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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, May 23, 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

TOWN CLERK
JUL 12 2023
CHARLTON MASS

Present: Chairman – Barbara Zurawski, Vice-Chairman – David Singer, Clerk – Peter Lancette, Members - William Borowski and Stephen Koronis, Town Administrator – Andrew Golas and Student Selectperson – Harry Kennan.

I. Call to Order:

Chairman Zurawski 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 – May 9, 2023 – 6:30pm. **Motion by Mr. Koronis to approve the minutes as submitted, seconded by Mr. Borowski, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Lancette read the announcements.

IV. Appointments/Resignation:

1. Appointment – Council on Aging Outreach Coordinator. Mr. Golas stated ten applications, two of which were Charlton residents were received for the Outreach Coordinator position. The recommendation for the Board is to appoint Julia Newton as the Outreach Coordinator for the Town of Charlton. This position is 37.5 hrs. per week and her start date would be May 31, 2023. He would recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Koronis, unanimous.** The Board welcomed Ms. Newton.
2. Appointment – Council on Aging Kitchen Manager (Candidate declined)
3. Resignation – Special Police Officer. Mr. Golas stated that attached is a notice of resignation from Corey Giguere resigning as a Special Police Officer from the Charlton Police Department due to accepting a full-time position with the Millville Police Department. The Board should accept his resignation. **Motion by Mr. Borowski to accept with regret, seconded by Mr. Koronis, unanimous.**

V. Scheduled Appointments:

6:45pm – Chapter 61 release request – 53 Freeman Road. Mr. Golas stated that attached is a request from Andrew & Patricia Letourneau, 55 Freeman Road, Charlton, MA to remove 12.29 acres of land from Chapter 61 located on Freeman Road, Map 53-A-3 & 53-A-3.2. The Planning Board, Board of Assessors and Conservation Commission have all reviewed the request and have no objection to the Town of Charlton choosing not to exercise their right of first refusal for this request. The Water/Sewer Commission will not be able to meet prior to the board's meeting but have informed us that they do not see any reason for the Board to exercise their right of first refusal. He would recommend the board approve the request. Chairman Zurawski opened the public hearing by reading the public hearing notice. With no discussion, **motion by Mr. Borowski to close the public hearing, seconded by Mr. Singer,**

unanimous. Motion by Mr. Borowski that we exercise our right not to purchase the property, seconded by Mr. Singer, unanimous.

6:50pm – Library Trustee Joint Appointment. Mr. Golas stated that there is an opening for a Library Trustee. The Library Trustees are recommending the board appoint Lance Morin to fill this vacancy. The vote for appointment must be done jointly and by roll call vote by both boards and the term expiration date would be until the May 2024 Town Election.

Present from the Library Trustees: Stefan Sage, Cheryl Meskus and Frances Mower. Mr. Sage called his meeting to order at 6:37pm. He said they have an open position on their board and they have a candidate to bring forward. His board appointed Lance Morin and now both boards need to meet and vote to appoint. **Motion by Ms. Meskus to appoint Lance Morin to the Library Trustees, seconded by Ms. Mower. Roll call vote: Ms. Meskus – aye, Ms. Mower – aye, Mr. Sage – aye, Mr. Singer – aye, Mr. Borowski – aye, Mr. Koronis – aye, Mr. Lancette – aye and Chairman Zurawski – aye.** The Board welcomed Mr. Morin. **Motion by Mr. Sage to close the Library Trustees meeting, seconded by Ms. Mower, unanimous.**

VI. New Business:

1. Application for Traffic & Crowd Management Permit – Blueberry Festival. Mr. Golas stated that attached is an application for a Traffic & Crowd Management Permit from the Activities Council to be used for the Blueberry Festival on July 30, 2023 from 10am – 4pm at 4 Dresser Hill Rd. The application has been approved by the Fire Department, Building Department and the Police Department. He would recommend the board approve the request. **Motion by Mr. Borowski to approve as submitted, seconded by Mr. Koronis, unanimous.**

2. Award M. Wayne Colby, Jr. Scholarship. Mr. Golas stated that two Scholarship applications were received. One for the M. Wayne Colby Scholarship that is awarded by the Colby family and one for the Nehemiah B. Stone Scholarship and Jessie Smith Scholarship but unfortunately the student didn't qualify in the Districts required. Kelly Diliddo reviewed the M. Wayne Colby Scholarship and the family would recommend the board award the M. Wayne Colby Scholarship to Aiden Dugan of 5 Keely Drive. The amount of the award is \$200.00. Once the board approves the award, we will notify the school and student. **Motion by Mr. Borowski to award the M. Wayne Colby Scholarship to Aiden Dugan, seconded by Mr. Singer, unanimous.** Chairman Zurawski stated that she read the essay and said he was concentrating on two things. He would focus on Route 20 and work on our relationship with the town and the school. She also feels we need to do more to get the word out to the schools because we aren't getting applicants. Mr. Singer feels it's on the schools as they are aware of this. Mr. Lancette asked our Student Representative to help spread the word.

