

1107 8/24/23



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, July 11, 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 – Barbara Zurawski, Vice-Chairman – David Singer¹, Clerk – Peter Lancette, Members - William Borowski and Stephen Koronis and Town Administrator – Andrew Golas.

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 23, 2023 – 6:30pm. **Motion by Mr. Borowski to approve as submitted, seconded by Mr. Koronis, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Lancette read the announcements.

IV. Appointments/Resignation:

- 1. Resignation – Conservation Director - Mr. Golas stated that attached is a letter from Angela Panaccione resigning her position as Conservation Director effective July 13, 2023. She has been offered another opportunity and has accepted. The Board should accept her resignation. **Motion by Mr. Borowski to accept with regret, seconded by Mr. Lancette, unanimous.**
- 2. Resignation – Conservation Commission - Mr. Golas stated that attached is a letter from James Allen resigning his position on the Conservation Commission effective immediately due to personal reasons. The Board should accept his resignation. **Motion by Mr. Borowski to accept the resignation, seconded by Mr. Lancette, unanimous.**
- 3. Resignation – Planning Board Associate – Mr. Golas stated that attached is a letter from Alycia Dzik resigning her position as the Planning Board Associate Member. The Board should accept her resignation. **Motion by Mr. Borowski to accept the resignation, seconded by Mr. Lancette, unanimous.**
- 4. Resignation – Per Diem Dispatcher – Mr. Golas stated that attached is a letter from Robert L. Campbell, III resigning his position as a Per Diem Dispatcher. The Board should accept his resignation. **Motion by Mr. Borowski to accept the resignation, seconded by Mr. Lancette, unanimous.**
- 5. Appointment – Full Time Dispatcher – Mr. Golas stated that nineteen applications were received for a Full Time Dispatcher with three interviews held with Chief Dowd, Lieutenant Mason and Human Resource Director Lynn Dyer. The Board is being asked to appoint Limaris Rosario as a Full Time Dispatcher effective June 13, 2023. He would recommend the board make the appointment. **Motion by Mr. Borowski to appoint Limaris Rosario as a Full Time Dispatcher, seconded by Mr. Lancette, unanimous.**

¹ Mr. Singer entered the meeting at 7:00pm

6. Appointment – Assistant Director of Assessing – Mr. Golas stated with the upcoming retirement of Janet Crockett who is currently the Assistant Director of Assessing, interviews were held for her replacement. Three applications were received and interviews offered to two. One candidate declined after accepting another position. The Board is being asked to appoint Susan Malone as the Assistant Director of Assessing effective July 24, 2023. Ms. Malone has been with the Assessors Department for five years and has the experience needed. He would recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Lancette, unanimous.**
7. Appointment – Alternate Building Commissioner – Mr. Golas stated that we have been notified that William Fenner, Local Inspector has received his certification as a Building Commissioner. The Board is being asked to appoint Mr. Fenner as the Alternate Building Commissioner so he will be able to legally sign occupancy permits for new structures in the absence of our Building Commissioner. He would recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Koronis, unanimous.**
8. Appointment – Old Home Day Committee – Mr. Golas stated that attached are two talent bank forms received from Mike Cunningham and Patsy Rydlak seeking appointment to the Old Home Day Committee. Both applicants have been assisting the Old Home Day Committee and would like to be formally appointed. He would recommend the board make the appointments. **Motion by Mr. Borowski to make the appointments, seconded by Mr. Lancette, unanimous.**
9. Appointment – Conservation Commission – Mr. Golas stated that there are two openings on the Conservation Commission due to resignations received. He has met and interviewed the current two Alternate Members, Erica White and Alan Leone and would recommend the board appoint them to Full Members and we will post the alternate member openings. **Motion by Mr. Borowski to make the appointments, seconded by Mr. Lancette, unanimous.**
10. Appointment – Zoning Board of Appeals – Alternate – Mr. Golas stated that attached is a talent bank form from Marco Tiberii who is interested in being appointed to the Zoning Board of Appeals as an Alternate. He met with Mr. Tiberii and would recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Lancette, unanimous.**
11. Re-Appointments for terms expiring June 30, 2023 – Mr. Golas stated that attached is a list of recommended re-appointments for the board’s consideration. As the Board’s policy for appointments/re-appointments states, he held interviews with some of the re-appointees whose board’s decisions affect the town and would recommend all persons listed be re-appointed for their respective terms. There are a few highlighted that we have not heard from yet and we will bring those back to the board once we are notified they are seeking re-appointment. Sandra Bacon from the Activities Council is asking to be re-appointed as an Alternate Member instead of a Full Member. Please note that the following are not seeking re-appointment: Sheri Dreitlein – Cultural Council, Sabrina Webb – Old Home Day Committee and Terri Gough – Old Home Day Committee. Letters thanking them for their time are in your sign folder. **Motion by Mr. Borowski to make the re-appointments as requested, seconded by Mr. Koronis, unanimous.**

