

 COPY



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, May 12, 2020, 6:30pm

Due to COVID19 – meeting held by ZOOM app, video participation:
<https://us02web.zoom.us/j/83843405409>

Submitted by MCN
Date 9/2/20
Received by LC
Date 9-2-20
9-2-20

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

Employees and residents were in attendance via ZOOM as well.

I. Call to Order:

Chairman Singer called the meeting to order at 6:34pm. He explained that due to COVID-19, the board is meeting remotely via ZOOM. All votes will be by roll call vote.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of Special Meeting – January 15, 2020
- c. Minutes of Regular Meeting – March 18, 2020
- d. Minutes of Regular Meeting – April 28, 2020

Motion by Mr. Borowski to approve the minutes of January 15, 2020, March 18, 2020 and April 28, 2020 as written, seconded by Ms. Spiewak. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion carries unanimously.

III. Community Relations, Announcements and Open Forum

- Chairman Singer read the announcements.
- Dr. Pam Wilson from the Prindle Lake Association said there has been discussion regarding the water level. The residents would like 2-4 more inches put in but the Conservation Commission has stated they will not raise the water until Memorial Day. She also mentioned that a petition was submitted in 2017 to raise the water level. Ms. Noble asked if the Conservation Commission has been involved with this. Rose Conway, Interim Conservation Agent said it was the Conservation Commission that determined not to raise the level until Memorial Day. Due to the current and unpredictable weather, the Commission felt it necessary to remove both boards. Chairman Singer asked if the boards will be replaced in time to get the water level back to its normal depth? Ms. Conway said she couldn't answer that because she doesn't know what the normal level is. She was notified by Mr. Girard on March 26 that there was an issue with the pool elevation. She reached out to Andrew Visser, Richard Landry and John Colognesi. Mr. Colognesi told her there was a situation involving the placement and removal of the boards at the dam. Todd Girard who is out on IOD is the one that has the answers. Chairman Singer asked Ms. Conway to reach out to Mr. Girard and she said she can't. Chairman Singer thanked Ms. Conway and asked Mr. Golas to reach out to Mr. Girard about the boards whether they can go in or not. Mr. Borowski asked what it would take to get a consultant from another town to assist with this. Mr. Golas will look into that. Ms. Wilson said that Mr. Girard left spray painted lines for the water level. Mr. Colognesi said he didn't say

anything to Ms. Conway. Ms. Conway apologized and said she had heard from Mr. Girard about the issue. Mr. Golas will look into this.

