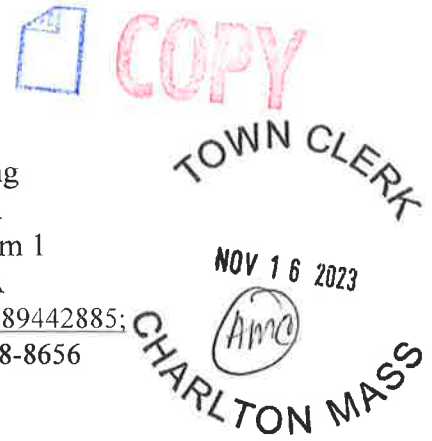


MCD 11/16/23



TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday, September 26, 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, Clerk – Peter Lancette, Members - William Borowski and Stephen Koronis<sup>1</sup> and Town Administrator – Andrew Golas. Absent: Vice-Chairman – David M. Singer.

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 – September 12, 2023 – 6:30pm. **Motion by Mr. Borowski to approve as submitted, seconded by Mr. Lancette, unanimous.**

III. Community Relations, Announcements and Open Forum

- Selectman Lancette read the announcements.

IV. Appointments/Resignation:

1. Appointment – Light Equipment Operator for Highway Department. Mr. Golas stated that fifteen applications were received for the open position of Light Equipment Operator for the Highway Department. Interviews were offered to three candidates. The Board is being asked to appoint Andrew Piacentini to this position. Mr. Piacentini will start full time on October 2, 2023. He would recommend the board make the appointment. **Motion by Mr. Borowski to make the appointment, seconded by Mr. Lancette, unanimous.**

V. Scheduled Appointments:

**6:40pm** – Introduction of Deputy Chief – Scott Corio. Fire Chief Ed Knopf and Deputy Fire Chief Scott Corio came forward. Chief Knopf asked Mrs. Corio to come forward to pin the Deputy Chief. The Board welcomed him.

**6:45pm** - BOS and Finance Committee finalize STM Warrant & Motions. Mr. Golas stated that the board is scheduled to meet with the Finance Committee to finalize the STM Warrant & Motions. Chairman Camosse said they do not have a quorum. Present from the Finance Committee: Henry Camosse, Kristen Lemire and Jeremy Foskett. Also present, Finance Director – Ashley Orbzut. Mr. Golas stated that there are two articles added following the deliberation at the last Board of Selectmen Meeting. During your previous discussion regarding the Fire Station Project, the Board opted to defer consideration of proceeding with the full scope of the project until the May Annual Town Meeting. One item that was not discussed was authorizing project funds for schematic design and design development. The Authorization of these funds would allow the town to solidify the total cost of the project and proceed with construction after full approval sooner. In accordance with Massachusetts Procurement Law, the Town is required to obtain the services of an Owners Project Manager (OPM) once we proceed to the design phase. The estimated cost of these services for the design Phase is

<sup>1</sup> Mr. Koronis entered the meeting at 6:33pm

\$75,000. Schematic Design, is estimated to take 8 weeks. This phase includes preparing a site survey and advancing the designs to a schematic level which includes a focus on developing the site and landscape design in more detail. The Architect would also perform the lifecycle cost analysis required by code. The estimated cost of this phase would be \$200,000. Design Development, is estimated to take 12 weeks plus time for cost estimate. Complete all design decisions and prepare detailed drawings and specifications to a final design stage. Complete preliminary regulatory conversations with Town staff to the point there is mutual satisfaction on the project approach (essentially stopping before submitting formal site plan applications). Prepare a formal cost estimate. The Estimated cost for this phase would be \$225,000. By completing these phases prior to full consideration, the town would have a more accurate construction cost estimate heading into full project authorization and avoid cost escalation by delaying the project by 6 months. During the consideration of the Public Safety Building, this phase was completed prior to the Loan Authorization vote on the full project. Following Design Development phase and approval of the project, the project would move to the development of Construction Documents, Permitting, Bidding and finally Construction. The total request would be to fund \$400,000 from Free Cash and utilize \$100,000 from previously authorized funds from the Casella settlement for capital improvements to complete this phase.

