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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – September 10, 2019, 6:30pm
Selectmen's Meeting Room, 37 Main St., Charlton MA

Present: Chairman – David M. Singer, Vice-Chairman – Karen A. Spiewak, Clerk – William Borowski and Member – Deborah B. Noble. Also Present – Town Administrator – Robin L. Craver. Absent: Member – John P. McGrath.

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

II. Consent Agenda:

III. Community Relations, Announcements and Open Forum:

- Chairman Singer read the announcements.
- Mrs. Craver stated that Triple EEE spraying will start tonight.
- Chairman Singer said we have until September 18 to accept letters of interest to the Town Administrator search committee. Please email them to mary.devlin@townofcharlton.net.

IV. Appointments/Resignations:

V. Scheduled Appointments:

VI. New Business:

1. Infinity Solar Services Definitive Subdivision Plan – 75 Brookfield Road. Mrs. Craver stated that the Planning Board has provided the board with an application submitted by Infinity Energy Services, 2885 Route 9, Homedel, NJ 07731 for definitive subdivision approval for property at 75 Brookfield Road for solar. The plan shows a short cul-de-sac road with a length of approximately 120 feet providing frontage on and access for two lots. Proposed lot 1 contains approximately 24.76 acres and proposed lot 2 contains approximately 6.15 acres. The property is located at westerly of Brookfield Road and northerly of the Massachusetts Turnpike. Said property is zoned Agricultural (A) and Low Density Residential (R-40). You are asked to review and provide comments if any, no later than Tuesday, September 10, 2019. Ms. Noble said we have a limit on solar projects. Where does this fit in? Curt Meskus, Building Commission/ZEO came forward. He said this is a very interesting project via it's timing and what the Town of Charlton did as far as a solar moratorium and a change in the bylaw and when the proponents of this project filed preliminary plans and now the definitive plans. He spoke with Attorney Silverstein, counsel for land use information and the short answer is they are not affected by the new bylaw because of filing that preliminary plan in February of this year nor do they come

under the new bylaw passed in May.

2. CMRPC – Naming Delegate and Alternate. Mrs. Craver stated that each year the board is asked to appoint a Delegate and an Alternate to the CMRPC. CMRPC’s mission is fourfold: (1) addressing growth and development issues that extend beyond community boundaries, (2) maintaining the district’s certification for federal transportation improvement funds, (3) providing technical knowledge and resources to assist local government in addressing specific land use, economic or environmental problems resulting from growth or decline, and (4) building strong working relationships with member communities, state and federal officials as well as the area’s legislative representatives. 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. Communities with active Delegates and Alternates fare better in receiving a return on our investment than those who fail to communicate local needs or to link up with their programs. The current Board of Selectmen member is Karen Spiewak. Mrs. Craver has been the alternate member. The board should vote for a Delegate member and an alternate member. **Motion by Mr. Borowski to nominate Mrs. Spiewak as our Delegate, seconded by Ms. Noble, motion carries unanimously. Motion by Ms. Noble to nominate William Borowski as the alternate to the CMRPC, seconded by Ms. Spiewak, motion carries unanimously.**
3. Natchaug River Young Marines – Request Proclamation that declares Charlton’s support and commitment in the fight against illegal drugs. Mrs. Craver stated that attached is a letter from Aaron Zalewski, a junior at Bartlett High School in Webster, MA. He is a Master Sergeant with the Natchaug River Young Marines Killingly, CT. The Natchaug River Young Marines were awarded the prestigious Enrique “Kiki” Camarena Drug Enforcement Administration Award. The award represents thousands of hours the Young Marines spend on Drug Demand Reduction and Prevention. His unit is continuously in the fore-front leading the charge in the community. They participate in educating middle schools, Boys & Girls Scouts and they set up booths at public events. Red Ribbon Week will take place October 23 through October 31 of which the Natchaug River Young Marines will be participating in this nationally recognized illicit drug awareness event. They are asking the board to assist them in publicizing and promoting the week by issuing a town wide proclamation that boldly declares our town’s support and commitment in the fight against illegal drugs and those that promote their use. **Motion by Mr. Borowski to support, seconded by Ms. Spiewak, motion carries unanimously.**
4. News Release – Massachusetts Department of Public Health – State Public Health Officials Announce 5th Confirmed Human Case of EEE. James Philbrook, Health Director came forward. He said this morning at 8:46am he received an emergency alert as well as the Town Administrator that they needed to attend an emergency phone conference this morning. He said he asked why Charlton was called into the conference since we are low to moderate risk. They said they included the eastern portion of Charlton because they felt they needed to spray that area. There is a press release that was issued. The website has been updated as well. They want you to protect bees if you have them by covering them with a wet cloth. They will start spraying at 7:15pm and will provide an update in the morning of where they are. Code RED was used to update people as well as all social media sites. The schools have also discussed and have stopped all outside activities at 6pm. This was done before he received the call today. Ms. Spiewak asked if he could provide an update on the Reverse 911 that people have to opt in. Mr. Philbrook said that Carl Ekman,

