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Submitted by MCD  
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**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
Tuesday – June 11, 2013

Present: Clerk – Joseph J. Szafarowicz and Members – Kathleen W. Walker and Brent Sellew. Also present: Town Administrator – Robin L. Craver. Absent – Chairman – Frederick C. Swensen and 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: Clerk Joseph Szafarowicz stated that he will be chairing the meeting because the Chairman and Vice-Chairman are not here and called the meeting to order with the pledge to the flag.

II. Consent Agenda:

1. Minutes of Regular Meeting – May 28, 2013. **Motion by Ms. Walker to approve the minutes of May 28, 2013, seconded by Mr. Sellew, motion passes unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Chief Pervier came forward and stated that he recently received correspondence from the Police Chief in Ware stating he would be losing officers. Currently one of our Intermittent Officers Adam Seguin, has an opportunity to move to this which is a full time position. Chief Pervier would ask the Board to honor this request to give Mr. Seguin a chance to move forward in his career. He also asked that if the Town allows him to accept this position to also allow Chief Pervier to keep Mr. Seguin as a special police officer for the Town of Charlton. **Motion by Ms. Walker to approve the Chief's request for a lateral transfer for Adam Seguin, seconded by Mr. Sellew.** Chairman Szafarowicz asked Chief Pervier how many intermittent police officers would this leave him and he stated just one. **Ms. Walker amended her motion to include retaining Mr. Seguin as a special police officer. Mr. Sellew amended his second. Motion on amendment – passes unanimously. Motion on newly amended motion: motion passes unanimously.**

IV. Appointments/Resignations:

1. Appointment – Registrar of Voters – Republican. Acting Chair Szafarowicz recused himself from the discussion. Mrs. Craver stated that attached is an email from Joseph Szafarowicz, Chairman of the Charlton Town Republic Committee recommending the appointment of Joshua Evans as a Registrar of Voters. Mr. Evans fulfills the three requirements for this position which are: being a Republican, a registered voter and a resident of Charlton. This position is for three years and would expire on April 1, 2016. **Motion by Ms. Walker to appoint Joshua Evans as a Registrar of Voters for a two year term to expire on April 1, 2016, seconded by Mr. Sellew. Vote taken: 2 ayes, Acting Chair Szafarowicz abstained, motion passes.**
2. Appointment – Full-Time Police Officer. Mrs. Craver stated that attached is a letter from Chief Pervier recommending the appointment of Jason F. White of 178 Freeman Rd., Charlton MA to the open Permanent / Full-Time Police Officer position for the Town of Charlton. Chief Pervier along

with Detective/Sergeant Daniel P. Dowd, interviewed the three eligible candidates. The interviews involved a review of each candidate's initial job application, resume and a discussion about their individual career goals. In this selection process, full consideration and credit was given in the review of each candidate's credentials, certifications, education and work experience. Chief Pervier has asked that should the board approve this appointment, that it be contingent upon the approval and official certification by the Massachusetts Human Resources Division – Civil Service Unit and that said appointment become effective on Monday, July 1, 2013. Chief Pervier came forward and stated that Mr. White has put himself through the police academy. He currently is a full time officer in the Town of Brookfield so he comes to us with a lot of experience. He is currently an intermittent police officer for us. **Motion by Ms. Walker that based on the recommendation of our Police Chief that we appoint Officer Jason White as a full time police officer contingent upon approval and official certification by the Massachusetts Human Resources Division – Civil Service Unit and that said appointment become effective on Monday, July 1, 2013, seconded by Mr. Sellew, motion passes unanimously.**

3. Appointment – Per Diem Dispatcher. Mrs. Craver stated that attached you will find a letter from Chief Pervier requesting to add one additional per diem dispatcher to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and would recommend the appointment of Daniel P. Cahill of 571 Chocolog Road, Uxbridge, MA. A complete background check and reference check was conducted and revealed that Mr. Cahill has a clean record and a solid background and should be considered for the per diem dispatcher position for the Charlton Police Department. Chief Pervier stated that Daniel Cahill has put himself through all the additional training at no cost to the Town of Charlton. **Motion by Mr. Sellew that we appoint Daniel Cahill as a per diem dispatcher, seconded by Ms. Walker, motion passes unanimously.**

