



TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – May 7, 2013

Submitted by MCD  
Date 5/10/13  
Received by 5-15-13  
Date glt

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

*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:

1. Vice-Chairman Swensen called the meeting to order at 6:30pm with the pledge to the flag.
2. Re-organization of the Board/Scheduling of Meetings and Procedures. Vice-Chairman Swensen stated that per the bylaws, the board must re-organize within seven days after an election. **Motion by Mr. Singer to nominate Mr. Swensen as Chairman, seconded by Mr. Szafarowicz.** Mr. Swensen will accept the nomination. **Vote on motion: motion carries. Motion by Mr. Szafarowicz to nominate Mr. Singer as Vice-Chairman, seconded by Mr. Singer. Vote taken: Mr. Szafarowicz, Mr. Singer and Chairman Swensen – aye, Mr. Sellew and Ms. Walker – opposed, motion carries. Motion by Mr. Singer to nominate Mr. Szafarowicz as Clerk, seconded by Mr. Sellew.** Mr. Szafarowicz gladly accepted the nomination. **Vote on motion: motion carries.** Mrs. Craver stated that at the Board's April 16, 2013 meeting, a motion was made to schedule the next Selectmen's meeting for May 7, 2013 due to the Town Election that was held on April 30, 2013 and then hold regular meetings every other week from that point. She would ask the Board to consider changing that motion to have the next Selectmen's meeting next week (May 14, 2013) then every other Tuesday to get back on the regular schedule. Ms. Walker stated that we have been meeting on the same night and time for many years and if this isn't convenient anymore, we can change it. **Motion by Mr. Singer to hold the next meeting on May 14, 2013, seconded by Mr. Sellew, motion carries unanimously.**

II. Consent Agenda:

1. Minutes of Special Meeting – April 16, 2013 – 6:00pm. **Motion by Ms. Walker to approve the minutes of April 16, 2013, seconded by Mr. Sellew, motion carries with Mr. Szafarowicz & Mr. Singer abstaining.**
2. Minutes of Regular Meeting – April 16, 2013 – 6:30pm. **Motion by Ms. Walker to approve the minutes of April 16, 2013, seconded by Mr. Singer, motion carries with Mr. Szafarowicz abstaining.**

III. Community Relations, Announcements and Open Forum:

Chairman Swensen welcomed our new Selectman, Joseph J. Szafarowicz and congratulated all that were elected and re-elected.

Carl Ekman, Emergency Management Director came forward stating that they have been doing training for the past several weeks in the senior center for an emergency response team that can work in a disaster. There will be 14 members of the CERT team that will be attending a disaster drill on Thursday evening in Boston.

Jeanette Casey, a Charlton resident came forward and thanked all the people, veterans and employees in Charlton for all their help and assistance while she was here for the past 9 years.

IV. Appointments/Resignations:

1. Consideration of Appointment of Police Lieutenant. Mrs. Craver stated that we have received the results of the eligible list resulting from the October 27, 2012 Police Promotional Series Examination established on April 7, 2013, which will be active for a period not to exceed two years (4/7/15). This is the official eligible list from which we can make certifications/referrals for promotions unless otherwise notified of a change. With that said and with a recommendation from Chief Pervier, I would ask the Board to appoint Gregory S. Lewandowski as the new Charlton Police Lieutenant effective July 1, 2013. The date of July 1, 2013 is to allow Chief Pervier time to get his scheduling in order and to make the necessary changes within his department. Chief Pervier sends his apologies for not being here tonight and would hope the board would act on this request. Officer Lewandowski was asked to come forward and introduce himself. **Motion by Ms. Walker to recommend Gregory Lewandowski be appointed as Lieutenant as of July 1, 2013, seconded by Mr. Sellew. Vote on motion: motion carries unanimously.** The Board congratulated him. Chairman Swensen also thanked Carl Ekman, once again, for his years of service as well.
2. Veterans Agent – Interim Appointment. Mrs. Craver stated that as you know, Jeanette Casey resigned beginning April 30th. You have asked for our office to review possible regional opportunities which we are in the process of. Since we are without an agent until the Board has a chance to review all possibilities, I am recommending that Todd Girard be appointed as Interim Veteran's Agent and be given an additional \$2.00 per hour during the interim period (annual \$4,160). He is a veteran and is active with the Wounded Warriors organization. He is full time and will be available as needed. Todd already wears many hats in town and she believes he will be able to provide the Veterans the much needed services they deserve. In order not to overwhelm him, Mrs. Craver is also recommending that he receive 10 hours of clerical assistance from Kara Hmielowski (\$9,038 annual). Kara, as you know, works in our office 30 hours per week and is interested in the extra hours. She will be able to assist Todd with the Veteran's paperwork which is quite extensive as well as his other duties as Conservation Agent and Recreation Staff. She would provide general administrative assistance. She has been trained on the required paperwork submissions for the veteran's services. The Veteran's Agent is required by law to be a full time position and it must be filled. Mrs. Craver stated that Mr. Girard is US Army and served from 1987 through 1986 with an honorable discharge. Ms. Walker thinks the world of Mr. Girard and feels he has done an outstanding job so far. She asked why this is being recommended as Interim. Mrs. Craver stated that the board had some interest in regionalization and there hasn't been enough time to review that yet and she would also like to see if this is a good fit. **Motion by Ms. Walker to appoint Todd Girard as the Interim Veterans Agent as well as Kara Hmielowski providing 10 hours of clerical assistance, seconded by Mr. Sellew.** Mr. Girard stated that he is honored to be considered to represent the greatest group of people in Charlton. **Vote on motion: motion carries unanimously.**

