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Date 3/6/13

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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – February 5, 2013

Present: Chairman – Peter J. Boria, Vice-Chairman – Frederick C. Swensen and Clerk – Brent Sellew. Also in attendance: Town Administrator - Robin L. Craver and Student Selectperson – Michaela Carofaniello.
Absent: Members: Kathleen W. Walker and David M. Singer.

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.

II. Consent Agenda:

1. Minutes of Regular Meeting – January 22, 2013. **Motion by Mr. Swensen to approve the minutes of January 22, 2013, seconded by Mr. Sellew, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Boria read the announcements
- Mr. Sellew thanked Todd Girard for the ice derby he put on at Fay Mountain Farm over the weekend. It was a lot of fun.
- Chief Pervier came forward and stated that he has additional information on the police detail monies. He also thanked the Charlton Fire Department for helping take all the Christmas decorations down. They are put away for another year.

IV. Appointments/Resignations:

1. Appointment – Highway Foreman. Mrs. Craver stated that Mr. Foskett, Highway Superintendent, is recommending the appointment of Mark Oliver to fill the Highway Foreman position. **Motion by Mr. Swensen that we approve the appointment of Mark Oliver to the Highway Foreman position, seconded by Mr. Sellew, motion carries unanimously.**
2. Appointment – Full Time Custodian – Town Hall. Mrs. Craver stated that as the Board is aware, Earl Bond, the Town Hall Custodian retired. An ad was placed in the paper for the opening of a full time town hall custodian. As of writing this memo, we have received one hundred and eleven applications. On January 31, 2013, she and Curt Meskus conducted 11 interviews from the applications received. They rescheduled the top three candidates for a second interview and tour of the building. They would like to recommend Sharon Carlson for the position of Full Time Town Hall Custodian at a rate of \$15.00 per hour starting Monday, February 11, 2013 contingent upon completion of all paperwork and a positive CORI check. Curt Meskus came forward with Sharon Carlson and introduced her to the board. **Motion by Mr. Swensen that we appoint Sharon Carlson to the appointment of full time Custodian for the town hall, seconded by Mr. Sellew, motion carries unanimously.** The Board welcomed Ms. Carlson.

V. Scheduled Appointments:

6:45pm –Bay Path – Mrs. Craver stated that Bay Path has asked to come before you to request a reduction of their building permit. She has spoken to the Finance Committee and they were amendable to reducing the amount by the percentage that would be Charlton’s portion. As you know, the Board of Selectmen is the only authority that can reduce a building permit. Both she and Curt Meskus met with John LaFleche from Bay Path and agreed that using one of the following percentages would be fair to request from you:

Percentage of Charlton students attending the school in FY13 – 15.45%

Percentage of K-12 Charlton students/K-12 district – 12.64%

She would ask the Board to consider this request. John LaFleche was present to answer any questions the board may have. Mark Lyman, Project Manager for this project was also present. Mrs. Craver stated that the recommendation would be to adjust to the 12.64%. Mr. LaFleche stated that any consideration the board could give to help with this would be appreciated. Mr. Swensen asked what this would bring back to the town for the \$36,000 reduction in fees. Mr. LaFleche stated that one of the benefits of having Bay Path in your town is the work that gets done. There have been a lot of renovations here at the town hall and some at the Activities Center. The concession stand at the ball field was built by the students at Bay Path. **Motion by Mr. Swensen to approve the reduction of the permitting fees for the Bay Path extension to the percentage of K-12 Charlton students/K-12 district at 12.64%, seconded by Mr. Sellew, motion carries unanimously.**

VI. New Business:

1. Approval to overspend snow & ice. Mrs. Craver stated that we have received notice from Gerry Foskett, Highway Superintendent that the snow and ice account is close to being exhausted, therefore he is asking the Board to approve deficit spending in the Snow and Ice account for FY13 as authorized by MGL Chapter 44, Section 31D. If approved, the Finance Committee will also need to vote on this issue before the account can be overspent. **Motion by Mr. Swensen to authorize the Highway Superintendent to overspend the snow and ice account, seconded by Mr. Sellew, motion carries unanimously.** Mr. Sellew commended Mr. Foskett and his men for a great job they do on the roads.
2. Request for Toll Road – Ribbon Rockettes. Mrs. Craver stated that we have received a letter from the Relay for Life Team: the Ribbon Rockettes seeking permission to hold a toll road in Charlton Center (intersection of Main Street and Masonic Home Road) on May 4, 2013 from 8:00am – 2:00pm. This request was forwarded to Chief Pervier who is in support of the toll booth contingent upon the following safety precautions:
 - All volunteers must wear bright colored vests;
 - Orange traffic cones must be set out on Main St. and Masonic Home Road for a distance of not less than 50 feet on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
 - Signs warning “Voluntary Toll Booth Ahead” must be erected on both Masonic Home Road and Main St., not less than 75 feet from the toll station.

