

 **COPY**



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – May 28, 2013

Submitted by MOJ
Date 6/12/13
Received by KL
Date 6-13-13

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

NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

I. Call to Order: Chairman Swensen called the meeting to order with the pledge to the flag.

II. Consent Agenda:

1. Minutes of Regular Meeting – May 14, 2013. **Motion by Mr. Szafarowicz to approve last meetings minutes, seconded by Mr. Sellew, motion carries.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Ms. Walker stated that we had a wonderful Veterans Day ceremony yesterday. She also stated that a landmark in town is coming down tomorrow at Ted's if anyone wanted to see it at 9am.

IV. Appointments/Resignations:

1. Appointment – Planning Board Alternate. Mrs. Craver stated per the Board's policy for filling of vacancies on Town Boards consisting of two or more members, the vacancy for an Alternate to the Planning Board has been posted on cable and the town website since May 2, 2013. One letter of interest has been received from Alycia D. Dzik. The next step to fill this position is to have both the Planning Board and the Board of Selectmen meet in joint session and fill the vacancy by roll call vote. The person so appointed shall be a registered voter of the town and shall perform the duties of the office until the next Annual meeting or until another is qualified. The Planning Board has been invited to attend tonight's meeting. Planning Board Chairman John McGrath stated that the Planning Board has convened their meeting already and a quorum is present. **Motion by Ms. Walker to support the Planning Board's recommendation of Ms. Dzik to fill the position of the Planning Board Alternate, seconded by Mr. Sellew. Planning Board roll call vote: Ms. Rydlak – aye, Ms. Vincent – aye, Ms. Gill – aye, Mr. Starkus – aye and Chairman McGrath – aye. Roll call vote of the Selectmen: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye and Chairman Swensen – aye, motion carries unanimously. Mr. McGrath accepted a motion to adjourn by the Planning Board, so moved by Ms. Rydlak, seconded by Ms. Vincent, unanimous.**
2. Appointment – Cemetery Commissioner. Mrs. Craver stated that attached is a request from Donna L. Neylon seeking to be appointed to the Cemetery Commission. Ms. Neylon was a member of the Cemetery Commission but was forced to terminate this position due to retiring. She is asking to be appointed back to this position until the next Annual Town Election in May and the Cemetery Commissioners would ask the same. Per the Board's policy for filling of vacancies on Town Boards consisting of two or more members, the vacancy for a member to the Cemetery

Commission has been posted on cable and the town website since May 2, 2013. The next step to fill this position is to have both the Cemetery Commission and the Board of Selectmen meet in joint session and fill the vacancy by roll call vote. The person so appointed shall be a registered voter of the town and shall perform the duties of the office until the next Annual meeting or until another is qualified. The Cemetery Commission has been invited to attend tonight's meeting. Kristen Russell-May and Jason Sciarappa, Cemetery Commissioners came forward. **Motion by Mr. Szafarowicz to approve the appointment of Donna Neylon to the Cemetery Commission, seconded by Mr. Sellew. Roll call vote taken by Cemetery Commissioners: Ms. Russell-May – aye and Mr. Sciarappa – aye. Roll call vote taken by Selectmen: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye and Chairman Swensen – aye.**

3. Appointment – Council on Aging. Mrs. Craver stated that attached is a recommendation from the Council on Aging to appoint Mrs. Cheri Furtado and Mr. James Howard to the two openings on the Council. Per the Board's policy for filling of vacancies on Town Boards consisting of two or more members, the vacancies for the Council on Aging have been posted on cable and the town website. The next step to fill this position is to have both the Council on Aging and the Board of Selectmen meet in joint session and fill the vacancy by roll call vote. The person(s) so appointed shall be a registered voter of the town and shall perform the duties of the office until the next Annual meeting or until another is qualified. Present from the Council on Aging: Gail Stokes, Irene Langevin, Madeleine Manfield, Paul Kolesnikovas and George Butz. **Motion by Mr. Sellew to appoint Cheri Furtado and James Howard to the Council on Aging, seconded by Mr. Szafarowicz. Roll call vote by Council on Aging: Ms. Stokes – aye, Ms. Langevin – aye, Ms. Manfield – aye, Mr. Kolesnikovas – aye and Chairman Butz – aye. Roll call vote by the Selectmen: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye and Chairman Swensen – aye.**

v. Scheduled Appointments:

6:45pm – CMG Environmental Inc. – 4 Dresser Hill proposal

CMG Environmental Inc. – 54 North Main St. proposal

Mrs. Craver stated to please find attached two proposals from CMG Environmental, Inc. for Environmental Services for FY2014 for the Community Center on 4 Dresser Hill Road and the Old Highway Barn. In FY10, CMG reduced its fees for both sites and will continue to hold the same 2% discount. The costs for the mandated reporting for DEP is: 4 Dresser Hill Road - \$7,892 and Highway Barn - \$11,098. These costs are paid from the Environmental Account and town meeting appropriated \$49,000. We will also be working with the homeowners on North Main Street to get them hooked up to public water. Gary Magnusson came forward and reviewed the progress on the Highway Barn. There are five houses left to be hooked up to water. Once that's done, he can close this out. Mrs. Craver asked the Board if they approve the proposals, to please include in the motion to allow the Town Administrator to sign. **Motion by Ms. Walker to approve the proposal from CMG to continue on the Highway Barn environmental monitoring in the amount of \$11,098 and authorize the Town Administrator to sign the proposal, seconded by Mr. Sellew, motion carries.** Mr. Magnusson reviewed the proposal for 4 Dresser Hill Road. That property is now on public water and because of that, we were allowed to put it on a temporary closure. There is a property 480 feet from there which does not have public water. Because it's within 500 ft of the property, we can't close this out yet. We have to work diligently to get all hooked up then we could close this out. **Motion by Mr. Sellew to approve the \$7,892 for 4 Dresser Hill Road and allow the Town Administrator to sign, seconded by Ms. Walker, motion carries.**

6:55pm – FY14 Budget – Revenue (override discussion). Mrs. Craver stated that as you know, Town Meeting members repeatedly asked the Board of Selectmen to place an override on the ballot to increase funding for the operating budget. Members made the claim that the costs to date have outpaced the increases allowed under Prop 2 ½ and the Town needs to fix the deficit. This was a

painful meeting to witness. We heard how public safety and education were being strangled while trying to provide basic services. Also, during the budget process, the Board heard from many departments that the cuts to their budgets were becoming unmanageable. The Finance Committee and Board of Selectmen both stated at the town meeting that you had cut all you could even reminding members that you had eliminated elected officials health insurance and cut their stipends. FinCom and BOS have worked diligently to bring the Town budget and services through the recession over the last 5 years and the work you did was rewarded when Charlton received an increase in its Bond Rating a few years ago. With that said, this year town meeting voted to use nearly 50% of its stabilization fund to fund the operating budget. That means that next year, as the Finance Committee Chairman explained at the meeting, the Town will need to use the balance to just level fund. The Stabilization Fund balance after town meeting is \$781,313. If you divide the FY14 voted budget by 52 weeks; one week's appropriation is \$441,699. That means that the Town has less than 2 weeks' expenditures in reserve. As was said at town meeting, this is dangerously low. It has been the Board of Selectmen and Finance Committee's goal to never go below one million. Our forecasting suggests that this year's free cash will not be on the high side of the average since we are unaware of any large onetime sums. Mrs. Craver has been told that the Bay Path school renovation project's building permit will be pulled in FY14, not FY13. Mandatory obligations such as education, personnel, insurance, retirement, utilities and other contract costs will continue to rise. She stated that the Board has several options, and depending on the option, action should be seriously considered now. Those options include:

