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TOWN OF CHARLTON
Minutes of Special Selectmen's Meeting
Tuesday, October 4, 2022, 6:30pm
Town Hall – Senior Center

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

Present from the Finance Committee for discussion purposes only: Hank Camosse, Kristen Lemire, Jason Julian and Finance Director – Ashley Obrzut.

1. Open Meeting – Chairman Koronis called the meeting to order and asked all to stand for the pledge of allegiance.
2. Minutes of Special Selectmen's Meeting – September 20, 2022. **Motion by Ms. Rydlak to approve, seconded by Ms. Zurawski, unanimous.**
3. Minutes of Regular Selectmen's Meeting – September 27, 2022. **Motion by Ms. Rydlak to approve, seconded by Ms. Zurawski, unanimous.**
4. Request for One Day Special License – Loosemore Wedding. Mr. Golas stated that attached is an application submitted by Mary-Sarah Loosemore for a Special Alcoholic Beverage License to be used on October 22, 2022 from 9:00am to 5:00pm at Camp Joslin, 150 Richardson Corner Rd. The application was forwarded to the Police Chief, Building Commissioner and Fire Chief and all have approved. Per the Board's policy, if the special alcoholic beverage license is approved, the dates on the license should include 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 removed. **Motion by Ms. Rydlak to grant the Special Alcoholic Beverages License submitted by Mary-Sarah Loosemore with the dates on the license to be October 21, 2022 – October 23, 2022 from 9:00am to 5:00pm at Camp Joslin, 150 Richardson Corner Rd, seconded by Ms. Zurawski, unanimous.**
5. 7:00pm – Public Hearing – request for Change of Manager and Change of Stock Interest by Om Maruti, Inc., d/b/a Oxbow Variety. Mr. Golas stated that attached you will find a public hearing notice for a request for Change of Manager and Change of Stock Interest by Om Maruti, Inc., d/b/a Oxbow Variety. All paperwork has been completed and will be sent to the ABCC for approval pending the Board's approval. Chairman Koronis opened the hearing by reading the public hearing notice. Attorney Simonelli introduced the new manager, Abhijit Patel. He would ask the board to approve the application. **Motion by Ms. Rydlak to approve the change of manager and change of stock interest for Om Maruti, Inc., d/b/a Oxbow Variety, seconded by Ms. Zurawski, unanimous.**
6. Award Contract – Roof Replacement – Charlton Police Department. Mr. Golas stated that bids were opened and read for the Charlton Police Department Roof Replacement on Wednesday, September 28, 2022 at 2:00pm. Three bids were received:

WPI Construction, Inc. in the amount of \$115,000;
JJS Universal Construction, Co. in the amount of \$43,875; and
Egama Roofing in the amount of \$123,000.

He would recommend the board award the bid to JJS Universal Construction, Co. in the amount of \$43,875. The roof replacement will be funded \$25,000 from State Grant Funding and the remaining balance from funds approved for police station repair. **Motion by Ms. Rydlak to award the bid to JJS Universal Construction, Co. in the amount of \$43,875.00, seconded by Ms. Zurawski, unanimous.**

7. Meet with Finance Committee to review Special Town Meeting Warrant articles and budget. Mr. Camosse said they are here if the board wants to talk about any of the articles or has any questions. The Finance Committee will be meeting next week and decide to support or not support the articles. Mr. Golas stated that Mr. Borowski had reached out to him and just wanted to have his position known that essentially keeping in mind our obligation to the schools and keep money in reserves. Mr. Golas asked the board to review each article and decide whether to accept or not. The Finance Committee will do the same next week.
Article 1 – Appropriation of funds for unpaid bills of a prior fiscal year. **Motion by Ms. Rydlak to support, seconded by Ms. Zurawski, unanimous.**
Article 2 – Inter/Intra departmental transfers and/or appropriations for FY2023 budget. **Motion by Ms. Rydlak to support Article 2, seconded by Ms. Zurawski, unanimous.**
Article 3 – Amendments to the FY2023 budget. **Motion by Ms. Rydlak to postpone indefinitely, seconded by Ms. Zurawski, unanimous.**
Article 4 – Misc. Capital item and related contracts. **Motion by Ms. Rydlak to support Article 4, motion 1, seconded by Ms. Zurawski, unanimous. Motion by Ms. Rydlak to support Article 4, motion 2, seconded by Ms. Zurawski, unanimous. Motion by Ms. Rydlak to support Article 4, motion 3, seconded by Ms. Zurawski, unanimous. Motion by Ms. Rydlak to support Article 4, motion 4, seconded by Ms. Zurawski, unanimous. Motion by Ms. Rydlak to support Article 4, motion 5, seconded by Ms. Zurawski, unanimous.**
Article 5 – Transfer to/from stabilization funds. **Motion by Ms. Rydlak to support Article 5, seconded by Ms. Zurawski, unanimous.**
Article 6 – Transfer of bond proceeds. **Motion by Ms. Rydlak to postpone Article 6 indefinitely, seconded by Ms. Zurawski, unanimous.**
3. Other Business – Unknown at time of posting. Ms. Zurawski stated that there will be a Fall Festival on the town common on October 22, 2022 from 10:00am – 4:00pm. Ms. Rydlak said if anyone would like to be part of the yard sale or a local vendor, reach out to her.
8. Adjourn – **Motion by Ms. Rydlak to adjourn, seconded by Ms. Zurawski, unanimous.**

