



 **COPY**

Submitted by MCB  
Date 2/14/13  
Received by YL  
Date 2-14-13

**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
Tuesday – January 22, 2013

Present: Chairman – Peter J. Boria, Clerk – Brent Sellew and Member – Kathleen W. Walker. Absent: Vice-Chairman – Frederick C. Swensen, Member – David M. Singer and Town Administrator - Robin L. Craver.

*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 Boria called the meeting to order at 6:30pm with the pledge to the flag. He welcomed Cub Scout Pack 165, Den 7 – Weeblos who are here to earn their citizenship badge.

**II. Consent Agenda:**

1. Minutes of Regular Meeting – January 8, 2013. **Motion by Ms. Walker to approve the minutes of January 8, 2013, seconded by Mr. Sellew, motion carries unanimously.**

**III. Community Relations, Announcements and Open Forum:**

- Chairman Boria read the announcements
- Chief Pervier came forward and stated that they had the REAS meeting today and they will be selling tickets at the door for the same price for the Taste of the Towns on Saturday night.

**IV. Appointments/Resignations:**

1. Resignation – Part-time Emergency Services Dispatcher. Attached is a letter from Elizabeth M. Plante resigning as a part-time Emergency Services Dispatcher for the Town of Charlton effective immediately. The Board should vote to accept/not accept the resignation. **Motion by Ms. Walker to accept the resignation of Elizabeth M. Plante as a part time Emergency Services Dispatcher, seconded by Mr. Sellew, motion carries unanimously.**

**V. Scheduled Appointments:**

**VI. New Business:**

1. Site plan application – Ted's Variety Store. Attached is a copy of an amended site plan application submitted to the Planning Board by Bertin Engineering on behalf of Mroczkowski Realty Trust to amend the previously approved site plan for the Ted's Variety Store retail site redevelopment by adding two additional retail buildings to the site totaling, 3,965 sq ft and 1,745 sq ft respectively. Addition of the two buildings will include the demolition of four existing houses along the easterly portion of the site that fronts upon the westerly side of Maple Street. The 95,245 sq ft parcel is zoned Community and is located northerly of Route 20, southerly of Stafford Street and westerly of Maple St. The Planning Board has scheduled the application public hearing for their February 6, 2013 meeting. You are asked to review the site plan and provide comments, if any, no later than Thursday, January 31, 2013. No comments by the Board.

**VII. Old Business:**

1. Discuss Lieutenant position. Chairman Boria stated that this is just a follow up from previous meetings. He asked if the Board wanted to discuss this tonight or wait until the whole board is here. He feels there is a sense of urgency to discuss this before the civil service sends us a certified list of who passes the exam. Chief Pervier came forward and stated that list or no list, he would like to have this position filled. Ms. Walker stated that based on what the Chief just said and the discussion from the last meeting, she feels it is needed as well. Mr. Sellew also agrees. Chief Pervier stated that he will support whatever time is needed for the board to make the decision for the right person. **Motion by Ms. Walker that we start the process of replacing the lieutenant, seconded by Mr. Sellew.** Chairman Boria stated that before a vote is taken, he wanted to make sure the board saw the MOU proposed by the union and they all said they did. Chairman Boria stated that he was strongly considering adding an additional sergeant but after seeing what would be required to have these sergeants take on those duties, he feels it makes more sense to appoint a Lieutenant to give the chief the person he needs with a little more control to help him run and manage his department. **Vote on motion: motion carries unanimously.**
2. BOS Sub Committees. At the Board's last meeting, it was asked if a list could be compiled of what committees each Selectperson has been appointed to. Attached is that list. It was also noted that Fire Negotiations will be starting soon and two members of this Board will need to be appointed. **Motion by Ms. Walker to appoint Rick Swensen and David Singer subject to their approval, seconded by Mr. Sellew, motion carries unanimously.**
3. Snow Policy; Sidewalk policy and Plowing Roads/Driveways. At the Board's last meeting, the Board's approval was being sought to allow staff to advertise the Winter Parking Ban every year without having to come to the Board. In discussion, it was mentioned that the policy provided to the Board was incorrect. Staff reviewed the policies and stand corrected. At the Board's November 15, 2011 meeting, it was approved to remove the dates "November 15<sup>th</sup> through April 15" from the Winter Parking Ban policy due to the past few years unusual events prior to November. Also during discussion, it was asked if the office could advertise the responsibility of clearing sidewalks as well. As it's not clear at what the direction of the Board was, the Winter Parking Ban was updated for your review.

### **WINTER PARKING BAN/CLEARING OF SIDEWALKS/REMOVAL OF SNOW ONTO PUBLIC WAY**

Accepted/approved on: November 8, 1999

Updated on: 2004

Amended: November 15, 2011

Amended: January 22, 2013

A winter parking ban will be in effect during and 48 hours following a snowstorm of over three inches for this upcoming and all ensuing winters on all streets in the Town of Charlton.