#### V. Scheduled Appointments:

**6:45pm** – Data Security Policy/Electronic Communication Policy – Mrs. Craver stated that the Technology Committee, at their meeting on May 29, 2013, edited the draft version of the new Data Security Policy/Electronic Communication Policy. They are asking the Board to review and approve the changes. She would agree with their request. With this change to the policy, she has invited John Moynihan who would provide the training to all employees to comply with the new policy. Mr. Moynihan came forward. He explained that this policy would help employees have guidance on how to protect data and to provide training. He stated that it is very important that this policy be accepted and the employees are trained on it. The Board reviewed the policy and recommended changes. (page 3, #9 remove the word or. **Motion by Ms. Walker to adopt the revised policy for Data Security/Electronic Communications Policy, seconded by Mr. Sellew, motion passes unanimously.**

#### VI. New Business:

1. Site Plan Application – GeoPeak Energy. Mrs. Craver stated that we have been provided with a copy of a site plan application submitted to the Planning Board by Waterman Design Associates on behalf of GeoPeak Energy for approval to install and operate a commercial ground mounted solar array and associated utility connection on approximately 25 acres of a 35.9 acre site located at 9 Carpenter Hill Road, easterly off of Carpenter Hill Road and westerly of Gillespie Road (Assessors Map 34, Block A, Parcel 3). This property is zoned Low Density Residential. (R-40). You are asked to review the site plan and advise the Planning Board if you have any questions, comments or concerns no later than Thursday, June 13, 2013. Mr. Sellew had asked how many of these will we have in town as a comment.

2. Re-appointments for terms expiring June 30, 2013. Mrs. Craver stated that attached is a list of re-appointments made by the Board each year. She would ask the Board to approve the list as provided. **Motion by Ms. Walker to approve the list as provided, seconded by Mr. Sellew, motion passes unanimously.** (list attached)

#### VII. Old Business:

1. Committee Updates – Selectperson Walker. Ms. Walker stated that the MMA lobbies cities and towns and the state legislature. They fight for the things they feel are important. She is on that Board of Directors. They had a meeting this morning and when it was over they went over to the State House. A few things she wanted to state: some of the bills that haven't gotten through are the Cherry Sheet; there is a bill about prevailing wage rates because we pay the same amount of prevailing wages as Boston and that's not fair. MMA is working on a PILT and if passed by the state, it would require every non-profit to pay a fee of 25% to their town. It would also have to be approved at Town Meeting. There is a Mosquito Control bill being worked on. A double pole bill where you have Verizon and different electric companies creates a dangerous situation in some places so they are working on trying to get that organized and there is a ten mile radius for police and fire being looked at. The item that caused the most controversy was the Chapter 90 funds. We are only getting half the money we are supposed to. Ms. Walker also read from a letter from the Worcester County Selectmen's Association. She is President of this association because she started it. She stated that this group is extremely important and would ask the Board to join the organization which is \$50/year. She stated that this is a non-partisan committee. Ms. Walker stated that the reason she asked for this item to be on the agenda is because all members of the board are on different committees and she feels it would be great to hear what each committee has been doing. Chairman Szafarowicz stated that he agrees with this idea and feels it would be good for discussion at our goals and objectives meeting. Mrs. Craver asked if the Board wanted to join the Worcester County Selectmen's Association. **Motion by Mr. Sellew that we join the Worcester County Selectmen's Association and direct Mrs. Craver to appropriate \$50 out of the Selectmen's line item account, seconded by Ms. Walker, motion passes unanimously.** It was recommended to have the office information as the contact information. There also needs to be a member appointed to this as a voting member. **Motion by Ms. Walker to appoint Joe Szafarowicz as the Board's voting member, seconded by Mr. Sellew, motion passes unanimously. Motion by Ms. Walker to nominate Mr. Sellew as an alternate, seconded by Chairman Szafarowicz, motion passes unanimously.**

#### VIII. Town Administrator Report: Mrs. Craver stated that she was on vacation last week but did update the board on a few items:

1. She attended the groundbreaking at Bay Path and presented the Board with the shovel.
2. She spoke with the Chairman of the Cable Committee and they will be starting to work on negotiations.
3. Classification Plan – she is starting to work with a Consultant to put that together as well as the Personnel Board.
4. We will be starting with the hookups on North Main Street as the weather gets better.
5. We received notice that Casella has received its DEP permit for recycling. They are hoping that the recycling program will be up and running before the fall.

