, seconded by Mr. Singer, unanimous.** Chairman Koronis will finish tonight's meeting.

Consent Agenda / Warrant Approval as Needed

- a. Minutes of Regular Meeting – April 25, 2023 – 6:30pm. **Motion by Mr. Borowski to approve as submitted, seconded by Mr. Singer, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Zurawski read the announcements.

IV. Appointments/Resignation:

1. Appointment – Treasurer/Collector Administrative Assistant. Mr. Golas stated that the board is being asked to appoint Ryan Ostrout as the Treasurer/Collector Administrative Assistant effective April 26, 2023. There were 12 applications received and interviews offered to 6. The Board previously signed his appointment letter and are asked to affirm his appointment tonight. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Singer, unanimous.**

2. Appointment – Full Time Dispatcher. Mr. Golas stated that attached is a request from Human Resource Director Lynn Dyer on behalf of Chief Dowd to appoint Damien Bernier as a Full Time Dispatcher effective May 14, 2023. Mr. Bernier has been working in the Police Department as a per diem dispatcher since 10/31/22. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Singer, unanimous.** Mr. Bernier came forward and introduced himself to the board.
Ms. Zurawski likes to know who we appoint and would like to make it mandatory.
3. Resignation/Appointment – Full Time Dispatcher to Per Diem Dispatcher. Mr. Golas stated that attached is a request from Human Resource Director Lynn Dyer to accept the resignation of Shawna Tankersley as a Full Time Dispatcher and appoint her as a Per Diem Dispatcher. **Motion by Mr. Borowski to approve the request, seconded by Mr. Singer, unanimous.**
4. Resignation – Council on Aging Kitchen Manager. Mr. Golas stated that attached is a letter from Jennifer Trudeau resigning her position as Council on Aging Kitchen Manager effective May 12, 2023. He would recommend the board accept her resignation. **Motion by Mr. Borowski to accept her resignation with regret, seconded by Mr. Singer, unanimous.**

V. Scheduled Appointments:

VI. New Business:

1. Posting & Job Description for DPW Superintendent for BOS review. Mr. Golas stated that as the board is aware, DPW Superintendent Gerry Foskett has submitted his notice of retirement effective this August. As requested by the Board, attached are the proposed job posting and description for the board's review and approval. The board should consider how it wishes to proceed with applicant screening and consideration of finalists for the position. Mr. Singer said that Mr. Foskett will be missed and he has given of himself to the community for such a long time and has done an amazing job. He would like a certificate made to give to Mr. Foskett. Mr. Borowski reviewed the qualifications listed. He asked what the thought was around the weights of those. What direction does the board want to provide. Chairman Koronis is looking at the qualifications and pay and doesn't think they match up. Mr. Borowski is leaning more toward technical experience. Mr. Golas asked if there is a preference for the screening phase? Mr. Singer asked if Mr. Foskett would be involved. Mr. Borowski would like a union worker that is doing the job every day involved. Mr. Golas stated that after the election, we do not have a Tree Warden. He spoke with Mr. Foskett and he suggested rolling that job description into the Highway. Currently because it's an elected person, it would have to be appointed. Mr. Singer asked Mr. Golas to get a cost for the certificate of training. Mr. Borowski feels we need to get someone appointed to that position for this year. **Motion by Mr. Borowski to approve the job description and posting as submitted, seconded by Mr. Singer, unanimous.**

VII. Old Business:

1. Town Administrator Review. Each Board member reviewed their evaluation on Mr. Golas. Mr. Borowski thinks that Mr. Golas has done a fantastic job and has given him all 4's and 5's. He thinks for the upcoming year he would like him to look at this upcoming year's budget with the school and the fire sub station and anything else that might come up to facilitate those conversations earlier. With interdepartmental relations, there is a lot of tension in the Conservation board and anything we can do to mitigate would be helpful. Chairman Koronis agrees. He would like to see a little more collaboration with the schools. For Personnel, it has to do with the Conservation Commission and he respects him for that. Mr. Singer gave Mr. Golas all 5's because he thinks he deserves it. His review is based on last year's performance. Ms. Zurawski gave all 4's & 5's. He is almost always ahead of the game and she likes that. Mr. Lancette said his perspective from another board, Mr. Golas has always been there. Mr. Golas thanked the board and said it's due to the staff here. Mr. Borowski said that we should start talking about FY24 goals.