V. Scheduled Appointments:

**6:45pm** – Pole Hearing – Potter Village Road. Mrs. Craver stated that attached you will find a request from National Grid to install 1 SO pole on Potter Village Road. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Chief of Police and Highway Superintendent. Chairman Swensen opened the hearing by reading the notice of public

hearing. The Charlton Board of Selectmen will hold a public hearing on Tuesday, May 7, 2013 at 6:45pm in the Selectmen's Meeting Room, 37 Main Street, Charlton MA 01507 to act on a request from National Grid seeking permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures, along and across the following public way: Potter Village Road – install 1 SO pole beginning at a point approximately 136 feet East of the centerline of the intersection of Beach Road. Anyone wishing to be heard on this matter should appear on the date and time, specified or submit concerns in writing. Chairman Swensen declared the public hearing open at 7:00pm. Diane Clowes from National Grid was present to answer questions, if any. No questions.

**Motion by Ms. Walker to close the hearing at 7:02pm, seconded by Mr. Sellew, motion carries unanimously. Motion by Ms. Walker to approve the pole request for Potter Village Road, seconded by Mr. Sellew, motion carries unanimously.**

**6:50pm** – Public Hearing – Road Acceptance – Hannah's Way. Mrs. Craver stated that the Board has received a request to put the acceptance of Hannah's Way on the Annual Town Meeting warrant. You must hold a public meeting and vote to approve the layout as shown on the metes and bounds plan. Once approved, the vote approving the layout must be filed with the Town Clerk who within 10 days, must record the description in a book kept for this purpose. This needs to be done at least 7 days in advance of any Town Meeting action on the question of Acceptance of the Way. It should also be noted that all abutters have been notified of the public meeting scheduled for tonight. Mrs. Craver would ask the Board if they approve the layout of Hannah's Way, to make it subject to final Planning Board recommendations. Chairman Swensen declared the hearing open at 7:05pm and read the public meeting notice: The Charlton Board of Selectmen will hold a public meeting on their intention to layout Hannah's Way as submitted by Bertin Engineering on Tuesday, May 7, 2013 at 6:50pm in the Selectmen's Meeting Room, 37 Main St., Charlton, MA. A copy of the proposed plan and legal description is available for viewing in the Selectmen's Office between the hours of 7:30am and 3:30pm, Monday, Wednesday and Thursday, 7:30am – 7:00pm, Tuesday and 7:30am – noon, Friday. Anyone wishing to be heard on this matter should appear on the date and time, specified or submit concerns in writing. There were no questions or concerns. **Motion by Mr. Szafarowicz to close the hearing on Hannah's Way, seconded by Mr. Sellew, motion carries unanimously. Motion by Mr. Szafarowicz to approve the layout of Hannah's Way as requested subject to Planning Board recommendations, seconded by Ms. Walker, motion carries unanimously.**

**6:55pm** – Public Hearing – Road Acceptance – Danforth Lane. Mrs. Craver stated that the Board has received a request to put the acceptance of Danforth Lane on the Annual Town Meeting warrant. You must hold a public meeting and vote to approve the layout as shown on the metes and bounds plan. Once approved, the vote approving the layout must be filed with the Town Clerk who within 10 days, must record the description in a book kept for this purpose. This needs to be done at least 7 days in advance of any Town Meeting action on the question of Acceptance of the Way. It should also be noted that all abutters have been notified of the public meeting scheduled for tonight. Mrs. Craver would ask the Board if they approve the layout of Danforth Lane, to make it subject to final Planning Board recommendations. Chairman Swensen opened the hearing at 7:10pm and read the public meeting notice: The Charlton Board of Selectmen will hold a public meeting on their intention to layout Danforth Lane as submitted by Bertin Engineering on Tuesday, May 7, 2013 at 6:55pm in the Selectmen's Meeting Room, 37 Main St., Charlton, MA. A copy of the proposed plan and legal description is available for viewing in the Selectmen's Office between the hours of 7:30am and 3:30pm, Monday, Wednesday and Thursday, 7:30am – 7:00pm, Tuesday and 7:30am – noon, Friday. Anyone wishing to be heard on this matter should appear on the date and time, specified or submit concerns in writing. There were no comments or concerns. **Motion by Mr. Sellew to close the hearing, seconded by Mr. Szafarowicz, motion carries unanimously. Motion by Mr. Szafarowicz to approve the layout of Danforth Lane as requested subject to final Planning Board recommendations, seconded by Mr. Sellew, motion carries unanimously.**

