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Submitted by MC7  
Date 2/15/19  
Received by KL  
Date 2/16/19

TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – January 15, 2019, 6:30pm  
Selectmen's Meeting Room, 37 Main St., Charlton MA

Present: Chairman – John P. McGrath, Vice-Chairman – Deborah B. Noble, Clerk – Karen A. Spiewak and Members– David M. Singer and Joseph J. Szafarowicz. Also Present - Town Administrator – Robin L. Craver and Student Selectperson – Anya Grondalski.

*NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.*

I. Call to Order:

Chairman McGrath called the meeting to order at 6:30pm with the pledge to the flag. He asked for a moment of silence for James F. Malley, Jr., P.E. a professional engineer who was the Title 5 Engineer for the Board of Health for 22+ years.

II. Consent Agenda:

1. Minutes of Special Meeting – December 11, 2018. **Motion by Ms. Noble to accept the special minutes of December 11, 2018, seconded by Mr. Szafarowicz.** Ms. Spiewak has two minor amendments. Page 2 the 7<sup>th</sup> line, Town Administrator Evaluation. It shouldn't say ok it should say pending and on the last page at the end of #29, she would like to put in "**First we should look to our employees for ideas to streamline work process & improve work flow**". Ms. Noble amended her motion to include the changes. Mr. Szafarowicz amended his second. **Vote on motion: motion passes with Mr. Szafarowicz and Mr. Singer abstaining.**
2. Minutes of Regular Meeting – December 18, 2018. **Motion by Mr. Szafarowicz to accept the December 18, 2018 meeting minutes, seconded by Ms. Noble, motion passes.**

III. Community Relations, Announcements and Open Forum:

- Chairman McGrath read the announcements.

IV. Appointments/Resignations:

1. Appointment – Lakes & Ponds Committee. Mrs. Craver stated that attached is a talent bank form from Richard Watts seeking to be appointed to the Lakes & Ponds Committee and the Conservation Commission is recommending the appointment. This appointment would be until June 30, 2019. She would recommend the board make the appointment. **Motion by Mr. Szafarowicz to appoint Richard Watts to the Lakes & Ponds Committee as recommended, seconded by Ms. Noble, motion passes.**
2. Appointment – CMRPC – Alternate. Mrs. Craver stated that at the Board's August 14, 2018 meeting, the board voted to appoint Karen A. Spiewak as the Delegate member to CMRPC as the board's representative. At that time, we did not have a recommendation for an alternate and have had the opening running on cable and the Town's website. The Town is allowed two delegates and one alternate. The Planning Board makes one delegate appointment. Delegates and Alternates are a vital link with our planning commission that enables them to deliver support services, to compete for discretionary grant funds, to identify community needs in transportation and land use

and to foster sub-regional cooperation through shared services and procurement. Should Ms. Spiewak not be able to attend a meeting, it would be beneficial to have the alternate attend on the town's behalf. She would offer the board to appoint herself as the Alternate should the need arise for a representative from Charlton to be in attendance. If a request comes in from a resident seeking to be the alternate, it will be brought to the board for consideration. **Motion by Mr. Singer to appoint Mrs. Craver as the alternate to CMRPC, seconded by Ms. Noble.** Chairman McGrath explained how important this is and restated what happened with Route 20. Ms. Spiewak said that she and Jean Vincent attended the last meeting and we have had representation. **Vote on motion: motion passes.** Mrs. Craver said she will not plan on attending the meetings unless Ms. Spiewak cannot attend.

