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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, June 8, 2021, 6:30pm

Meeting held by ZOOM webinar, video participation: <https://us02web.zoom.us/j/87489442885>

Present: Chairman – William Borowski, Clerk – Barbara Zurawski, Member – Stephen Koronis and Town Administrator – Andrew Golas. Absent: Vice-Chairman – Patsy Rydlak and Member – David M. Singer.

I. Call to Order:

Chairman Borowski called the meeting to order at 6:30pm. Due to COVID and meeting via ZOOM, all votes will be done by roll call vote.

II. Consent Agenda / Warrant Approval as Needed

- a. Minutes of Special Meeting – May 12, 2021
- b. Minutes of Special Meeting – May 17, 2021
- c. Minutes of Regular Meeting – May 18, 2021
- d. Minutes of Special Meeting – June 1, 2021

**Motion by Mr. Koronis to approve all four sets of minutes, seconded by Ms. Zurawski. Roll call vote: Mr. Koronis – aye, Ms. Zurawski – aye and Chairman Borowski – aye.**

III. Community Relations, Announcements and Open Forum

Ms. Zurawski read the announcements.

Mr. Golas said he is working with Building and Water/Sewer to look at the feasibility with McClure Engineering to tie the Police Department into the water line.

Chairman Borowski said something for the board to think about is funding in the fall for capital investments for the Police and Fire Departments.

IV. Appointments/Resignation:

1. Appointment – Local Inspector. Mr. Golas stated that five applications were received for the Local Inspector position and only one accepted an interview which was held by the Building Commissioner and the Human Resource Director. The recommendation is for the Board to appoint William Fenner as the Local Inspector for the Town of Charlton. This position is 15 hours a week at \$27.43/hr. He would recommend the board make the appointment. **Motion by Mr. Koronis to accept the recommendation of the Town Administrator, seconded by Ms. Zurawski. Roll call vote: Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye.**
2. Appointment – Assistant Town Accountant. Mr. Golas stated that fourteen applications were received for the Assistant Town Accountant position. Seven were interviewed with two being from Charlton. The interviews were held by Donna Foglio, Ashley Obrzut, Kathy Stanley and Lynn Dyer. The recommendation is for the Board to appoint Jaclyn Bonner as the Assistant Town Accountant for the Town of Charlton. This position is 40 hours a week at \$26.11/hr. He would recommend the board make the appointment. **Motion by Ms. Zurawski to make the appointment as recommended, seconded by Mr. Koronis.** Mr. Koronis said this is just to backfill a position. **Roll call: Mr. Koronis – aye, Ms. Zurawski – aye and Chariman Borowski – aye.**

3. Appointment – Per Diem Dispatcher. Mr. Golas stated that Police Chief Dowd is asking the Board to appoint Heather Fournier from Oxford as a Per-Diem Dispatcher. Ms. Fournier is currently employed by Clinton as a certified dispatcher. He would recommend the board make the appointment. **Motion by Ms. Zurawski to make the appointment, seconded by Mr. Koronis. Roll call vote: Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye.**
4. Re-appointment for terms expiring June 30, 2021. Chairman Borowski stated that this is the appointment list the board does every year. He asked if the Board members want to approve the list as presented or have discussion. **Motion by Ms. Zurawski to approve the appointments that we’ve heard from, seconded by Mr. Koronis. Roll call vote: Mr. Koronis – aye, Ms. Zurawski – aye and Chairman Borowski – aye.**

Mr. Golas mentioned that Clarence Bachand is not seeking re-appointment to the Memorial Day Committee or as the Veterans Grave Marker. Mr. Bachand has decided at the age of 98, it’s time to step down. He has been active in the town since 1963. **Motion by Mr. Koronis to accept his resignation, seconded by Ms. Zurawski. Roll call vote: Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

Mr. Golas would also ask the board to dissolve the Technology Committee as we have an IT Department now who has been resolving any items needed. Previous members of the Technology Committee were: Clifford Cloutier, Carl Ekman, Curt Meskus, Cheryl Hansen, Police Chief Dowd and Jeff Sorel. **Motion by Ms. Zurawski to dissolve the Technology Committee, seconded by Mr. Koronis. Roll call vote: Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