3. Amend Solar Fees. Mr. Golas stated that attached is a request from Building Commission Curtis Meskus asking the Board of Selectmen to consider amending the building permit fee schedule last voted December 1, 2021. Residential solar systems and battery storage systems have come under complex regulatory requirements, existing building technical issues, lack of complete application information, time spent by his offices personnel, balanced against the permit fees charged and the contract values at \$75 does not support the effort required by his office. He is recommending a new line be added to the fee schedule as shown on the attached document, "residential solar and/or battery" \$6.00 per \$1,000 cost. This fee placed on the average solar installation of \$40,000 would be \$240.00. The fee would include up to 2 reviews and 2 field inspections. He additionally recommends a new fee of \$50 be levied for more than 2 review cycles for any project with a permit value of less than \$1,000. He would recommend the board consider his request. Curt Meskus came forward. He explained his request. Mr. Borowski asked what the increase of fees would do. Mr. Meskus said the amount of time that our Local Inspector does this, it doesn't cover his time spent on each project. Mr. Borowski and Mr. Singer still don't agree with increasing fees. With inspectors sometimes, there are differences. Mr. Meskus said these are discretionary projects. He stated that if people comply with the requirements, they won't get charged

the fees as requested for more inspections. He said when they did the fee schedule back in 2019, there was an allotted amount of inspections. He is asking for Solar to have a line item for a fee schedule which would include an amount of inspections. It reflects the cost of the project. Mr. Koronis feels this is reasonable. **Motion by Mr. Koronis to accept the recommendation on the fees, seconded by Chairman Zurawski. Vote taken: 3 ayes with Mr. Borowski and Mr. Singer opposed.**

4. Set Selectmen's Summer Meeting Schedule. Mr. Golas stated that in the past due to each Selectmen's vacation schedule in the summer, one meeting was held in June, July and August. Does the Board wish to set the summer meeting schedule as such and hold meetings on June 13th, July 11th and August 8th? Should the need for a meeting be called, each member will be notified. Due to the board's schedules in June, the June meeting will be held on June 27, 2023. **Motion by Mr. Borowski to set the summer schedule as June 27, 2023, July 11, 2023 and August 8, 2023, seconded by Mr. Singer, unanimous.**

5. 2024 BOS/TA Goals & Objectives – Chairman Zurawski would like to have each Board member submit 5 goals to Mr. Golas and he can put a list together. Mr. Borowski would like Mr. Golas when he sends out the list, to remind the board what the goals were last year.

VII. Old Business: None

VIII. BOS Policy Review

Mr. Golas stated that enclosed for the Board's review are the following policies along with recommended changes, if any, to each:

Appointments/Resignations by the Board of Selectmen – Mr. Golas stated that as committee appointments come up, does having a committee that has some jurisdiction authority recommending their own appointees, does that maybe create some fraternal issues. He asked if it made sense to amend the policy so essentially any time a new applicant comes forward, his office would review it and potentially do an interview and then make a recommendation. Mr. Singer asked if we should have the in person request in item 1. There is nothing in writing with the qualifications of the person. Mr. Golas is fine with removing that and the board agreed. **Motion by Mr. Borowski to accept the amended policy, seconded by Mr. Singer.** Mr. Koronis asked about #3 – all recommended candidates to appear in person or through remote participation unless otherwise excused. When we do re-appointments, there are 50 or so. Mr. Singer would recommended changing unless otherwise excused to adding a comma or a period after remote participation. It could read unless otherwise recommended by the Chair. **Motion by Mr. Borowski to accept with those changes, seconded by Mr. Singer, unanimous.**

Emergency Management – Motion to adopt as submitted, seconded by Mr. Singer, unanimous.

Emergency Notification Protocol – Motion by Mr. Borowski to approve as submitted, seconded by Mr. Lancette, unanimous.

Employee Parking in Front of Municipal Building – Mr. Borowski stated that this one states that our employees should not be parking in front of the building but along the street or behind the town hall. He would like to ask the board to give the Town Administrator a spot. He would like to include that the town will designate an official parking spot for the Town Administrator. Mr. Singer recommended putting in the spot next to the Veterans parking spot. Mr. Lancette reminded Mr. Golas about the parking spot for the Board of Health van. Mr. Golas said that is being worked on with a designated parking spot in back. **Motion by Mr. Borowski to approve as amended, seconded by Mr. Singer, unanimous.**

Ethics Training & Education – Motion by Mr. Borowski to delete the policy, seconded by Mr. Singer, unanimous.

Executive Session Minutes – Mr. Borowski would like to see it back to quarterly not semi-annually. **Motion by Mr. Borowski to approve as amended, seconded by Mr. Singer, unanimous.**

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

X. Town Administrator Report – Mr. Golas reviewed his report (attached) Mr. Borowski would recommend the board have a serious discussion about changing the Tree Warden from Elected to Appointed at our June meeting.

XI. Other Business (unknown at time of posting)

Mr. Singer stated that he has a question regarding the job opening for the Deputy Fire Chief. With Police promotions there's a process they follow. He asked Mr. Golas to explain the process for Fire. Mr. Golas said they will have an assessment center and will be using the same firm we used the last time. Under the statute, this position is appointed by the Fire Chief.

