

 **COPY**



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

Submitted by MCD
Date 4/9/13
Received by R.L.
Date 4/9/13

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

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 – February 5, 2013. **Motion by Ms. Walker to approve the minutes of February 5, 2013, seconded by Mr. Swensen, 3 ayes, Mr. Singer abstained.**

III. Community Relations, Announcements and Open Forum:

- Chairman Boria read the announcements
- Ms. Walker stated that the MMA will be holding the legislative breakfast this year on March 8th at 8am at the Spencer Town Hall.

IV. Appointments/Resignations:

1. Appointment – per diem Dispatcher. Chief Pervier is requesting to add one additional per diem dispatcher due to the inability of the current staff to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and would recommend the appointment of Jo-Lynn Silun of 69 Prince Road, Charlton. A complete background check and reference check was conducted and revealed that Ms. Silun has a clean record and a solid background and should be considered for the per diem dispatcher position. Chief Pervier thanked Ms. Silun for receiving all the training needed for this position. **Motion by Mr. Swensen to appoint Jo-Lynn Silun to the position of per diem Dispatcher, seconded by Ms. Walker, motion carries unanimously.**
2. Resignation – Zoning Board of Appeals. Mrs. Craver stated to please find attached a letter from John T. Peculis resigning as an Alternate Member of the Zoning Board of Appeals due to personal reasons. This opening has been placed on cable and the Town's website as the Board's policy states. **Motion by Mr. Swensen that we accept the resignation from John T. Peculis from the Zoning Board of Appeals and ask that Mrs. Craver send a letter thanking him for his time, seconded by Mr. Singer, motion carries unanimously.**
3. Resignation – Personnel Board. Mrs. Craver stated to please find attached a letter of resignation from Jennifer G. Cederberg from the Personnel Board. Mrs. Cederberg has taken on an expanded role in the Town of Millis and does not have the time needed to dedicate to the Personnel Board. Mrs. Craver would like to thank her for her time that she has dedicated. The Board should vote to accept/not accept her resignation. Mrs. Craver also stated that the Personnel Board is down to two

members. The openings have been placed on cable and the Town's website as the Board's policy states. **Motion by Mr. Swensen that we accept the resignation of Jennifer Cederberg from the Personnel Board and ask Mrs. Craver to send a letter from the Board thanking her for her time, seconded by Mr. Singer, motion carries unanimously.**

V. Scheduled Appointments:

6:40pm – Introduction of Fire Inspector – Brian Ceccarelli. Fire Chief Cloutier is here to introduce our new Fire Inspector. Chief Cloutier introduced Brian Ceccarelli as the Town of Charlton Fire Prevention Officer to the Board. Mr. Ceccarelli was sworn in by Assistant Town Clerk – Karen LaCroix and Mrs. Ceccarelli pinned her husband. The Board congratulated Mr. Ceccarelli and welcomed him.

6:45pm – Planning Board Appointment. Mrs. Craver stated that attached is a letter from the Planning Board dated February 12, 2013 as well as a copy of a letter of resignation from Planning Board member Keith R. Cloutier effective February 28, 2013. As Mr. Cloutier is elected, there is no action needed by the Board to accept his resignation. The Planning Board has noted that it is crucial to fill this vacancy as soon as possible for both meeting quorum purposes and to avoid issues and delays for both ongoing and upcoming Planning Board permit public hearings. With this in mind and as the Board's policy states, staff advertised the opening upon receiving the memo. It has been advertised on cable, the town's website and on the Bulletin Board in the Town Hall. No requests for appointment have been received from this advertisement. The Planning Board states that it is their policy to recommend the appointment of their Alternate Member to fill a vacant full member seat. Peter Starkus is the current Planning Board Alternate and has agreed to accept the seat appointment. This appointment will be only until the upcoming Annual Town Election. Planning Board members present: John McGrath, Jean Vincent and Patricia Rydlak. **Motion by Mr. Swensen to appoint the current alternate member Peter Starkus as a full time member of the Planning Board until the upcoming Town Election, seconded by Mr. Singer. Roll call vote taken: Ms. Walker – aye, Mr. Swensen – aye, Ms. Rydlak – aye, Ms. Vincent – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Boria – aye.**