- Revisit cutting budgets either across the board or prioritize and possibly lose some departments altogether. This option would include staff and program cuts. The cuts that would be required to make up the deficit would most likely involve Union negotiations. This should be planned now as it will be very difficult to wait until the Fall Town Meeting.
- Find new revenue. Municipalities are limited in what they can charge or access to create new funding sources. Fees should reflect actual costs. Most town fees were reviewed a couple years ago. Assessments are generally dictated by state statutes. There was a multi- departmental committee (Financial Planning Committee) that reviewed town finances and made recommendations. During those meeting the department heads also formed a committee and made recommendations for new revenues (I've attached the recommendations for your reference.) The Board met with DHs and reviewed the revenue enhancements.
- Call a Special Election for a Prop 2 ½ Override. As she stated at the beginning of this report, there was a great deal of support for the BOS putting an override on a ballot referendum and let the voters decide whether they would support paying more for the level of services they desire. If you wish to consider this, she did speak with the Town Clerk to see if a date in September would work for her office. The recommended date would be Monday, September 9th.

Whatever the Board's decision, as your chief financial officer, Mrs. Craver is sounding a warning alarm that action must be taken lest next year there may be an unmanageable deficit and services will be in jeopardy. She handed out a sample of a ballot questions. (see attached) Mrs. Craver also stated that Mr. Gilrein, Superintendent of Dudley Charlton Regional School District is here to join the discussion and answer any questions you may have. Ms. Walker stated that she was involved in the last override which was held on July 21, 2004. It was not successful. Chairman Swensen stated he would like to center the discussion today on whether or not we should go forward. Mr. Szafarowicz asked when free cash would be certified and Mrs. Craver stated late August/September. Chairman Swensen stated that costs to run the town increases somewhere around 4 1/2% each year and with the schools, it increases anywhere from 4 ½ to 6% a year. He feels the answer to the problem is an override. Mr. Gilrein came forward and thanked the board for their leadership and for the hard work that they do as well as the Finance Committee. He stated as he said at town meeting that this isn't a school issue but it is a Municipal issue. It is the intention to come before the Board tonight to explain the changes and needs. He stated that the school, within the last two years, have cut 39 positions. The Department of

Education changed the way the formulas work for the schools. He stated that in 2007, Charlton had to pay 20% of the schools expenses. With the change in 2008 through the Department of Education, that went up to 37%. It has been increasing gradually until this year, the state is mandating as part of this formula that Charlton will pay 45.45% for its educational assessment. The target share, Charlton is going to pay 51%. Mr. Gilrein stated that they have been asking for the absolute minimum in past years. There is a fundamental belief that we are going to be able to provide essential services to our community. Somewhere along the line while arguing with the state, the clear flaw is in Chapter 70 funding for school across the Commonwealth. The formula has not been changed since 1993. He agrees with the Town Administrator, but feels we need to maintain the quality of services that we have. The Board thanked Mr. Gilrein for coming forward. John McGrath stated that it was very tough to hear people put forth their thoughts. He feels that we are at the point that we need to go forward with the prop 2 ½ override. He stated that it is going to be tough this year to fund capital items that are needed. Stefan Sage came forward. He feels that essential services need to keep running. He does not want to see any of it cut from Charlton. He feels that if we go forth with the 2 ½ override process, there should be some education put forth as to why we have to do this. He would support the override. He wants the very best for the children in Charlton. Chairman Swensen stated that it is up to the Board to decide if we want to move forward with a proposition 2 ½ override. Mrs. Craver stated that if the board is going to vote on having an override, you would have to state the override question. She would suggest that if the board is going to make a motion it should be on the intention to hold an override and on what date. On another date you can come back and decide on what the question(s) would be. She reviewed the sample questions that she provided to the board. Mrs. Craver stated that we have several departments that do not have enough money in their line items every year and have to ask the Fin Com for a reserve fund transfer. Chairman Swensen stated that it is up to the board to bring forth an override election.

Motion by Ms. Walker that it is the intention of this board to put an override petition on the ballot for September 9, 2013 once we have the language agreed upon, seconded by Mr. Sellew for discussion.

Mr. Sellew stated that we do not have 1.1 million dollars in stabilization anymore. Every year we have been digging into the stabilization and we are at the point right now that we have to do something. Mr. Szafarowicz stated that to go with Mr. Sellew's comments, there are two big factors playing here and feels that we should be really open about this and hold hearings for the public. Chairman Swensen agreed that the best thing we can do is inform the public. Mr. Szafarowicz stated just for information that to hold a special election, the cost is around \$5,000. Mrs. Craver wanted to point out that there are people here in the audience who attended the Board's meeting after Town Meeting who are in support of this and she wanted to see if they had anything that they wanted to say. Chief Pervier came forward and thanked the Board for all they do. He feels that we all need to support this and believe in it. Mrs. Craver stated that there are a few ladies that attended town meeting that are here. She stated that these women were interested in helping and because the town can't use public funds to advocate for or against an override, she thought they might like to help. Kristin Kustigian came forward and stated that she has lived in Charlton for 14 years and has 3 sons. She would support the idea of an override but would suggest that it's not just for next year but for the future. If this is the only way to get to essential services, she would like to see the town move forward. Chris Mullen from Meadow Lane came forward. She wanted to educate herself on how this works. The education portion is what comes to her mind so quickly. She does not know what the solution is. Chairman Swensen thanked them for getting involved. Mr. Szafarowicz asked that if we do this special election, could we use volunteer poll workers? Chairman Swensen stated that this is something that we can reach out to the Town Clerk's office to get an answer to. Mr. Sage stated to answer Mr. Szafarowicz's question, during the presidential election, that's exactly what he did. Chairman Swensen called for a **vote on the motion: all ayes, motion passes unanimously.** Ms. Walker asked if we could set a date for the first hearing and a location? Mr. Szafarowicz would recommend the month of July or end of June. Ms. Walker was thinking maybe in two weeks. Chairman Swensen suggested that we not do it before the

week of June 17th. He would propose a meeting during the week of the 17th. Mrs. Craver will not be here that week. Chairman Swensen would propose that we do it on June 18th and we could do it here or in the Library. Mrs. Hansen was in the audience and said that the Board could hold the meeting in Dexter Hall. **Motion by Mr. Szafarowicz that we host a hearing for the prop 2 ½ override question and Special Town Election on June 18, 2013 at 6:30pm in the Dexter Memorial Hall at the Library, seconded by Mr. Sellew, motion carries unanimously.** It was asked to get the notice on cable, web, town sign and a public notice in the paper. Chairman Swensen asked for those that will attend the hearing to please bring their ideas. It was asked if the information regarding budgets for departments could be available. Mrs. Craver stated that if they are looking for ratios, the amount would be prohibited. She said it would be more helpful to look at where we are and what would best fit Charlton. Information on comparisons for the override would be helpful as well. Mrs. Craver stated that we could ask the department heads to do statewide surveys. She will invite all of the Department Heads to attend this meeting and they can bring this information forward.