IV. Appointments/Resignation:

V. Scheduled Appointments:

VI. New Business:

1. Discharge of Mortgage. Mr. Golas stated that attached is a request from Treasurer/Collector – Joanne Savignac requesting a Discharge of Mortgage on the property located at 4 Shore Road that had a “rehabilitation loan” lien from the Town of Charlton for loans that were issued to certain homeowners during the 1980’s. Payment has been received for this loan and the discharge needs to be:
 - 1 – Voted as approved at a Selectmen’s meeting
 2. – Signed by the Chairman, witnessed and notarized following the voteHe would recommend the board approve the discharge of mortgage. **Motion by Mr. Borowski to approve, seconded by Ms. Spiewak. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion carries unanimously.**
2. Request for Common Victualler (coffee/food) license – Dresser Hill Ice Cream & Seafood. Mr. Golas stated that attached is a request from Teneille Chaisson, L & T Dining, Inc., d/b/a Dresser Hill Ice Cream and Seafood for a Common Victualler (coffee/food) license. The hours of operation are Sunday – Saturday, 11:30am – 10:00pm. She has submitted all the necessary paperwork required and is working with the Board of Health Director on safety operations in order to open. He would recommend the board approve this request. **Motion by Ms. Spiewak to approve, seconded by Mr. Borowski. Roll call vote taken: Mr. Borowski – aye, Ms. Spiewak – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.**
3. Scholarship Awards. Mr. Golas stated that the scholarships awarded by the Board of Selectmen are Jessie Smith, Nehemiah Stone, and Edwin Phillips Cooking Fund. The Colby Scholarship recipient is chosen by the Colby family members. There are not enough funds in this scholarship at this time. One scholarship application was received for Nehemiah B. Stone. Four scholarship applications were received for the Jessie Smith Scholarship and they all qualify as they are within the district guidelines of the scholarship. As in the past, when the motion is made to award the scholarship, the students name is not revealed. The motion should be made to include the number of the applicant. Only one applicant can be awarded each scholarship which is in the amount of \$200.00. The award is based on the interest earned for each scholarship. The scholarship will be awarded to the student directly which will help with the purchase of books and supplies. Once awarded, we will notify the school and the student of the award. **Motion by Mr. Borowski that the Board of Selectmen award the 2020 Nehemiah B. Stone scholarship to applicant #1 in the amount of \$200.00, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski - aye, Ms. Noble – aye and Chairman Singer – aye, motion carries unanimously. Mr. Borowski said he was pleased with all the applications received and would make a motion that the Board of Selectmen award the 2020 Jessie Smith Scholarship to applicant #2, seconded by Ms. Noble. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer - aye, motion carries unanimously.**
4. Green Gold Group, Inc. – application for Adult Use Marijuana Establishment. Mr. Golas stated that attached is a notice from the Cannabis Control Commission that Green Gold Group, Inc. has completed an Adult Use Marijuana Establishment application. The Board is asked to review and confirm the proposed applicant’s marijuana establishment is in compliance with municipal bylaws or ordinances. Town Planner, Randy Benson stated that the Planning Board has been in discussion

with Green Gold Group, Inc. and was in favor of it. They may need to apply for a special permit. He doesn't anticipate any problems as long as Mass DOT approves this because it's on Route 20. Once the board confirms, we will notify the Cannabis Control Commission. James McMahon said that everything is all set to go. Mr. Borowski is fine with this as long as the Planning Board process is going through. **Motion by Mr. Borowski to authorize the Town Administrator to respond to the Municipal Response that they are in compliance with municipal bylaws or ordinances, seconded by Ms. Noble. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye, motion carries unanimously.**

5. Assessors Transition Plan. Mr. Golas stated that as you know, the Director of Assessing is retiring in August. In discussion with the Finance Team, we felt having a Director of Assessing in Transition Job Description would be beneficial in the transitioning process in the Assessor's office. This position would be held for not longer than one year in anticipation of a vacancy by the Director of Assessing by retirement. Upon vacancy of the Director of Assessing position, this person would assume the full duties of the Director of Assessing Position. This would allow the hiring of a Director of Assessing in Transition as soon as possible to work with and train with the current Director of Assessing. He would recommend the board approve the job description. We will post the position upon approval by the board. Chairman Singer said what a big loss this is to the town with the retirement of Ms. Ceccarini. Mr. Borowski echoed his sentiments as well. He asked how are we going to pay for this. Mr. Golas said that we have a Data Collector account that will be used. Nancy Landry, Chairman of the Board of Assessors said the Data Collector position is contractual. **Motion by Mr. Borowski to approve the request, seconded by Ms. Noble. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye. Motion carries unanimously.**

VII. Old Business

1. Negotiation Procedure. Mr. Golas stated that at the request of the Board of Selectmen, we have drafted the attached procedure relative to contract negotiations. The intent of this procedure is to ensure consistency regardless of who is the representative in negotiation, and to ensure all terms of agreement are properly vetted prior to adoption. As this procedure is still in draft form, he looks forward to incorporating any feedback the board may have into the document. **Motion by Mr. Borowski to accept the procedure as written, seconded by Ms. Noble. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye, motion carries unanimously.**
2. Memorial Day – update. Mr. Golas stated that on May 5, 2020, he met with members of the Memorial Day Planning Committee. This year's parade will be cancelled. The members will do a laying of wreaths at the Town Hall memorials beginning at 10am on Sunday, May 24th. From there they will visit the cemeteries in their individual vehicles, salute and play taps. They will be requesting a police escort between cemeteries. Chairman Singer asked if we could get someone from cable to video the laying of the wreaths.
3. Annual Town Meeting and Election Warrant – review of articles. Mr. Golas stated that attached is the Annual Town Meeting Warrant for review. The Annual Town Election is scheduled for Saturday, June 13, 2020 and the Annual Town Meeting is scheduled for Monday, June 15, 2020. The following are the articles for your consideration:
 - 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 FY20
 - 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 – Citizens Petition
- Article 14 – Citizens Petition
- Article 15 – Citizens Petition
- Article 16 – Citizens Petition
- Article 17 – Citizens Petition