Additionally, we have added an article to consider renaming the “Board of Selectmen” to “Select Board.” This was requested on behalf of Chairwoman Zurawski. This action would require further act of the legislature to enact. Mr. Borowski said that the board already closed the warrant so would have to re-open and add these. His worry about the fire department is that the last time we did this on short notice, it failed. Mr. Koronis could not support the funding right now. He asked about the land we bought on Masonic Home. Did we get our money back yet? Ms. Ozbrut said the town owns that land. Mr. Koronis said we should look at selling it back. Mr. Golas said it’s the Overlook’s option first. **Motion by Mr. Borowski to re-open the warrant, seconded by Mr. Lancette, unanimous. Motion by Mr. Borowski that we add this proposal on, seconded by Mr. Lancette, unanimous.** Mr. Borowski said he doesn’t have a problem with the Select Board article. He has a problem that we already closed the warrant and we had to re-open it for these articles. It’s not the articles, it’s the principle. **Motion by Mr. Borowski to add article 10, seconded by Mr. Koronis, 3 ayes with Mr. Lancette – nay.** Ms. Obrzut reviewed the motions.

Article 1 - For the bills of a prior year, there is one more amazon bill that should be noted. Discussion of unpaid Amazon Bills. Ms. Obrzut explained the process and said that her office will be keeping a better eye on it.

**Motion by Mr. Borowski to approve Article 1 as amended, seconded by Mr. Lancette, unanimous.**

Article 2 – Inter/intra Departmental Transfers and/or appropriations for FY2024 budget. **Motion by Mr. Borowski to recommend passage of Article 2 as submitted, seconded by Mr. Lancette, unanimous.**

Article 3 – Amendments to the FY2024 Budget. **Motion by Mr. Borowski to recommend, seconded by Mr. Lancette, unanimous.**

Article 4 – Misc. Capital items and Related Contracts. **Motion by Mr. Borowski to recommend motion 1, seconded by Mr. Lancette, unanimous. Motion by Mr. Borowski to recommend motion 2, seconded by Mr. Lancette, unanimous. Motion by Mr. Borowski to recommend motion 3, seconded by Mr. Lancette, unanimous.**

Article 5 – New Fire Sub Station Design Phase. **Motion by Mr. Borowski to recommend, seconded by Mr. Lancette, unanimous.**

Article 6 – Transfer to/from Stabilization Funds. **Motion by Mr. Borowski to recommend, seconded by Mr. Lancette, unanimous.** This is the end of the Finance Articles. The Finance Committee members left the meeting.

Article 7 – Tree Warden Appointed Position. **Motion by Mr. Borowski to accept Article 7 as written, seconded by Mr. Lancette, unanimous.**

Article 8 – Amendment to Municipal Charges Lien Bylaw. **Motion by Mr. Borowski to accept Article 8 as written, seconded by Mr. Lancette, unanimous.**

Article 9 – Amendment to Chapter 180 Streets and Sidewalks. **Motion by Mr. Borowski to accept Article 9 as printed, seconded by Mr. Lancette, unanimous.**

Article 10 – Rename “Board of Selectmen” to Select Board”. Mr. Borowski would be fine with doing this in May. He asked why we didn’t talk about this at the last meeting or before. He is fine with doing it since we re-opened the warrant but he is arguing more on principle. If this was a stand alone, he would have said absolutely not. Anything like this again, he is voting no. **Motion by Mr. Borowski to accept Article 10 as printed, seconded by Mr. Koronis, 3 ayes, Mr. Lancette – nay.** Mr. Borowski asked the board members as a whole that we don’t do this anymore.