8:00pm – Water/Sewer Commission – executive session (see executive session / adjourn)

VI. New Business:

1. Boston Post Cane Recipient recommendation. Mrs. Craver stated with the passing of the town's previous cane recipient, Florence M. Dubuque, the Boston Post Cane Committee has reached out to find the oldest person in Charlton to present this prestigious award to. The Boston Post Cane Committee is requesting the Board:
 - * Make a motion to honor Ms. Lillian Schwenke as the oldest citizen in the Town of Charlton; and
 - * Request the Board of Selectmen purchase the plaque which will be hung next to the Boston Post Cane in the Charlton Town Hall main lobby. A quote was received in the amount of \$52.00. The Committee would also ask the Board to honor Ms. Schwenke by presenting her with a wooden cane replica as well as a plaque on a date to be determined. Chief Pervier stated that the committee researched and are recommending the board approve the request. **Motion by Ms. Walker to go along with the recommendations in the memo by Mrs. Craver to have Lillian Schwenke be presented as the oldest citizen in the Town of Charlton, seconded by Mr. Sellew, motion carries unanimously.** Chief Pervier stated that the canes were made at no cost by Bay Path.
2. Mass State Lottery Commission – KENO monitor. Mrs. Craver stated that we have received a letter from the Massachusetts State Lottery Commission offering a KENO monitor (displays the winning numbers) to existing KENO To Go agents to display the game at their location. In accordance with M.G.L. c. 10, section 27A, as amended, the Commission is notifying you of its intent to install a monitor at the following KENO to Go agents in Charlton: Charlton Country Store – 231 Stafford St.; Oxbow Variety – 3 Oxbow Road; Charlton City Package – 27 Worcester Road; and Charlton Gas & Market – 28 Worcester Road. If you object to these agents receiving a monitor, we must, in writing, within twenty one days of receipt of the notice (5/13/13), notify the Commission. Does the Board have any concerns? No concerns. No action needed.
3. Eagle Scout Court of Honor. Mrs. Craver stated that An Eagle Scout Court of Honor for Nicholas J. Gaucher, Nicholas J. Masley and Paul M. Szczepanek, members of Boy Scout Troop 165, will be held on Sunday, June 2, 2013, 1:00pm at the Charlton Middle School. The Board of Selectmen have been invited to attend this ceremony and recognize them with a certificate of recognition. A response is needed as soon as possible if any of the Selectmen can attend. Certificates have been prepared for this occasion and are in your sign folder. Chairman Swensen stated that these are awesome ceremonies and he would be glad to do this but opened it up to any other selectman. Chairman Swensen will attend.
4. Request to initiate process for hiring a nineteenth full-time police officer. Mrs. Craver stated that as you are aware, Town Meeting approved the funding for a 19th full time police officer. Attached

is a letter from Chief Pervier requesting official authorization from the Board to initiate the process for hiring a nineteenth full-time officer for the Charlton Police Department. If approved by the Board, the Chief has stated that it is his intention to fill this position by contacting the Massachusetts Human Resources – Civil Services Division, to initiate the process to interview and promote one of the Charlton Police Department’s three – Permanent Intermittent Police Officers, to the full-time police officer’s position. **Motion by Ms. Walker that we approve the request to initiate the process of hiring of the 19th officer, seconded by Mr. Sellew, motion carries unanimously.** Chairman Swensen asked the Chief if he will be hiring another intermittent officer once the full time officer is hired. The Chief stated that he is unsure as of yet. Mrs. Craver stated on another note, that we received a notice of retirement from Highway employee James Lawrence. She spoke with Highway Superintendent Foskett who is starting the process for hiring so that when Mr. Lawrence leaves officially, we will have someone in. Chairman Swensen asked that a letter be sent to Mr. Lawrence thanking him for his service to the town.

5. End of Year Budget Transfer Requests. Mrs. Craver stated that attached is an end of the year budget transfer request from Town Treasurer Arsenault requesting to transfer the amount of \$264.00 from the certify notes account to the Treasurer Expense Account to be paid to the U. S. Postal Service. This request must be approved by the Board of Selectmen and the Finance Committee otherwise the account will be in deficit. **Motion by Mr. Szafarowicz that we approve the end of year budget transfer for \$264.00 from the certify notes account to the Treasurer Expense Account seconded by Mr. Sellew, motion carries unanimously.**
6. Request to declare surplus vehicle(s) – Fire Department. Mrs. Craver stated that attached is a request from Fire Chief Cloutier asking the board to declare the following vehicle as surplus: 1997 Ford – F350; vin# 1FTHF36F2VEA51752 (old Forestry unit). She would ask the Board to approve this request. **Motion by Mr. Sellew to declare this truck as surplus vehicle to be auctioned off, seconded by Ms. Walker, motion carries.**
7. Scholarship award. Mrs. Craver stated that the scholarships awarded by the Board of Selectmen are Jessie Smith, Nehemiah Stone, and Edwin Phillips Cooking Scholarship. The Colby Scholarship recipient is chosen by the Colby family members. Three applications have been received for the Jessie Smith Scholarship but only one applicant qualifies as they reside within districts 3 and 4 as required. No applications were received for the Nehemiah B. Stone Scholarship, Edwin Phillips Cooking Fund or the Wayne Colby Scholarship. Each application is numbered so that as in the past, when the motion is made to award the scholarship, the students name is not revealed. The motion should be made to include the number of the applicant. This scholarship will be awarded at the graduation ceremony. **Motion by Mr. Szafarowicz that the Board of Selectmen award the Jessie Smith Scholarship to applicant number 1, seconded by Mr. Sellew, motion carries.**

VII. Old Business:

1. Selectmen appointments to committees. Mrs. Craver stated that we received a notice from the Prindle Lake Dam Committee asking who the new Board of Selectmen member would be to take the place of Peter Boria on this committee. Mr. Boria was on a few committees that the Board should consider filling with a new member. We have compiled a list of what member serves on what committee in case the board wishes to make changes. Mrs. Craver added that Chairman Swensen and Member David Singer are on the Fire Negotiations Committee which was not included on the list.