3. Appointment – Recreation Clerk. Mrs. Craver stated that attached is a letter from the Recreation Commission asking the board to approve a transfer of the Commission's clerical duties from Todd Girard (Conservation Agent) to Sue Gelb (ZBA Clerk). If you remember, Todd Girard, Conservation Agent was assisting the Recreation Commission for some time. His duties have expanded and he hasn't had time to assist them. Ms. Gelb is currently the Clerk for the Zoning Board of Appeals as a part time clerk and would have the time and ability to perform these duties. If approved, we will work with HR/Personnel Board to adjust the ZBA Clerk's job description to add the Rec Commission's duties. There should be minimal changes. We expect an additional 5 hours per month. She would recommend the Board approve the added duties. **Motion by Mr. Szafarowicz to approve the added duties as requested, seconded by Ms. Spiewak.** Ms. Noble said that at the All Boards meeting, the Recreation Commission was there and there is an opening on that commission if anyone is interested. **Vote on motion: Motion passes.**
4. Appointment – Per Diem Dispatcher. Mrs. Craver stated that attached is a letter from Chief Maxfield asking the board to appoint Shawna Tankersley as a Per Diem Dispatcher. He states that two of his Per Diem Dispatchers were promoted to Full Time Dispatchers to cover a resignation and a retirement. Over the past 6 months, his department has lost 4 Per Diem Dispatchers who have moved on to other agencies to take full time positions. Ms. Tankersley currently serves as a Dispatcher for the Town of Ashburnham, is certified in the required State 911, APCO and EMD Training. As she is already a trained and certified Dispatcher, the department will benefit from her training and experience. She would recommend the board make the appointment as requested. **Motion by Mr. Singer to appoint Shawna Tankersley as a Per Diem Dispatcher, seconded by Mr. Szafarowicz, motion passes.**
5. Appointment – Kitchen Manager. Mrs. Craver stated with the retirement of Cathy Kuehl who was the Kitchen Manager in the Senior Center, interviews were held by Jessica Lewerenz - Human Resource Director, Elaine Materas – Director for Council on Aging and James Howard – Council on Aging Chairman for this position. Ms. Trudeau was the only applicant. They are recommending the appointment of Jennifer Trudeau to this position which is 24 hours a week at \$15.54/hr. Ms. Trudeau has been the Assistant Cook since October of 2016. She would recommend the board make the appointment. James Howard and Jennifer Trudeau came forward. Mr. Howard said she has done a great job. Chairman McGrath stated that Ms. Trudeau and Ms. Kuehl have done a great job. **Motion by Ms. Noble to appoint Jennifer Trudeau as Kitchen Manager in the Senior Center, seconded by Mr. Singer, motion passes.** Mr. Singer would like a letter sent to Ms. Kuehl from the board thanking her for all of her service to the town.
6. Appointment – Marijuana Advisory Committee. Mrs. Craver stated that at the Board's November 20, 2018 meeting, you expanded the Marijuana Advisory Committee to include 1 additional citizen representative, 1 alternate citizen representative and a representative from the Planning and/or Zoning Department or designee. Jean Vincent is interested in being appointed as the Planning Board and/or Zoning Department representative. The Marijuana Advisory Committee is

looking forward to her official appointment. Three applications were received for the citizen openings from:

Richard McManus

Candace Sutherland and

Amy Villanueva

The Marijuana Advisory Committee has stated that all three individuals are qualified and will leave it to the Board of Selectmen's discretion which of these two individuals will be appointed. We have invited the interested candidates to tonight's meeting.

**\*\*UPDATE\*\*** Candace Sutherland came into the office on January 14, 2019 and asked that her name be removed from consideration. She apologized for any inconvenience. **Motion by Mr. Szafarowicz to appoint Mr. McManus to the citizen representative position and Ms. Villanueva as the citizen alternate, seconded by Ms. Spiewak, motion passes.** Ms. Noble asked to send Ms. Sutherland a thank you letter. **Motion by Mr. Singer to appoint Jean Vincent as the Planning Board/ZBA Representative, seconded by Mr. Szafarowicz, motion passes.**