VI. New Business:

1. Request for sponsorship – police academy. Mrs. Craver stated that attached is a letter from Thomas J. Palmerino requesting permission of the town to attend the next full-time police academy that is scheduled to begin on July 8, 2013 in Boylston, MA. He is currently an auxiliary police officer and is interested in pursuing a full time police career in the future. Chief Pervier has stated that contingent upon Mr. Palmerino bearing any and all costs associated with his training at the police academy, a signed liability waiver and the approval of the Board, he recommends that Mr. Palmerino be granted sponsorship for the full-time police academy. **Motion by Mr. Swensen to support this request and sponsor Mr. Palmerino to the Police Academy, seconded by Mr. Singer, motion carries unanimously.**
2. Site Plan Application – Bay Path. Mrs. Craver stated that attached is a copy of a site plan application submitted to the Planning Board by Kaestle Boos Associates, Inc. on behalf of the Southern Worcester County Regional Vocational School District for approval to renovate the existing Bay Path Regional Vocational Technical High School, including construction of approximately 51,000 square feet of additional building area, reconfiguration of on-site driveways and existing parking lot areas, and the addition of a new 104-space parking lot. Said property is zoned Low Density Residential (R-40) and is located at 57 Old Muggett Hill Road. (Assessors Map 41, Block A, Lot 31) The Planning Board has scheduled the application public hearing for their March 20, 2013 meeting. You are asked to review the site plan and provide comments, if any, no later than Thursday, March 14, 2013. No comments from the Board.
3. 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? Mr. Swensen would ask the Board to consider supporting this. Contributions are up above 2 ½% and this would give us a tool if we needed, in a tough financial budget. Mr. Swensen stated that this could affect the town if the state wanted the towns to pay more, this would protect us with the limit. **Motion by Mr. Swensen that we send a letter to the Dudley Board of Selectmen giving our support for this legislation, seconded by Mr. Singer, motion carries unanimously.**

4. 2013 Scholarship Question. Mrs. Craver stated that it is time to get the scholarships to the schools and in doing so, the Board chooses the question(s) each year. She is recommending the following questions for the Board's consideration:

"Cooking question: "People today have instant access to cooking recipes and techniques through food network channels. You are requested to research three cooking shows and write a brief essay comparing the show's focus, value to the public and helpfulness". Mr. Singer asked if we could eliminate the word "focus" but keep the rest. The Board was in agreement.

All others: "A renewed debate over the people's right to bear arms has been spurred by the tragedy in the Sandy Hook school. Some people have asked for armed guards to be placed in schools. Some people have asked for more control of guns. What do you think is the government's role, if any, in addressing public safety and people's access to guns?"

Motion by Mr. Swensen that we approve these questions as our scholarship questions, seconded by Mr. Singer, motion carries unanimously.

5. Consideration of changing Town Election date. Mrs. Craver stated that attached is a letter from Town Clerk – Darlene Tully with a copy of a letter from Michelle Tassinari- Director/Legal Counsel for the Elections Division. Mrs. Tully states that the letter goes into detail in regards to combining the Charlton Annual Town Election (May 4, 2013) with the State Primary which is April 30, 2013. Mrs. Tully states that it is her opinion that this would save the town money to hold both elections on the same day although it may be hectic as each voter will have to sign in twice as a separate voter list is required for each election. She feels it may be convenient for the voters to combine them so they would not have to go out two times in one week. She has also asked that if the Board does approve of the Town Election date change to please consider making the time for the Annual Election from 8am to 7am, the same as the State Primary to make it easier for the voters. Mrs. Craver would concur with Town Clerk Tully and ask the Board to consider both of her requests. **Motion by Ms. Walker to support the Town Clerk's suggestion to have the date and time changed as stated, seconded by Mr. Singer.** Mr. Swensen would just ask if the Town Administrator could talk with the Town Clerk to make sure all are notified. **Motion carries unanimously.**
6. Special License Request – St. Joseph's Church. Mrs. Craver stated that attached is a request for a special license from St. Joseph's Church to serve wine and malt beverages from 6:00pm – 9:00pm on the following dates: March 23, 2013; September 28, 2013 and November 9, 2013. This request was forwarded to Police Chief Pervier, Fire Chief Cloutier and Building Commissioner Meskus. Chief Pervier approves of this request with the following conditions:
All servers of alcoholic beverages be TIP certified; and
No one under 21 years of age be allowed to purchase, be served or consume alcoholic beverages.
Building Commissioner Meskus has given his approval.
Fire Chief Cloutier has advised the following:
In light of the NFPA 25 and NFPA 72 reports that are a requirement, he approves of the first date requested which is March 23, 2013. Before he gives final approval for September 28, 2013 and

November 9, 2013, he will need current reports. Fire Chief Cloutier has recommended that the Board of Selectmen approve and issue the permit for all three dates requested with the caveat that submission of reports to the Fire Department be received before events for final approval by the Fire Department. **Motion by Mr. Swensen to approve the special license request for St. Joseph's Church to serve wine and malt beverages from 6:00pm – 9pm on the following dates: March 23, 2013, September 28, 2013 and November 9, 2013 contingent upon all servers of alcoholic beverages be TIP certified and no one under 21 years of age, be allowed to purchase, be served or consume alcoholic beverages and that prior to the events of September 28, 2013 and November 9, 2013, that current NFPA 25 and NFPA72 reports are provided to the Fire Department for final approval. Should these requirements not be met, this license becomes null and void, seconded by Mr. Singer, motion carries unanimously.**