VI. New Business:

1. Charlton Lions Club request for toll road. Mrs. Craver stated to please find attached a letter from the Charlton Lions Club requesting permission to hold a toll booth at the intersection of Rt. 31 and Masonic Home Road on May 11, 2013 from 9:00am – 12:00noon. This event is being held to raise money to support Mass Lions Eye Research and other community causes. This request was also 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. Mrs. Craver would recommend the Board approve this request with the stipulations by Chief Pervier. **Motion by Mr. Szafarowicz to approve the Lions Club request to hold a toll booth at the intersection of Rt. 31 and Masonic Home Road on May 11, 2013 from 9:00am – 12:00noon contingent upon the safety precautions recommended by Chief Pervier, seconded by Mr. Sellew, motion carries unanimously.**
2. Highway Bid Awards. Mrs. Craver stated that the Highway bids were received and opened on April 24, 2013 at 2:00p.m. After review of the bids, Highway Superintendent Foskett is recommending the awards as follows:
  - Item 1:** Bituminous Concrete, Type I in place at \$67.00 per ton to Massachusetts Broken Stone Company, 332 Sawyer Hill Road, Berlin MA 01503. Last years bid was awarded to Massachusetts Broken Stone Company at \$68.24 per ton.
  - Item 2:** Full-Depth Pavement Reclamation and the application of 1.0 gallons of Liquid Calcium Chloride per square yard at a cost of \$1.375 per square yard to Murray Paving and Reclamation, Inc., 55 Whitney St., Holliston, MA 01746. Last years bid was awarded to Murray Paving and Reclamation at \$1.385 per square yard.
  - Item 3:** Stone Seal at \$2.12 sq yard, Double Stone Seal at \$4.00 sq yard, 10% Asphalt Rubber at \$3.10 sq yard to All States Asphalt Inc., P.O. Box 91 Sunderland, MA 01375. Last years bid was awarded to All States Asphalt, Inc. for Stone Seal @ \$2.09/SY, Double Stone Seal @ \$3.94/SY and Asphalt –Rubber Surface Treatment @ \$3.00/SY.Mrs. Craver would recommend the Board award the bids as recommended. **Motion by Mr. Szafarowicz to award the bids as recommended by Mr. Foskett, seconded by Mr. Sellew, motion carries.**
3. CMRPC – Regional Emergency Medical Services and Advanced Life Support Study. Mrs. Craver stated that as the Board has asked us to review aspects of our municipal services that could be regionalized, we have received a \$5,250 grant to join the Towns of Spencer and Leicester to review our emergency medical services and advanced life support study. This grant will review our town’s existing conditions such as review existing routes and relationship between departments; budget info for each community; and background aspects such as demographics, equipment inventory; community service response time and call distribution analysis and assessment of manpower. The Fire Chief accompanied Mrs. Craver to the initial planning meeting and is in favor of the study. She would ask the Board to accept the grant and scope of work. **Motion by Mr. Szafarowicz to approve the grant and scope of work as laid out in the memorandum, seconded by Mr. Sellew, motion carries unanimously.**
4. Reduced Frontage & Common Driveway Special Permit – Atlas Mortgage Corporation. Mrs. Craver stated to please find a copy of an application submitted to the Planning Board by Bertin Engineering on behalf of Atlas Mortgage Corporation requesting approval of three proposed

reduced frontage lots to construct a single family home on each lot to be located westerly off of H. Foote Road and for approval of a common driveway to serve the two houses proposed to be constructed on proposed reduced frontage lots #1 and #2. The Planning Board has scheduled the special permit application public hearing for their May 15, 2013 Board agenda. You are asked to review the application and provide any comments, if any, no later than Thursday, May 9th. The Board has no comments.

5. Net Metering Credit Proposal. Mrs. Craver has been reviewing proposals for net metering credits to reduce the Town's electrical bills. Net Metering Credit is provided when a town (or other organization) enters into a power purchase agreement where the Town acts as a "Host Customer". Charlton will receive a reduction in our bill and we have negotiated a 70/30% split of the actual credit. We will not be obligated to pay the company anything if the program changes or if there is no credit. The agreement before you tonight has a 3 month out clause if the project has not made significant progress. I requested this be added since the agreement is a 20 year agreement and we would not be held back from pursuing another company if this one is not moving forward. She stated that after reviewing several agreements in the area, this is the most favorable offer. Steve Plonsker, from Solterra was trying to attend tonight's meeting but could not make it. If you find the project favorable, she would ask the Board to approve the agreement tonight in order for Solterra to complete the financing package and let us know if the project will be going forward. Mrs. Craver gave a brief update on what the net metering is. Board members would be comfortable with Town Counsel reviewing this. **Motion by Ms. Walker that we support this project and approve the agreement with Solterra to go ahead with the financing, seconded by Mr. Sellew. Mr. Szafarowicz would like to amend the motion to include pending town counsel review, seconded by Mr. Sellew.** Ms. Walker would defer to Mrs. Craver's recommendations. Mrs. Craver stated that if the board does not wish to do the amendment, she hears the concerns and would send it to Town Counsel to review. **Motion on amendment: 3 ayes, Ms. Walker opposed. Vote on motion as amended: motion carries.**