**Motion by Mr. Borowski to close the warrant, seconded by Mr. Lancette, unanimous.**

#### VI. New Business:

1. Alex Adler – wedding – request for Special Alcoholic Beverage License. Mr. Golas stated that attached is an application submitted by Alex Adler for a Special Alcoholic Beverages License to be used on <sup>2</sup>October 21, 2023 from 4:00pm – 10:00pm at Camp Joslin, 150 Richardson Corner Road for a wedding. The application was forwarded to the Police Chief, Building Commissioner and Fire Department and all have approved the application. Per the Board’s policy, if the special alcoholic beverage license is approved, the dates on the license should be for the day before the event to allow the alcohol to be delivered, the day of the event and the day after the event to allow any alcohol left over to be picked up. **Motion by Mr. Borowski to approve the Special Alcoholic Beverages License as submitted by Alex Adler for a wedding with the dates on the license to be October 20, 2023 – October 22, 2023, seconded by Mr. Lancette, unanimous.**
2. St. Joseph’s Knights of Columbus Council 11379 – request for Special Alcoholic Beverage License. Mr. Golas stated that attached is an application submitted by Dennis Lataille on behalf of St. Joseph’s Knights of Columbus Council 11379 for a Special Alcoholic Beverages License to be used on October 21, 2023 from 6:00pm – 9:00pm at St. Joseph’s Church Hall for the Knight at the races. The application was forwarded to the Police Chief, Building Commissioner and Fire Department and all have approved the application. Per the Board’s policy, if the special alcoholic beverage license is approved, the dates on the license should be for the day before the event to allow the alcohol to be delivered, the day of the event and the day after the event to allow any alcohol left over to be picked up. **Motion by Mr. Borowski to approve the Special Alcoholic Beverages License as submitted by Dennis Lataille on behalf of St. Joseph’s Knights of Columbus Council 11379 for the Knight at the races with the dates on the license to be October 20, 2023 – October 22, 2023, seconded by Mr. Lancette, unanimous.**
3. Charlton Historical Society – request for Special Alcoholic Beverage License. Mr. Golas stated that attached is an application submitted by the Charlton Historical Society for a Special Alcoholic Beverages License to be used on October 8, 2023 from 10:00am – 7:00pm at the Rider Tavern, 255 Stafford St., for History Day Open House. The application was forwarded to the Police Chief, Building Commissioner and Fire Department and all have approved the application. Per the Board’s policy, if the special alcoholic beverage license is approved, the dates on the license should be for the day before the event to allow the alcohol to be delivered, the day of the event and the day after the event to allow any alcohol left over to be picked up. **Motion by Mr. Borowski to approve the Special Alcoholic Beverages License as submitted by the Charlton Historical Society for the History Day Open House with the dates on the license to be October 7, 2023 – October 9, 2023, seconded by Mr. Lancette, unanimous.**
4. Set date and time for Trick or Treat. Mr. Golas stated that it’s that time of year when the Board is asked

to set the date and time for Trick or Treating. Halloween is on Tuesday, October 31, 2023. Last year the board voted the hours to be 5:00pm – 7:30pm. Chief Dowd approves as well but would leave the times and date up to the board. He would also like to invite the board to join the employees on October 31, 2023 at 11:00am when the children from the Library come over to the town hall in their costumes and trick or treat. The employees do their best to make this a fun event for the children and dress up as well to pass out candy. Mr. Golas also stated that because Halloween is also on a Tuesday this year, would the board consider closing the town hall at 4:30pm to allow employees to be home with their children for Trick or Treat? **Motion by Mr. Borowski to set the Halloween hours from 5pm – 7:30pm, seconded by Mr. Lancette, unanimous. Motion by Mr. Borowski that we close the town hall at 4:30pm on October 31, 2023 to allow employees to be home with their children to trick or treat, seconded by Mr. Lancette, unanimous.**

5. Next BOS Meeting Date. Mr. Golas stated that the Board's next scheduled meeting is October 10, 2023. Special Town Meeting is Wednesday, October 11, 2023. Does the board wish to hold a meeting on the 10<sup>th</sup> and 11<sup>th</sup> or hold a Pre-Town Meeting at 6:00pm on October 11<sup>th</sup> to take care of any business needed prior to the Special Town Meeting at 7:00pm? **Motion by Mr. Borowski to recommend meeting on October 11, 2023 at 6:30pm at Charlton Middle School, seconded by Mr. Lancette, unanimous.**