#### V. Scheduled Appointments:

**6:45pm** – Pole Hearing – Butteau Road. Mrs. Craver stated that attached you will find a request from National Grid and Verizon New England, Inc. seeking to install 1 JO Pole on Butteau Road. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Chief of Police and Highway Superintendent. No comments or concerns have been received. Chairman McGrath opened the public hearing by reading the public hearing notice: The Charlton Board of Selectmen will hold a public hearing on Tuesday, January 15, 2019 at 6:45pm in the Selectmen's Meeting Room, 37 Main St., Charlton MA 01507 to act on a request from National Grid and Verizon New England, Inc. seeking permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures along and across the following public way: Butteau Road: National Grid to install 1 JO Pole on Butteau Road beginning at a point approximately 450' feet north of the centerline of the intersection of Gould Road. National Grid to install pole as shown on sketch. Anyone wishing to be heard on this matter should appear on the date and time specified or submit concerns in writing. Hearing opened at 6:56pm. With no questions or concerns, **motion by Ms. Noble to close the public hearing, seconded by Ms. Spiewak, motion passes. Motion by Mr. Szafarowicz to allow the pole as requested, seconded by Ms. Noble, motion passes.**

**7:00pm** – Board of Health – Vaping Information. Rescheduled to January 29, 2019 meeting.

#### VI. New Business:

1. Special Liquor License Request – Allan R. Turmelle. Mrs. Craver stated that attached is a request from Allan R. Turmelle on behalf of St. Joseph's Church seeking a special alcoholic beverage license to be used on Saturday, February 23, 2019 from 6:00pm to 11pm at St. Joseph's Church Hall for a wine tasting event. This request has been forwarded and approved by the Building Commissioner, Fire Department and Police Department. Per the Board's policy, the license if the day requested is approved, should be issued for two additional days for the following reasons:  
February 22, 2019 – to allow delivery of alcohol to establishment (no sales allowed)  
February 23, 2019 – For use on the approved date and time as listed  
February 24, 2019 – To allow for pick-up of any unused alcohol (no sales allowed)  
These dates would be reflected on the license. She would recommend the Board approve the special license as requested. **Motion by Mr. Szafarowicz to approve the special license as requested, seconded by Ms. Noble, motion passes.**

2. Special Liquor License Request – REAS Foundation. Mrs. Craver stated that attached is a request from the Charlton REAS Foundation, Inc. for a special liquor license for Wine and Malt beverages to be used on Saturday – January 26, 2019 from 6:00pm – 9:00pm at St. Joseph’s Church Hall, 10 H. Putnam Road, Charlton, MA for the Taste of the Towns event. This request has been forwarded and approved by the Building Commissioner, Fire Department and Police Department. Per the Board’s policy, the license if approved, should be issued for two additional days for the following reasons:  
January 25, 2019 – to allow delivery of alcohol to establishment (no sales allowed)  
January 26, 2019 – for use on the approved date and time listed  
January 27, 2019 – to allow for pick-up of any unused alcohol (no sales allowed)  
She would recommend the Board approve the special license as requested. **Motion by Ms. Spiewak to approve the Special Liquor License as presented tonight, seconded by Ms. Noble, motion passes.**
3. Site Plan & Special Permit Application – Four Score Adult Use Marijuana Establishment – 144 Sturbridge Road. Mrs. Craver stated that the Planning Board has provided you with a copy of an application submitted to them by Four Score Holdings, LLC, One International Place, Suite 3700, Boston, MA for a special permit and site plan approval for an Adult Use Marijuana Establishment. The applicant proposes to operate a marijuana cultivation and production facility in an existing 20,000 square foot building with a proposed 1,000 square foot addition. The property is located at 144 Sturbridge Road, Assessors Map 30, Block C, Parcel 13 and is zoned Industrial General. This application is a re-submission of a previous application from August 2018. The Planning Board did not accept the application at that time. Staff asked Interim Town Planner William Scanlan why the Planning Board didn’t accept the first application and he said it was because there was no host agreement. No hearing was held on that application. The Planning Board was informed they could open the hearing and review. They also could approve the application upon a condition of the Host Agreement. Mr. Scanlan stated that the Planning Board also didn’t think it was fair to the applicant and allowed them to submit the site plan and special permit application. The board is asked to review and make comments if any no later than Tuesday, February 5, 2019. Dan Glissman from Four Score was present to answer any questions and came forward. Ms. Noble asked Mr. Glissman to provide his contact information to the Marijuana Advisory Committee. No comments from the board. Mr. Glissman said concerning the news from the Attorney General’s office today, he asked when it would be appropriate for them to come back to discuss the host and development agreements? Chairman McGrath would entertain having the Town Administrator follow through on the direction the board previously gave her on the host agreement. Ms. Spiewak isn’t sure that people know what we are talking about in regards to the news today. Mrs. Craver stated that she did have a conversation with Mr. Glissman today. She said the Attorney General’s office reviewed the bylaw that was voted at special town meeting remanding that the board would negotiate a host agreement then it would have to go to town meeting for ratification. The Attorney General struck that language down as not being consistent with law for several different reasons. We have the decision if anyone is interested and can email it. The board hasn’t moved forward with Four Score as you were waiting for a decision from the Attorney General’s office. Based on the decision, the Board is the contracting authority to approve host agreements. She said regarding the host agreement for Four Score, she would anticipate this will be on the board’s next meeting. Chairman McGrath announced for those listening that there is a chance that this will come up for a vote at the next meeting. Mrs. Craver asked the board if they wanted to review the agreement in executive session at