Clearing of Sidewalks, as approved in the Town's General Bylaws, state that every owner of land abutting a sidewalk shall cause all snow and ice to be removed to a width of not less than four feet from the portion of the sidewalk abutting his/her land.

Removal of snow onto public way (plowing), as approved in the Town's General Bylaws, no person shall plow or otherwise remove snow from private property onto a public way in such manner as to obstruct travel or snow removal operations on such way.

Should the Board approve the updated policy, it would be advertised as such every year. **Motion by Ms. Walker to approve the policy, seconded by Mr. Sellew, motion carries unanimously.** Mr. Sellew thanked all the highway men and superintendent for doing a great job on our roads.

VIII. Student Selectperson Report – Michaela Carofaniello reviewed her report.

IX. Town Administrator Report: Chairman Boria read the Town Administrator Report.

X. Other Business: (unknown at time of posting) Chairman Boria asked the Cub Scouts that were present if they had any questions. Evan Borgeson came forward and stated that they were able to go into Ted's to figure out what it is going to be. He was asked if when he turns 18, would he run for Selectmen and he said he would but his friend would do a better job. Cameron Bottomer came forward and asked why each person wanted to be a Selectmen. All members explained why. Ben Anderson came forward and asked why they wanted to be Selectmen in Charlton and it was explained that if you want to be a Selectmen, it has to be in the town you live.

XII. Next Meeting Announcement:

- Regular Board of Selectmen's Meeting – February 5, 2012

XIII. Adjourn/Executive Session:

**Motion by Mr. Sellew that the Board enter into executive session at 7:02pm under M.G.L. c. 30A, Sec. 21, #3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and #6 – To consider the purchase, exchange, lease or value of real estate if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and the chair so declares, seconded by Ms. Walker. Roll call vote taken: Ms. Walker – aye, Mr. Sellew – aye and Chairman Boria – aye.**

Chairman Boria declares that an open meeting may have a detrimental effect on the negotiating position of the public body and that the Board will reconvene to open session for the purpose of adjourning.

**Motion by Ms. Walker to adjourn at 7:25pm, seconded by Mr. Sellew, motion carries unanimously.**

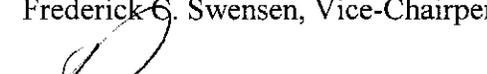
Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

  
Peter J. Boria, Chairman

  
Brent Sellew, Clerk

  
Frederick G. Swensen, Vice-Chairperson (absent)

  
David M. Singer, Member (absent)

  
Kathleen W. Walker, Member

## BOS Meeting 1/22

- Second semester starts tomorrow
- 2<sup>nd</sup> quarter report cards will be distributed Friday January 25
- The Prom Dress swap will be held Saturday January 26 in the cafeteria from 11-4, public is welcome to attend
- Thursday January 31<sup>st</sup> Former Celtic player Chris Herren will speak with students about importance of good decision making
- February 1<sup>st</sup> and 2<sup>nd</sup> we will hold the Central Mass Show Choir Festival



**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 15, 2013

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/22/13

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**Next Presidential Election** – As the Board previously requested, Town Clerk Darlene Tully and I, prepared a letter and sent it to the Dudley Charlton Regional School District for consideration with safety in mind to the students, to close school on November 8, 2016, which is the next presidential election. I am happy to report that we received a letter back from Sean M. Gilrein, Superintendent stating that the School Committee agreed to schedule November 8, 2016 as a district wide no school day for students. The professional development day usually held for staff in October will be rescheduled to election day in 2016. Heritage School staff will attend workshops in another building to avoid the election proceedings.

**Certificates of Achievement – Cub Scouts** – You have received a letter from John Gaughan, Cubmaster for Pack 165 asking the Board to recognize several young boys who will be receiving their Arrow of Light Award, the highest award that a boy can earn in Cub Scouting. Certificates have been completed and are in your sign folder.

**2012 Annual Town Report** – Staff has started the process for the 2012 Annual Town Report. All Boards/Committees and Commissions are asked to submit their report no later than February 28, 2013 to our office.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

68 Dudley-Oxford Rd.  
Dudley, MA 01571

Fax: 508-943-1077

Phone: 508-943-6888  
www.dcrsd.org

JAN 11 2013  
Special Education: 508-943-3980



William J. Trifone  
Finance Director

Sean M. Gilrein  
Superintendent of Schools

Jody A. O'Brien  
Administrator of Special Needs

January 10, 2013

Ms. Robin Craver  
Town Administrator  
Charlton Town Hall  
37 Main St.  
Charlton, MA 01507

Ms. Darlene Tully  
Town Clerk  
Town of Charlton  
37 Main St.  
Charlton, MA 01507

Dear Ms. Craver and Mrs. Tully:

I thank you for your letter dated December 10, 2012, in which you seek consideration to alleviate congestion and increase safety during the 2016 Presidential Election.