To be filled: LEPC; Municipal Building Ad Hoc Committee; Prindle Lake Dam Committee
Chairman Swensen: Noise Bylaw Committee; Prindle Lake Dam Committee
Vice-Chairman Singer: None at this time

Ms. Walker: Fay Mountain Farm Committee; Old Home Day Committee; Recycling Committee

Mr. Sellew: Old Home Day Committee; Fay Mountain Farm Committee; Municipal Building Ad Hoc Committee; Assistant Animal Control; Police Auxiliary

Mr. Szafarowicz: None at this time

What is the Board's wishes? Mr. Szafarowicz stated that he would be honored to serve on the Prindle Lake Dam Committee. **Motion by Mr. Sellew to appoint Mr. Szafarowicz to the Prindle Lake Dam Committee, seconded by Ms. Walker, motion carries. Motion by Mr. Sellew to appoint Mr. Szafarowicz to the Municipal Building Committee, seconded by Ms. Walker, motion carries. Motion by Ms. Walker to appoint Mr. Szafarowicz to the LEPC, seconded by Mr. Sellew, motion carries.**

VIII. Student Selectperson Report – Michaela Carofaniello reviewed her final report for the year. She thanked the Board for allowing her to be a part of the experience. The Board thanked her as well.

IX. Town Administrator Report: Mrs. Craver thanked Michaela for her work. She reviewed the Town Administrator's report.

X. Other Business:

1. Mrs. Craver stated that she received a response back from the Recreation Commission regarding Mosquito Control and they do not wish to do anything at this time so she will not pursue this any further.
2. Mr. Szafarowicz stated that on Monday, the 3rd from 5 – 6, he will be hosting office hours again.
3. Mr. Sellew congratulated all the CERT team members that completed their training. He feels it is very important that our citizens get involved in this.
4. Ms. Walker stated that when we had our workshop last fall, there were a number of items that we were going to have workshops on and she would ask if we could get an update on where we are on those. She was wondering if this board would consider adding an item to the agenda. It would be a permanent topic of reports. All together we are on about 15 – 20 committees and she feels it would be helpful to get updates so we know what's going on. Chairman Swensen asked for a couple of weeks to think about it and asked that it be on the next agenda. Mr. Szafarowicz stated that it could be part of our goals and objectives meeting. Chairman Swensen stated to put it on our next meeting for discussion. Ms. Walker stated that we haven't done an evaluation of the Town Administrator in over a year and a half and it's very important that we do this as she's the highest paid official in this town. Chairman Swensen stated that at our next meeting he will have a proposed date and we can start moving forward on that.
5. Mr. Szafarowicz stated that on June 8th, a Saturday at 8:00 there will be a new Selectmen training and he will be attending.

XI. Next Meeting Announcement:

Next Regular Selectmen's Meeting – June 11, 2013

XII. Adjourn/Executive Session: **Motion by Mr. Szafarowicz to enter into executive session at 8:28pm under M.G.L. c. 30A, sec. 21, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body 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 Mr. Sellew. Roll call vote taken: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye and Chairman Swensen – aye.** The chair 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.

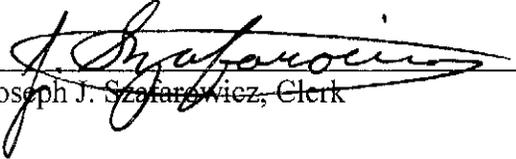
Motion by Mr. Sellew to adjourn at 9:58pm, seconded by Mr. Szafarowicz, motion carries.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

Frederick C. Swensen, Chairman

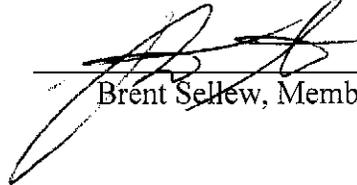
David M. Singer, Vice-Chairperson (absent)



Joseph J. Szafarowicz, Clerk



Kathleen W. Walker, Member



Brent Sellew, Member



**TOWN OF CHARLTON
OFFICE OF THE TOWN ADMINISTRATOR
37 Main Street
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Phone: (508) 248-2206
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MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: May 23, 2013

SUBJECT: FY14 Budget/Revenue

As you know, Town Meeting members repeatedly asked the Board of Selectmen to place an override on the ballot to increase funding for the operating budget. Members made the claim that the costs to date have outpaced the increases allowed under Prop 2 ½ and the Town needs to fix the deficit.

This was a painful meeting to witness. We heard how public safety and education were being strangled while trying to provide basic services. Also, during the budget process, the Board heard from many departments that the cuts to their budgets were becoming unmanageable. The Finance Committee and Board of Selectmen both stated at the town meeting that you had cut all you could even reminding members that you had eliminated elected officials health insurance and cut their stipends.

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- Call a Special Election for a Prop 2 ½ Override. As I stated at the beginning of this report, there was a great deal of support for the BOS putting an override on a ballot referendum and let the voters decide whether they would support paying more for the level of services they desire. If you wish to consider this, I did speak with the Town Clerk to see if a date in September would work for her office. The recommended date would be Monday, September 9th.

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TOWN OF CHARLTON											
STABILIZATION											
	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	
BEGINNING BALANCE	\$ 74,550.46	\$ 116,548.45	\$ 1,016,378.52	\$ 1,373,420.76	\$ 1,309,550.68	\$ 1,203,433.25	\$ 1,640,116.42	\$ 1,527,668.48	\$ 1,416,592.21	\$ 1,485,536.27	
INTEREST EARNED	\$ 5,721.79	\$ 9,509.05	\$ 24,030.01	\$ 49,911.92	\$ 113,882.57	\$ 42,151.17	\$ 36,562.06	\$ 28,070.73	\$ 21,180.06	\$ 14,639.50	
APPROPRIATE TO STABILIZATION				\$ 143,131.00							
TRANSFER FROM MILLENIUM	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00			\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 80,000.00	\$ 80,000.00	
TRANSFER FROM FREE CASH	\$ 812,571.00	\$ 812,571.00	\$ 860,695.09	\$ 206,617.00		\$ 937,811.00	\$ 222,290.00	\$ 219,478.00	\$ 208,006.00	\$ 148,071.00	
TRANSFER FOR BUDGET	\$ (198,456.80)		\$ (324,672.42)		\$ (200,000.00)	\$ (328,402.00)	\$ (400,000.00)	\$ (442,625.00)	\$ (240,242.00)	\$ (220,971.00)	
TRANSFER FOR CAPITAL			\$ (264,744.42)	\$ (463,530.00)	\$ (20,000.00)	\$ (151,342.00)	\$ (61,300.00)	\$ (6,000.00)		\$ (122,450.00)	
TRANSFER FOR PAVING						\$ (75,000.00)					
TRANSFER FOR WATER BUDGET						\$ (78,535.00)					
TRANSFER TO SEWER		\$ (22,249.98)	\$ (10,516.00)								
TRANSFER FROM SEWER			\$ 22,249.98								
TRANSFER TO SNOW & ICE			\$ (50,000.00)								
TRANSFER FROM AVAILABLE	\$ 134,733.00									\$ (2,500.00)	
TRANSFER FOR FLAGS & PLAQU										\$ (596,012.00)	
TRAN FROM 2014 MILLENIUM										\$ 80,000.00	
ENDING BALANCE	\$ 116,548.45	\$ 1,016,378.52	\$ 1,373,420.76	\$ 1,309,550.68	\$ 1,203,433.25	\$ 1,640,116.42	\$ 1,527,668.48	\$ 1,416,592.21	\$ 1,485,536.27	\$ 866,313.77	
					6/30/2008	6/30/2009	6/30/2010	6/30/2011	6/30/2012	5/20/2013	

Department heads respectfully request the opportunity to take an active part in developing solutions for reducing or eliminating the expected FY 2012 deficit.