These are the standard articles used every year except for the Citizen Petitions. There are no requests for changes to bylaws or zoning. At the board's next meeting, he will provide recommended motions for the articles as presented as well as a draft budget for review. The motions for the Citizens Petitions have to be presented by the person(s) whom submitted the requests. He would recommend the board approve the warrant for the Annual Town Meeting as presented. Once approved, the board will need to sign the last page of the warrant and we will file it with the Town Clerk to post. Mr. Borowski asked if the citizens petitions went to counsel for guidance. Ms. Spiewak said the board has a policy which allows petitioners to ask for assistance. **Motion by Mr. Borowski to approve the warrant as submitted, seconded by Ms. Spiewak. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye, motion carries unanimously.**

VIII. BOS Policy Review

1. Procurement Conflict of Interest Policy Revisions. Mr. Golas stated that Finance Director – Donna Foglio has provided the board with a revision to the Procurement Conflict of Interest Policy which was approved by the Board of Selectmen on January 16, 2018. To comply with the State's Uniform Procurement Act, any purchase for supplies or services costing more than \$10,000 requires solicitation of three written quotes for contracts and those over \$35,000, require competitive sealed bids or proposals for contracts. The amount has been changed from \$35,000 to \$50,000. She is asking the Board to approve the change. She will also be asking the Finance Committee to do the same. He would recommend the board approve the request. **Motion by Mr. Borowski to approve, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye and Chairman Singer – aye, motion carries unanimously.**

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

1. Prindle Lake Dam update and Dam Monitors. Discussion took place during open forum. Mr. Golas stated that the Conservation Commission is also asking the following of the board: At your meeting on April 14, 2020, you appointed Richard Landry as the Prindle Lake Dam Monitor. Since that time, Mr. Landry has stated he is not interested in holding this position therefore the board is asked to rescind your motion to appoint. You are asked to appoint Andrew Visser and Joe Bialy as the Prindle Lake Dam Monitors. **Motion by Mr. Borowski to rescind the appointment of Mr. Landry as Prindle Lake Dam Monitor, seconded by Ms. Noble. Roll call vote taken: Ms. Spiewak – aye, Ms. Noble – aye, Mr. Borowski – aye and Chairman Singer – aye, motion carries unanimously. Motion by Mr. Borowski to appoint Andrew Visser and Joe Bialy as the Prindle Lake Dam Monitors, seconded by Ms. Noble. Roll call vote taken: Ms. Noble – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye, motion carries unanimously.**

2. Mr. Borowski asked if we would be meeting in June only because of Town Meeting. The board will hold their meetings in June.

IX. Town Administrator Report – Mr. Golas stated that we are looking at the Phase 1 re-opening of town hall starting next Tuesday. Employees will come in and face shields will be installed. Gloves and masks will be provided to employees if needed. The doors will remain locked.

X. Student Selectperson Report – Anya Grondalski provided her last report to the Board with an update on what’s going on with the schools. They have moved commencement until August 2 or May 2021 depending on COVID-19. Lawn signs as well as gift bags will be given to all graduates.

XI. Next Meeting Announcement:

- BOS Regular Meeting – May 26, 2020 – 6:30pm


XII. Adjourn: **Motion by Mr. Borowski to enter into executive session at 7:42pm 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 and #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body 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 adjourn, seconded by Ms. Noble. It was stated that any action that needs to be taken after executive session will take place at the next meeting. Roll call vote taken: Ms. Noble – aye, Mr. Borowski – aye, Ms. Spiewak – 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 (absent)
P Rydlak