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Submitted by MED
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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, May 26, 2020, 6:30pm

Due to COVID19 – meeting held by ZOOM app, video participation:
<https://us02web.zoom.us/j/84775444074>

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 6:35pm. 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 Regular Meeting – May 12, 2020. **Motion by Mr. McGrath to approve, seconded by Mr. Borowski. Roll call vote taken: Mr. McGrath – aye, Ms. Spiewak – aye, Mr. Borowski – aye and Chairman Singer – aye.**

III. Community Relations, Announcements and Open Forum

- Chairman Singer read the announcements.
- Chairman Singer said that anyone can run for office or apply for a job but it doesn't mean they can lead. No one knows who can lead until they are tested. On behalf of the Board of Selectmen, they are giving a letter of commendation to Town Administrator Andrew Golas, Board of Health Chairman Matthew Gagner and Jim Philbrook our Health Inspector. These three have shown not only are they good at what they do, but when the times call for them to rise above and beyond and really take the leadership role, they have done it. He read the letter of commendation (attached).

IV. Appointments/Resignation:

1. Appointment – Old Home Day Committee. Mr. Golas stated that attached is a talent bank form from Sabrina Webb seeking to be appointed to the Old Home Day Committee. He would recommend the board make the appointment. **Motion by Mr. Borowski to approve, seconded by Ms. Spiewak. Roll call vote taken: Mr. McGrath – aye, Mr. Borowski – aye, Ms. Spiewak – aye, Ms. Noble – aye and Chairman Singer – aye.**
2. Appointment – Per Diem Dispatcher. Mr. Golas stated that attached is a request from Police Chief Maxfield stating that due to recent personnel changes, there is a need in the Charlton Police Department for Per Diem Dispatchers. They have identified Nicole Anne Pray as a qualified candidate for the position. Ms. Pray is a fully certified 911 Dispatcher who currently works for the Town of Auburn 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 Ms. Noble to make the appointment, seconded by Mr. Borowski. Roll call vote: Ms. Spiewak – aye, Ms. Noble – aye, Mr. McGrath – aye, Mr. Borowski – aye and Chairman Singer – aye.**

3. Appointment – Human Resource Director. Mr. Golas stated that on February 19th, we re-posted the position of Human Resource Director with a deadline of March 9th. The Town had received 11 applications for the vacant position. Immediately after the closure of the solicitation, all regular business was interrupted by the COVID-19 pandemic, which delayed the consideration of the applicants. Once the emergency situation had come under control, he requested members of the Finance Team review and provide recommendations on how to proceed with the pool of candidates. It is the recommendation of the Finance Team and Mr. Golas that Interim Human Resources Director Lynn Dyer be promoted to Permanent Human Resource Director. A report of the team has been provided as well. Over the past 7 months, Ms. Dyer has done an incredible job keeping the department's demands on track while transitioning through a change of management and handling employee needs that have come up through the pandemic. He is looking forward to working with Ms. Dyer as she transitions to the permanent position. **Motion by Mr. McGrath to make the appointment, seconded by Mr. Borowski.** Mr. Borowski would like to have a discussion whether we should back fill this position. **Roll call vote taken: Ms. Spiewak – aye, Mr. McGrath – aye, Ms. Noble – aye, Mr. Borowski – aye and Chairman Singer – aye.**
4. Resignation – Civilian Traffic Commission. Mr. Golas stated that attached is a resignation from David Smolski resigning from the Civilian Traffic Commission effective May 18, 2020. He has notified the Chairman of the committee as well. The Board should accept his resignation. A letter thanking him for his time and commitment to the Civilian Traffic Commission has been prepared and is in your sign folder. **Motion by Mr. Borowski to accept Mr. Smolski's letter of resignation, seconded by Mr. McGrath.** Mr. Borowski would like to put the Civilian Traffic Commission on an agenda after the election to decide what we want to do with that. **Roll call vote taken: Ms. Spiewak – aye, Mr. McGrath – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye.**

V. Scheduled Appointments:

6:45pm – Public Hearing – The Quarter Keg Pub, LLC – Live Entertainment. Mr. Golas stated that attached is a request from The Quarter Keg Pub, LLC, 443 Worcester Rd., Charlton, MA for Live Entertainment to be held Tuesday – Sunday from 7:00pm – 11:00pm. They have completed the necessary paperwork for this request. Mr. Golas read the public hearing notice. Hearing opened at 7:07pm. Mike Savoie and Mike Dupont were present from Quarter Keg. Mr. Borowski's only concern is outdoor entertainment. He would recommend they reach out to the neighbors ahead of time that if there is an issue with noise, that they contact the owners first. Mr. Savoie said they are trying to bring things back to the 70's where there is only one or two people singing, a comedian or karaoke. Ms. Noble asked when they were looking to open. Mr. Savoie said they would like to open on July 7 but are waiting for the Governor. **Motion by Mr. Borowski to close the public hearing at 7:12pm, 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 carries unanimously. Motion by Mr. Borowski to approve the request for Live Entertainment, seconded by Mr. McGrath. Roll call vote taken: Mr. McGrath – aye, Mr. Borowski – aye, Ms. Noble – aye, Ms. Spiewak – aye and Chairman Singer – aye. Motion carries unanimously.**