#### IX. Other Business:

1. Ms. Walker has a policy that she would like to put in place tonight which she read: Board of Selectmen Attendance Policy: any member who fails to attend (in person or by remote) five

regularly scheduled Board meetings in a year shall be advised of this fact in writing by the chairperson and asked to show his/her continued interest in serving as a board member by attending board meetings faithfully in the future. Any member who misses six meetings a year will receive a letter from the chairperson asking that she/he consider resigning from the Board. Copies of these letters shall be included in the minutes of the Board. In the event of illness or other extenuating circumstances, exceptions to this provision may be made by formal vote of the Board. Ms. Walker stated that this policy has been adopted by the Library Board of Trustees and she feels it's important that we adopt it. Chairman Szafarowicz asked Ms. Walker if she is asking to have this acted upon tonight and she said yes, we have a book of policies and they can be changed at any time so if a future board wants to modify it or anything, they can do that. She would like to get this in place now especially since the new fiscal year is starting soon. Chairman Szafarowicz wished this was brought up sooner so they had time to review it but would like to see it held until we have a full board. He also feels this would be another great addition to our goals and objectives to see what everyone's feelings on this issue is. Ms. Walker stated that the problem is and she would agree that ideally it would be nice to have everyone here but out of the twenty four meetings that we had last year, only five were attended by five Selectmen. Ms. Walker stated that she believes and has been approached by many, that this is a serious problem and she would like to put something in place tonight. She stated that the next time we meet, the Board could modify it. Chairman Szafarowicz stated that he sees her concerns on this but feels it would have been more appropriate to give it to the other Selectmen in advance so they had time to think about it and possibly do research on it and he does not feel comfortable voting on this tonight. **Motion by Ms. Walker that we approve this policy as it stands, seconded by Mr. Sellew for discussion.** Mr. Sellew stated that it has been an issue and he is guilty himself. He stated that there are a lot of meetings that the Board attends. Twenty four are on camera. He asked Ms. Walker what meetings she is talking about and she stated just the standard regular meetings is what she looked at. Mr. Sellew asked if any of the other Selectmen boards have a policy like this in place and the answer was no. Ms. Walker stated that when she reviewed the attendance record and shared them with some colleagues, they have never had the kind of problems that we are having in this town this year. Mrs. Craver stated that she would bring up two points for the board's consideration. We have had issues in previous years and she believes one of the goals & objectives that the Board of Selectmen had last year was an intent to not have things brought up under Other Business that Selectmen have not had an opportunity to see the week before and this policy could be considered to be at that level. Ms. Walker stated that was not a policy and Mrs. Craver stated that she thought it was a goals and objectives and she said it was because one Selectman who brought up items under other business and no one knew about it and asked for a vote that night and several selectmen asked to hold it until they had time to look at it. She said it's something to consider and the other thing she feels is important is a policy like this is a great policy and she thinks one of the objectives of this policy would be to have all the Board members buy into it and if you hold it until the rest of the members are at least able to see it, you can ask each member to commit to this. Chairman Szafarowicz stated that he feels that we shouldn't go forward tonight until we have everyone's feelings on this issue. Ms. Walker stated that she would agree to hold this off until the next meeting, but she does want it on there. It was clarified that it would be on the next regular Selectmen's meeting. **Ms. Walker withdrew her motion, Mr. Sellew withdrew his second.** Ms. Walker has another issue. She stated that this is the third time that she has brought it up that we need to do the Town Administrator Evaluation. She stated that the Town Administrator was not evaluated last year and it needs to be done. Ms. Walker is prepared to evaluate the Town Administrator at the next meeting on her own. Mrs. Craver stated that it was on the agenda tonight but Chairman Swensen asked to remove it because he couldn't be here. It was asked to check with the Chair to have the item on the Board's agenda for the 25<sup>th</sup>.

Chairman Szafarowicz asked Mrs. Craver if she could do some research to see if other Boards of Selectmen have this policy in place and what they have for language which would help with the discussion.