## VII. Old Business:

1. Earth Day – Update. Ms. Walker stated that hundreds came out to help. The t-shirt design was created by a student in the Middle School. Casella provided us with the toters and roll off free and she would ask the board to send them a letter of thanks. There were many vendors and this year we had 29 pets. It was a great day all in all.
2. Millenium Debt Service Fund. Mrs. Craver stated that at the Board's meeting of the Millenium Committee held on April 16, 2013, Ms. Walker had asked Town Treasurer Arsenault to provide and update on this fund. Attached is his update. She would also like to bring to the Board's attention that Town Treasurer Arsenault has stated that the Board should consider seeking legislation to change the allocation of the Millenium PILOT to 90% or 100% general fund. Does the Board wish to look into this further? Ms. Walker thinks it would be interesting to see what the Finance Committee thinks. Mr. Singer stated that he would be more inclined to go 90 than 100. Chairman Swensen would ask that we send this off to Finance to get their opinion and schedule it for the next meeting when we hear back from them.
3. Annual Town Meeting – Chairman Swensen stated that the Recreation Commission is here to discuss one of the articles on the Warrant which is Article 17. John Perkins, Warren Snow and Linda Bellows came forward. Mr. Perkins stated that it's a very unique opportunity that came to their attention over the winter. He stated that this place could be a big savings to the town. The Recreation Commission feels that if this goes through, it would offer some cost benefit back to the town. There have been some concerns about the land being off of Route 20. Mr. Perkins said the goal is to be a mirror of what they were looking to put in on Flint Road. The fields will not be near Route 20. Mr. Szafarowicz asked if they had any type of costs to share. Mr. Perkins said they met

with Auburn on their new facility and it's constructed differently compared to what we are looking to do. Mrs. Bellows stated that they are not calling it a "sports complex" but we are calling it "a playground for all ages" which can be used by anyone, girl scouts, boy scouts, etc. Mr. Singer asked if the schools would have access to use these facilities if needed. Mr. Perkins stated that they would like to reciprocate to the schools as they allow a lot of activities on their fields. Mr. Sellew stated that the Charlton Recreation Commission and the Charlton Rec Friends are some of the hardest working groups he has worked with in Charlton. He feels this is the time that we need to get behind the rec committee as Selectmen and as citizens to look at this area. Ms. Walker is very pleased that this field is going beyond just being a football field. Mrs. Craver stated that she just wanted to explain that any monies earned for use of this area would be put in a revolving account so it can be used over and over. She said that the lease that we have entered into right now will allow us enough time to allow for the needed two town meetings to see if the people of Charlton approve. She commended the Recreation Commission for hearing the people and what their needs are. Chairman Swensen feels this is a chance to serve not only the young in town but all. He thanked the Recreation Commission for taking the time to do the research so that they can answer any questions that come up. Mr. Sellew asked the Recreation Commission to bring up the car show. Mr. Perkins stated that Charlton Rec Friends, a fundraising committee, will be holding a car show on August 17<sup>th</sup>. They are trying to help out the people of this town with recreation. Chairman Swensen stated that if anyone has questions in relation to this, to please contact a member on the Recreation Commission. Mrs. Craver asked if the Board wanted to make a motion to support or not support. Ms. Walker stated that without a dollar amount, we should not support it yet. Ms. Walker asked if it would be possible to go over the warrant next week and the board agreed.

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

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

X. Other Business: Mr. Szafarowicz stated that the Board held office hours before on Saturday's and he was wondering if it would be ok with the board to allow the people an opportunity to come either monthly or bi-monthly and he would volunteer to do this. Ms. Walker stated that she thinks this is a great idea. She had brought it up before about going to the senior center and she currently does it once a month. Mr. Szafarowicz just wants to be there for the people. Mrs. Craver stated that this could be put on the Board's goals and objectives.

Ms. Walker asked when will the board be reviewing the next Town Administrator review. Chairman Swensen will look into it.

Mr. Sellew stated that he saw the Charlton Explorers out on Fenway Field. He thought they did a great job.

XII. Next Meeting Announcement: Tuesday, May 14, 2013

XIII. Adjourn/Executive Session: **Motion by Mr. Sellew to adjourn at 8:24pm, seconded by Mr. Singer, motion carries.**

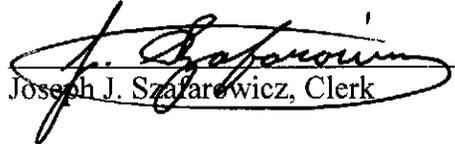
Submitted by:

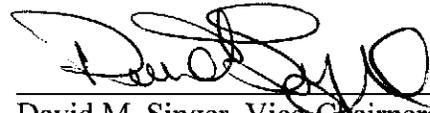
Mary C. Devlin

Administrative Assistant

Accepted by:

  
Frederick C. Swensen, Chairman

  
Joseph J. Szafarewicz, Clerk

  
David M. Singer, Vice-Chairperson

  
Kathleen W. Walker, Member

  
Brent Sellev, Member



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## **MEMORANDUM**

**TO:** Board of Selectmen  
**FROM:** Robin L. Craver, Town Administrator   
**DATE:** April 30, 2012  
**SUBJECT:** Re-organization of the Board / Scheduling of Meetings and Procedures

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This item has been placed on the agenda per the Town's by-laws, Article III – Selectmen – section 3 – Organization of the Board. (see attached) (Also attached is Article II, section 3 which outlines the Town Administrator responsibilities and job duties for your review)

The Selectmen, within seven days after each annual election, shall meet, elect a chairperson and otherwise organize and fix the time and place of their regular meetings. They shall adopt their own rules of procedure. You have, in the past, followed Roberts Rules of Order and the Selectmen's Handbook.