As we and our personnel provide services to the Charlton community and best know the needs to maintain or modify those services. We hope our input is valued and sought.

Department heads are a near constant in local government bringing years of experience together with knowledge of local needs.

We would like to express concern about any proposed changes to our compensation which we receive for our skills and management efforts. Also of great importance is the quality of healthcare coverage, acknowledging cost shifts represent a reduction of compensation.

Department heads believe that methods to enhance revenue are important and may reduce the need for proposed budgetary cuts.

Method	Action	Responsible Party
LAND		
seek new sources of reoccurring revenue such as lease of town owned land to private businesses	cell tower; billboard	BOS/ Treasurer
continue to develop methods to maximize returns on disposal of town owned land	review cost benefit analysis re sale of land for single family v. costs for schooling	BOS/FinCom
review feasibility of leasing space at Colburn and Daniels property for solar park		BOS/ConCom
engineer and sell several lots from Colburn and Daniels Road possession	research land slae opportunity; impact on future budgets	FinCom/Treasurer/Assessor
In lieu of Taxes/Donations		
seek donations or partnering with private companies to defray cost of municipal services	grant for agie 'education; create a "Revenue Enhancing Committee"	BOS/FinCom
continue to seek sponsorship of annual activities by local banks and companies		Boards/Committees
seek PILOT payments from non-profit organizations that rely on town services	seek payment in lieu of taxes for services rendered-est. 20% of tax base	BOS/Assossors
pursue revenue sharing for land under turnpike	seek payment in lieu of taxes for services rendered-est. 20% of tax base	BOS/Assossors
Financial Management		
work with school system for updated financial info to ID actual impact on FY12 budget	begin joint meeting earlier	BOS/FinCom/School Committee

request financial management review update by DOR/DLS	already on waiting list	BOS/FinCom
Seek grants to subsidize current programs (ex. ERRP to reduce current health care costs)	1. Review all grant opportunities; 2. private sector foundations; 3. add grantwriting to present staff/create grantwriter	all Depts; BOS
annual review of fee structure to ensure recovery of costs associated with services provided	review fees charged by surrounding towns and adjust as necessary	all Depts; BOS
use \$250,000 from stabilization for FY 2012 operating costs	support BOS in a phased out method for reducing deficit	BOS/FinCom/Depts
acknowledge \$_____ additional new growth available over and above forecast		Assessor
old debt of \$_____ retires before 2012 (\$109,000 less _____)		
offer capital exclusions for capital expenditures	create policy; look at onetime large purchases and bundling	BOS/FinCom
e-mail tax and excise bills to reduce postage expenses and seek other technology savings		Collector
convene override committee for mandated wealth formula increases to school budget	research and educate public re the costs shifts between general gov and school	BOS
declare old driveway bonds abandoned		Highway/Treasurer
file claims to insurance companies of parties causing damage to town owned property	1. road signs; 2. town owned buildings; 3. environmental clean up	Highway/all depts in control of buildings/Police & Fire
create advertising committee to develop p/p to sell space for ads on local access, website, town owned land		BOS/Cable Committee/Westwell Designs
bid out to one company refuse removal for all residents or create permit fees on individual haulers		Board of Health
bid towing rights annually to a sole service provider or create permit fees on individual towers		Police Chief/BOS
Alternative Personnel/Workforce		
use free labor from "Operation Able" and DOL to fill non-critical openings	continue to review opportunities to partner	all Depts; BOS

Levy Limit Override (G.L. Ch. 59 §21C(g)):

Shall the Town of Charlton be allowed to assess an additional \$ 596,012 in real estate and personal property taxes for the purposes of funding municipal and educational services for the fiscal year beginning July first two thousand fourteen?

Yes ____ No ____

Or;

Questions 1a, 1b and 1c are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If more than one question passes, the question with the highest dollar amount will prevail.

1a. Shall the Town of Charlton be allowed to assess an additional \$ 596,012 in real estate and personal property taxes for the purposes of funding municipal and educational services for the fiscal year beginning July first two thousand fourteen?

Yes ____ No ____

[fund deficit only]

1b. Shall the Town of Charlton be allowed to assess an additional \$ 750,000 in real estate and personal property taxes for the purposes of funding municipal and educational services for the fiscal year beginning July first two thousand fourteen?

Yes ____ No ____

[add one dispatcher and firefighter]

1c. Shall the Town of Charlton be allowed to assess an additional \$ 1,000,000 in real estate and personal property taxes for the purposes of funding municipal and educational services for the fiscal year beginning July first two thousand fourteen?

Yes ____ No ____

[add one dispatcher, firefighter, and restore department expense accounts]



**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 23, 2013

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/28/13

Ribbon Rockettes toll road – We received an email from Jo-Ann Channell, Team Captain for the Ribbon Rockettes thanking the Board of Selectmen for allowing them to hold their toll road fundraiser. They raised \$1,600.00.

Central Mass Region-Wide Pre Disaster Mitigation Plan – I am happy to report that the Federal Emergency Management Agency has reviewed the Central Mass Region-Wide Pre Disaster Mitigation Plan and released final approval. Attached is the document indication of FEMA approval and signifies our community's eligibility in the Hazard Mitigation Grant Program.

Prindle Lake Lowering Schedule Request update – The Contractor plans to mobilize the site late July and perform the work on the Dam in August and September. The contract end date they have is November 15, 2013 with the work to be substantially completed by September 30, 2013.

Bay Path High School Groundbreaking Ceremony – You have been invited to the Bay Path High School Groundbreaking Ceremony to be held on Monday, June 10, 2013 at 9:00am at Bay Path. They have requested a response date by May 31st.

Re-appointments – It is that time of year again when staff will be working on the re-appointments that will be provided to the board for approval. This will take place during your meetings in June.

Devlin, Mary

From: Jo-Ann Channell <jo.ann_channell@yahoo.com>
Sent: Monday, May 13, 2013 9:52 AM
To: Devlin, Mary
Subject: Re: Toll Road in Charlton

Thank you to The Board of Selectmen/women. We had a fantactic fundraiser last week. We raised \$1600.00.

Thank you for allowing us this great opportunity year after year!

Jo-Ann Channell
Team Captain Ribbon Rockettes

From: "Devlin, Mary" <Mary.Devlin@townofcharlton.net>
To: Jo-Ann Channell <jo.ann_channell@yahoo.com>
Sent: Tuesday, January 29, 2013 1:40 PM
Subject: RE: Toll Road in Charlton

No worries, just checking in case anyone should ask.