The Ribbon Rockettes have stated that they will comply with the safety precautions as recommended by Chief Pervier. Should the Board approve this request, please consider adding the recommendations from Chief Pervier to the motion. **Motion by Mr. Sellew to allow the Ribbon Rockettes toll road date provided they adhere to all the regulations provided by Chief Pervier, seconded by Mr. Swensen, motion carries unanimously.**

3. Tornado Relief Relay Race – request for alcohol on town property. Mrs. Craver stated that she received word today asking that this be placed on the next board’s agenda as they could not have someone here tonight. She wanted to have a discussion with the board about allowing alcohol on town property. She has concerns about allowing alcohol on the fields. Before scheduling this for

the next meeting, she asked the Board if they had any concerns. Mr. Swensen stated that there are some organizations it would be beneficial where it helps them raise money and others who don't. Mrs. Craver stated that any function that was allowed in the Library, was for town committees and it was our liability. Mr. Sellew stated that this has happened in other areas of town and it's been in a confined space with police patrol and well guarded. No one was allowed to walk around with alcohol outside of this area. Chief Pervier came forward and stated that the requirements would be that you would have to have a confined space, fencing, an officer would have to be present, tip certifications and he would recommend a \$1,000,000 insurance policy and any other licenses required such as if they are serving food. He would also talk with the Building Commissioner and Fire Chief for any other regulations. He would also speak with the ABCC if this is approved. Chairman Boria asked the Town Administrator to take this information and bring it to the Insurance Company and see what our liability would be for granting this type of license. Mrs. Craver stated that if this is done on private property, we are not liable but if it's on town property even if they have insurance, we are liable because we own the property. Mr. Sellew doesn't want to discourage groups like this from coming into our town. Mrs. Craver was asked to check with our Insurance Company to see if there are any precautions we could put in place to limit our liability to allow these events to take place.

4. Letter from Dudley Board of Selectmen regarding legislation. Mrs. Craver stated that attached is a letter from the Dudley Board of Selectmen. They are conducting a survey to see if municipalities will support (in concept) the following type of legislation: to establish a maximum cap on the "Local Minimum Contribution" portion for school funding from municipalities to be capped at "NO more than 2 ½ percent annually". Is this something the Board would support? This item was asked to be held until the next meeting when a full board could attend.

VII. Old Business:

1. All Boards/Committees/Commissions meetings. Mrs. Craver stated that as you are aware, the Board holds two All Boards/Commissions/Committees meetings in March and September. In trying to schedule the meeting for March, the Senior Center is not available nor is the Library. Does the Board wish to have the meeting on the first off meeting night in April or just have one in September? After the Board's last All Boards/Commissions/Committees meeting, she had spoken with a few departments that did not attend. They didn't feel the invitation was meant for them as the word "department" was not in it. Mrs. Craver would ask the Board to consider changing the name of these meetings to "All Boards/Departments/Committees & Commissions Meeting" if it's intended to invite departments. **Mr. Swensen feels there is value to these meetings and would ask to schedule the meeting in April then six months later in September and to change the name to meetings of All Boards/Departments/Committees & Commissions and made a motion to do so, seconded by Mr. Sellew.** Mr. Sellew would ask if they could come with any issues or questions they might have. He would like to have more updates of what is going on. It was recommended if each group could bring us up to date on where they are at. **Vote on motion: motion carries unanimously.**
2. WRTA Bus Transit – Mrs. Craver stated that as the Board is aware, the WRTA bus transit started on Monday, January 28, 2013 as a trial in Charlton. The Planning Board met with representatives from WRTA and unanimously agreed to support the Route 29 operation as detailed in their presentation. The Planning Board is confident that the WRTA service will provide a successful transit resource for the Town of Charlton and will be a positive addition to our ongoing local transportation planning and Route 20 corridor development. Selectman Swensen facilitated the meeting that was held on Saturday, January 19th and she would defer to him for more information. If anyone has any ideas, they can contact WRTA. At this point, it is not costing the town any money. Chairman Boria asked that if any citizens are using this service to please let our office

know what they think so when it does come time to discuss it, we will have an idea. Mr. Swensen also stated that there are connections at the Auburn Mall for people to get to Worcester.