At the Board's April 16, 2013 meeting, a motion was made to schedule the next Selectmen's meeting for May 7, 2013 due to the Town Election that was held on April 30, 2013 and then hold regular meetings every other week from that point.

I would ask the Board to consider changing that motion to have the next Selectmen's meeting next week (May 14, 2013) then every other Tuesday to get back on the regular schedule.

## **ARTICLE III: SELECTMEN**

### **Section 1:**

There shall be a Board of Selectmen, consisting of five members elected by the voters for three year terms, so arranged that the term of office of at least one member, but not more than two members, shall expire each year. As the terms of office of the incumbent members of the selectmen thereafter expire, candidates shall run for the office of selectman by the number assigned to a specific "seat". No person may be a candidate for more than one numbered "seat" at any one election. The selectmen who hold office at the time of adoption of this bylaw shall continue to serve until their terms of office expire. A selectman may not hold any other elective or compensated office under government of the Town of Charlton during the term for which he/she is elected, nor any compensated appointive town office or employment for one year thereafter.

### **Section 2:**

The selectmen shall have all powers and duties conferred upon them by the constitution and general laws of the Commonwealth and by this Bylaw. The Board of Selectmen shall exercise a general supervision over all matters affecting the interests or welfare of the town, which are not otherwise provided for. It shall have full authority as agent of the town to institute and prosecute suits in the name of the town, to appear and defend suits brought against the town, and to appear on behalf of the town in proceedings before any committee or tribunal, unless it is otherwise specifically ordered by vote of the town or provided by law.

### **Section 3: Organization of the Board**

The Selectmen, within seven days after each annual election shall meet, elect a chairperson and otherwise organize, and fix the time and place of their regular meetings. They shall adopt their own rules of procedure.

### **Section 4:**

Three members of the board shall constitute a quorum, but no resolution or vote except a vote to adjourn or to fix the time and place of the next meeting shall be adopted by less than two affirmative votes.

### **Section 5:**

The Selectmen shall have the general care and custody direction and management of all the property of the town in all matters not otherwise provided for. They shall cause their annual reports, together with the reports of all other town officers or boards of officers that are required to make annual reports, to be printed and distributed at least three days before the time for the annual meeting.

### **Section 6: Bond Notes and Records**

At least a majority of the Board of Selectmen shall sign all town notes given by the Treasurer for money borrowed for the town. They shall endorse their written approval and acceptance on the bond of the town Treasurer and on the bond of the Town Collector before said bonds are delivered to the Town Clerk, for his/her custody, preservation and safe keeping. They shall keep all books, documents, and valuable papers belonging to the town, relating to their department in a fireproof safe.

Section 7: Warrant

They shall limit their orders upon the Town Treasurer to the amount of the respective appropriations for each attachment, and shall draw no order for the payment of a bill which has not been previously audited by the Town Accountant/Financial Services Coordinator.

### Section 3: (Town Administrator)

Section 3-1. The Board of Selectmen shall appoint a Town Administrator for a term of one year or three years and fix his/her compensation within the amount appropriated by the town meeting.

Section 3-2. He/she need not be a resident of the Town or of the Commonwealth of Massachusetts, but shall become a resident of the Town within 1 year of his/her appointment if the Board of Selectmen deems it is in the best interest of the Town.

Section 3-3 (not used)

Section 3-4. He/she shall be a person especially fitted by education, training and/or previous experience in management or administration to perform the duties of the office, and shall meet such other requirements as the Board of Selectmen may specify.

Section 3-5. The Board of Selectmen may, by affirmative vote of four members of the five member Board, or if the Board were to be reduced to three members, by affirmative vote of two members, terminate and remove or suspend the Town Administrator from his/her office.

Section 3-6. Before the Town Administrator may be removed, if he/she so demands, he/she shall be given a written statement of the reasons alleged for his/her removal and shall have a right to be heard publicly thereon at a meeting of the Board of Selectmen prior to a final vote on his/her removal, but pending and during such hearing and vote the Board of Selectmen may suspend him/her from his/her office.

Section 3-7. The action of the Board of Selectmen in suspending or removing the Town Administrator from office shall be final, it being the intention of this provision to vest all authority and to fix all responsibility for such suspension or removal solely in the Board of Selectmen.

Section 3-8. The Town Administrator shall continue to receive his/her salary until the effective date of a final vote of removal unless the Board of Selectmen, in a manner consistent with M.G.L. 268A, Section 25, and/or other applicable law, makes a preliminary determination, after informing the Town Administrator of the cause for consideration of possible termination and removal or suspension and after hearing any preliminary response or information which the Town Administrator wishes to provide as to such cause, determines that it would be in the public interest to suspend the Town Administrator without pay pending such final vote, on condition that the Town Administrator shall be restored to his/her position and made whole for any loss of compensation in the event that the final vote is not to terminate and remove or suspend the Town Administrator from office.

#### Section 3-9. Duties

A. It shall be the duty of the Town Administrator to see that the orders and policies of the Board of Selectmen are carried out.

B. The Town Administrator shall act by and for the Board of Selectmen in any matter which they may assign to the Town Administrator relating to the administration of the affairs of the Town or of any town office or department under the Board of Selectmen's supervision and control, or, with the approval of the Board of Selectmen, may perform such duties as may be requested of the Town Administrator by any other town officer, board, committee or commission.