From: Jo-Ann Channell [mailto:jo.ann_channell@yahoo.com]
Sent: Tuesday, January 29, 2013 1:39 PM
To: Devlin, Mary
Subject: Re: Toll Road in Charlton

Yes it is. I am so sorry I did not put it there. I have attached last years confirmation letter. We plan to adhere to all the same guidelines. thank you for checking up on me.

Jo-Ann

From: "Devlin, Mary" <Mary.Devlin@townofcharlton.net>
To: "jo.ann_channell@yahoo.com" <jo.ann_channell@yahoo.com>
Sent: Tuesday, January 29, 2013 11:52 AM
Subject: Toll Road in Charlton

Hi Jo-Ann, I'm putting your request for a toll road in Charlton on the Selectmen's agenda for next Tuesday, February 5, 2013.

Normally you have the toll road at the intersection of Masonic Home Road and Main St. It doesn't indicate this in your letter. Is that your intention?

Mary C. Devlin
Administrative Assistant

Devlin, Mary

From: Craver, Robin
Sent: Tuesday, May 14, 2013 4:41 PM
To: Devlin, Mary
Subject: FW: CMRPC PDM - FEMA Final Approval Issued
Attachments: FEMA CMRPC-formal-approval-initial.pdf; DR 4097 HMGP Grants Available Memo - April 2013.pdf

Next ta report please

Sincerely,

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

From: Ryan Lundergan [<mailto:rlundergan@cmrpc.org>]
Sent: Tuesday, May 14, 2013 3:54 PM
To: Adam Burney; Town of Barre; jflanagan@boylston-ma.gov; selectmen@townofberlin.com; mmcnamara@boylston-ma.gov; highway@brookfieldma.us; jgrybowski@brookfieldma.us; Craver, Robin; nrunkleplanner@aol.com; selectmen@dudleyma.gov; nbhighwaydepartment2@verizon.net; selectmen@northbrookfield.net; Kristen Las (klas@th.ci.shrewsbury.ma.us)
Subject: CMRPC PDM - FEMA Final Approval Issued

Hello Everyone,

Congratulations! The Federal Emergency Management Agency has reviewed the Central Massachusetts Region-Wide Pre-Disaster Mitigation Plan for compliance with 44 C.F.R. pt. 201 and released final approval of your PDM Plans.

The attached document is indication of the FEMA approval and signifies your community's eligibility in the Hazard Mitigation Grant Program (HMGP).

PLEASE NOTE: CMRPC is working with many communities in the region to apply for the **2013 HMGP funding round**. Attached is the grant announcement for distribution. If you have potential projects in your community, please don't hesitate to call and discuss.

Best,
Ryan Lundergan

Ryan Lundergan
Associate Planner
Central Massachusetts Regional Planning Commission (CMRPC)
2 Washington Square - Union Station
Worcester, MA 01604-4016
Direct: (508) 459-3336
Fax: (508) 792-6818



FEMA

03 MAY 14

Megan DiPrete, Manager
Central Massachusetts Regional Planning Commission (CMRPC)
Two Washington Square
Worcester, MA 01604

Dear Ms. DiPrete:

Thank you for the opportunity to review the Central Massachusetts Region-wide Pre-Disaster Mitigation Plan. The Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) Region I has evaluated the plan for compliance with 44 C.F.R. pt. 201. The plan satisfactorily meets all of the mandatory requirements set forth by the regulations. Congratulations on this achievement!

This plan approval includes the following participating jurisdictions that provided copies of their resolutions adopting the plan.

- Auburn
- Barre
- Berlin
- Boylston
- Brookfield
- Charlton
- Dudley
- North Brookfield
- Shrewsbury

With this plan approval, the communities listed above are eligible to apply to Massachusetts Emergency Management Agency for mitigation grants administered by FEMA. Requests for mitigation funding will be evaluated individually according to the specific eligibility requirements identified for each of these programs. A specific mitigation activity or project identified in your community's plan may not meet the eligibility requirements for FEMA funding; even eligible mitigation activities or projects are not automatically approved.

Approved mitigation plans are eligible for points under the National Flood Insurance Program's Community Rating System (CRS). Complete information regarding the CRS can be found at www.fema.gov/business/nfip/crs.shtm or through your local floodplain manager.

Megan DiPrete
Page 2

The Central Massachusetts Region-wide Pre-Disaster Mitigation Plan must be reviewed, revised as appropriate, and resubmitted to FEMA for approval within **five years of the plan approval date of March 29, 2013** in order to maintain eligibility as an applicant for mitigation grants. Over the next five years, we encourage CMRPC communities to continue updating the plan's assessment of vulnerability, adhere to its maintenance schedule, and begin implementing, when possible, the mitigation actions proposed in the plan.

Once again, thank you for your continued dedication to public service demonstrated by preparing and adopting a strategy for reducing future disaster losses. Should you have any questions, please do not hesitate to contact Marilyn Hilliard at (617) 956-7536.

Sincerely,



Paul F. Ford
Acting Regional Administrator

PFF:mh

cc: Richard Zingarelli, State Hazard Mitigation Officer
Marybeth Groff, State Hazard Mitigation Planner
Ryan Lundgren, CMRPC Planner
Doreen Goodrich, Auburn Board of Selectmen
Adam Burney, Auburn Town Planner
Heather Lemieux, Barre Board of Selectmen
Kathlyn Inman, Barre Board of Selectmen
Judy Booman, Berlin Board of Selectmen
Dennis Bartlett, Berlin EMD
Kenneth Sydow, Boylston Board of Selectmen
Joe Flanagan, Boylston Fire Chief
Stephen J. Comtois, Brookfield Board of Selectmen
Donna Neylon, Brookfield BOS Administrative Assistant
Peter Boria, Chair Charlton Board of Selectmen
Robin Craver, Charlton Town Administrator
Jonathan Ruda, Dudley Board of Selectmen
Nancy Runkle, Dudley Town Planner
Jason Petraitis, North Brookfield Board of Selectmen
Gary Jean, North Brookfield Highway Superintendent
Maurice M. DePalo, Shrewsbury Board of Selectmen
Kristen Las, Shrewsbury Town Planner

Enclosure



THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
400 WORCESTER RD., FRAMINGHAM, MA 01702-5399 508-820-2000 FAX 508-820-1404

DEPARTMENT OF CONSERVATION & RECREATION
251 CAUSEWAY STREET, SUITE 600-700, BOSTON, MA 02114-2104 617-626-1250 FAX 617-626-1449



Kurt N. Schwartz
DIRECTOR

Deval L. Patrick
GOVERNOR

Edward M. Lambert, Jr.
COMMISSIONER

April 22, 2013

To Potential Hazard Mitigation Grant Applicants:

The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) are pleased to announce the availability of Federal Emergency Management Agency (FEMA) **Hazard Mitigation Grant Program (HMGP)** funding. This post-disaster mitigation grant funding is **now available** as a result of the federal disaster declarations for Tropical Storm Sandy.