The committee appreciates your focus on the safety of our students, especially in view of the horrific events that occurred in Newtown, Connecticut just four days after you wrote your letter. Your suggestion to keep children home on a day when a good percentage of the town's 9,500 voters are allowed to walk into the building makes perfect sense.

I am pleased to tell you that the committee agreed to schedule Tuesday, November 8, 2016 as a district-wide no-school day for students. The professional development day usually held for staff in October will be rescheduled to election day in 2016. Heritage School staff will attend workshops in another building to avoid the election proceedings.

Thank you again for your thoughtfulness and care for our district schoolchildren.

Yours truly,

A handwritten signature in black ink, appearing to read 'Sean M. Gilrein', written over the typed name and title.

Sean M. Gilrein  
Superintendent of Schools

cc: Dudley-Charlton Regional School Committee  
District Administrators

*"...to advance the knowledge and well being of our children and our community."*



**CUB SCOUT PACK #165  
CHARLTON, MASSACHUSETTS**



*B52  
I usually  
mail 225-  
miss 9/11  
+ mailed  
TA report*

January 3, 2013

JAN 17 2013

Chairman Peter Boria  
Town Selectmen  
37 Main St.  
Charlton, Ma. 01507

Dear Chairman Boria

My name is John Gaughan and I am the Cubmaster for Cub Scout Pack 165 in Charlton, Ma. I would like to let you know that on February 25<sup>th</sup> we will be graduating several boys from Cub Scouting into the wonderful world of Boy Scouting. All of these boys have earned the **Arrow of Light Award**, which is the highest award that a boy can earn in Cub Scouting. In recognition of this achievement, I am asking those who represent us in our town, state, and federal governments write a letter/ certificate of achievement for each boy. The letters will be presented to each boy during their graduation ceremony on February 25<sup>th</sup>.

My hope is that by receiving your letter, each boy will achieve a sense of pride in knowing that those in our government recognize their accomplishment. In addition, I believe that such a gesture will help motivate each boy to remain active in Scouting.

Enclosed with this letter is a list of names of those boys who will be graduating in February. If you are able to help me in this endeavor, I ask that you send me the letters/ certificates by February 20<sup>th</sup>. This will allow me time to assemble the documents into packages for each boy.

Thank you in advance for your cooperation

Yours in Scouting

John Gaughan  
Cubmaster pack 165 charlton, ma  
Po box 417 Charlton City, Ma 01508

**CUB SCOUT PACK #165  
CHARLTON, MASSACHUSETTS**

The following Boys will be receiving their Arrow of Light Award

Jack Cicero  
Collin Jyringi  
Dennis LeBlanc  
Gabe Roberts  
Christopher Sullivan  
Jonathan Tucker  
Brent Burlingame  
Ryan Casey  
Devin Hanlan  
Thomas Dowd



TOWN OF CHARLTON  
OFFICE OF THE TOWN ADMINISTRATOR

Phone: (508) 248-2206

## MEMORANDUM

TO: All Departments, Boards and Committees

FROM: Robin L. Craver, Town Administrator

DATE: January 2, 2013

SUBJECT: **2012 Annual Town Report**

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In accordance with M.G.L. Chapter 40, section 49 and the Town of Charlton Bylaws, Article III – Selectmen, section 5, you are being requested to prepare and submit your Department/Board/Committee's Annual Town report for the year ending **December 31, 2012** no later than **February 28, 2013**.

In order to help save costs on the printing of these reports, you are asked to submit your report with the following guidelines:

- Your report should be prepared in Microsoft Word;
- Font size should be Times New Roman size 12;
- Margins should be set at 1" left, right, top and bottom;
- Double space between paragraphs;
- Do **NOT** use: bold, underline, italics or mixed sizes and fonts throughout the document;
- Do **NOT** insert: tabs, indentations, page numbers, headers, footers or any automatic text;
- The report title should be centered, only containing the name of the reporting agency or committee;
- Reports should **NOT** be made on individual department letterheads;
- Include an opening paragraph which explains the purpose and function of your committee or agency; (references to MGL or bylaws would be helpful)
- The closing of the document should include names of all department, committee or board members with titles;
- A list of any statistics and data, summary of the year's achievements, future goals if any; and
- The report should be reviewed and approved by all committee members.

You are asked to submit **1 (one) hard copy** to the Selectmen's office as well as send **via email as an attachment** to [mary.devlin@townofcharlton.net](mailto:mary.devlin@townofcharlton.net) no later than **February 28, 2013**.

Should you have limited computer access, please contact Mary Devlin at 508-248-2206 for assistance.

You should be aware that in preparing this report as we do every year, is very time consuming and it would be greatly appreciated if all could comply with the guidelines and time frames indicated.

Should you have any questions, please contact my office at the number above.

Thank you in advance for your cooperation.