V. Scheduled Appointments:

6:45pm – Board of Health – Joint appointment – (Due to Board of Health meeting, this item was heard at 7:07pm. Chairman Gagner stated that they recessed their meeting to come here and will return to their meeting) Mr. Golas stated that with Mr. Lancette being elected to the Board of Selectmen, there is a need to fill a vacancy on the Board of Health. Two requests were received from Kathryn Vear and Bayne Booker. The Board of Health held interviews with both to consider each candidate. There was a split vote of the Board at that time. Upon scheduling interviews before the Selectmen, Mr. Booker indicated he would not appear before the board as outlined in the attached email. Ms. Vear is in

attendance this evening. 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 Board of Health: Matt Gagner and Jon Sanborn. Also in attendance was Kathryn Vear who is interested in this position. Mr. Gagner thanked the board for having them and reiterated that they have an opening on their board. He said they held interviews and one of the candidates said he would accept if given but didn't wish to appear for the second interview. The Board of Health had a split decision on a candidate. **Motion by Mr. Singer to appoint Ms. Vear to the Board of Health, seconded by Mr. Koronis. Roll call vote: Mr. Sanborn – aye, Mr. Gagner – aye, Mr. Singer – aye, Mr. Borowski – aye, Mr. Koronis – aye, Mr. Lancette – aye and Chairman Zurawski – aye.**

7:00pm – Pole Hearing – Snake Hill Road – Mr. Golas stated that attached you will find a request from National Grid and Verizon New England, Inc. requesting permission to install 2 JO Poles on Snake Hill Road. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Police Chief and DPW Superintendent. No comments or concerns have been received. The Chairman should open the public hearing by reading the notice as sent to abutters. He would recommend the board approve the request. Chairman Zurawski opened the hearing by having Selectmen Lancette read the public hearing notice. Jane Riley from Vidos Engineering who is doing the design work on behalf of National Grid and a representative from National Grid came forward. Ms. Riley said these new poles are to help bring power to the new Amazon facility. No questions or concerns were heard. **Motion by Mr. Borowski to close the public hearing at 7:03pm, seconded by Mr. Lancette, unanimous. Motion by Mr. Borowski to approve the request, seconded by Mr. Lancette, unanimous.**

VI. New Business:

1. FY24 Fuel Procurement – Award of Bids – Mr. Golas stated that Charlton participated in the FY24 Regional Fuel Procurement program through CMRPC. Prices were solicited for gas, diesel, heating oil and propane with a guaranteed markup price that will be added to a base price. Quotes submitted are as follows:

Heating Oil **Charlton Oil - \$.50 over Global (market)/gallon**
Same vendor and markup as last year.

Propane **Charlton Oil - \$.40 over Selkirk (market)/gallon**
Same vendor and markup as last year.

Unleaded Gasoline **Dennis K. Burke, Inc. – Markup per Gallon - \$.85 over NYMEX rate**
Same vendor. Last year .65 over NYMEX

Diesel **Dennis K. Burke, Inc. – Markup per Gallon - \$.85 over NYMEX rate**
\$.90 Winter blend
Same vendor and last year price was \$1.60/ \$1.65 winter blend over NYMEX

He would recommend the board approve and enter contracts with the vendors listed. **Motion by Mr. Borowski to approve as requested, seconded by Mr. Lancette, unanimous.**

2. Highway Materials Services and Goods – Award of Bids – Mr. Golas stated that on May 23, 2023, bids were received and opened for the 2023 Highway Material Services & Goods Bid. After review of bids, DPW Director Gerry Foskett is recommending the following bids be awarded:

Item 1: Bituminous Concrete Type I in place at \$81.89 per ton to Mass Broken Stone, 332 Sawyer Hill Road, P.O. Box 276, Berlin, MA 01503. *Last year's bid was awarded to Mass Broken Stone in the amount of \$78.00 per ton.*

Item 2: Full-Depth Pavement Reclamation with the application of 1.0 gallons of Liquid Calcium Chloride as per square yard, all grading included at a cost of \$3.14 per square yard to Murray Paving & Reclamation, Inc., 55 Whitney Street, Holliston, MA 01746. *Last year's bid was awarded to Murray Paving & Reclamation in the amount of \$2.39 per square yard.*

Item 3: Stone Seal, Double Stone Seal & 10% Asphalt Rubber Surface Treatment. Stone Seal at \$3.40 square yard, Double Stone Seal at \$5.95 square yard and Asphalt Rubber \$4.25 square yard to All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375. *Last year's bid was awarded to All States Asphalt for Stone Seal at \$3.15, Double Stone Seal at \$5.40 and Asphalt Rubber at \$4.15 sq. yard.*

All these are the low bid for each item. He would agree and recommend the board approve as requested.