C. The Town Administrator, to the extent consistent with the duties as mentioned immediately above in B, and with other applicable law, shall act as the agent of the Board of Selectmen in supervising and directing other boards, committees, department heads and commissions of the town. His/her responsibilities in this regard shall include, but not limited to, establishing and maintaining the efficient organization and operation of the Board of Selectmen's office and coordination of effective communication between and among such office and those of other boards, commissions, committees, officers and department heads of the town.

D. The Town Administrator shall oversee the general operations of the Board of Selectmen's office, shall directly supervise those employees, department heads, officials, boards commissions and committees who are subject to the direct supervision of the Board of Selectmen, shall serve as the intermediate administrative authority between the Board of Selectmen and the department heads and the other boards, committees and commissions of the Town referenced in paragraph C., immediately above, with respect to all matters, including those involving Town employees, to the extent not inconsistent with applicable collective bargaining agreements and the Town's Personnel Bylaw, and shall serve as an advisor to all such department heads, boards, committees and commissions as to employment, and other, matters.

E. The Town Administrator shall make investigations, reports and recommendations on such matters as the Board of Selectmen may require, and shall initiate, coordinate, supervise and bear primary responsibility for the preparation of an annual town report.

F. The Town Administrator shall receive, investigate and answer complaints directed to the Board of Selectmen or refer them to the proper department or departments for attention and, to the extent appropriate as determined by the Board of Selectmen shall keep the Board apprised of such complaints and of the action which the Town Administrator has taken with respect to same.

G. The Town Administrator shall participate in the preparation of the Towns annual budget with the assistance of department heads for those departments, boards, committees or commissions and any Town office under the Board of Selectmen's supervision and control. He/she shall recommend the Towns annual budget to the Board of Selectmen, and with its approval present such proposed budget to the Finance Committee. He/she shall also be responsible for the development and annual updating of the capital improvement program.

H. The Town Administrator, on behalf of the Board of Selectmen, as the employer under Massachusetts General Laws, Chapter 150E, and subject to the Board's ratification, shall negotiate all collective bargaining agreements with the exclusive representatives (i.e., unions) of all organized employee bargaining units in the Town. The Town Administrator shall seek and shall receive direction from the Board of Selectmen prior to the commencement of any such negotiations, and shall provide advice to the Board with respect to any and all issues relating to the negotiations which in his or her opinion are important to protect the best interests of the Town. The Town Administrator shall also keep the Board advised in timely fashion with respect to all issues discussed in the negotiations in timely fashion, which obligation shall include, but shall not be limited to, the provision of reports to the Board after the conclusion of each bargaining session and prior to the next such session. No agreement shall bind the Town until and unless ratified by majority vote of the Board of Selectmen, and no agreement as to any cost item of same shall bind the Town until and unless a town meeting has approved a request for an appropriation necessary to fund the cost items of the contract, if any, all in accordance with Massachusetts General Laws, Chapter 150E, Section 7, and other applicable law.

- I. The Town Administrator may make recommendations to the Board of Selectmen, and subject to confirmation by the Board of Selectmen as to whom should be appointed to each of the appointive positions listed in Section 1 of this Article. Subject to confirmation by vote of the Board of Selectmen, he/she shall have the power to rescind for cause, including excessive and unexcused absenteeism, any appointment made by the Board of Selectmen upon his/her recommendation to any board, commission, committee or position under authority of this bylaw, provided that the appointee shall first have been served with a written notice of the Town administrator's intention, specifying the reasons for the proposed removal, and informing the appointee of his/her right to be heard, if requested in writing, at a public meeting of the Board of Selectmen.
- J. The Town Administrator shall recommend to the Board of Selectmen, after securing information from and the opinion of the department head, as well as that of the Personnel Board, the compensation of all Town officers and employees appointed by the Board of Selectmen within the limits established by existing appropriations and town bylaws.
- K. The Town Administrator shall attend all regular meetings of the Board of Selectmen unless excused, and shall have a voice but no vote in all of its deliberations.
- L. The Town Administrator shall keep full and complete records of the office of the Town Administrator and shall render as often as maybe required by the Board of Selectmen, a full report of all operations.
- M. The Town Administrator shall keep the Board of Selectmen fully advised as to the needs of the town and shall recommend to the Board of Selectmen for adoption such measures requiring action by them or by town meeting as he/she may deem necessary or expedient.
- N. The Town Administrator shall see that the provisions of the general laws, the bylaws, votes of the town meeting and votes of the Board of Selectmen which require enforcement by him/her or officers subject to his/her direction and supervision are faithfully carried out.
- O. The Town Administrator may at any time inquire into the conduct of any officer or employee or department, board or commission under his/her jurisdiction.
- P. The Town Administrator shall attend all special and annual town meetings unless excused from doing so by the Board of Selectmen and shall answer all questions directed to him/her by the voters of the Town which relate to his/her office or to any subject matter encompassed by, arising out of or connected with his/her duties.
- Q. The Town Administrator shall also perform any and all other duties and services required by the bylaws or assigned by the Board of Selectmen.

Section 4: Deleted ATM 5/8/93

Section 5:

Any elected or appointed office which becomes vacant due to recall vote, death or resignation may be filled as per procedure listed in MGL Chapter 41 Sections 10 and 11.