Chairman Borowski asked the board to revisit the list of appointments. He said Ms. Devlin asked the board to approve the list as submitted to allow her time to work with the people she hasn’t heard from. **Ms. Zurawski amended her motion to approve the list as submitted. Mr. Koronis amended his second. Roll call vote: Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

V. Scheduled Appointments:

VI. New Business:

1. Fuel Bid Recommendation – Mr. Golas stated that Charlton participated in the FY22 Regional Fuel Procurement program through CMRPC. Due to a recent fluctuation in the market, prices surged and rates are now higher than last year. Because anticipated pricing surges were to continue, CMRPC rebid soliciting a guaranteed markup price that will be added to a base price. He would recommend the board enter into contracts with the following vendors:

Heating Oil	Charlton Oil - \$2.35/gallon
Propane	Charlton Oil - \$1.65/gallon
Unleaded Gasoline	Dennis K. Burke, Inc. – Markup per Gallon - \$.4522
Diesel	Dennis K. Burke, Inc. – Markup per Gallon - \$.4522

**Motion by Mr. Koronis to accept the Town Administrator’s recommendation on the bids, seconded by Ms. Zurawski. Roll call vote: Mr. Koronis – aye, Ms. Zurawski – aye and Chairman Borowski – aye.**

2. Employee Appreciation Day – Mr. Golas stated that Chairman Borowski had a discussion with our office regarding Employee Appreciation Day and having it closer to Labor Day. As you may know, the Board of Selectmen has thrown some sort of appreciation dinner for the employees every year except for last year during COVID. Attached is a draft policy for the board’s consideration should you wish to make it a policy so that Employee Appreciation Day would occur at the same time every year or the board could choose to keep it informal. What are the board’s wishes? Chairman Borowski wants to show all employees that we know it’s hard and appreciate all they do. He asked to table the formal policy to the meeting in July when the full board is present. The Board was in agreement and want to move forward with this in the fall.

VII. Old Business:

VIII. BOS Committee Reports

IX. BOS Policy Review

X. BOS Goals & Objectives

XI. Town Administrator Report – Mr. Golas reviewed his report.

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

Mr. Golas said he will add the Town Administrator goals to the July agenda. Also he would like to add the perambulation of town boundaries to the August meeting to discuss a date in September or October due to the need of contacting the other towns.

Chairman Borowski said for the student selectperson, he would like to add this to the next meeting, in the fall he would like to open it up to a Bay Path student.

XIII. Next Meeting Announcement:

- BOS Regular Meeting – June 22, 2021, 6:30pm if needed due to the summer schedule

XIV. Adjourn/Executive Session - **Motion by Mr. Koronis to enter into executive session at 7:06pm under M.G.L. c. 30A, Sec 21(a), #3 – to discuss strategy with respect to collective bargaining or litigation (legal updates) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, seconded by Ms. Zurawski. Roll call vote: Mr. Koronis – aye, Ms. Zurawski – aye and Chairman Borowski – aye.**

**Motion by Ms. Zurawski to adjourn at 7:27pm, seconded by Mr. Koronis. Roll call vote: Ms. Zurawski – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

Submitted by:

Mary C. Devlin

Administrative Assistant

Accepted by:



William Borowski, Chairman



Barbara Zurawski, Clerk



Patsy Rydlak, Vice-Chairman (absent)

David M. Singer, Member (absent)

Stephen G. Koronis, Member



# Town of Charlton

## OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen  
FROM: Andrew Golas, Town Administrator  
DATE: June 1, 2021  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 6/8/2021

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**Donations** – on Friday, May 28, 2021, I was asked to meet the Charlton Elementary Students in front of the town hall. The children with the help of the teachers raised \$900 dollars and have made the following donations:

\$300.00 – Chip-In

\$300.00 – REAS Foundation

\$300.00 – F.O.C.A.S.

I would like to commend them for a job well done.