the next meeting and then bring it to the next regular meeting? Mr. Glissman said that they submitted signed versions tonight. Mr. Singer would ask that we have all the information here in case there are questions that come up regarding how many do we have in town, how many we can have in town, what's been voted, etc. Ms. Spiewak asked how would this impact the May ballot and just to remind everyone that we do have a policy pending regarding transparency in the siting of marijuana facilities.

4. Site Plan Application – MTD Micro-Molding – 15 Trolley Crossing Road. Mrs. Craver stated that the Planning Board has provided you with a copy of an application submitted to them by D & D Tully Realty, LLC, 15 Trolley Crossing Rd for site plan approval to construct an 11,700 square foot addition to the existing 15,750 square foot building. The expansion will allow the tenant, MTD Micro-Molding, Inc., to accommodate the business's manufacturing and office space growth. The property is located at 15 Trolley Crossing Road, Assessors Map 34A, Block A, Parcel 1.6 and is zoned Residential Small Enterprise. The board is asked to review and make comments if any no later than Tuesday, February 5, 2019. No comments.
5. Annual Town Meeting
  - a. Approve FY20 Budget Calendar
  - b. Open ATM Warrant

Mrs. Craver stated that attached is the FY2020 Budget Calendar for your consideration. As required by the Charlton By-Law, the Annual Town Election will be held on the first Saturday in the month of May - May 4, 2019 and the Annual Town Meeting will be held on the third Monday in May on May 20, 2019. Budget requests have been sent to Departments with the attached budget request forms including a 5-year Capital Budget Form. You are requested to approve the FY2020 Budget Calendar as presented. The Board, if this calendar is acceptable, will open the Annual Town Meeting Warrant tonight as well. The warrant is scheduled to close March 19th. **Motion by Mr. Szafarowicz to approve the FY20 Budget Calendar and open the ATM Warrant, seconded by Ms. Noble.** Ms. Spiewak asked when the joint meeting with Fin Com will be held. Mrs. Craver said it's in the calendar and is listed in the weeks of April 29 & May 6. She will be meeting with the Finance Committee chair to review their schedule. She also stated that there is a kick off meeting that needs to be scheduled where the boards will meet with the school committees and that's usually in January. Once the board approves the calendar, she will contact the schools and set that meeting up. **Vote on motion: motion passes.**

#### VII. Old Business:

1. Ms. Spiewak said she's been getting asked questions about the charging station and asked Mrs. Craver if she could speak on it. Mrs. Craver stated that there are two charging systems up that we received from a grant. These are located in front of the town hall. Signs are being made so people will know when they can utilize them. The plan is for one of those to be reserved just for electric cars and the other one would be reserved for electric cars after town hall hours because parking is at a premium. There will be a fee and she believes it's \$3.00 for 2 or 3 hours.