7. Special License Request – Knights of Columbus. Mrs. Craver stated that attached is a request for a special license from the Knights of Columbus to serve wine and malt beverages from 6:00pm – 10:00pm on March 16, 2013 at St. Joseph's Church, 10. H. Putnam Road. This request was forwarded to Police Chief Pervier, Fire Chief Cloutier and Building Commissioner Meskus. Chief Pervier approves of this request with the following conditions:

All servers of alcoholic beverages be TIP certified; and

No one under 21 years of age be allowed to purchase, be served or consume alcoholic beverages.

Building Commissioner Meskus and Fire Chief Cloutier have given their approval. **Motion by Mr. Swensen to approve the special license request for the Knights of Columbus to serve wine and malt beverages from 6:00pm – 10pm on March 16, 2013, contingent upon all servers of alcoholic beverages be TIP certified and no one under 21 years of age, be allowed to purchase, be served or consume alcoholic beverages, seconded by Ms. Walker, motion carries unanimously.**

8. Knights of Columbus Tootsie Roll Drive – Mrs. Craver stated that the Knights of Columbus – Charlton Council #11379 is seeking to conduct a “Tootsie Roll Drive” to benefit the Special Needs Children of the town, state and nation. They would like to set up a “Voluntary Toll Road” on Saturday, October 12, 2013 from 8am – 2pm at the corner of Main St. and Masonic Home Road. Any monies gained from this drive go directly to the State Council for these children. This request has been forwarded to Chief Pervier for his recommendation and approval. Chief Pervier is in support of this request contingent upon the following safety precautions:

* All volunteers must wear bright colored vests (yellow, orange, green or red) while soliciting donations;

* Orange traffic cones must be set out on Main St. and Masonic Home Rd. for a distance of not less than 50 ft 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 Ahead” must be erected on both Masonic Home Rd. and Main St. not less than 75 ft. from the toll collection area.

Should the Board approve this request, Mrs. Craver would ask that you consider including Chief Pervier's recommendations into the motion. **Motion by Mr. Swensen to support this request and include Chief Pervier's recommendations, seconded by Mr. Singer, motion carries unanimously.**

VII. Old Business:

1. Change to “closing/delayed opening of the TOC Municipal Offices” policy. Mrs. Craver was asked to clarify language in the Board's policy No. 9 – Closing/Delayed Opening of Town of Charlton Municipal Offices/Buildings in event of snow, disaster or other circumstances, under section 1.1, to add “Water/Sewer Assistants” to the language after “this policy shall apply to

Highway Department and Water/Sewer Department Assistants if approved by their department heads and to Police & Fire Department Assistants, Council on Aging Assistant and all Library Personnel, if and for so long as endorsed by their appointing authority.” The Board is asked to amend the policy to add Water/Sewer Assistants. **Motion by Mr. Swensen to add Water/Sewer Assistants to the policy, seconded by Mr. Singer, motion carries unanimously.**

