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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, September 14, 2021, 6:30pm
Selectmen's Meeting Room
37 Main St., Charlton MA
and Zoom - <https://us02web.zoom.us/j/87489442885>

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

I. Call to Order:

Chairman Borowski called the meeting to order at 6:30pm with the pledge to the flag.

II. Consent Agenda / Warrant Approval as Needed

- a. Minutes of Regular Meeting – August 10, 2021. **Motion by Mr. Koronis to accept the minutes of August 10, 2021, seconded by Ms. Rydlak, unanimous.**

III. Community Relations, Announcements and Open Forum

- Ms. Zurawski read the announcements.

IV. Appointments/Resignation:

1. Resignation – Charlton Conservation Commission – Alternate. Mr. Golas stated that attached is a letter from Bonnie Drake resigning her position as an Alternate on the Conservation Commission. The board should accept her resignation. A letter thanking her for her service to the town is in your sign folder. **Motion by Ms. Rydlak to accept Ms. Drake's resignation with regret, seconded by Mr. Koronis, unanimous.**
2. Resignation – Charlton Cultural Council. Mr. Golas stated that we have been informed by the Cultural Council that Angela Santamaria has resigned from the board. The board should accept her resignation. A letter thanking her for her service to the town is in your sign folder. **Motion by Ms. Rydlak to accept Ms. Santamaria's resignation with regret, seconded by Mr. Koronis, unanimous.**
3. Notification of Retirement – Police Officer. Mr. Golas stated that we have received a notice of retirement from Police Officer Linda Watson to be effective September 30, 2021. Officer Watson was appointed as a Police Officer on November 4, 1994. A certificate recognizing her service to the town has been completed and is in your sign folder. He would like to thank Officer Watson for her service. Chairman Borowski thanked Ms. Watson for all she's done and wished her a happy retirement. **Motion by Ms. Rydlak to acknowledge receipt of retirement, seconded by Mr. Koronis, unanimous.**
4. Appointment – Building Department Administrative Assistant. Mr. Golas stated that thirty-one applications were received for the vacant Building Administrative Assistant position which is a 38 hour Clerical union position starting at \$22.76 per hour. Nine candidates were chosen for an interview, three declined and one was from Charlton. The recommendation is to appoint Michelle Aker to this position. Her start date would be September 27, 2021. He would recommend the board make the appointment. **Motion by Ms. Rydlak to appoint Michelle Aker to the Building Department Administrative Assistant position, seconded by Ms. Zurawski, unanimous.**

5. Appointment – Treasurer/Collector Administrative Assistant. Mr. Golas stated that twenty-six applications were received for the vacant Treasurer/Collector Administrative Assistant position which is a 38 hour non-union position starting at \$23.11 per hour. Twelve candidates were chosen for an interview, three declined and two were from Charlton. Second interviews were conducted with two finalists. A third finalist declined a second interview. The recommendation is to appoint Alise Arnold to this position. Her start date would be September 20, 2021. He would recommend the board make the appointment. **Motion by Ms. Rydlak to appoint Alise Arnold as the Treasurer/Collector Administrative Assistant, seconded by Mr. Koronis, unanimous.**

V. Scheduled Appointments:

6:45pm – Chapter 61 removal request – 53 Sturbridge Road. Chairman Borowski opened the hearing by reading the public hearing notice. With no discussion, **motion by Ms. Rydlak to close the public hearing, seconded by Mr. Koronis, unanimous. Motion by Ms. Rydlak that we not exercise our right of first refusal, seconded by Mr. Koronis, unanimous.**

VI. New Business:

1. Special One Day Alcoholic Beverage License – Maher wedding. Mr. Golas stated that attached is a request for a special alcoholic beverage license from Katelyn Maher for a wedding to be held on Saturday, September 25, 2021 from 4:30pm – 11:30pm at Camp Joslin, 150 Richardson Corner Road, Charlton, MA. The Police Department, Fire Department and Building Commissioner have all approved the request. Per the Board's policy, the license, if approved, should be issued for two additional days which is to allow delivery the day before the event and for pick up the day after the event with no sales allowed. He would recommend the Board approve the special license as requested with the dates on the license to be September 24, 2021 – September 26, 2021. **Motion by Mr. Koronis to approve, seconded by Ms. Rydlak, unanimous.**
2. Special One Day Alcoholic Beverage License – Smith/Lydon wedding. Mr. Golas stated that attached is a request for a special alcoholic beverage license from Danielle Smith & Joe Lydon for a wedding to be held on Saturday, October 16, 2021 from 4:00pm – 10:00pm at Camp Joslin, 150 Richardson Corner Road, Charlton, MA. The Police Department, Fire Department and Building Commissioner have all approved the request. Per the Board's policy, the license, if approved, should be issued for two additional days which is to allow delivery the day before the event and for pick up the day after the event with no sales allowed. He would recommend the Board approve the special license as requested with the dates on the license to be October 15, 2021 – October 17, 2021. **Motion by Ms. Rydlak to approve, seconded by Mr. Koronis, unanimous.**
3. Summer/Fall concert series – Selectman Zurawski. Mr. Golas stated that Selectman Zurawski asked for this item to be on the agenda. A few of the Selectmen have been approached about having summer/fall concerts on the common. Ms. Zurawski said after the successful Employee Appreciation Event they were approached by many people willing and very excited to get more involved in the community and see more things happen on our common. We are working on bringing in local talents. She said they are working towards October for the first series. They would like to hear from everyone if they have a favorite band or someone that could play. Mr. Koronis said that they will be recommending bring your own chairs. He said there was discussion of having some bands come to make some money and have some businesses sponsor them.
4. Town Boundary Perambulation – Mr. Golas stated that every five years, two or more selectmen (or their designees) are required by law to locate the town boundaries and record with the board of selectmen and the town clerk the boundary markers they were able to find and those that they were not. There are no records showing that the town has done this in the past. Chairman Borowski asked for this item to be on the agenda. Should the board move forward and set dates and times to meet and locate such markers, we would be happy to notify the adjoining towns as well. We have