2. Mrs. Craver stated that she spoke with Superintendent Foskett today and he asked if he could, because he is down three employees, he would like to start one of his summer helpers now and the other on July 1<sup>st</sup> as normal. She is asking the Board to approve the hiring of Adam Gale as one of the summer help and he will work for 10 weeks at \$12.00 an hour and also approve a transfer of \$2,000 from his expenses into his salary. **Motion by Mr. Sellew to approve the transfer of \$2,000 from the Highway Expense to the Highway Salary and to hire Mr. Gale as the part time summer help, seconded by Ms. Walker.** Ms. Walker had to ask if we just stated that we shouldn't bring up things last minute, why are we approving this. Chairman Szafarowicz stated that the other request was a policy that would affect everyone on this board and this was an unforeseen request from a Department Head to use money from one of his accounts to another. Ms. Walker also stated that it seems like it's a time sensitive item. **Vote on motion: motion passes unanimously.**
3. Chairman Szafarowicz stated that he did attend the new Selectmen training by the MMA last Saturday. He thought it was very well presented.
4. Mrs. Craver stated that an email was sent to the Board about a ceremony that was going to be honoring someone brave and she would ask the Board to agree to do a certificate. **Motion by Mr. Sellew to provide a certificate, seconded by Ms. Walker, motion passes unanimously.**
5. Chief Pervier stated that he has received final approval for the Civil Fingerprinting bylaw and it is now in place. As the Board goes forward with Liquor License renewals, we will need to sit down and go over which ones will need to have this done.
6. Mr. Sellew congratulated Mr. Szafarowicz on a job well done for Chairing the meeting tonight.

X. Next Meeting Announcement:

Special Selectmen's Meeting – June 18, 2013 – 6:30pm – Library – Public Meeting on override discussion

Next Regular Selectmen's Meeting – June 25, 2013

XI. Adjourn/Executive Session: **Motion by Ms. Walker to adjourn at 7:43pm, seconded by Mr. Sellew, motion passes unanimously.**

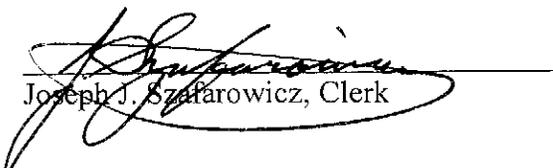
Submitted by:

Mary C. Devlin

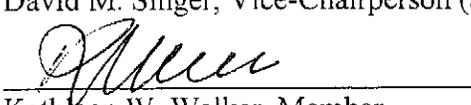
Administrative Assistant

Accepted by:

  
Frederick C. Swensen, Chairman (absent)

  
Joseph J. Szafarowicz, Clerk

  
David M. Singer, Vice-Chairperson (absent)