Emergency Management Director came in today to send the alert out. He said there is under 1,000 people signed up right now. Mrs. Craver said that Mr. Ekman said it was sent out to all of the numbers that we have. Ms. Spiewak would recommend people go to the frequently asked questions as well. It has a lot of information of what you should do. Ms. Noble said that Mr. Philbrook mentioned that 400 tests came back positive. Where were they. Mr. Philbrook said not in Charlton but just in Massachusetts. Mr. Borowski said you can go to mosquitoresults.com and it will tell you exactly what dates and towns that positive results were found in. Mr. Philbrook said that the mosquito spraying will be from 7:30pm to 4:30am for the next 5 days and they will update the sites as needed.

VII. Old Business:

1. Tree House Traffic – update. Mrs. Craver stated that attached is a letter from Stephen M. Boudreau, PE of Vanasse & Associates, Inc. which is to provide you with an update on the status of the design, permitting and construction for the planned off-site improvements on Sturbridge Road (Rt. 20) that are associated with the expansion of the Tree House Brewing Company located at 129 Sturbridge Road. The roadway improvements involve the widening of Route 20 to accommodate the construction of a new left-turn lane on Route 20 westbound at the Tree House Brewing Company driveway. Over the past several months, they have been engaged with the Mass Department of Transportation District 3 Office in developing the design documents for the planned roadway and intersection improvements including the preparation of a Design Exception Report, concept alignments, preliminary right-of-way plans and the construction plans and specifications, consistent with the Mass DOT standard operating procedures for review of state highway access permit applications and documents. The Design Exception Report was approved by the Mass DOT District office in June and is scheduled to be approved and signed by the Mass DOT Board in September. The 25% design documents for the roadway improvements will be submitted to Mass DOT for review on Monday, September 9th. The 25% Design Submission will also initiate the State Highway Layout alteration process with the Mass DOT ROW/layout sections and coordination with National Grid for the relocation of six (6) existing utility poles to accommodate the proposed Route 20 widening. Knowing the importance of the Route 20 improvements, they have been closely coordinating with the Mass DOT District 3 Highway Director and Mass DOT staff to identify options to expedite the design review process and ultimately, construction and associated utility relocations. Currently Mass DOT is considering issuing a Highway Access Permit within the next month to allow for the roadway improvements to commence while the final (100% design) documents are advanced. It is important to note that even with an accelerated design and construction schedule, there is significant potential for delay given the required utility pole relocations on the eastbound side of Route 20, which cannot be controlled by Mass DOT, the project engineers or Tree House Brewing Company. They also state that the expansion that is being undertaken by Tree House Brewing Company is intended to improve and enhance the customer experience and will not add brewing capacity or increase beer sales. As such, the expansion is not expected to result in a material increase in the number of customers or the associated traffic over current conditions. The expansion is intended to increase the duration of stay of customers thereby dispersing departing traffic volumes and reducing both motorist delays and vehicle queuing at the Tree House Brewing Company driveway. Tree House Brewing Company intends to open the planned new retail space and the outdoor beer garden area in mid-September. The current traffic management plan that has been carefully designed and implemented in coordination with Mass DOT and the

Charlton Police Department will remain in place until such time as the Route 20 roadway improvements are completed. They will continue to provide project updates and are readily available to meet to address any questions or concerns regarding the ongoing Rt. 20 design and construction to ensure the successful completion of the project.