compiled a book of information on boundary lines for your use. He would recommend no more than two selectmen and any others persons the board would like to have present to do this. Chairman Borowski would like to do this and Ms. Zurawski as well as Mary Devlin.

5. Set Trick or Treat – Day and Time - It's that time of year when the Board is asked to set the date and time for Trick or Treating. Halloween is on Sunday, October 31, 2021. Normal trick or treat hours are 5:30pm – 7:30pm. Last year during COVID, the board voted to change the hours to 5:00pm – 8:00pm on October 31, 2020. 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 27, 2021 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 the candy. **Motion by Mr. Koronis to have trick or treating on October 31, 2021 from 5:00pm – 7:30pm, seconded by Ms. Rydlak, unanimous.**
6. Request for Per-Diem Animal Control Officer – Mr. Golas stated that as you are aware, Ann Sellew recently retired from her position as Animal Control Officer which she held for the past 20 years. The town has experienced significant residential growth over that time. The police department is continually receiving more complaints about dogs, cats, livestock and wildlife. During Ann's tenure, Kelly Flynn, who is Oxford's Full Time ACO, regularly covered for Ann in a part time on-call capacity. Kelly has agreed to stay on to assist and has been a wonderful asset to the Town. With the transition in the full time position, we are looking to add one additional part time on-call ACO to cover during vacations, time off and/or illness. We believe the hiring of an additional ACO would enhance public safety and would make caring for quarantined animals easier and more efficient. **Motion by Ms. Rydlak to add one additional part time ACO to cover during vacations, time off and/or illness, seconded by Mr. Koronis, unanimous.**
7. Declare Surplus Furniture – Mr. Golas stated that while updating the Selectmen's meeting room, new chairs were purchased to replace the benches. We would like to ask the board to declare the benches as surplus. There are 7 sets of 3 seats, 14 sets of 4 seats and 8 sets of 5 seats as surplus. **Motion by Ms. Rydlak to declare these as surplus, seconded by Mr. Koronis, unanimous.**

VII. Old Business:

1. Special Town Meeting Calendar – Mr. Golas stated that attached is a fall town meeting calendar. The Board will be asked to close the warrant at your meeting on September 28, 2021.
2. Town Hall Hours – Chairman Borowski said that he would ask to hold off on any vote tonight due to Mr. Singer not being present but he would like to have discussion. Jim Philbrook, Board of Health Director came forward and first gave an update on the COVID 19 cases in Charlton. There are 118 active cases in town. Most towns are trying to come up with ways to keep people out of town halls and use technology for permitting processes and stuff, he thinks that's the route we should go. He would recommend holding off on the five days if the board is thinking about it at this time and go to appointment only in the town hall would be best. He also noted that day cares are having trouble staying open because of close contact and that would affect some of the employees here in the town hall. He mentioned that he received a grant that he applied for in the amount of \$160,000 at \$80,000 a year to hire a nurse/epidemiologist to assist with the cases. Mr. Koronis asked Mr. Philbrook to keep the board updated on the cases. Ms. Rydlak said from what's she's hearing, right now might not be the best time to make a decision. Maybe hold off 6 months or a year. Chairman Borowski said if the board were to open up five days a week, we should give as much notice as possible to the employees. He would like to have a discussion now of what's the feeling of the board. Ms. Rydlak wanted to hear from departments on their thoughts but she doesn't see those proposals. Mr. Koronis feels the same and he would like to hear from Departments. His personal view is that he needs to come in and sign things and Friday's would be best for him. Kathy Stanley, Director of Assessing said she did put together a letter and said that most town halls are not open on Friday and if they are