VIII. BOS Policy Review

1. Cyber Security Policy. Mr. Golas stated that attached is a Cyber Security Policy provided by IT Director Jeff Sorel for the Board's consideration. He would recommend the Board approve the policy. Mr. Sorel came forward and stated that we have an electronic use and cyber security but we don't have a cyber response policy and this would take care of it. He also stated that if this gets approved by the board, we get a little bit off our insurance. **Motion by Mr. Borowski to accept the policy as submitted, seconded by Ms. Zurawski, unanimous.**

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

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

XI. Other Business (unknown at time of posting)

XII. Next Meeting Announcement:

Annual Town Meeting – Monday, May 15, 2023

BOS Regular Meeting – May 23, 2023 – 6:30pm – Meeting Room 1

XIII. Adjourn – **Motion by Mr. Borowski to adjourn at 7:20pm, seconded by Mr. Singer, unanimous.**

Submitted by:

Mary C. Devlin

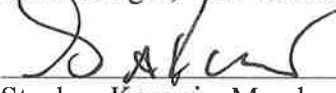
Executive Assistant

Accepted by:


Barbara Zurawski, Chairman


Peter Lancette, Clerk


David Singer, Vice-Chairman


Stephen Koronis, Member


William Borowski, Member

Andrew Golas - Town Administrator FY23 Performance Evaluation Ratings by BOS							
Category	Board Relations	Personnel	Financial Management	General Management	Community Relations	Interdepartmental Relations	BOS FY16 Goal & Objectives
Selectboard Member							
W. Borowski	5	4	5	5	4	4	5
S. Koronis	4	3	4	4	4	4	4
D. Singer	5	5	5	5	5	5	5
B. Zurawski	5	4	5	5	5	4	5
Avg scores	4.75	4	4.75	4.75	4.5	4.25	4.75
Total Average	4.54						

Key Code:
5 = Excellent/ Highly Commendable
4 = Strong Performance
3 = Satisfactory/ Acceptable
2 = Needs Improvement
1 = Unsatisfactory

Comments from Bill Borowski

Board Relations: TA Golas continues to excel at keeping the Board informed and partnering with all of us both individually and as a group. It's not easy having 5 "bosses" but Andrew does a remarkable job handling all the distinct asks and personalities. He is a true pleasure to work with.

Personnel: TA Golas does an admirable job managing our staff members. He is fair but also direct when need be.

Financial Management: I consider this one of Andrew's greatest strengths. He is not only very knowledgeable re: municipal finance but often takes very innovative approaches to minimize risk and keep taxes as low as possible.

General Management: Andrew continues to do an excellent job balancing all of the asks that are put upon him. Not only by the BOS and Town Hall, but also by residents.

Community Relations: Post-Covid we've had more opportunities to get back out in the community and it's always nice when Andrew can make events which I know he tries to do as much as he can.

Intrdepartmental Relations: Overall this too is a strong suit especially when dealing with the School Department as well. He will always look for a compromise but is also not afraid to give feedback and directives when required.

Completion of BOS FY23 Goals and Objectives: He's done everything that's been asked of him and more.

Additional Comments: TA Golas is a true professional and I couldn't be happier to partner with him. He truly has been an asset to Charlton and we are in much better shape with him here.

Suggestions for Additional Goals for Next Year: 1.) Resolve any additional "tension" in the Conservation Dept.