Motion by Mr. Borowski to award as recommended, seconded by Mr. Koronis, unanimous.

3. Town of Charlton and Charlton Historical Society Agreement – Mr. Golas stated that the Town previously held an agreement with the Charlton Historical Society to allow the Society to coordinate the day-to-day operation and management of both the #2 Schoolhouse and the Militia Lot. The Town owns the premises and is solely financially responsible for costs of snow plowing, lawn mowing and other grounds maintenance, general liability insurance, utilities, maintenance and restoration at and for the premises. In discussion with Charlton Historical Society President, Frank Morrill, we are asking the board to approve the agreement to allow the Historical Society to continue the use of the building. The agreement is from June 1, 2023 through May 31, 2028. He would recommend the board approve the request. **Motion by Mr. Borowski to approve the request, seconded by Mr. Koronis, unanimous.**

4. Request for Common Victualler License – Dresser Hill Ice Cream Bar, Inc. – Mr. Golas stated that attached is a request from Michael Madulka for Dresser Hill Ice Cream Bar, Inc., 290 Dresser Hill Road for a Common Victualler License. He would recommend the board approve the license with the stipulation that the license is not released until the Board of Health and Building Departments have cleared him to open. **Motion by Mr. Borowski to approve as presented, seconded by Mr. Lancette, unanimous.**

5. Employee Appreciation Day – Mr. Golas stated that last year, the BOS voted to hold an Employee Appreciation Day in conjunction with Charlton Day at the Woo Sox. Employee Appreciation Day in years past has also consisted of lawn games, food and music coordinated by the Board of Selectmen. This year, Charlton Day at the Woo Sox is scheduled for Thursday, August 10th at 7:00 PM. We are additionally looking to close Town Hall at 2:30 PM to hold an Employee Appreciation event at the Beagle Club prior to the game. What are the wishes of the Board? **Motion by Mr. Borowski to approve, seconded by Mr. Lancette, unanimous.** Mr. Golas said that tickets for Charlton Day can be purchased from the town's website.

6. Restoration of Boards/Committee Stipends – Mr. Golas stated that this agenda item was requested by Selectman Lancette. During negotiations with the School on the annual assessment, both the Board of Selectmen and Finance Committee voted to eliminate stipends for all Boards and Committees in FY24 in an effort to meet the school district assessment. With the failure of the Dudley override and subsequent actions of the School Committee on the FY24 budget, the assessment to the Town of Charlton will be less than what was budgeted at the Annual Town Meeting. Is the Board in favor of considering the restoration of board and committee stipends at the next Town Meeting? Mr. Lancette said the revised budget came back with 200,000 less than proposed. He thinks this is a valuable addition to people serving the town. Mr. Borowski is fine with this but his only caveat is that if there is a flux in the school budget for an increase, he would not be a proponent then. **Motion by Mr. Borowski to add this to the Special Town Meeting and have it retro to July 1, seconded by Mr. Lancette, unanimous.**

VII. Old Business:

1. De-Regionalization Discussion – Mr. Golas stated that this agenda item was requested by Selectman Borowski at your previous meeting. The Board was asked to consider the use of ARPA funds for the study of the process and impacts involved with de-regionalizing from the Dudley-Charlton Regional School District in recognition of Dudley’s inability to meet the level service budget request. Preliminary quotes have been obtained from qualified firms who have performed similar work. A study of this scope would be in the range of \$20,000. With the failure of the SHRHS MSBA Feasibility Study, \$237,000 in unallocated ARPA funding is available. Mr. Borowski said this is just to take a long look and is not geared at anyone. It would let us know what our options are. This is just fact finding. The board agreed. Mr. Lancette agrees and thinks we should also find out what the cost would be to find another partner. **Motion by Mr. Borowski to commission a study not to exceed \$25,000 without approval of the Board of Selectmen to study de-regionalization options from ARPA Funds, seconded by Mr. Lancette, unanimous.**

2. Tree Warden Discussion – Mr. Golas stated that as previously discussed, during the most recent Town Election, there were no successful candidates for the position of Tree Warden. In many other communities, the position of Tree Warden is appointed by the Board of Selectmen and typically falls within the jurisdiction of Public Works. A change to this position from elected to appointed would require a vote of Town Meeting. Mr. Golas said this could be put on the Special Town Meeting in October or find a resident in town that’s qualified and have them appointed to the position. **Mr. Borowski** said he generally doesn’t like to change from elected to appointed but this is one of those and **he would make a motion to pursue a bylaw change in October, seconded by Mr. Lancette, unanimous.**