VII. Old Business:

VIII. BOS Policy Review - None

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

X. Other Business (unknown at time of posting)

1. Knights of Columbus – request for Tootsie Roll Drive. Mr. Golas stated that the Knights of Columbus – Charlton Council #11379 is seeking to conduct a “Tootsie Roll Drive” to benefit Children with special needs and disabilities. They would like to set up a “Voluntary Toll Road” on Saturday, October 7, 2023 from 8am – 2pm at the corner of Main St. and Masonic Home Road. This request has been forwarded and approved by Police Chief Dowd contingent upon the following safety precautions:

- All volunteers must wear bright colored vests (yellow, orange, green or red) while soliciting donations;
- Orange traffic cones must be set out on Main St. and Masonic Home Rd. for a distance of not less than 50 ft on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
- Signs warning “Voluntary Toll Road Ahead” must be erected on both Masonic Home Rd. and Main St. not less than 75 ft. from the toll collection area.

Should the Board approve this request, he would ask that they consider including Chief Dowd's recommendations into the motion. **Motion by Mr. Borowski to approve contingent upon the Chief's requests, seconded by Mr. Lancette, unanimous.**

- Mr. Borowski asked if the office could reach out to the schools about Student Representatives. Mr. Golas said we did yesterday and are waiting on the schools.

- Mr. Borowski reminded everyone not to forget about this weekend and the work on Route 20. Avoid it if you can.

- Mr. Koronis said he was asked a question. Is there a document that states people who carry an LTC cannot come into the town hall with a gun? Lynn Dyer – Human Resource Director said it's in the Personnel handbook

but there isn't a policy. Police Chief Dowd said there is nothing illegal if they have a license to carry. There is a stipulation with the schools because of MGL. Mr. Golas was asked to contact our attorney and clarify how this would affect an elected board member.

XII. Next Meeting Announcement:

BOS Regular Meeting – Wednesday, October 11, 2023 – 6:30pm – Charlton Middle School.

XIII. Adjourn – **Motion by Mr. Borowski to adjourn at 7:31pm, seconded by Mr. Lancette, unanimous.**

Submitted by:

Mary C. Devlin

Executive Assistant

Accepted by:



Barbara Zurawski, Chairman

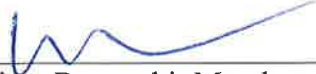


Peter Lancette, Clerk

David Singer, Vice-Chairman (absent)



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: September 26, 2023  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 9/26/2023

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**Municipal Broadband** – Following the comments brought forward during the last meeting by Anthony Aube, I did some outreach to communities that have pursued establishing a municipal fiber program for its residents. The Town of Wilbraham has been engaged in this work since 2013. The process itself has been guided by a Broadband Committee appointed by the Board of Selectmen. The town established a Municipal Light Plant via two Town Meeting votes in which the municipal broadband enterprise would operate under. In 2020, the Town issued an RFQ to develop a Broadband Master Plan. The cost of this study was approx. \$20,000. The study included feasibility analysis along with reports on Network Design & Architecture, Cost Analysis for Construction, Cost Analysis for Network Operations, Customer Acquisition and Project Risk Management. This fall, the community is looking to issue RFPs to select an Open Access Partner and another for Network Design. If the Board has any interest in further pursuing this type of initiative, please let me know.

**Community Compact Grant** – The Town has been awarded two Community Compact Grants under the Administration's Best Practices Program. One is for an evaluation of our current Compensation and Classification Plan to ensure that that our non-union positions are accurately graded and job descriptions accurately reflect duties. The other is to engage a consultant to create and distribute a community Business Guide to not only promote the Town's Development Goals but to also outline the community's policies and procedures related to zoning and permitting.

**EDC Business Roundtable** – The Economic Development Committee will be hosting a business roundtable on Tuesday, October 24<sup>th</sup> at 7:30 AM in the Senior Center. The Roundtable will hope to identify barriers to development in the community and gain feedback on how to provide additional resources for the local business community. Members of the Board are invited to attend.

**All Boards Meeting** – We have scheduled our annual All Board Meeting for Tuesday, November 7<sup>th</sup> at 6:30 PM in the Senior Center.