2.) Help facilitate VERY early conversations with the SC re: the FY 2025 budget and our options

3.) Continue to drive forth the Fire Department Substation plan

Comments from Stephen Koronis

Board Relations: Andrew does a very good job at keeping the Board apprised of issues and always answers the phone or quickly returns calls.

Personnel: Andrew does a good job at dealing with personnel issues. My only minor concern fall within our Conservation Commission Director and whether or not he can be objective in the matter based on their prior work history.

Financial Management: Andrew does very well in financial issues. I would ask a little more collaboration between the SC and Town Hall understanding that is a 2 way street

General Management: Andrew is very approachable and works hard to satisfy his internal and external customers

Community Relations: Andrew certainly put's the effort in to build community relations

Interdepartmental Relations: No issues

Completion of BOS FY23 Goals and Objectives:

Additional Comments: As a whole Andrew has done a very good job as TA. From a financial standpoint and overall operational stand point he certainly puts the time and effort in and as a result (for the most part) the Town Hall in General seems to be running smoothly. He is very approachable and is quick to resolve issues before they get out of hand. He completely understands the concept of internal and external customers and is wise on his decisions.

Comments from David Singer

Board Relations: Excellent

Personnel: Andrew has the respect of everyone

Financial Management: Excellent Recommendations

General Management: has really grown and continues to excel

Community Relations: Excellent - attends lots of events

Interdepartmental Relations: Excellent

Completion of BOS FY23 Goals and Objectives: Very please with his work on this

Additional Comments: Andrew continues to grow and excel in his role as Charlton TA. I'm sure he will continue on this path.

Comments from Barbara Zurawski

Board Relations: Andrew is wise, intelligent, friendly, hard-working, highly ethical, and extremely patient. I appreciate the time given to research and consideration of every issue. Andrew weighs the competing interests over services or taxes or initiatives, etc. while watching out for the best interests of the Town's residents and employees. Andrew executes his duties ensuring the interests of the town are paramount. He is very approachable and accessible to all, Town staff, residents and members of Boards, Committees and Commissions.

Personnel Relations: I feel we/BOS are least qualified to speak to these because beyond general observation, we have no formal mechanism to receive feedback from staff on the Administrator's performance.

In my opinion Andrew is well liked, appreciated and respected by his staff, town personnel and other towns.

Financial Management: Andrew worked hard on budget to include anticipated Capital investments and long-term plan. The Town Budget process has been excellent. Despite the paper, the budget printed details provide a detailed and user-friendly explanation of the plan for the fiscal year. Andrew developed public presentation on tax assessments ad how budgetary decisions and new growth impact residential tax bills; transparency and public awareness are crucial.

His collaboration with financial committee shows discipline, attention to details and willingness to compromise.

General Management: I continue to be amazed by the breadth of town activities, projects, and concerns that Andrew addresses on a regular basis. His ability to wear many hats while having the flexibility to move from one issue to another and being respectful and patient at the same time with the many entities wanting his attention is admirable and required strengths that Andrew brings to his Town Administrator position. Last year Andrew spent much time working with attorneys on matters ranging from collective bargaining to litigation over zoning decisions, to the development of a controversial new ordinance, to conservation easement contracts, to new developments, contract negotiations, settling agreements - all of it in post COVID times. I believe that in each case he has identified and questioned points of vulnerability or opportunity for the Town in a way that has strengthened Charlton's position but not stalled the process. Along with his financial skills, this ability serves the Town well. He is great in his manager role.

Community Relations: Andrew has a very challenging job and does excellent work staying atop many issues and keeping the BOS and the community informed. He is patient, accessible, polite, and responsive to residents, committee members, and councilors. One cannot overstate the benefit to our community of Andrew's emphasis on transparency and clear communication about local government. Time and again through social media, town web site, reports etc. he has kept Charlton residents current on town matters ranging from pressing issues of public safety and important meetings to events and activities that bring the community together. On issues that have divided residents, Andrew has demonstrated sensitivity and respect to many points of view and articulated well the reasoning behind his recommendations. Despite the stresses of his work, Andrew rarely shows frustration and handles his responsibility with good humor. WooSox Event- what a great accomplishment. Great help for REAS FUNDATION.