Submitted by:
Mary C. Devlin
Executive Assistant

Accepted by:



Stephen G. Koronis, Chairman



Patsy Rydlak, Vice-Chairperson



Barbara Zurawski, Clerk



David M. Singer, Member (absent)



William Borowski, Member (absent)



Town of Charlton, Massachusetts

**WARRANT FOR SPECIAL TOWN MEETING
Monday, October 24, 2022**

To either of the Constables of the Town of Charlton:

In the County of Worcester,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of the Town of Charlton qualified to vote in elections to meet in the **Charlton Middle School, 2 Oxford Road, Charlton, MA on Monday, October 24, 2022 at seven o'clock** in the evening, for the purpose of taking action on the following articles:

ARTICLE 1. APPROPRIATION OF FUNDS FOR UNPAID BILLS OF A PRIOR FISCAL YEAR

To see if the Town will vote to raise by taxation, transfer or borrow and appropriate a sum or sums to accounts to be specified at the town meeting for payment of one or more prior fiscal year's bills not paid due to an insufficiency of appropriation or for other reasons, or take any action relative thereto or thereon.

SPONSOR: VARIOUS TOWN DEPARTMENTS AND OFFICIALS

MOTION: I move that the following prior year bills, not previously paid due to late billing, be paid from the following FY 2023 accounts as printed below:

Amount	From	To
\$1,460.00	0100-171-5795-0000 FY2023 Conservation Stormwater Management Account	Solitude Lake Management

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.

RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.

MAJORITY VOTE NEEDED.

ARTICLE 2. INTER/INTRA DEPARTMENTAL TRANSFERS AND/OR APPROPRIATIONS FOR FY2023 BUDGET

To see if the Town will vote to raise by taxation, borrow or transfer, and appropriate from available funds, including so called "free cash" and/or funds previously appropriated to other uses, a sum or sums of money to accounts and for purposes to be specified at the Special Town Meeting, or take any action relative thereto or thereon.

SPONSOR: BOARD OF SELECTMEN, TOWN ADMINISTRATOR AND VARIOUS TOWN DEPARTMENTS

MOTION: I move that the following sums be raised by taxation or transferred, whichever is indicated below, and appropriated to the following accounts for any purpose for which funds may be expended from the latter accounts, and to authorize the board of selectmen town

administrator or his/her designate or other appropriate town official, board, commission or committee, to enter into such contracts, including leases, and to take such other action as may be necessary or advisable to effectuate the purposes of the foregoing vote, each item being considered a separate appropriation:

To the following accounts	Amount	From the following accounts	Purpose
FY 23 OPEB Trust 0100-910-5750-0000	\$250,000.00	Free Cash	Fund OPEB Trust per Funding Plan
FY23 Special Council 0100-151-5781-0000	\$40,000.00	FY23 DCRSD- OPERATING ASSESSMENT 0100-320-5650-0000	Legal Consultants
FY23 HR Contract Obligations 0100-152-5190-0000	\$70,000.00	FY23 DCRSD- OPERATING ASSESSMENT 0100-320-5650-0000	Contract Obligations
FY23 Mun. Office – Repair Maintenance 0100-192-5240-0000	\$8,000.00	Free Cash	Emergency Window Repair, Library
FY22 Mun. Office – Energy Utilities 0100-192-5790-0000	\$40,000.00	FY23 DCRSD- OPERATING ASSESSMENT 0100-320-5650-0000	Increased Costs in Utilities
FY23 Municipal Gas & Diesel 0100-199-5780-0000	\$40,000.00	FY23 DCRSD- OPERATING ASSESSMENT 0100-320-5650-0000	Increased Costs in Fuel
FY23 Police Wages 0100-210-5110-0000	\$30,000.00	FY23 DCRSD- OPERATING ASSESSMENT 0100-320-5650-0000	6 th Dispatcher
Stabilization Fund (Fund 9009)	\$500,000.00	Raise and Appropriate	Fund Stabilization according to Reserve Policy

ARTICLE 3. AMENDMENTS TO THE FY2023 BUDGET

To see if the Town will vote to amend the Fiscal 2023 budget voted at the May 2022 Annual Town Meeting or take any action relative thereto or thereon.