The federally-funded hazard mitigation grant program provides significant opportunities to reduce, minimize, or eliminate potential damages to public and private non-profit infrastructure from natural hazard events. Funding for hazard mitigation plans and projects can reduce overall risks to the population and structures, while also reducing the reliance on taxpayer-funded federal disaster assistance for disaster recovery.

- *Who's eligible to apply?* State & local governments, tribal organizations and certain private non-profits. **Multi-Hazard Mitigation Plan Requirement:** To be eligible for HMGP project grants, applicants must have a locally adopted and FEMA-approved Local Natural Multi-Hazard Mitigation Plan (in accordance with 44 Code of Federal Regulations Part 201) at the time of FEMA grant award.
- *What type of work is eligible?* Storm-water, drainage and culvert improvements, property acquisition, slope stabilization, infrastructure protection, seismic and wind retrofits, structure elevations, etc. All proposed project applications must include a formal Benefit-Cost Analysis (using FEMA-approved methodology/software) to document the project's cost-effectiveness. Planning and HMGP '5% Initiative' applications do not have a BCA requirement. Community participation in the **National Flood Insurance Program (NFIP)**, may also be a requirement for sub-applicant and project eligibility (see Part III, Section D.7 of the FEMA Guidance for additional details).
- *What is the grant cost share?* Sub-applicants must commit to the non-federal share of the proposed application cost; this is 25% (or more) of the total estimated project cost. 'In-kind' services are allowable as part of the non-federal match.
- *How do I learn more?* Formal grant briefings & technical assistance opportunities are available prior to application deadline. Grant Program Guidance can be found at <http://www.fema.gov/library/viewRecord.do?id=4225>.
- *What is the grant application deadline?* **Friday August 30, 2013 by 3:00 PM**

FEMA's hazard mitigation grant programs are not intended as a source of funding for repair, replacement or deferred maintenance activities, but are designed to assist sub-applicants to develop long-term, cost-effective improvements that will reduce or eliminate risk to people and property from

the effects of natural hazards. Projects that address operation, deferred or future maintenance, repairs or replacement (without a change in the level of protection provided) of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges and facility repair) are not eligible mitigation grant activities.

To assist potential sub-applicants considering applying for FEMA HMGP mitigation funding, MEMA/DCR will be hosting a series of grant program briefings and technical assistance meetings. The grant program briefings will provide an overview of the HMGP program, available funding, relevant application process and deadlines. Interested sub-applicants are strongly encouraged to attend one of these briefings as details regarding the grant program will be described and discussed in detail.

Technical assistance meetings will be a chance for sub-applicants, **who have attended a grant briefing**, to meet individually with representatives from MEMA/DCR to discuss any questions you may have about your application. Details regarding the grant program briefings or technical assistance meetings are located below and will also be published on the 'Disaster Recovery & Mitigation' section of the MEMA website (www.mass.gov/mema) in the near future.

State has established a deadline for complete grant applications of Friday August 30, 2013 by 3:00 PM.

Should you have any questions please feel free to contact us at MEMA and DCR.

Sarah White
Mitigation Grants Supervisor
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-2053
Sarah.White@state.ma.us

Richard Zingarelli
State Hazard Mitigation Officer, NFIP Coord.
Department of Conservation and Recreation
251 Causeway Street
Boston, MA 02114
(617) 626-1406
Richard.Zingarelli@state.ma.us

Alex Gill
Hazard Mitigation Grants Coordinator
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-1406
Alex.Gill@state.ma.us

Dan Nietzsche
Hazard Mitigation Grants Coordinator
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-2016
Dan.Nietzsche@state.ma.us

Hazard Mitigation Grant Program (HMGP) Briefing Schedule

To assist potential sub-applicants considering applying for FEMA HMGP mitigation funding, MEMA/DCR will be hosting a series of grant program briefings and technical assistance meetings. The grant program briefings will provide an overview of the HMGP program, available funding, relevant application process and deadlines. Interested sub-applicants are strongly encouraged to attend one of these briefings as details regarding the grant program will be described and discussed in detail.

To attend a grant briefing please RSVP your attendance to:

Kathryn Fatherley, MEMA Hazard Mitigation Contract Specialist
(508) 820-1425, or via email at: Kathryn.Fatherley@state.ma.us

RSVP's are required so that we can notify participants in the event that the briefing logistics (date/time/location) must be changed or postponed due to weather or other events.

HMGP Grant Briefings

Grant Program Briefing & Overview

Tuesday, May 7th (10:00am-12:00pm)

Berkshire Regional Planning Council

1 Fenn Street, Suite 201

Pittsfield, MA 01201

Grant Program Briefing & Overview

Thursday May 16th, 2013 (9:30am-11:30am)

Newbury Fire Station

3 Morgan Ave

Newbury, MA 01951

Grant Program Briefing & Overview

Monday, June 3 (9:30am-11:30am)

MEMA Headquarters

Operations Room

400 Worcester Road

Framingham, MA 01701

Grant Program Briefing & Overview

Tuesday, June 4 (9:30am-11:30am) and (6:00pm-8:00pm)

MEMA Region 3/4 Office

1002 Suffield Street

Agawam, MA 01001

Grant Program Briefing & Overview

Thursday, June 6 (9:30am-11:30am)

Weymouth

McCulloch Building/Whipple Senior Center

182 Green Street,

North Weymouth, MA 02191

Grant Program Briefing & Overview

Monday, June 10 (9:00am-11:00am)

Holden

Holden Public Safety Complex

1370 Main Street,

Holden, MA 01520

Please do not contact these facilities directly with questions about the briefings

**Technical Assistance Appointments for
Hazard Mitigation Grant Program (HMGP)**

These technical assistance appointments are targeted to those who have previously attended a formal mitigation grant program briefing. These meetings are available to sub-applicants considering submission of a FEMA HMGP application. These individual 1-hour meetings are an opportunity to meet with members of the State Hazard Mitigation Team (MEMA & DCR staff) to:

- ✓ Discuss proposed project applications (including eligibility of proposed activities);
- ✓ Answer specific questions regarding grant application procedures and/or requirements;
- ✓ Discuss which FEMA mitigation grant program(s) may be most appropriate based on the type of activity/project proposed;
- ✓ Benefit-Cost Analysis (BCA), environmental/historic or other technical issues associated with project proposals; and,
- ✓ Other questions or issues sub-applicants may have regarding FEMA-funded mitigation grant programs.

These technical assistance meetings do not prohibit interested sub-applicants from contacting members of the State Hazard Mitigation Team to discuss questions or issues related to their proposed project activity.