a lot of them are closed to the public. We are one of the only towns that are open 40 hours. She has spoken with Department Heads and if people do need to come in on a Friday that Department Heads accommodate them. Ms. Rydlak said one of the issues is that she heard is when taxes are due on a Friday and people need to wait until that last day that the town hall isn't open. Virginia Porter, Treasurer/Collector came forward. She said they have tried to accommodate everyone. There is a drop box outside, they can be paid online, they can send it usps. Some people like to come in and she understands that. If there is a due date on a Friday and the board wants them to open on that Friday they will. Chairman Borowski would recommend that if we have a payment due on a Friday that the office is open. Ms. Porter is aware that some towns that might be closed a day of the week when taxes are due, they extend the date. She is going to look into this to make sure it's legal. Ms. Zurawski said she wanted to see data as well but she went and talked to the people in the town hall. She understands as a selectman that the taxpayer comes first but she has to say that all the arguments she has heard from people in the town hall were excellent. She didn't hear any argument which made her lean towards five days. She also said that redesigning the website would make it more accessible. Roger Cloutier in the audience asked about holidays. If they are only working 4 days and a holiday happens, are they getting paid the whole day? Ashley Orzbut, Finance Director said the Finance Office does payroll. As far as holiday hours, they are based on whatever the department hours are. Karen LaCroix, Town Clerk came forward and said that if we do by appointment only on Friday, how do we do that? Do we do it with an hourly person? What if there are no appointments, how do we do it? Chief Dowd suggested keeping the hours as is. People have phones and computers and can figure out when the town hall is open and should call ahead if needed. Ashley Orzbut said that if we were to change hours we would have to cut somewhere. She knows from being in the hallways that from 7:30am – 9:00am is the biggest time that people come in. During Employee Appreciation Day there were employees that helped taxpayers when they came during that time. If the hours change she feels it will affect the people that are actually utilizing town hall. Ms. Rydlak would like to work on our website to make it more interactive. She would still like to see comprehensive plans from Department Heads with what hours they determine are necessary to serve the residents. Mr. Golas said the online permitting system just launched internally for testing on August 1. The goal is the beginning of November going live and any contractor can get a copy of their permit at any time. Chairman Borowski thanked everyone for their input and reminded Department Heads to send information to the board on how they serve the public. This discussion will be on the next agenda but no guarantee a decision will be made at that time.

VIII. BOS Committee Reports

IX. BOS Policy Review

X. BOS & TA Goals & Objectives

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

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

Ms. Rydlak said that during the Old Home Day meetings she noticed a room downstairs with a lot of old wood and stuff in it and asked Mr. Golas to look into it to see if it's trash. She said that maybe it can be used as office space.

Chairman Borowski would like to talk around goals at the next meeting. He asked the Chief to think about coming in October as they would like to have goals set for him as well. We will add town hall office hours.

XIII. Next Meeting Announcement:


- BOS All Boards/Departments/Commissions/Committees meeting – September 21, 2021, 6:00pm, Senior Center
- BOS Regular Meeting – September 28, 2021, 6:30pm, Selectmen’s Meeting Room

XIV. Adjourn/Executive Session - **Motion by Ms. Rydalk to enter into executive session at 7:57pm under M.G.L. c. 30A, Sec 21(a), #3 – to discuss strategy with respect to collective bargaining or litigation (Police union, Highway Union) 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 reconvene to open session if needed and to adjourn, seconded by Ms. Zurawski.** The Chair so declares. **Roll call vote: Ms. Zurawski – aye, Ms. Rydlak – aye, Mr. Koronis – aye and Chairman Borowski – aye.**

Motion to Mr. Koronis to adjourn, seconded by Ms. Rydlak, motion passes.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:



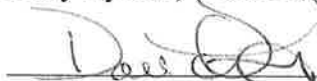
William Borowski, Chairman



Barbara Zurawski, Clerk



Patsy Rydlak, Vice-Chairman



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: September 9, 2021
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 9/14/21

Community Compact Best Practice Grant Application – We have submitted a grant application under the Community Compact Best Practice Program. The two best practices that we have applied to focus on include Facilitate Site Cleanup and Reuse to encourage assessment, cleanup, & reuse of privately held sites offer tax incentives or update regulation and Intersection safety and improvement audits.

Safe Routes to School Program – As we continue to look towards ways to improve the Transportation Network, we have signed on as a partner community with the Safe Routes to School program from MassDOT. The Massachusetts Safe Routes to School (SRTS) Program works to increase safe biking and walking among elementary and middle school students by using a collaborative, community-focused approach that bridges the gap between health and transportation. We hope to utilize this program to improve the transportation network around Charlton Elementary School in particular.

Town Hall Drain Repairs – On August 19th, the Town of Charlton was hit with some intense rainfall which resulted in water from the drainage system backing up into the Senior Center. Further investigation was conducted on the drain pipe that had backed up and it was discovered that the drain pipes that handle the roof drainage and kitchen grey water had collapsed. The Town received emergency authorization under DCAMM to perform immediate corrective measures to the drains which included the installation of a grease trap and permanent connection to the drainage and sewer systems. The repairs are currently being reviewed by MIIA for insurance coverage.

Dispatch Consoles – As part of the radio system upgrade funded at the last Special Town Meeting, we have moved forward with the replacement of the Dispatch Consoles at the Police Department. With the original appropriation, it was unclear if the consoles would be part of the radio project scope as they were also included in the Public Safety Building project which failed by debt exclusion vote. The current dispatch system is operating well beyond its useful life. The next phase of the radio system upgrade will focus on improving coverage and switching from analog to digital frequencies.