## **BOS Meeting 5/7/2013**

- AP Tests will be given throughout this week and next week
- The drama club will be presenting their spring production of Into The Woods this Friday May 10 and Saturday May 11 at 7 pm
- This Saturday the Junior class will be sponsoring a car wash for Prom at the Dudley Fire station
- The sophomores will be taking the math portion of MCAS on Monday May 13th and Tuesday May 14th
- The last day to buy tickets to the Junior/Senior Prom held on May 18th is May 10 tickets are \$65 each
- Last Week we raised 4 thousand dollars in only 2 days to donate to the One Fund Boston



**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: May 2, 2013

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/7/13

---

**Municipal Representative** – I was asked and agreed to serve as the Municipal Representative as the Dudley-Charlton Regional School Committee seeks to ratify the Agreement between the Dudley-Charlton Regional School District and the Dudley-Charlton Teachers Association 2013-2016. The meeting was held on April 24, 2013. I will keep you informed as I attend more meetings on the matter.

**Mosquito Spraying** – Last fall, the Board requested that we research avenues for mosquito spraying town fields. At that time, it was decided that it was too late in the season to spray but wanted to be proactive this year. I have contacted several companies and have a proposal for your consideration tonight. This company, Ford's Hometown Services, is a complete pest control and management company. They service the schools in town and are highly recommended. The proposal amount is \$3,603.60 and provides 6 treatments annually for Maynard Field at 4 Dresser Hill Road; fields behind the Library, and the small field behind the Town Hall. The proposal has been forward to the Recreation Commission for their review and will be on your next agenda.

**Union Negotiations** – The Fire Union negotiations have begun and we have had two meetings. We plan on reporting to the Board on progress next week.

**General Insurance- Loss Control** – I met last week with our insurance company to work on a loss control program. The Police Chief, Fire Chief and Highway Superintendent assisted in reporting new programs in their departments and programs they hope to do next year. As you know, the more we do to be proactive to reduce loss, the greater rebates we receive on our insurance. Because of the efforts of our staff, we will be receiving credits on this year's general insurance bill.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

APR 22 2013

68 Dudley-Oxford Rd.  
Dudley, MA 01571  
Phone: 508-943-6888  
[www.dcrsd.org](http://www.dcrsd.org)

Fax: 508-943-1077

William J. Trifone  
Finance Director

Special Education: 508-943-3980

Jody A. O'Brien  
Administrator of Special Needs



Sean M. Gilrein  
Superintendent of Schools

April 19, 2013

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

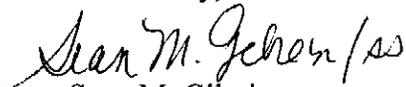
Dear Ms. Craver:

Thank you very much for agreeing to serve as the municipal representative as the Dudley-Charlton Regional School Committee seeks to ratify the Agreement Between the Dudley-Charlton Regional School District and the Dudley-Charlton Teachers Association, 2013-2016.

In accordance with Massachusetts General Laws Chapter 150E, §C1, you will represent the towns to participate and vote on the Agreement in open session on Wednesday, April 24, 2013, at Charlton Middle School, 2 Oxford Rd., Charlton. We have scheduled an executive session at 6:30. A regular meeting will follow. I enclose an agenda for that meeting.

Again, on behalf of the Dudley-Charlton Regional School Committee, I thank you for your willingness to serve in this capacity. I look forward to working with you.

Yours truly,

  
Sean M. Gilrein  
Superintendent of Schools

cc: Dudley-Charlton Regional School Committee

Enc. - 1

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

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee  
Wednesday, April 24, 2013  
Charlton Middle School, 2 Oxford Rd., Charlton  
6:30 p.m.

A G E N D A

6:30 p.m.: Executive Session, "to discuss strategy with respect to collective bargaining or litigation."

**The Dudley-Charlton Regional School District will hold a public hearing on the subject of the state-sponsored School Choice Program on Wednesday, April 24, at Charlton Middle School, 2 Oxford Rd., Charlton, at 7 p.m. in accordance with the provisions of Chapter 76, Section 12B of the Massachusetts General Law.**

- I. Call to Order
- II. Approval of Minutes
  - Minutes of Regular Meeting of Wednesday, April 10, 2013*
  - Minutes of Executive Session of Wednesday, April 10, 2013*
- III. Approval of Warrant
- IV. Unfinished Business
- V. Citizens' Forum
- VI. Communications
- VII. Superintendent's Report
- VIII. New Business
  - A. Consideration to Establish Last Day of School, 2013-2014 School Year
  - B. Consideration of State-sponsored School Choice Program, 2013-2014 School Year
  - C. Consideration to Authorize Finance Director to Secure Net Metering Credit Contract
  - D. Consideration of Agreement Between the Dudley-Charlton Regional School District and the Dudley-Charlton Teachers Association
- IX. Next Meeting Dates

**School Committee Meetings:**

  - Wednesday, May 8, 2013, Shepherd Hill Regional High School, 68 Dudley-Oxford Rd., Dudley, 7 p.m.
  - Wednesday, May 22, 2013, Charlton Middle School, 2 Oxford Rd., Charlton, 7 p.m.

Wage and Benefits Negotiation Subcommittee meeting, Wednesday, April 24, 2013, Shepherd Hill Regional High School, Dudley, 1:30 p.m.