Interdepartmental Relations: Andrew filled key department head vacancies (Treasurer/Collector, Finance Director) without impact to services. Restructured Treasurer/Collector's office staffing to create succession plan. Andrew, worked with Human Resources on numerous personnel matters including long term IODs, addressing various complaints and planning for the dissolution of the Clerical Union. Navigated COVID restrictions to provide the most efficient delivery of service to our residents. Department head meetings are very informative and well organized. He is respected and well liked.

Completion of BOS FY23 Goals and Objectives: Andrew does a remarkable job given the demands of conflicting constituencies; the complexity of the issues confronting the town; and the sheer volume of work required to conduct the town's business. He stayed focused on 2022 goals and have delivered on all the initiatives. In terms of Goals, set by the Board:

1. Infrastructure Planning a. Stafford Street - ongoing effort
2. Solicitation of Businesses -ongoing effort; Andrew needs to continuously work to ensure that the town maximizes efforts to raise non-tax revenue to help keep the tax rate down. Andrew's involvement with EDC is assuring and exemplary.
3. E-Permitting- implemented and working systematically on improving the process. Extremely important achievement, long overdue. Great effort.
4. Transparency-

Andrew works extremely hard to stay transparent, build public awareness and promote overall understanding of all town issues and concerns. He is always available to answer any questions and offers detailed explanations of a topic at hand.

5. BOS policy review -is an ongoing project, much needed and greatly appreciated.
6. Amazon project --Andrew's constant involvement and supervision allows for expediated processes with whatever at hand.
6. Streamline Permitting Process -developed, overseen, implemented, and constantly improving. Huge accomplishment for our town and supervising Andrew. We need to constantly work on improving the efficiency and accessibility of all the town services.
7. Website redesign- much needed and progressing as predicted.

Suggestions for Additional Goals for Next Year: Capital Plan (Committee); New Business Solicitation - Considering Paid Position "Business Manager/Planner"; Fire Station (Substation); Independent Charlton High School

Shepherd Hill - Student Representative Report

Harry Kennan

May 9th, 2023

First and foremost, this week is **Teacher Appreciation Week**! Our educators at all levels put so much time and effort into what they do, and they deserve every ounce of recognition that we can afford to them and more.

The National Honor Society is holding their annual **Cornhole Tournament** on Thursday, May 11th at 6:30 P.M. on the turf field—NHS members are not required to play, but they are required to be in attendance. Please see Mr. Stefan in room 201 with any questions.

Although their regular competition season is over, the **Shepherd Hill Show Choir** is still as busy as ever! After winning a gold medal at the Great East Festival last Friday, they are currently preparing to host their Disney Dinner, which will be held at the high school on Friday, May 12th at 6:00 P.M., which will feature Disney-themed costumes and musical numbers. Fun for the little ones! In addition to that, auditions for next year's show choir will be Monday, May 22nd and Wednesday, May 24th.

The **Spring Band Concert** will be held on Wednesday, May 17th at 6:00 P.M. We look forward to seeing a year's worth of hard work pay off! Additionally, the **Choral Concert** will take place on Thursday, May 18th at 7:00 P.M.

PROM will be held at the DCU Center in Worcester on Saturday, May 20th from 6:00 P.M. to 10:00 P.M. The theme is "casino night," although students are reminded that when selecting their attire there is no expectation that said attire will match or coordinate with that theme.



Town of Charlton

OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator
DATE: May 9, 2023
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/9/2023

Freeman Road & Bond Road Paving – Paving work will be commencing on Freeman Road and Bond Road the week of May 15th. The paving schedule is subject to change based on weather conditions. Public notification boards will be placed in the area to advise of the paving work.