#### VIII. Committee Reports:

Ms. Noble said the Marijuana Advisory Committee met the first week of January to discuss the new members of the committee and how they will be appointed. At that meeting James McMahan gave an update on Green Gold which is opening a dispensary on Route 20. The delay in the opening is due to a DOT request regarding a curb cut and traffic flow patterns. When they

discussed their hiring process, there was a local hiring process in the host agreement, approximately 80% of the new employees at the Green Gold facility are from Charlton. She would hope that in any future host agreements that we have a local hiring preference.

Ms. Spiewak said she did attend the quarterly CMRPC meeting which was held at the Blackstone Valley Heritage visitors center. They discussed and voted on an FY20 Assessment schedule. Their staff continues to work on the long range transportation plans. They did a preview of the new data tools to be added this year that we can tap into. She also stated the Solar Moratorium Review Committee will be meeting on January 22<sup>nd</sup> at 7:30pm in this meeting room. She will also be attending the Mass Municipal Annual Meeting on January 18<sup>th</sup> and 19<sup>th</sup> and she will give a report on that.

Ms. Noble stated that the All Boards meeting was held last week, January 8<sup>th</sup> and it was very well attended. Representatives from different committees and the schools were in attendance as well as Representatives Frost and Durant.

- IX. BOS Policy Review: Mrs. Craver stated at the board's December 11, 2018 meeting the board reviewed policies with recommended changes or other action to be taken. The policies will be updated on the town's website. Other policies discussed were Policy for the adoption and amendment of policies; Citizens Relations/Petitions; Transparency in the Siting of Marijuana Facilities in Charlton; Professional Conduct Policy and put together a public records request policy as followed by MGL. She said as you know the office has been closed for two weeks with having the office redone and staff is working hard to get the office back on track. We will add the other policies discussed to your next meeting but have attached what we have to give the board time to review. Should any member have a comment or question, please let her know so it can be added to the discussion. Chairman McGrath said this was a very good working session.
- X. Student Selectperson Report: Anya Grondalski reviewed her report. She asked the board about the Mock Town Meeting. She asked what the board thought about the pamphlet. Do they recommend any changes? Chairman McGrath thanked her for putting that together. The students were all very interested. He said the work that was done on the pamphlets and all was fine. Ms. Noble said it was so much fun and she learned from the kids that participated. For the questions, she would suggest doing a straw poll and seeing if there is something else that is peaking their interest. She said one question that could be asked is that we recently had a change in the vaping policy which might be a timely topic for them. Chairman McGrath said if that is a question that we could talk to Jim Philbrook in the board of health because he can explain the town's policy.
- XI. Town Administrator Report: Mrs. Craver reviewed her report. Ms. Noble said when Mrs. Craver reported on Article 13, she missed the second half of that article which was to null and void all agreements that existed, which was also stricken.
- XII. Other Business:
1. Swiftly's Liquor Mart – KENO To Go. Mrs. Craver stated that the Massachusetts State Lottery is offering existing, non-pouring agents their KENO To Go game, a transaction which is identical to the already existing on-line games such as Megabucks and Mass Cash. At this time they are not providing agents with a KENO monitor as part of this program. They have stated that Swiftly's Liquor Mart, 280 Southbridge Road will be eligible to sell the KENO To Go product. If the board objects to Swiftly's Liquor Mart

selling KENO To Go, we must do so in writing within 21 days of receipt of the letter. (Received 1/10/19) Does the board have any objection? The board has no objections.

2. Chairman McGrath would like the Town Administrator to contact the Board of Assessors. Our citizens received their tax bills within the last few weeks. He's received a few phone calls that their taxes have gone up. He said there were several comments on different social media platforms and there is a disconnect somewhere as to the information that the taxpayers have. He would like to ask the Board of Assessors to send a representative to a meeting or provide us some detail on the increase just so the public is aware of what has gone on.
3. Ms. Spiewak asked to go back to the policy review memo, she just wanted to state that it should say pending revision. Also, policy #21 – Correspondence policy – she would like to suggest one more amendment where it says mail addressed to a specific selectperson will be opened, date stamped, emailed and copied directly to that person and filed in his or her mailbox. She feels it should be date stamped and filed in his/her mailbox. She's uncomfortable with mail sent directly to a selectperson opened. Ms. Noble said typically unless its marked confidential, this has been how it's done in all the offices she's worked at. She said it's a public record. Ms. Spiewak understands but said it's up to this board if they want to go that route. Chairman McGrath recommended having the board think about this, bring it back up on the 29<sup>th</sup> and have a direction on which way we want to go.