2. Request for alcohol on town property. At the Board’s last meeting, Mrs. Craver brought this request to the Board’s attention with some concerns that she had with allowing alcohol on town property. She was asked to contact the Town’s Insurance Company to see what the town’s liability would be, if any, if the Board allowed this request. The Insurance Company has stated that Liquor Liability is EXCLUDED under the town’s insurance and that the town can be brought in on a suit since the event is on town property. With that being said, it was advised that the coordinators of this event should purchase a one day Liquor Liability policy which could cost them anywhere between \$400 and \$1,000 depending on the number of attendees and limits chosen. Mrs. Craver would ask the Board how they wish to proceed with this request. If the Board should approve this request, then the requester will be required to fill out the proper paperwork and it will come back to the Board for final approval. Mr. Swensen asked if the insurer purchased the policy does that make the town not accountable and the answer was no. Mr. Singer cannot support this if the town is to be accountable. Mr. Swensen feels we should look into a policy for this for town buildings. Chairman Boria does not see a way to allow this type of license to work for the town. There has been no positive information that we have been given. He did state that if the Board wants it, they could put an article on town meeting for the citizens to vote on. **Motion by Mr. Singer to not allow alcohol on town property, seconded by Mr. Swensen, motion carries unanimously.**
3. Auditor Services – As directed by the Board, Mrs. Craver and Mrs. Walker – Town Accountant, went out to bid for Audit Services. They used the request for proposals method and received 5 proposals. They also acted as the review committee, scored the proposals, then opened the price envelopes which were submitted in a separate sealed envelope. They would recommend the Board approve a 3 year contract with Bill Fraher, our present auditor who provided the most advantageous proposal weighing the quality and prices of competing proposals. Mr. Fraher’s proposal was deemed highly advantageous along with 4 of the other proposals. The price for the 3 year contracts ranged from \$48,000 to \$90,000. The winning proposal is \$55,000. Attached is the tally sheet for your review. **Motion by Mr. Singer that we accept the recommended audit services of Bill Fraher, seconded by Ms. Walker, motion carries unanimously.**
4. Request to change “One Day Special License” application. Mrs. Craver stated that attached for the Board’s consideration is a new application process for requests for “One Day Special Licenses”. Also attached is a copy of the old “application” that was used. Staff has worked with Chief Pervier, Chief Cloutier and Building Commissioner Meskus to revise the “One Day Special License” application so that all regulations of the law are met in all areas. Mrs. Craver has reviewed and would recommend the Board approve this new application process. It is very thorough and she feels would help to ensure that all establishments comply with the laws. **Motion by Mr. Swensen that we approve the new application, seconded by Ms. Walker, motion carries unanimously.**
5. ATM Warrant / Budget. Mrs. Craver stated to please find attached a list of potential warrant articles. They include regular housekeeping authorizations, the budget, interdepartmental transfers and bylaw changes. We have received two petitions. You are scheduled to close the warrant at your next regular meeting. Until then, we will continue to add to the list and will have a draft warrant for your next meeting based on the requests that were submitted. Does the Board have any warrant articles that you wish to propose that we could research for you? Also, the Finance Committee has begun their departmental request hearings. They are televising these meetings in an effort for residents at home to be more informed before coming to the town meeting. Last

Wednesday they even had a call in section so people could ask questions. You are invited to attend their meetings. I am attaching the draft budget that was given to the Finance Committee. It contains the department requests and a column for FinCom Recommendation, which has not been voted upon. As you will see, there is \$705,001 deficit in the estimated revenues and the requests from departments. Mrs. Craver has also included a budget highlights page. How would the board like to proceed with the budget review? Chairman Boria asked the Board if they would like to meet on an off meeting night to discuss the budget. It was discussed to meet on March 19, 2013 at 5:30 or discuss it at our next regular meeting. It will be discussed at the next regular meeting.

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

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

X. Other Business:

Chief Pervier had three items to discuss. Next week there is a meeting that anyone can go, to listen to the 911 / dispatcher services; The big snow storm – if we do get the big amount of snow, please keep your vehicles off the street so the cars are not towed and he received an email that the Police Department will be receiving a \$1,500 grant for children's car seats and they will be having a safety seat check point at the earth fest event.

Ms. Walker stated that Earth Fest is planned for the last Saturday in April and they expect to have a pet show again and do town cleanup all morning long.

XII. Next Meeting Announcement:

- Next Regular Selectmen's meeting – March 19, 2013

XIII. Adjourn/Executive Session:

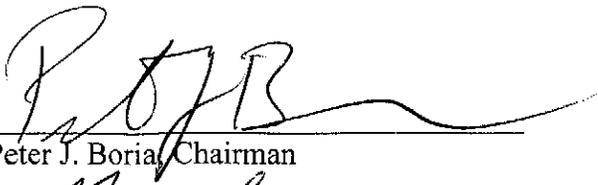
Motion by Mr. Swensen to go into executive session at 7:37pm to recess until after the upcoming workshop and to return for the purpose of executive session under M.G.L. c. 30A, Sec. 21, #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, #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 property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and to exit executive session for the purpose of adjourning, seconded by Ms. Walker. Roll call vote: Ms. Walker – aye, Mr. Swensen – aye, Mr. Singer – 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.

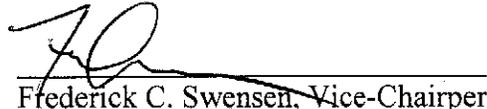
Motion by Ms. Swensen to adjourn at pm, seconded by Mr. , motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

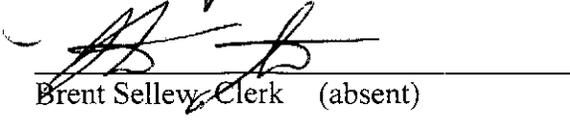
Accepted by:



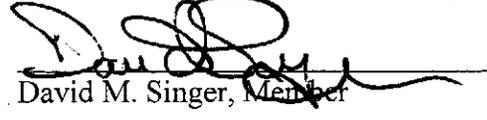
Peter J. Boria, Chairman



Frederick C. Swensen, Vice-Chairperson



Brent Selley, Clerk (absent)