SPONSOR: FINANCE COMMITTEE

MOTION: I move that consideration of the article be postponed indefinitely.

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.

RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.

MAJORITY VOTE NEEDED.

ARTICLE 4. MISC. CAPITAL ITEMS AND RELATED CONTRACTS

To see if the Town will vote to raise by taxation, borrow or transfer from available funds, including so called “free cash” and funds previously appropriated to other uses, and appropriate a sum or sums to purchase capital items and/or for service, repair, improvement, architectural, construction, renovation, improvement and/or other contracts relating to town buildings, facilities or property or to municipal services, and to authorize the Board of Selectmen, Chief Procurement Officer, or other appropriate town official, board, commission or committee to enter into such contracts or leases, and to take such other action, as may be necessary or advisable to effectuate the purposes of such votes, or take any action relative thereto or thereon.

SPONSOR: BOARD OF SELECTMEN/VARIOUS DEPARTMENT

MOTION ONE: I move that the Town vote to transfer and appropriate the following amounts to the following departments' respective accounts, for the FY 2023 Capital Budget, to be expended for the following purposes, each item being considered a separate appropriation, and to authorize the Board of Selectmen or Chief Procurement Officer to enter into such contracts, including leases, and to take such other action as may be necessary or advisable to effectuate the purposes of the foregoing vote:

Department	Project/Item Requested	Amount	From the following accounts
Cemetery	Cemetery Garage Design Study 0100-491-5873-0201	\$20,000.00	Free Cash
Cemetery	Compact Excavator 0100-491-5873-0202	\$60,000.00	Free Cash
Conservation	Fencing at South Charlton Dam 0100-171-5873-0201	\$20,000.00	Free Cash
Conservation	Glen Echo Dam Repairs 0100-171-5873-0202	\$200,000.00	Free Cash
Information Technology	Technology Replacements/Improvements 0100-193-5873-0201	\$100,000.00	Free Cash
Library	Replace/Repair Roof Edge & Gutters- New Building 0100-610-5873-0201	\$200,000.00	Free Cash
Library	Replace Fire Alarm Panel 0100-610-5873-0202	\$10,000.00	Free Cash
Library	Repair Front of Building Masonry 0100-610-5873-0203	\$14,000.00	Free Cash

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.
RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.
MAJORITY VOTE NEEDED.

MOTION TWO: I move that the Town vote to transfer and appropriate the following amounts to the following department's account, for the FY 2023 Capital Budget, to be expended for the following purposes, each item being considered a separate appropriation, and to authorize the Board of Selectmen or Chief Procurement Officer to enter into such contracts, including leases, and to take such other action as may be necessary or advisable to effectuate the purpose of the foregoing vote:

Department	Project/Item Requested	Amount	From the following accounts
Fire/EMS	Fire Inspection Vehicle 0100-220-5873-0201	\$70,000.00	Free Cash
Fire/EMS	Station 1 Improvements 0100-220-5873-0202	\$50,000.00	Free Cash
Fire/EMS	Replace Ambulance 1	\$350,000.00	Ambulance Receipts Reserved for Appropriation (1506)

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.
RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.
MAJORITY VOTE NEEDED.

MOTION THREE: I move that the Town vote to transfer and appropriate the following amounts to the following department's account, for the FY 2023 Capital Budget, to be expended for the following purposes, each item being considered a separate appropriation, and to authorize the Board of Selectmen or Chief Procurement Officer to enter into such contracts, including leases, and to take such other action as may be necessary or advisable to effectuate the purpose of the foregoing vote:

Department	Project/Item Requested	Amount	From the following accounts
DPW	Replace Dump Truck w/ Sander and Plow (2) 0100-422-5873-0201	\$440,000.00	Free Cash
DPW	Replace failed Vehicle Wash Bay Water Recovery System 0100-422-5873-0202	\$32,000.00	Free Cash

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.

RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.

MAJORITY VOTE NEEDED.