**XIII. Adjourn/Executive Session: Motion by Mr. Szafarowicz to enter into executive session at 7:50pm under M.G.L. c. 30A, Sec. 21(a) – to discuss strategy with respect to litigation – Hylka Construction, 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 for the purpose of adjourning, seconded by Ms. Noble. The Chair declares that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and we will return to open session for the purpose of adjourning. Roll call vote taken: Ms. Spiewak – aye, Mr. Singer – aye, Ms. Noble – aye, Mr. Szafarowicz – aye and Chairman McGrath – aye.**

**XIII. Next Meeting Announcement:**

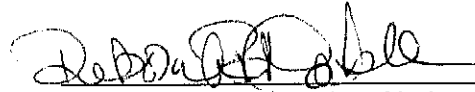
- Regular Board of Selectmen's Meeting – January 29, 2019 – 6:30pm – Selectmen's Meeting Room
- Open Meeting Law Seminar – February 5, 2019 – 6:00pm – Selectmen's Meeting Room

Submitted by:  
Mary C. Devlin  
Administrative Assistant

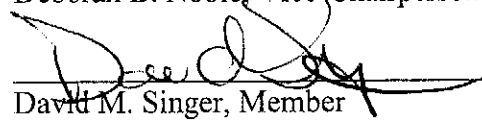
Accepted by:



John P. McGrath, Chairman



Deborah B. Noble, Vice-Chairperson



David M. Singer, Member

Karen A. Spiewak, Clerk

Joseph J. Szafarowicz, Member



**TOWN OF CHARLTON  
OFFICE OF THE TOWN ADMINISTRATOR  
37 Main Street  
Charlton, MA 01507  
WWW.TOWNOF CHARLTON.NET**

Phone: (508) 248-2206  
Fax: (508) 248-2374

TO: Board of Selectmen  
FROM: Robin L. Craver, Town Administrator  
DATE: January 9, 2019  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/15/19

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**Community Compact Initiative** – We received a letter from Lt. Governor Karen Polito, congratulating the town on having completed the best practices chosen as part of our Community Compact which was signed on December 17, 2015. The town is applauded for choosing and finalizing the Financial Policies, Sustainable Development/Land Protection and Water Resource Management best practices. With assistance from the Division of Local Services Technical Assistance Bureau and two Community Compact grants, Charlton was able to complete these best practices and make improvements in these key areas.

**Charter Communications – Negotiations & Upcoming Changes** – We have been notified by Charter Communications, locally known as Spectrum, of the following upcoming changes:

- We are continuing to negotiate with Spectrum for a new cable franchise contract.
- Effective 5:00pm, on Wednesday, January 2, 2019, Spectrum's agreement to carry Tribune's channels expired. As a result, WGN America and all associated Video On Demand content are no longer available to Spectrum customers.
- Effective by January 31, 2019, NBA League Pass will launch in HD.

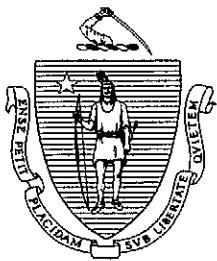
**Legislative Act** – We have been notified that a legislative voted at the FY19 Town Meeting had been approved by the legislature. An Act Relative To The Membership Of The Conservation Commission Of The Town Of Charlton authorizing the Town of Charlton Board of Selectmen to appoint 2 Alternate members to sit on the Conservation Commission has been enacted. We will advertise these two appointments on cable and the website. I would like to thank the delegation, Senator Gobin, Rep. Peter Durant and Rep. Paul Frost, for their assistance on this.

**South Central MA Veterans' Services District** – As you know, we are in a veterans' district with the towns of Oxford, Southbridge and Auburn and the budget season has started. We are beginning to meet to discuss whether there will need to be adjustments in policies, procedures or staffing.