David M. Singer, Member



Kathleen W. Walker, Member

Michaela (Cassidy)

BOS Meeting 3/5/13

- Tonight the girls basketball team will be playing a district game against Holy Name tonight
- Thursday student will have a half day due to parent teacher conferences, conferences will be held from 1-4 & 6-8
- Monday March 11 team orientation will be held for any students interested in playing a spring sport
- Friday March 15 is Professional Development Day, there will be no school
- Spring sport tryouts will begin Monday March 18



**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: February 27, 2013

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 3/5/13

CIC Grant – We have received a notice from the Patrick Murray Administration that we have been approved for the grant for Regionalizing Municipal Storm Water Management in Central Massachusetts in the amount of \$110,000. As you know we submitted this grant as a follow up with 30 others towns.

CDBG Grant Application – As you know, there was a lot of time and effort into putting the Community Development Grant Application together. Attached is a letter from Senator Brewer relaying his strong support for the Town's joint application with the Town of Leicester. We appreciate his continued support.

Department of Transportation Meeting – I attended a meeting where Secretary Davey from DOT outlined Governor Patrick's plan for transportation in District 3. Charlton has two projects identified: 1) is the resurfacing of Rt. 169 and 2) Rt 20 Reconstruction. We also inquired about outstanding bills from the fire department and have been informed that they will be looking into that.

National Grid Meeting – National Grid meet with town officials and residents to discuss their process and performance during the recent storms including their efforts to get electricity restored. The meeting was taped and airing on cable.

Water Progress – I attended a meeting where the Town of Southbridge signed off on the Town's plan to activate water in Charlton City. The Water Sewer Commission has been working very hard on this and should be commended.

Warrant Signing – We are looking into alternatives, as requested, to getting the warrant signed since the Board members are having difficulty coming to the office. I have attached a letter from the Division of Revenue and am going to be doing a little more research before presenting any recommendations.

Devlin, Mary

From: Craver, Robin
Sent: Monday, February 25, 2013 2:24 PM
To: Devlin, Mary
Subject: FW: 2013 Community Innovation Challenge Announcement

Ta report

Sincerely,

*Robin Leal Craver, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507
508-248-2206 office
508-243-3905 cell*

From: CICgrants (ANF) [mailto:cicgrants@state.ma.us]
Sent: Thursday, February 14, 2013 12:37 PM
To: Craver, Robin
Subject: 2013 Community Innovation Challenge Announcement



**Commonwealth of Massachusetts Executive Department
Office of Governor Deval L. Patrick**

Press Release

Contact: Heather Johnson, Bonnie McGilpin, Juli Hanscom – 617-725-4025; Lauren Jones (LG) – 617-725-4000; Alex Zaroulis (ANF) – 617-727-2040

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**PATRICK-MURRAY ADMINISTRATION ANNOUNCES \$2.25
MILLION IN COMMUNITY INNOVATION CHALLENGE GRANTS
FOR MUNICIPALITIES, REGIONAL SCHOOL DISTRICTS AND
PLANNING AGENCIES ACROSS MASSACHUSETTS**

BOSTON – Tuesday, February 12, 2013 – Lieutenant Governor Timothy Murray and Secretary of Administration and Finance Glen Shor today announced the 27 recipients of the \$2.25 million Community Innovation Challenge (CIC) grant program to incentivize and support innovative regionalization and other cost saving initiatives. These programs will change the way local governments do business to maintain service delivery and stretch every tax payer dollar as far as possible.

The 27 recipients of the FY 2013 CIC grant program span 162 cities and towns. The project recipients reflect geographic and income diversity across the Commonwealth, including several Gateway Cities.

"The first round of the Community Innovation Challenge Grant program was a success, attracting wide interest by municipalities and planning agencies to develop regionalization and innovation strategies on the local level," said Lieutenant Governor Murray. "We're excited to continue this program with the second round of award recipients who have all proposed more innovative opportunities and cost-saving measures to collaborate, regionalize and maintain valuable local services."

"Our new fiscal reality demands that government change the way it does business to stretch every taxpayer dollar as far as possible," said Secretary Shor. "The Patrick-Murray Administration's CIC grant program is just one of the many ways we are working to give cities and towns the tools they need to drive change in local government. I am excited that the second round of this program will provide for the continuation and expansion of some really great programs and jump-start brand new ones."

Regionalization is an opportunity for neighboring communities to build partnerships to engage in shared services, inter-municipal agreements, municipal collaborations, consolidations, mutual aid and regional planning to reduce the risk of duplicating efforts and unnecessary spending of limited taxpayer dollars. With 351 cities and towns spanning the Commonwealth, there are countless ways to collaborate and work together to maintain important local services and deliver those services effectively and efficiently.