Joint Roundtable with Dudley and Charlton officials, Thursday, April 25, 6:30 p.m. Pearle Crawford Library, Dudley.

Annual Town Meetings, Dudley and Charlton, Monday, May 20, 2013

  - Dudley – Shepherd Hill Regional High School, 68 Dudley-Oxford Rd., Dudley, 7 p.m.
  - Charlton – Charlton Middle School, 2 Oxford Rd., Charlton, 7 p.m.

*Proposed dates:*

  - Wednesday, June 12, 2013, Shepherd Hill Regional High School, 68 Dudley-Oxford Rd., Dudley, 7 p.m.
  - Wednesday, June 26, 2013, Charlton Middle School, 2 Oxford Rd., Charlton, 7 p.m.
- X. Future Agenda Items
- XI. Adjourn



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Email: Lawns@FordsHometown.com

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40 MAIN STREET - LIBRARY

TOWN HALL - SMALL FIELD

Home # \_\_\_\_\_

Work/Cell # \_\_\_\_\_

Customer Request ROBIN CRAVER 508-248-2206

CITY/TOWN/STATE	
ROUTE/MAIL	C.P. ACT Yes / No
ZIP CODE (5-DIGIT) <u>73180</u>	
AREA TO BE TREATED	
<input type="checkbox"/> All	<input type="checkbox"/> Back
<input type="checkbox"/> Front & Sides	<input checked="" type="checkbox"/> See Graph

**6 STEPS • MOSQUITO SUPPRESSION PROGRAMS • 6 VISITS**

Our mosquito program helps kill and repel active mosquitoes. Our trained and licensed applicators will focus on areas of harborage and breeding. These areas include trees, shrubs, ground cover, under decks, bedding plants, and if applicable wetlands. Applications may be made closer together during high insect pressure or re-infestation but no closer than one week apart. In addition to our applications, our trained applicators will also inspect and make recommendations to the homeowner that may reduce breeding areas. Also, both traditional and organic services are proven to kill and repel fleas, ants, spiders, ticks, and other biting insects.

**OPTION ONE**

**"Bite 'Em Back" Program**

Our trained and licensed pesticide applicators will apply an insecticide spray. This service provides a rapid knockdown/kill and residual protection. This program provides six (6) treatments annually. Applications are applied April through September.

Applications Cost Per Treatment ..... \$ 600.60  
 Applications Remaining (6)  
 This Year's Remaining Program Price ..... \$ 3603.60  
 \*10% Multi-Program Discount ..... \$ -  
 OR  
 Promotional Discount 50% OFF 1ST SPRAY \$ - 300.30

~~Total Cost of Contract \$ 3303.30~~  
Customer must already be on a current annual contract.

Payment Options: Please check one

Bill me after each service

5% Pre-Payment Price (4 visit minimum) \$ \_\_\_\_\_

CHOOSE  
OPTION 1

**OPTION TWO**

**The Organic Green Alternative Program**

The Green alternative! We are proud to be USDA National Organic Program Compliant. Safe for children and pets! We use all natural botanical rosemary & peppermint oils. This service also provides a rapid knockdown but with a shorter residual protection. This service also provides six (6) treatments annually. Although safer, this program may require more services for equal protection with an additional charge.

Applications Cost Per Treatment ..... \$ 893.40  
 Applications Remaining (6)  
 This Year's Remaining Program Price ..... \$ 5360.40  
 \*10% Multi-Program Discount ..... \$ -  
 OR  
 Promotional Discount 50% OFF 1ST SPRAY \$ - 446.70

~~Total Cost of Contract \$ 4913.70~~  
Customer must already be on a current annual contract.

Payment Options: Please check one

Bill me after each service

5% Pre-Payment Price (4 visit minimum) \$ \_\_\_\_\_

CHOOSE  
OPTION 2

Please Sign Where Arrows Indicate

**SIGN HERE** →

Date \_\_\_\_\_

Salesperson JAMES

Date 4-27-13

Time 700AM

Additional Terms and Conditions on back side • Cancellation form is attached

WHITE - Return to Office • YELLOW - Customer Copy • PINK - Salesperson Copy



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"It was a pleasure to get good news from someone nice."

*J. White  
Rutland*

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When insects invade your home or office—like ants, termites, or bed bugs—it's easy to feel overwhelmed. Who should you call? How do you know the company has the experience to manage your particular pest control problem? Pest eradication and animal removal takes skill. And not only do we specialize in pest control, but also turf management. Based in Worcester, MA, we've been honing our skills for over sixty years in Central Mass, Massachusetts, and Rhode Island.

**With Ford's Hometown Services, You'll Sleep Easier at Night.**

A quality pest control operator offers more than just pest management and removal—it provides you peace of mind. Peace of mind that the bed bugs really *aren't* biting, that termites and carpenter ants aren't eating away at the wood holding up your home or business, that your grass remains healthy and disease free, and that your grass remains healthy and disease free.

**Let Us Be Your Partner in Pest & Turf Management.**

Our turf management and pest control services are many, and our employees are always professional, reliable, and courteous—that's the Ford's way! Please click on the services below that interest you:

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- [Bed Bug Elimination](#)
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- [Organic Programs](#)
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