**Articles 11 and 13 of the October Special Town Meeting** – As you know, bylaws voted at town meetings go to the attorney general's office for approval. The Town received the AG's determination for articles 11 and 13 from the October Special Town Meeting today. Article 11 which amended the zoning bylaw to exclude marijuana from agricultural zones passed. Article 13 which sought to require marijuana Community Host Agreements to be approved by a town meeting was disapproved in part. The AG states that it is the Selectmen who are vested in executing contracts for the town and that requiring a town meeting vote would be considered unreasonably impracticable per MGL 94C. The AG also states that Charlton's own Marijuana Zoning By law grants to the Board of Selectmen authority over host agreements and makes no provision for town meeting

approval. For another reason the AG strikes such language is based on the fact that it interferes with the contracting authority of the Board of Selectmen and cites case law to the fact. The approved portion of Article 13 is "Selectmen shall comply with the provisions of General Law Chapter 94G."; the rest is stricken. The Town Clerk will post accordingly.

**James Malley** – I, lastly, wish to express my deepest regret at Jim Malley's passing and wish to note we have lost a fellow comrade, professional and friend.

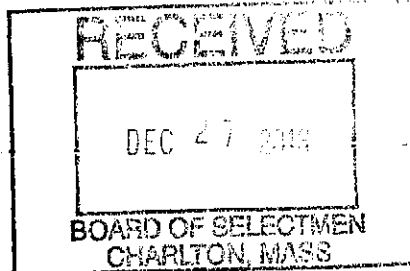


OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR  
December 18, 2018

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

Robin Craver, Town Administrator  
Charlton Municipal Offices  
37 Main Street  
Charlton, MA 01507



Dear Town Administrator Craver:

I am writing to congratulate the Town of Charlton on having completed the best practices chosen as part of your Community Compact, which we signed together on December 17, 2015. Fostering a strong partnership with our municipalities continues to be a top priority for the Baker-Polito Administration, and it is exciting to have the Community Compact program available for our partners in local government. As you know, Community Compacts create clear mutual standards, expectations, and accountability for both the state and municipalities as together we seek to create better government for our citizens.

I want to applaud the Town for choosing and finalizing the Financial Policies, Sustainable Development/Land Protection and Water Resource Management best practices. With assistance from the Division of Local Services' (DLS) Technical Assistance Bureau (TAB) and two Community Compact grants, Charlton was able to complete these best practices and make improvements in these key areas.

The Governor and I appreciate Charlton participating in the Community Compact initiative and we look forward to partnering with you again in future rounds of the Compact program.

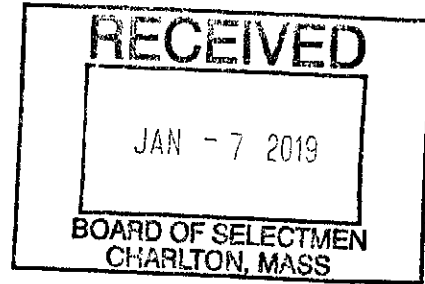
Sincerely,

Karyn E. Polito  
Lieutenant Governor

cc: Sean Cronin, Senior Deputy Commissioner of Local Services



605



January 2, 2019

**RE: Charter Communications – Upcoming Changes**

Dear Municipal Official:

Charter Communications, locally known as Spectrum, has been in discussions with Tribune Broadcasting ("Tribune"), the owner of WGN America and multiple local broadcast ABC, CBS, FOX, CW and digital multi-cast stations across various markets, to renew our carriage agreement. At 5:00 P.M. ET on Wednesday, January 2, 2019, Spectrum's agreement to carry Tribune's channels expired. As a result the channels listed below and all associated Video On Demand content are no longer available to Spectrum customers.

**WGN America**

Tribune asked for a dramatic increase in fees (200%) which we believe is completely unjustified. We regret the impact of Tribune's decision, and we remain optimistic that this matter will be resolved quickly so our customers can again receive Tribune programming. For more information please visit [www.tribunefairdeal.com](http://www.tribunefairdeal.com).