The CIC grant program is one more example of the kind of reforms the Patrick-Murray Administration has made in challenging fiscal times to make government more effective and efficient. CICG provides incentives, such as technical assistance, training and other one-time or transition funding for municipal leaders to work together to pursue innovative ways to deliver critical services to taxpayers more efficiently. Ideal projects for the grant program include those with the potential for greatest impact, high levels of innovation and substantial potential cost savings for municipalities.

"I commend the Patrick-Murray Administration for their continued support in securing funds for the Community Innovation Challenge Grant Program," said House Speaker Robert A. DeLeo. "As the cities and towns across the Commonwealth begin to emerge from this economic downturn, it remains important that state leaders continue to find ways to make government more effective and efficient."

In the FY 2012 budget, Governor Patrick authorized the development of a competitive grant program to encourage and incentivize regionalization based upon the belief that the most crucial and visible interactions between government and citizen occur locally. A grant program was proposed in the Governor's budget, and supported by the Legislature, providing \$4 million for regionalization and other initiatives that will improve the effectiveness and efficiency in the delivery of local services. In FY 2012, the Patrick-Murray Administration invested in 27 projects across the Commonwealth. These projects involved 138 cities and towns and are currently being finished. The results and outcomes of each project will be shared with the general public this summer on the ANF website.

FY 2013 Community Innovation Challenge Grant Recipients:

Education

Creating in District Programs for Students with Severe Emotional and Behavioral Disorders (\$110,800)

School districts of the towns of Agawam, East Longmeadow, Longmeadow, Ludlow, and West Springfield; Hampden-Wilbraham Regional School District; Southwick-Tolland-Granville Regional School District

Berkshire County Curriculum Frameworks Project (\$89,520)

Central Berkshire Regional School District (Lead); Adams-Cheshire Regional School District; Berkshire Hills Regional School District; Northern Berkshire Vocational Technical School District; Southern Berkshire Regional School District; The public school districts of the towns of Clarksburg, Florida, Savoy, Lee, and Lenox

Expanding Regional Services for Students with Dyslexia (\$73,000)

Manchester-Essex Regional School District

Regionalizing Technology Support Services (\$52,037)

School districts of the Towns of Richmond (Lead), Hancock, and New Ashford

School StatNet Pilot (\$38,326)

Cities of Somerville (Lead), Fitchburg, Revere, and Chicopee

Financial Services

Regionalization of Assessment Services (\$35,000)

Towns of Amherst (Lead) and Pelham

Public Health

Public Health Nursing Program, Year 2 (\$54,840)

Berkshire Regional Planning Commission (Lead); City of North Adams; Towns of Adams, Alford, Becket, Clarksburg, Dalton, Charlemont, Great Barrington, Hancock, Lanesborough, Mt. Washington, New Marlborough, Peru, Richmond, Sandisfield, Savoy, Sheffield, Washington, West Stockbridge, Williamstown, Windsor

Local Boards of Health On-Line Tobacco Retailer Certification Program (\$25,250)

Towns of Lee (Lead), Lenox, and Stockbridge

Cooperative Public Health Service (\$68,317)

Franklin Regional Council of Governments (Lead); Towns of Buckland, Charlemont, Conway, Deerfield, Gill, Hawley, Heath, Monroe, Leyden, Shelburne

Hampden County Health Alliance (\$45,000)

Pioneer Valley Planning Commission (Lead); Cities of Holyoke and Springfield; Towns of Westfield, West Springfield, Blandford, Granville, Ludlow, Palmer, and Southwick

Public Works and Environmental Affairs

Regional Highway Equipment Cooperative- Phase 2 (\$24,500)

Towns of Brookfield (Lead), Brimfield, East Brookfield, Hardwick, Warren, and West Brookfield

Northern Middlesex Storm Water Collaborative (\$98,000)

Northern Middlesex Council of Governments (Lead); City of Lowell; Towns of Billerica, Chelmsford, Dracut, Dunstable, Pepperell, Tewksbury, Tyngsborough, Westford

Cape Cod Great White Shark Research and Outreach Program (\$50,000)

Towns of Orleans (Lead); Chatham, Truro, Nantucket, Harwich, Yarmouth, Dennis, Wellfleet, Provincetown, Brewster, and Barnstable

Regionalizing Municipal Storm Water Management in Central Massachusetts (\$115,000)

Towns of Spencer (Lead), Auburn, Charlton, Dudley, Holden, Leicester, Millbury, Oxford, Paxton, Shrewsbury, Spencer, Sturbridge, Webster, West Boylston, Boylston, Grafton, Hardwick, Monson, New Braintree, Northbridge, Northborough, North Brookfield, Palmer, Princeton, Rutland, Southbridge, Sterling, Upton, Ware, Westborough, Wilbraham