To reserve your Technical Assistance Appointment please direct your requested date/time/location to:

If none of these scheduled dates accommodate your schedule, please contact Kathryn Fatherley, MEMA Hazard Mitigation Contract Specialist (508) 820-1425, or via email at: Kathryn.Fatherley@state.ma.us

Technical Assistance Appointments

Technical Assistance Meeting(s)
Tuesday, May 7th (1:00pm-4:00pm)
*Berkshire Regional Planning Council
1 Fenn Street, Suite 201
Pittsfield, MA 01201*

Technical Assistance Meeting(s)
Thursday May 16th (1:00pm-4:00pm)
*Newbury Fire Station
3 Morgan Ave
Newbury, MA 01951*

Technical Assistance Meeting(s)
Monday, June 3 (1:00pm-4:00pm)
*Massachusetts Emergency Management Agency
Operations Room
400 Worcester Road
Framingham, MA 01701*

Technical Assistance Meeting(s)
Tuesday, June 4 (1:00pm-4:00pm)
*Agawam
MEMA Region 3/4 Office
1002 Suffield Street
Agawam, MA 01001*

Technical Assistance Meeting(s)
Thursday, June 6 (1:00pm-4:00pm)
*Weymouth
McCulloch Building/Whipple Senior Center
182 Green Street
North Weymouth, MA 02191*

Technical Assistance Meeting(s)
Monday, August 5 (8:30am-4:00pm)
*Massachusetts Emergency Management Agency
Operations Room
400 Worcester Road
Framingham, MA 01701*

Please do not contact these facilities directly with questions about the briefings

Devlin, Mary

From: Craver, Robin
Sent: Wednesday, May 15, 2013 9:10 PM
To: Devlin, Mary
Subject: Fwd: Prindle Lake Lowering Schedule Request

Mary, please add this up date to the next TA report. Thanks

Sent from my iPhone

Begin forwarded message:

From: Scott Charpentier <charpentier@lenard-eng.com>
Date: May 15, 2013, 6:56:57 AM EDT
To: "Craver, Robin" <robin.craver@townofcharlton.net>, <asdefranco@charter.net>, Girard.Todd <todd.girard@townofcharlton.net>
Subject: RE: Prindle Lake Lowering Schedule Request

We have spoken with the Contractor. They plan to mobilize to the site late July and perform the work during August and September. The contract end date is November 15, 2013 with the work be substantially complete by September 30, 2013 (which means available for use by owner).

Scott D. Charpentier, P.E.
Senior Associate
Lenard Engineering, Inc.
19 Midstate Drive, Suite 200
Auburn, MA 01501
508-721-7600 (p)
508-721-7610 (f)
508-341-5925 (c)
charpentier@lenard-eng.com

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

From: Craver, Robin [<mailto:robin.craver@townofcharlton.net>]
Sent: Tuesday, May 14, 2013 10:20 AM
To: asdefranco@charter.net; Scott Charpentier; Girard.Todd
Subject: RE: Prindle Lake Lowering Schedule Request

Todd is out on vacation this week.
I'm assuming that Scott could give you the timeline.

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: asdefranco@charter.net [<mailto:asdefranco@charter.net>]

Sent: Tuesday, May 14, 2013 10:04 AM

To: Scott Charpentier; Craver, Robin; Girard, Todd

Subject: Prindle Lake Lowering Schedule Request

To All:

I would appreciate if the appropriate party responds to this request. My guess is that it might be channeled thru Todd.

At the last PLDRC Meeting, Scott estimated that a pre-construction meeting might take place in the next several weeks. That may have been the time when the repair contractor would provide a lake lowering time plan.

The PLA Board of Directors is engaged in the yearly process of contracting for required lake management services including weed control. The associated permit applications need to be started very soon.

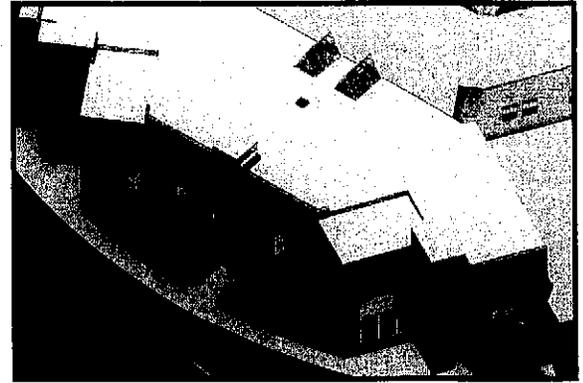
If and when these services could be provided depends heavily on the planned date for the contractor to lower the lake level for the dam repair project.

Please provide me with the current best estimate of the start date for the lake lowering process.

A response by week's end or sooner would be helpful.

Regards,
Serafino

Please Join
John A. Lafleche, Superintendent-Director
and members of the
Southern Worcester County Regional Vocational School Committee
at the
BAY PATH HIGH SCHOOL GROUNDBREAKING CEREMONY
with David Ferreira, Executive Director of MAVA as Master of Ceremonies
Lieutenant Governor Timothy P. Murray (Invited)
along with District Representatives from the
188th General Court of the Commonwealth of Massachusetts
and Massachusetts School Building Authority
to be held on the grounds of
Bay Path Regional Vocational Technical High School
Monday, June 10, 2013 @ 9:00am
57 Old Muggett Hill Road, Charlton, MA



RSVP by May 31st to:
Office of the Superintendent-Director
sfoskett@baypath.net
(508)-248-5971 ex.1703

Please Join
John A. Lafleche, Superintendent-Director
and members of the
Southern Worcester County Regional Vocational School Committee
at the

BAY PATH HIGH SCHOOL GROUNDBREAKING CEREMONY

with David Ferreira, Executive Director of MAVA as Master of Ceremonies

Lieutenant Governor Timothy P. Murray (Invited)

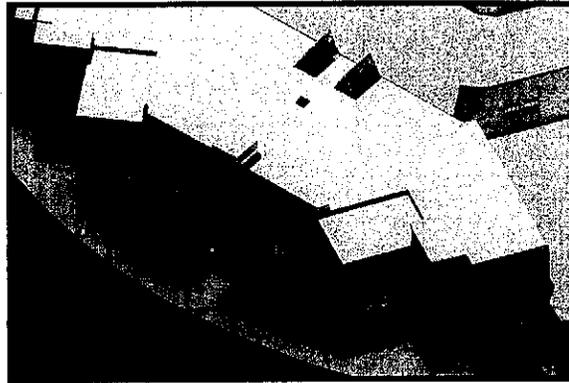
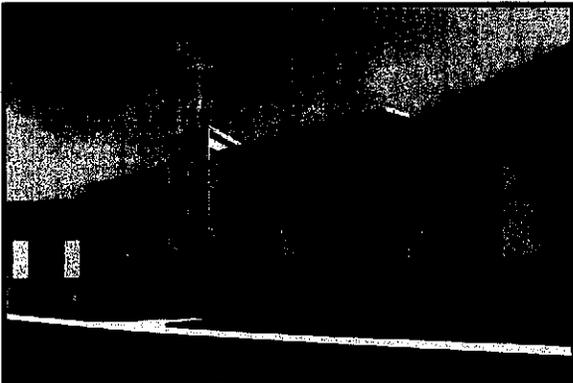
along with District Representatives from the
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Bay Path Regional Vocational Technical High School

Monday, June 10, 2013 @ 9:00am

57 Old Muggett Hill Road, Charlton, MA



RSVP by May 31st to:
Office of the Superintendent-Director
sfoskett@baypath.net
(508)-248-5971 ex.1703