Chairman Zurawski asked about the welcome signs. Mr. Golas said they are working on an initiative for some more Welcome to Charlton signs at some of the major entrance points.

Mr. Borowski stated that since the board will be doing the annual appointments on June 27th, if there are any concerns with any of those appointments, we should let those folks know very early on so they can come in discuss.

Mr. Borowski also asked on June 27th, he would like to have a preliminary discussion around would this board be interested in looking at ARPA funds used to look at a serious study around de-regionalization. Mr. Lancette would like to see the cost for a feasibility study available to the residents.

XII. Next Meeting Announcement:

BOS Regular Meeting – June 27, 2023 – 6:30pm – Meeting Room 1

XIII. Adjourn – **Motion by Mr. Singer to adjourn at 7:27pm, seconded by Mr. Borowski, unanimous.**

Submitted by:

Mary C. Devlin
Executive Assistant

Accepted by:



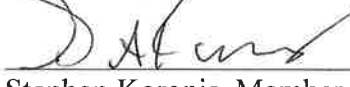
Barbara Zurawski, Chairman



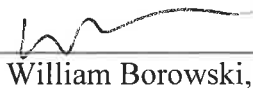
Peter Lancette, Clerk



David Singer, Vice-Chairman



Stephen Koronis, Member



William Borowski, Member

Shepherd Hill - Student Representative Report

Harry Kennan

May 23rd, 2023

The **senior class'** time at Shepherd Hill is coming to a close! A variety of special events are being organized in honor of our graduating classes, such as:

- A **class barbecue** held yesterday (May 22nd) on the football field.
- A **class trip to Block Island** on Wednesday, May 31st, departure for which will be at 9:00 A.M. at Shepherd Hill.
- The **Senior Banquet**, which will take place at Holy Cross on June 1st.
- A **rehearsal** for the graduation ceremony, orchestrated at Shepherd Hill on Friday, June 2nd.
- The *actual* **graduation ceremony**, which will be conducted at the DCU Center on Sunday, June 4th.

We congratulate our seniors for four years' worth of hard work and fond memories and wish them all the best on their future endeavors!

The **Second Annual Shepherd Hill Athletics Awards Night** will occur this Thursday, May 25th at 6:30 P.M in the Shepherd Hill auditorium. All student athletes as well as family and friends are welcome, and light refreshments will be available! We look forward to the opportunity to commend players of all sports after a year of diligence and passion.

Anyone interested in learning to play percussion should attend the Shepherd Hill Marching Band's **percussion clinic**, which will manifest itself (*if you couldn't tell, I've just about run out of different ways to say "taking place"*) next Tuesday, May 30th after school. No prior experience is required and everyone is welcome!

Freshmen at Shepherd Hill will be taking their **Science MCAS Tests** (based either in biology or introductory physics) on Tuesday, June 6th and Wednesday, June 7th. While this is only a week before the end of the school year, we encourage all students to try their hardest regardless.



Town of Charlton

OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator
DATE: May 18, 2023
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/23/2023

Public Information Videos – I am currently working with the Economic Development Commission on developing a number of short videos highlighting the roles, responsibilities and major projects happening in each department. Our hope is that these short videos help our residents learn more about everything that happens in all corners of their local government and get a better idea how to navigate some of our processes. I want to thank Nina Zurowski for her help in coordinating this video series. We look forward to sharing this with the Board.

54 Flint Road Landfill – Working with the Board of Health and CMG Environmental, the Town of Charlton has received the Comprehensive Site Assessment Permit approval through MassDEP for the capping of the Old Town Dump on Flint Road. I would like to commend the Board of Health for their efforts in moving this project along.

Job Openings – Due to upcoming retirements, we have some critically important full time vacancies we will be looking to fill. Currently, postings are open for the positions of Assistant Director of Assessing, DPW Superintendent and Deputy Fire Chief. We hope that qualified applicants from the community consider these terrific opportunities.

Time & Attendance – Thanks to the efforts of Lynn Dyer and Ashley Obrzut, we will be rolling out the new time and attendance system through Harpers Payroll this week. The new system is intended to reduce duplication of effort in submitting weekly payroll, streamlining our internal process and reducing the probability of error.

Fire Department Substation Update – The Committee last met on Wednesday, May 10th with Context Architecture to finalize the Space Needs Program, review the draft site assessment and review some conceptual building layouts. The committee and department are reviewing and preparing comment on the three concept layouts. The total space needs for this facility is projected to be approximately 12,600 sq.ft. which is subject to change based on final configuration. I'd like to commend Context and the other committee members on their work thus far to pull together a cost effective proposal that will meet our immediate needs.

Tree Warden Update – We did receive confirmation through the Town Clerk's office that the top write in candidate has declined the position. I have further inquired with our outgoing Tree Warden on the minimum training needed for the position if the Board opts to appoint someone

from the Highway Department to fill out the remainder of the term. The Massachusetts Tree Wardens and Forester's Association offers a Massachusetts Qualified Tree Warden Course which runs six sessions September 6th through November 15th from 8:00 am to 3:00 pm in Worcester. The cost of this course is \$600 per attendee.