7:00pm – Public Hearing – Tree House Brewing Co., Inc. – extension of premises. Mr. Golas stated that attached is a request from Tree House Brewing Company, Inc. for an alteration of premises for 129 Sturbridge Road. They are seeking to add 9,000 sq. ft. of green space and an additional 54,000 sq. ft. outdoor space for guests. All necessary paperwork has been completed. The Chairman should open the public hearing by reading the notice as placed in the paper and sent to the abutters. Should the Board approve the request, we will send the completed application with

the Board's approval to the Alcoholic Beverages Control Commission for final approval. Mr. Golas read the public hearing notice. Chairman Singer declared the hearing open at 7:14pm. Kim Golinski was present. Chairman Singer said Planning, Building and others were already aware of this process. Ms. Noble asked when they would expect to have this outdoor space prepared and is the construction going on now that you can see from the road part of this? Ms. Golinski said the green space has to be done by July 1st for their occupancy permit. The construction is not part of this. Mr. Borowski said when all is clear to open for all, he asked if they could reach out to the Police to get a formal detail. Ms. Golinski said she already has a meeting planned for Thursday afternoon. **Motion by Mr. Borowski to close the public hearing at 7:22pm, seconded by Mr. McGrath. Roll call vote taken: Mr. Borowski – aye, Mr. McGrath – aye, Ms. Noble – aye, Ms. Spiewak – aye and Chairman Singer – aye. Motion carries unanimously. Motion by Mr. Borowski to approve the request for the alteration of premises, seconded by Mr. McGrath. Roll call vote taken: Mr. McGrath – aye, Mr. Borowski – aye, Ms. Noble – aye, Ms. Spiewak – aye and Chairman Singer – aye, motion carries unanimously.** Ms. Golinski gave an update on Route 20 and their driveway. They are hoping to be done with this in a month.

VI. New Business:

1. Events requiring Board of Selectmen approval. Kathleen Walker said that the Old Home Day Committee met last week and had a discussion on whether to cancel Old Home Day or to continue. They will be meeting tomorrow to make a final decision. They wanted to meet with the Board first to see if they can provide any advice. She said that Old Home Day has been going on in Charlton for 124 years. They came up with a few ideas. When they spoke with the Board of Health tonight, they felt we should have something for Old Home Day, maybe a lighter version. We don't know what it will be like in September. It will be up to the state at that time. Ms. Walker would like to know what the Board's thoughts and advice would be before they make a decision on this. Mr. McGrath would opt to go with whatever the Board of Health decides and whatever the Governor and Lt. Governor come up with. He agrees we should do some sort of Old Home Day light. He thanked the committee for dealing with this with all that's going on right now. Chairman Singer said like Mr. McGrath, he really appreciates what the committee does. Personally, he would like to see Old Home Day go on even if it's a different version. Ms. Noble said there's multiple components to Old Home Day. Has the committee gone through each one of these and looked at which ones could be managed safely. She said so many festivals have been cancelled or postponed already. Ms. Spiewak agrees with everything that's been said. She thanked the committee as well. She thinks as leaders of the town, we need to look at health and safety. She would like to see it more of a virtual thing. Mr. Borowski said that he would like to cancel it this year. He isn't comfortable having large groups together. He's fine with virtual. He said if they want the Board to vote on this, he would ask to wait for the two new members. Ms. Walker thanked the board. Ms. Spiewak said if there is a large gathering, she would like to know how we would enforce social distancing. Jennie Frisella said she spoke with the executive director at Overlook regarding the Fireworks and as of right now, there hasn't been any decisions.
2. Request to transfer funds across Departmental Budget. Mr. Golas stated that attached is a request to transfer \$3,308.20 from the BOS/TA Contract Obligations (TA Search) to Agricultural School – Transportation to cover shortfall in agricultural School Transportation. Finance Director Donna Foglio is recommending the board approve this request. **Motion by Mr. Borowski to approve the request, seconded by Mr. McGrath.** Chairman Singer thought we were done with Norfolk Agricultural. He asked if we are still using them, how many students. Mr. Golas will get the information. **Roll call vote taken: Mr. Borowski – aye,**

**Mr. McGrath – aye, Ms. Noble – aye, Ms. Spiewak – aye and Chairman Singer – aye.
Motion carries unanimously.**

VII. Old Business

1. Annual Town Meeting – review of motions. Mr. Golas stated that attached is the Annual Town Meeting Warrant with motions for the board’s review. You are scheduled to meet with the Finance Committee tomorrow night regarding the budget. We have notified the petitioner who submitted the Citizens Petitions that he will need to make the motion for these articles at town meeting. The following are the articles with motions:

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 – to be submitted by petitioner

Article 14 – Citizens Petition – to be submitted by petitioner

Article 15 – Citizens Petition – to be submitted by petitioner

Article 16 – Citizens Petition – to be submitted by petitioner

Article 17 – Citizens Petition – to be submitted by petitioner

Ms. Spiewak would like to postpone until we meet with Fin Com tomorrow night. She would recommend the board vote on any that say Fin Com – N/A. Ms. Noble said it’s just questions 1,2 and 3. **Motion by Mr. McGrath to approve Articles 1, 2 and 3, seconded by Ms.**

Spiewak. Roll call vote taken: Ms. Spiewak – aye, Mr. McGrath – aye, Mr. Borowski – aye and Chairman Singer – aye. Mr. Borowski said the petitions have a significant impact on the Board of Selectmen, he asked if there was any interest in breaking precedent and either endorsing them or not? He said if these pass, some of them would have a significant impact on the board. Mr. McGrath asked for the warrant, do we include the signature page of the citizen’s petitions? Mr. Golas said no. Mr. McGrath feels that people should know whose signing these. Ms. Spiewak said we have not done it and she is not comfortable without talking to counsel. Chairman Singer said it would behoove the board to find out if these are legal before town meeting. Mr. Golas will look into this. Mr. Golas said he just received information from Finance Director Foglio that we have one student for FY19 in Norfolk Aggie.

VIII. BOS Committee Reports

1. Public Safety Building Capital Campaign Steering Committee. Noreen Smith, Co-Chair of the committee said they had formed a committee of people who will help alleviate some of the burden on the tax payers of the town for a new public safety building. They are in a 1950 building and they don’t fit anymore. The committee has been working to understand the need and what the first responders are working with. There is an artwork contest that all citizens are welcome to submit their talents. The instructions are on the facebook site for the committee. There is also an online button for making a donation. They are about to go forward seeking donations from local

businesses. Ms. Spiewak thanked the committee members and Andrew Golas and the Finance Team for all their work. Ms. Smith said there is a video they put together with all the needs.

IX. BOS Policy Review

X. Town Administrator Report

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

1. Regional Microbusiness Loan Grant. Mr. Golas stated that the Town of Southbridge is planning to apply for CDBG-CV (COVID-19) funds to establish a microenterprise deferred payment (grant) program to assist businesses that have been financially harmed by the Pandemic. DHCD released the official guidance for this funding last Friday with an application deadline of Friday, June 5. The Town of Southbridge is applying for \$250,000 based on advice from the organization they would partner with to administer these funds. (Quaboag Valley Community Development Corporation). Southbridge has indicated that they would like to submit a regional application and were wondering if the Town of Charlton would be interested in joining their application. Additionally, Sturbridge and Dudley have also been invited to join this application. Each of the other communities would need to properly post the same meeting notice at least 5 days in advance of the hearing (through the Town Clerk's office and Town website, etc.). DHCD has reduced the public participation timeline required for this particular grant due to the quick turnaround needed to meet the deadline. He believes that this would be a beneficial program for the Town of Charlton and would ask for the Board of Selectmen's approval to pursue this funding opportunity. **Motion by Mr. McGrath to approve, seconded by Ms. Noble.** Ms. Noble asked if we have heard directly from businesses that have been hard hit. Mr. Golas said he hasn't heard from any. Ms. Noble would like us to reach out to the small businesses and see what we can do to help. Chairman Singer said the COVID has hit families as well. **Roll call vote taken: Ms. Spiewak – aye, Mr. McGrath – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman Singer – aye. Motion carries unanimously.**

XII. Next Meeting Announcement:

- BOS/Fin Com – May 27, 2020, 6:30pm
- BOS Regular Meeting – June 9, 2020 – 6:30pm

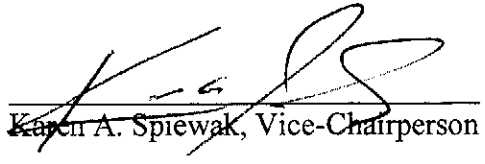
XII. Adjourn: **Motion by Mr. McGrath to adjourn at 7:54pm, seconded by Mr. Borowski. Roll call vote taken: Mr. Borowski – aye, Ms. Noble – aye, Ms. Spiewak – aye, Mr. McGrath – aye and Chairman Singer – aye. Motion carries unanimously.**

Submitted by:
Mary C. Devlin
Administrative Assistant

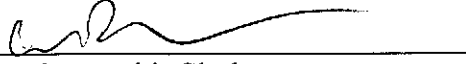
Accepted by:



David M. Singer, Chairman



Karen A. Spiewak, Vice-Chairperson



William Borowski, Clerk

Deborah B. Noble, Member

John P. McGrath, Member