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

IX. Town Administrator Report: Mrs. Craver reviewed her report

X. Other Business:

1. Mrs. Craver stated that the Board will be discussing the Police Lieutenant duties and the job description. The Board voted to replace the Lieutenant at your last meeting. Some of the duties will not continue with the new lieutenant and she would ask the board if they wish to have an off meeting workshop to discuss the duties and to also invite the Police Chief and superior officers to partake in that discussion. Workshop to be set up for February 26, 2013 at 6:30pm.
2. Mrs. Craver stated that she received today from the Treasurer a memo regarding Health Insurance survey compliance. Mrs. Craver stated that it sounds harsh but all they are asking for is some information back from employees. **Motion by Mr. Swensen to support the survey and the work of the Town Administrator and Treasurer, seconded by Mr. Sellew.** Mr. Swensen stated that this is just a way to make sure our program is clean so that we can continue to maintain those costs. **Vote on motion: motion carries unanimously.**
3. RFP for Audit Services came in. Mrs. Craver asked if the Board is satisfied with her and Town Accountant Joan Walker reviewing them or do you wish to add someone? The Board is satisfied with Mrs. Craver and Mrs. Walker reviewing the bids. They are hoping to have a recommendation for the board at your next meeting.
4. Gas Tank update – Mrs. Craver stated that there was only one response for the gas tank bid. We are working with them to try and revise something that would be manageable for the town and we have advised them that their cost is over what the town can do. Gerry Foskett and Curt Meskus are working on possibly seeing if we could purchase the tank and get it installed and we can do as much work as we can.
5. Chief Pervier came forward and stated that he has been working with the schools, Fire Department and Emergency Management for safety at the schools. He also stated that there will be a retirement party for Lt. Ekman for anyone that wishes to go. He has tickets and they are on sale at the Senior Center.

XII. Next Meeting Announcement:

- Regular Board of Selectmen's Meeting – February 19, 2012
- Special Selectmen's Meeting w/National Grid – February 26, 2013 at 11:00am

XIII. Adjourn/Executive Session:

Motion by Mr. Sellew that the Board enter into executive session at 7:30pm 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 Mr. Swensen. Roll call vote taken: Mr. Swensen- 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.

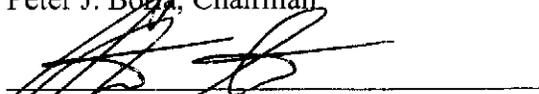
Motion by Ms. Swensen to adjourn at 7:45pm, seconded by Mr. Sellew, motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:


Peter J. Borja, Chairman


Frederick C. Swensen, Vice-Chairperson


Brent Sellew, Clerk


David M. Singer, Member (absent)


Kathleen W. Walker, Member (absent)



**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 30, 2013
SUBJECT: Town Administrator's Report -- for Selectmen's meeting of 2/5/13

MCPPO – I have completed and successfully passed the Public Contracting Overview, Design & Construction Contracting and Supplies & Services Contracting seminars. Per the Office of the Attorney General (attached) I am eligible and have applied to attain the MCPPO certification.

Re-appointment of Treasurer & Collector – I am happy to announce that I have re-appointed Town Treasurer Keith Arsenault and Town Collector Lucia Blanchette for another three year term with the Town of Charlton. They have both been a great asset to the town and a pleasure to work with.

Retirement for Custodian – Earl Bond, the Town's Custodian has retired. Under the Personnel By-Law he is eligible to receive payment for 45 sick days at retirement which equals the amount of \$6,373.89. This will be paid from contract obligations.

Casella – At my request, Casella has provided us with an update with the prices for residential services for towns surrounding Charlton that are serviced by Casella Waste Services. As you know, Charlton residents receive a 25% discount on trash pick-up. The current rate for Charlton customers is: \$28.83/weekly and \$23.65/every other week. Also, Cassella is in the process of putting together the program for the free trash drop off. I will let you know when that is up and running.