MOTION FOUR: I move that the Town vote to transfer and appropriate the following amounts to the following department's account, for the FY 2023 Capital Budget, to be expended for the following purposes, each item being considered a separate appropriation, and to authorize the Board of Selectmen or Chief Procurement Officer to enter into such contracts, including leases, and to take such other action as may be necessary or advisable to effectuate the purpose of the foregoing vote:

Department	Project/Item Requested	Amount	From the following accounts
Police	Replace Cruisers (3) 0100-210-5873-0201	\$220,000.00	Free Cash
Police	Replace Cruiser Laptops 0100-210-5873-0202	\$15,000.00	Free Cash
Police	Station Repairs 0100-210-5873-0203	\$30,000.00	Free Cash
Police	Replace Digital/Hybrid Portable Radios 0100-210-5873-0204	\$48,000.00	Free Cash

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.

RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.

MAJORITY VOTE NEEDED.

MOTION FIVE: I move that the Town vote to transfer and appropriate the following amounts to the following department's account, for the FY 2023 Capital Budget, to be expended for the following purposes, each item being considered a separate appropriation, and to authorize the Board of Selectmen or Chief Procurement Officer or other appropriate town official, board, commission or committee, to enter into such contracts, including leases, and to take such other action as may be necessary or advisable to effectuate the purpose of the foregoing vote:

Department	Project/Item Requested	Amount	From the following accounts
Sewer	Forklift 6200-440-5873-0201	\$35,000.00	Sewer Retained Earnings (6200)
Sewer	Repave upper parking lot at Sewer Plant 6200-440-5873-0202	\$100,000.00	Sewer Retained Earnings (6200)

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.
RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.
MAJORITY VOTE NEEDED.

ARTICLE 5. TRANSFER TO/FROM STABILIZATION FUNDS

To see if the Town will vote to transfer and appropriate a sum or sums to or from the Stabilization Funds, or take any action relative thereto or thereon.

SPONSOR: BOARD OF SELECTMEN

MOTION: I move that the Town vote to transfer and appropriate the following sums to and from the following accounts and funds, each such transfer to be considered a separate appropriation:

To the following accounts	Amount	From the following accounts	Purpose
Capital Stabilization Fund (Fund 9024)	\$500,000.00	Free Cash	Fund Stabilization according to Reserve Policy
Sewer Stabilization Fund (Fund 9017)	\$571,113.00	Sewer Retained Earnings (Fund 6200)	Future Capital Projects
Water Stabilization Fund (Fund 9008)	\$250,000.00	Water Retained Earnings (Fund 6100)	Future Capital Projects

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.
RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.
MAJORITY VOTE NEEDED. [G.L.c.40, sec.5B]

ARTICLE 6. TRANSFER OF BOND PROCEEDS

To see if the Town will vote to transfer \$98,168.40 of funds initially borrowed to pay costs of the Public Safety Building project, which funds are no longer necessary to complete that project, to pay costs of reconstructing the roof of the Police Station, and to authorize the Board of Selectmen or Chief Procurement officer to enter into such contracts, including leases and to take such other action as may be necessary or advisable to effectuate the purposed of the foregoing vote, or to take any other action relative thereto.

SPONSOR: BOARD OF SELECTMEN

MOTION: I Move that the Town transfer \$98,168.40 of funds initially borrowed to pay costs of the Public Safety Building project, which funds are no longer necessary to complete that project, to pay costs of reconstructing the roof of the Police Station., and that the article other be accepted as printed.

RECOMMENDATION OF THE FINANCE COMMITTEE: Fin Com _____ this motion.
RECOMMENDATION OF THE BOARD OF SELECTMEN: BOS _____ this motion.
MAJORITY VOTE NEEDED

Balances of Funds for Appropriation- For Informational Purposes Only**

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- Free Cash Certification Amount for FY23: \$2,887,779.00
 - Free Cash Remaining after requested appropriations: \$600,779
-
- Stabilization (and Capital Stabilization) Balance: \$2,673,178 (7.66% of FY23 Budget)
 - Stabilization Balance after requested appropriation: \$3,673,178 (10.53% of FY23 Budget)
-
- Sewer Enterprise Retained Earnings for FY22: \$1,056,113.00
 - Sewer Enterprise Retained Earnings after requested appropriation: \$350,000.00
-
- Current Sewer Stabilization Fund Balance: \$2,652,518.57
 - Sewer Stabilization Balance after requested appropriation: \$3,223,631.57
-
- Current Water Stabilization Fund Balance: \$3,758,565.24
 - Water Stabilization Balance after requested appropriation: \$4,008,565.24