3. DPW Superintendent Selection Process Update & Discussion on next steps – Mr. Golas stated that we received 12 applications for the position. Interviews were offered to 6 qualified candidates, 3 internal and 3 external. One of the three external candidates informed us just prior to his interview that he had accepted a position elsewhere. We feel prepared to bring candidates forward to the next step. In our deliberation of the candidates, we felt the best next step in the process would be to conduct second round interviews involving two members of the Board to recommend a final candidate for appointment to the full Board. Mr. Borowski’s preference would be to have all three candidates come forward to interview with the board. Mr. Singer recommended having two finalists come before the board. **Motion by Mr. Borowski that the final three candidates come before this board, seconded by Mr. Singer.** Mr. Singer has no problem going this way, whatever way makes the board more comfortable. **Vote on motion: unanimous.** Mr. Golas will schedule the interviews.

4. DPW Union Agreement – The Board came out of executive session and **Mr. Borowski made a motion to approve the agreement, seconded by Mr. Lancette, unanimous.**

VIII. BOS Policy Review - None

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

X. Other Business (unknown at time of posting)

1. Chairman Zurawski stated that we used to give reports for committees that we were on and would like to have that on the agenda again.

XII. Next Meeting Announcement:

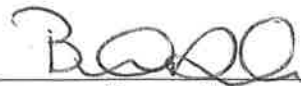
BOS Regular Meeting – August 8, 2023 – 6:30pm – Meeting Room 1

XIII. Adjourn / Executive Session – **Motion by Mr. Borowski to enter executive session at 7:27pm under M.G.L. c. 30A, Sec. 21(a), #3 – to discuss strategy with respect to collective bargaining or litigation (Highway Contract Negotiations, Zoning & Building Code Enforcement, VGG) if an open meeting may**

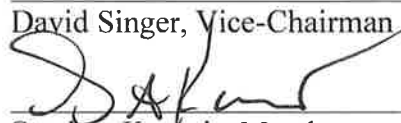
have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to return to open session if needed and to adjourn, seconded by Mr. Singer. Roll call vote: Mr. Lancette – aye, Mr. Koronis – aye, Chairman Zurawski – aye, Mr. Borowski – aye and Mr. Singer – aye.

Submitted by:
Mary C. Devlin
Executive Assistant

Accepted by:



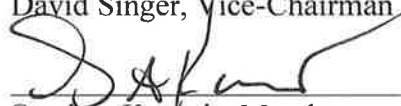
Barbara Zurawski, Chairman



David Singer, Vice-Chairman



Peter Lancette, Clerk



Stephen Koronis, Member



William Borowski, Member



Town of Charlton

OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator
DATE: July 10, 2023
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 7/11/2023

Town Website Update – I am happy to announce that we have launched our redesigned Town Website. We hope the revised layout makes finding critical information much easier. I would like to thank Ashley Obrzut and Jeff Sorel for their assistance in pulling this update together.

Community Center Committee Update – The Community Center Feasibility committee is continuing to press forward with their work. Recently, they have moved forward with T2 Architecture to conduct a space needs assessment and conceptual design with estimated project cost at a preferred site of 4 Dresser Hill. A kickoff meeting with the architect is scheduled for July 26th.

WooSox Town Takeover - Thursday, August 10th, 2023 is the Charlton Takeover Day at Polar Park. Each ticket purchased through the link provided on the Town Website will benefit the Charlton REAS Foundation, and contribute towards Charlton's standing in the 2023 WooSox "Town Takeover" competition.

Cemetery Garage Design – The Cemetery Commission had been working with Bay Path on the design-build of a new garage at Westview Cemetery. Unfortunately, Bay Path will be unable to fit the project into their schedule due to demand on the program. We are working to now bid out the design and receive estimated costs on a building at this location.

Small Bridge Program Application – Turner Road over Little River – I wanted to express a note of gratitude to Gerry Foskett and the team at McClure Engineering for submitting a grant application package to the Small Bridge Grant Program for the replacement of the bridge on Turner Road over Little River. We hope to be successful with the grant but thank them both for their efforts.

Pay-As-You-Throw Technical Assistance - With our agreement with Casella for complementary use of the Oxford Transfer Station due to end at the end of the year, we have been working with MassDEP to consider alternative services available once this program ends. We have been awarded a Technical Assistance Grant from MassDEP to evaluate the implementation of a Pay-As-You-Throw program in the absence of the Casella Transfer site. I look forward to working with MassDEP on this evaluation.