GLENN A. CUNHA
INSPECTOR GENERAL

The Commonwealth of Massachusetts

Office of the Inspector General

JAN 24 2013

BOB
TA
Report

John W. McCormack
State Office Building
One Ashburton Place
Room 1311
Boston, Ma 02108
Tel: (617) 727-9140
Fax: (617) 723-2334

January 16, 2013

Dear Chairman Boria:

I am pleased to inform you that Robin Craver has successfully completed the **Supplies and Services Contracting** certification seminar October 31 – November 2, 2012, in the Massachusetts Certified Public Purchasing Official (MCPPO) program conducted by the Office of the Inspector General.

The three-day Supplies and Services Contracting seminar was carefully designed to ensure that participants would understand a broad array of principles and requirements applicable to the procurement of supplies and services under M.G.L. Chapter 30B. Participants received instruction, participated in hands-on exercises, engaged in discussions of issues, reviewed the seminar text, and took a written examination to measure the attainment of the seminar's learning objectives.

Through their participation, Robin Craver and other public purchasing officials from across the state demonstrate their commitment to the objectives of the MCPPO program. The program promotes:

- cost-effective, ethical, and modern purchasing practices;
- dialogue and exchange of ideas and best practices among procurement officials;
- stewardship of resources in the public's interest; and
- compliance with Massachusetts contracting laws.

Specifically, the Supplies and Services seminar included the following topics:

- overview of supplies and services procurement,
- writing effective specifications and soliciting price quotations,
- using invitation for bids and request for proposals,
- contract administration, multi-year contracts, and public-private partnerships.

Having completed two or more certification seminars, Robin is eligible to apply for an MCPPO designation.

The MCPPO program is registered with the National Association of State Boards of Accountancy as a sponsor of continuing professional education to offer CPE credit. School business officials can also qualify for Professional Development Points (PDPs) required under the state's Education Reform Act.

Robin's accomplishment is to be commended.

Sincerely,

Joyce McEntee Emmett, Director
MCPPO Program



**TOWN OF CHARLTON
OFFICE OF THE TOWN ADMINISTRATOR**

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Phone (508) 248-2206

Fax (508) 248-2374

Robin L. Craver, Town Administrator

robin.craver@townofcharlton.net

January 29, 2013

Mr. Keith R. Arsenault
94 John Gilbert Rd.
West Brookfield, MA 01585

Dear Mr. Arsenault:

I am pleased to re-appoint you as the Town of Charlton Town Treasurer for another three year term to be effective March 4, 2013 and expire on March 4, 2016.

I cannot express what a pleasure it is to have you on our team. The work you have done and continue to provide to the town has been of tremendous value.

Please see the Town Clerk to be duly sworn to your duties.

I look forward to your continued support and dedication.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin L. Craver", is written over a horizontal line.

Robin L. Craver
Town Administrator

Cc: Board of Selectmen
Town Clerk
Town Accountant



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Robin L. Craver, Town Administrator
robin.craver@townofcharlton.net

January 29, 2013

Ms. Lucia Blanchette
P.O. Box 287
Monson, MA 01057

Dear Ms. Blanchette:

I am pleased to re-appoint you as the Town of Charlton Town Collector for another three year term to be effective March 15, 2013 and expire on March 15, 2016.

You have been a wonderful asset to the Town and it is a pleasure to have you on our team.

Please see the Town Clerk to be duly sworn to your duties.

I look forward to your continued support and dedication.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin L. Craver", is written over a horizontal line.

Robin L. Craver
Town Administrator

Cc: Board of Selectmen
Town Clerk
Town Accountant

659

49 Sword Street
Auburn, MA 01501

(888) 532-2735
(508) 754-2984 fax



January 15, 2013

JAN 15 2013

Robin L Kraver, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507

Dear Ms Kraver,

Per your request listed below are the prices for residential service for towns surrounding Charlton that are serviced by Casella Waste Services.

	<u>WEEKLY</u>	<u>EVERY OTHER WEEK</u>
Dudley	\$35.95	\$28.95
Leicester	\$35.95	\$28.95
Sturbridge	\$35.95	\$28.95
Webster	\$35.95	\$28.95

The current rate for Charlton customers is:

\$28.83 \$23.65

If you have any further questions, please do not hesitate to contact me.

Sincerely,

Gerry Galena
General Manager
Casella Waste Services

CERTIFIED MAIL