Regional Department of Public Facilities and Infrastructure (\$30,000)

Towns of Wenham (Lead) and Hamilton; Hamilton-Wenham Regional School District

Information Technology

Central Massachusetts Regional Electronic Permitting Collaborative (\$112,000)

Central Massachusetts Regional Planning Commission (CMRPC) (Lead); Towns of Barre, Blackstone, Boylston, Dudley, Hardwick, Leicester, Northbridge, Spencer, and Upton

Hampshire Cloud (\$80,000)

Hampshire Council of Governments (Lead); Towns of Chesterfield and Hadley

Electronic Weights and Measures Inspection (\$21,550)

Towns of Holliston (Lead), Ashland, Medway, and Millis

Malden 311 and Workers' Compensation Reentry Program (\$27,780)

City of Malden

Regionally Improving Citizen Access and Service Delivery (\$80,000)

Merrimack Valley Planning Commission (Lead); Cities of Amesbury, Haverhill, Lawrence, Methuen, and Newburyport; Towns of Andover, North Andover, and Salisbury

Expansion of the Southeast Fire Department Electronic Records and Permitting Collaborative (\$75,000)

Southeast Regional Planning and Economic Development District (SRPEDD) (Lead); City of Fall River; Towns of North Attleborough, Seekonk, Marion, Westport, and Fairhaven

Municipal Open Checkbook System (\$120,000)

Cities of Woburn (Lead), Chelsea, Chicopee, and Revere; Town of Brookline

Transportation

Expansion and Implementation of a Reconfigured Transportation Management Association (\$60,000)

Towns of Acton (Lead); Boxborough, Concord, Littleton, Maynard, Stow, and Westford

Regional Paratransit Services (Two Town Trolley) (\$30,600)

Towns of East Longmeadow (Lead) and Hampden

Library

The Ames Free Library's Creative Commons @ Queset House (\$40,000)

Town of Easton

Public Safety

Northwestern District Anti-Crime Task Force Program(\$81,288)

Franklin Regional Council of Governments (Lead); Cities of Greenfield and Northampton; Towns of Athol, Amherst, and Montague

NoFires (\$63,750)

Hampshire Council of Governments (Lead); City of Holyoke; Towns of Athol, Erving, New Salem, Orange, Petersham, Phillipston, Royalston, Warwick, and Wendell

Rutland Regional Animal Control (\$83,904)

Towns of Rutland (Lead), Oakham, Barre, and Paxton

Housing

Massachusetts Housing Data Portal (\$50,000)

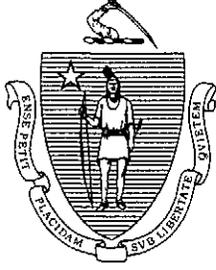
Metropolitan Area Planning Council (MAPC)

Veterans' Services

Expansion of Professional Regionalized Veterans Services (\$35,083)

City of Northampton (Lead); Towns of Amherst, Chesterfield, Williamsburg, Cummington, Goshen, Pelham, Worthington, Hadley, and Middlefield

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The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

✓ 800
/TA Report

FEB 25 2013

SENATOR STEPHEN M. BREWER
Worcester, Hampden,
Hampshire and Middlesex District

Chairman
COMMITTEE ON WAYS AND MEANS

STATE HOUSE, ROOM 212
BOSTON, MA 02133-1053

TEL. (617) 722-1540
FAX (617) 722-1078

STEPHEN.BREWER@MASENATE.GOV
WWW.MASENATE.GOV

February 21, 2013

Peter Boria, Chairman
Charlton Board of Selectmen
37 Main Street
Charlton, MA 01507

Dear Chairman Boria:

I am writing you relative to the Town of Charlton's Community Development Block Grant application.

I am pleased to inform you that I have contacted Gregory Bialecki, Secretary Executive Office of Housing & Economic Development relative to this matter (see enclosures). I have relayed my strong support for the Town's joint application with the Town of Leicester as these funds would ensure much needed municipal upgrades and homeowner relief.

It is a pleasure to serve the residents of Charlton in this regard. Please do not hesitate to contact me should I be of further assistance to you in the future.

Sincerely,


STEPHEN M. BREWER
State Senator

SMB/js

Cc: Andrew Loew, Senior Planner, Pioneer Valley Planning Commission



The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

SENATOR STEPHEN M. BREWER

*Worcester, Hampden,
Hampshire and Middlesex District*

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February 21, 2013

Chairman
COMMITTEE ON WAYS AND MEANS

STATE HOUSE, ROOM 212
BOSTON, MA 02133-1053

TEL. (617) 722-1540
FAX (617) 722-1078

Gregory Bialecki, Secretary
Executive Office of Housing & Economic Development
One Ashburton Place, Room 2101
Boston, MA 02108

Dear Secretary Bialecki:

I am pleased to be writing on behalf of the Town of Charlton relative to its Community Development Block Grant application.