If you have any questions, I can be reached at 207-253-2217 or via email at [melinda.kinney@charter.com](mailto:melinda.kinney@charter.com).

Sincerely,

A handwritten signature in cursive script that reads "Melinda Kinney".

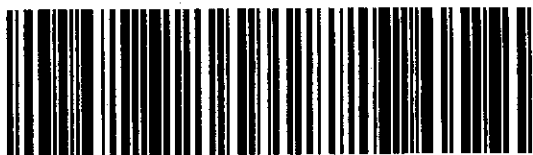
Melinda Kinney  
Senior Director, Government Affairs  
Charter Communications

238235-128-27-PRI  
Melinda Kinney  
Charter Communications  
118 Johnson Rd  
Portland, ME 04102-1976

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C2M LLC  
22202

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USPS CERTIFIED MAIL™



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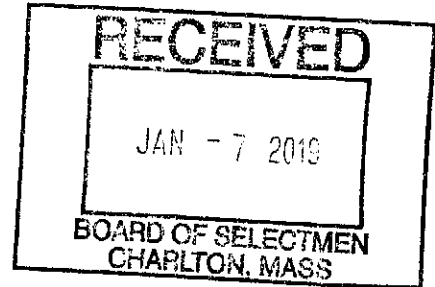
**SIGNATURE REQUIRED PER DMM 3.1.1**

Town Administrator Robin L. Craver  
Town of Charlton  
37 Main St  
Charlton, MA 01507-1386





December 31, 2018



**RE: Charter Communications – Upcoming Changes**

Dear Municipal Official:

Charter Communications (“Charter”), locally known as Spectrum, is making its customers aware that **effective by January 31, 2019**, NBA League Pass will launch in HD.

If you have any questions, I can be reached at 207-253-2217 or via email at [melinda.kinney@charter.com](mailto:melinda.kinney@charter.com).

Sincerely,

A handwritten signature in cursive script that reads "Melinda Kinney".

Melinda Kinney  
Senior Director, Government Affairs  
Charter Communications

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Town Administrator Robin L. Craver  
Town of Charlton  
37 Main St  
Charlton, MA 01507-1386



**Devlin, Mary**

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**From:** Craver, Robin  
**Sent:** Thursday, January 03, 2019 5:36 AM  
**To:** Devlin, Mary  
**Subject:** Fwd: H4805

Please add to my next TA Report

Sent from my iPhone

Begin forwarded message:

**From:** "Durant, Peter - Rep. (HOU)" <[Peter.Durant@mahouse.gov](mailto:Peter.Durant@mahouse.gov)>  
**Date:** January 3, 2019 at 5:21:04 AM EST  
**To:** "Craver, Robin" <[robin.craver@townofcharlton.net](mailto:robin.craver@townofcharlton.net)>  
**Subject:** **H4805**

Hi Robin,

I just wanted you to know that bill H4805 adding a member to the Conservation Commission was passed in the final days of the session and has been signed by the governor.

Talk to you soon,  
Peter

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Chapter 353  
of the Acts of 2018

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninetieth General Court

AN ACT RELATIVE TO THE MEMBERSHIP OF THE CONSERVATION COMMISSION OF THE TOWN OF CHARLTON.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding section 8C of chapter 40 of the General Laws, the board of selectmen of the town of Charlton may appoint 2 alternate members of the conservation commission of the town to serve staggered terms not to exceed 3 years.

The chair of the conservation commission may designate an alternate member to sit on the commission in the case of absence, inability to act or conflict of interest on part of a member of the commission or, in the event of a vacancy on the conservation commission, until the vacancy is filled pursuant to said section 8C of said chapter 40.

SECTION 2. This act shall take effect upon its passage.

House of Representatives, December 27, 2018.

Passed to be enacted,

*Paul J. Donato* Speaker.

In Senate, December 27, 2018.

Passed to be enacted,

*Patricia A. Hynes* President.

*Jan 1, 2019*

Approved,  
at 1 o'clock and 37 minutes, P. M.

*Andrew D. Bates*  
Governor.