VIII. Committee Reports:

IX. BOS Policy Review:

X. Town Administrator Report – Mrs. Craver reviewed her report.

XI. Other Business:

Mr. Borowski stated that based upon probable scheduling conflicts and that Mr. McGrath isn't here, he would like to recommend that Mr. McGrath take over the primary responsibilities for the representative for the Board of Selectmen for the LNG Committee. **Ms. Noble made a motion to accept Mr. Borowski's resignation from the LNG Committee with regret and appoint Mr. McGrath, seconded by Ms. Spiewak, motion carries unanimously.**

XII. Next Meeting Announcement:

- BOS/Finance Committee – Special Meeting – September 11, 2019 – 6:00pm – Senior Center
- BOS Goals & Objectives – September 17, 2019 – 6:00pm – Charlton Community Center – 4 Dresser Hill Road
- BOS Regular meeting – September 24, 2019 – 6:30pm – Selectmen's meeting room

XIII. Adjourn/Executive Session:

Motion by Mr. Borowski to enter into executive session at 7:02pm under M.G.L. Ch. 30A, section 21, #3 – to discuss strategy with respect to collective bargaining (Clerical 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, seconded by Ms. Spiewak. The chair so declares. Roll call vote taken: Ms. Spiewak – aye, Mr. Borowski – aye, Ms. Noble – aye and Chairman McGrath – aye.

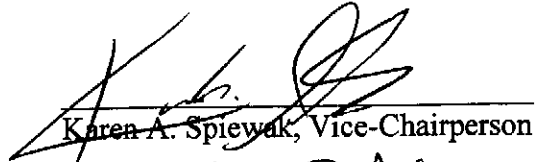
Motion by Ms. Spiewak to adjourn at 7:10pm, seconded by Ms. Noble, motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

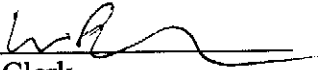
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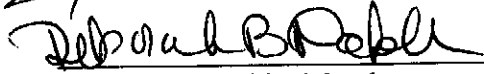
David M. Singer, Chairman



Karen A. Spiewak, Vice-Chairperson



William Borowski, Clerk



Deborah B. Noble, Member



John P. McGrath, Member (absent)

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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator

DATE: September 10, 2019

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 9/10/19

Cybersecurity – As you know, Friday, August 30, the Town detected malware virus on the Town's servers, which effectively encrypted all town files, programs, servers, primary backups and email systems. Those systems could not be opened. Staff and the IT Administrator worked through the Labor Day Weekend and, when we opened for business on Tuesday, we were well in the process of rebuilding the servers. It is important to note that we back up daily on the network but that information was corrupted. We had an off site, off network backup of the files and were able to restore most data. Yesterday most files and email were restored. The Police Department will need to input missing data and we're still waiting to determine how much of Assess Pro will need to be recreated. I have been in touch with the insurance company and we are in the process of determining costs associated with the breach. The good news is that we are covered and will be working with an outside company to provide a forensic study.

EPA Award for Stormwater – The Central MA Stormwater Coalition and its 30 towns received the Environmental Merit Award today for outstanding efforts in preserving New England's environment. As you know, Charlton has been instrumental as a founding member and host for two of the DEP grants to create a stormwater education campaign call Think Blue MA averaging \$200,000 each. I have served as the co- chair for approximately 7 years and stepped down this year. Our Conservation Agent Todd Girard will continue to represent Charlton at the upcoming meetings.