I wanted to take this opportunity to express my strong support for Charlton's joint initiative with the Town of Leicester to build, expand, and improve its public buildings and provide homeowner relief. The monies from this grant would provide much needed infrastructure upgrades to town halls and community centers, while also providing eligible local residents with home improvement assistance for the replacement of roofs, windows, and septic systems. This two-pronged approach to disburse funds will deliver targeted investments, particularly of need following the June 2011 tornado. Low to moderate income, handicapped, or elderly homeowners will be able to make necessary repairs to their homes, thus preserving the current housing stock, and municipal buildings that provide vital local services will become even more open and accessible for all residents.

I strongly support the Town of Charlton's application and I would greatly appreciate your giving all due consideration to the proposal. It would also be appreciated if you would contact the Town directly with your decision in this regard.

Thank you for your attention to and consideration of this matter.

Sincerely,


STEPHEN M. BREWER
State Senator

SMB/js

Craver, Robin

From: Colleary, Kathleen <colleary@dor.state.ma.us>
Sent: Tuesday, February 26, 2013 6:32 PM
To: Craver, Robin
Subject: 2013-224 Carover payroll warrant

Robin,

Our longstanding view is that the approval of payroll (or vendor) warrants by the selectmen is not a ministerial act, but involves substantive determinations that can only be made by the selectmen acting jointly. See G.L. c. 4, § 6. ("Fifth, Words purporting to give a joint authority to, or to direct any act by, three or more public officers or other persons shall be construed as giving such authority to, or directing such act by, a majority of such officers or persons.") In the context of your question, we believe that notwithstanding the practice in many communities, a majority of the board must approve the warrants at a meeting subject to the Open Meeting Law, G.L. c. 30A, §§ 18-25, but we would defer to the Attorney General on that question. (In general, a majority of a public body constitutes a quorum that can act on its business and a majority of the quorum may take action.) If that is the case, it is the actual vote that constitutes the approval, but the members should sign and date the warrant, preferably at the meeting. That signed and dated warrant then serves as a source document that backs up the action taken for audit purposes.

As noted, in many communities with a town manager or administrator, a charter or special act vests the selectmen's approval power in the manager or administrator (and provides for an alternative in the case of absence or vacancy). If this is a continuing issue, the town may want to explore that option.

Kathleen

Kathleen Colleary, Chief
Bureau of Municipal Finance Law
Division of Local Services
Massachusetts Department of Revenue
617-626-2400
DLSLAW@dor.state.ma.us

This e-mail response is intended to provide general information about the application of municipal tax and finance laws and Department of Revenue policies and procedures. It is not a public written statement, as defined in 830 CMR 62C.3.1, and does not state the official position of the Department on the interpretation of the laws pertaining to local taxes and finance. It should be considered informational only.

-----Original Message-----

From: Craver, Robin [<mailto:robin.craver@townofcharlton.net>]
Sent: Tuesday, February 26, 2013 4:02 PM
To: Colleary, Kathleen
Subject: FW: payroll warrant

Hi Kathleen,

We have been having some trouble in getting the Board of Selectmen members, due to their busy schedules, to come into the office every Tuesday to sign the warrant for payroll. We were wondering if we could email it to them (example

attached) and have them email back approval. If you would not be the right person to ask this question, please forward this email to the correct person that could assist us. Also, are you aware of any other towns doing this or having a similar problem? I have been told that the Board cannot authorize me to sign since we are governed by state statues rather a charter and the statue states that the Board must, after review, approve the warrant. Any help or recommendations would be most appreciated. Thank you.

Sincerely,

Robin Leal Craver, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507
508-248-2206 office
508-243-3905 cell

-----Original Message-----

From: Devlin, Mary
Sent: Tuesday, February 26, 2013 10:33 AM
To: Craver, Robin
Subject: payroll warrant

Here is the payroll warrant that would need to be signed by the bos.

This is what we talked about and you were going to look into whether we can do this by email authorization or not.

-----Original Message-----

From: selectmenprint@townofcharlton.net [mailto:selectmenprint@townofcharlton.net]
Sent: Monday, February 25, 2013 10:02 PM
To: Devlin, Mary
Subject: [Image File] Mary Devlin,Selectmen, #679

FROM:

Image data has been attached to
the E-Mail.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at [postmaster at dor.state.ma.us](mailto:postmaster@dor.state.ma.us).