  
Kathleen W. Walker, Member

  
Brent Sellew, Member

**Request to be re-appointed:****New Expiration**

		<b>Date</b>	<b>Term</b>
ACTIVITIES COUNCIL	HAGUE, PAULINE R.	6/30/2016	3 years
ACTIVITIES COUNCIL - ALTERNATE	KONOPACKI, DONALD	6/30/2014	1 year
ANIMAL CONTROL OFFICER	SELLEW, ANN (FTE)	6/30/2014	1 year
ANIMAL CONTROL OFFICER - ASSISTANT	SELLEW, BRENT (PTE)	6/30/2014	1 year
ANIMAL CONTROL OFFICER - ASSISTANT	WESTWELL, LISA (PTE)	6/30/2014	1 year
BOSTON POST CANE COMMITTEE	CIESLUK, DEBRA	6/30/2014	1 year
BOSTON POST CANE COMMITTEE	PERVIER, JAMES (FTE)	6/30/2014	1 year
BOSTON POST CANE COMMITTEE	DEVLIN, MARY (FTE)	6/30/2014	1 year
BOSTON POST CANE COMMITTEE	MATERAS, ELAINE (FTE)	6/30/2014	1 year
BUILDING INSPECTIONAL SERVICES:			
BUILDING COMM. /ZONING ENFORCE. OFF.	MESKUS, CURTIS (FTE)	6/30/2014	1 year
WIRING INSPECTOR	OSTROWSKI, JOSEPH J	6/30/2014	1 year
ASST. WIRING INSPECTOR	KELLER, THOMAS	6/30/2014	1 year
BY-LAW COMMITTEE	BURNHAM, ROBERT L	6/30/2014	1 year
BY-LAW COMMITTEE	PAPPALARDO, FRED	6/30/2014	1 year
CABLE ACCESS COMMITTEE	BORGESON, ERIC	6/30/2014	1 year
CABLE ACCESS COMMITTEE	FONTAINE, BILL (FTE)	6/30/2014	1 year
CABLE ACCESS COMMITTEE	WILMOT, RONALD	6/30/2014	1 year
CABLE ACCESS COMMITTEE (Alt)	EKMAN, CARL (FTE)	6/30/2014	1 year
CENTRAL MASS REGIONAL PLANNING, ALT	VINCENT, JEAN	6/30/2014	1 year
CENTRAL MASS REGIONAL PLANNING, Delegate	DZIK, ALYCIA	6/30/2014	1 year
CONSERVATION COMMISSION	NOWAK, EDWARD	6/30/2016	3 years
COUNCIL ON AGING	BUTZ, GEORGE W	6/30/2016	3 years
COUNCIL ON AGING	MANFIELD, MADELEINE	6/30/2016	3 years
CULTURAL COUNCIL	GORCZYNSKI, DON (Chairman)	6/30/2014	1 year
CULTURAL COUNCIL	STAPIEN, SYLVIA (Secretary)	6/30/2014	1 year
CULTURAL COUNCIL	THOMAS, MARY JO	6/30/2014	1 year
DAM MONITOR, GLEN ECHO	BELLERIVE, ARTHUR, SR.	6/30/2014	1 year
DAM MONITOR, SOUTH CHARLTON RESERVOIR	BROOKS, JONATHAN	6/30/2014	1 year
ECONOMIC DEVELOPMENT COMMISSION (alt)	WEBB, SABRINA	6/30/2014	1 year
EMERGENCY MANAGEMENT	EKMAN, CARL LT. (FTE)	6/30/2014	1 year
DEPUTY EMERGENCY MANAGEMENT DIRECTOR	GOUGH, TERRI	6/30/2014	1 year

FIRE CHIEF (EFF 2/11/07)	CLOUTIER, JR., CHARLES (FTE)	6/30/2014	1 year
FOREST WARDEN	CLOUTIER, JR., CHARLES (FTE)	6/30/2014	1 year
HISTORICAL COMMISSION & HIST DISTRICT	ABBOTT, CURTIS	6/30/2016	3 years
MEMORIAL DAY COMMITTEE	BACHAND, CLARENCE A.	6/30/2014	1 year
MEMORIAL DAY COMMITTEE	PRANAITIS, JOSEPH	6/30/2014	1 year
OLD HOME DAY COMMITTEE	PERVIER, JAMES (FTE)	6/30/2014	1 year
OLD HOME DAY COMMITTEE	SEIFERT, BONNIE	6/30/2014	1 year
OLD HOME DAY COMMITTEE	SELLEW, BRENT	6/30/2014	1 year
OLD HOME DAY COMMITTEE	WALKER, KATHLEEN W	6/30/2014	1 year
OLD HOME DAY COMMITTEE	WILMOT, RONALD	6/30/2014	1 year
OLD HOME DAY COMMITTEE	THOMAS, ROB	6/30/2014	1 year
POLICE CHIEF	PERVIER, JAMES (FTE)	6/30/2014	1 year
SCM ELDERBUS	CIESLUK, DEBRA (FTE)	6/30/2014	1 year
SEALER OF WEIGHTS & MEASURES	VALINSKI, JR., RONALD W.	6/30/2014	1 year
TECHNOLOGY COMMITTEE	CECCARINI, DEBORAH (FTE)	6/30/2014	1 year
TECHNOLOGY COMMITTEE	CLOUTIER, CLIFFORD	6/30/2014	1 year
TECHNOLOGY COMMITTEE	EKMAN, CARL LT.(FTE)	6/30/2014	1 year
TECHNOLOGY COMMITTEE	MESKUS, CURTIS (FTE)	6/30/2014	1 year
TECHNOLOGY COMMITTEE	PERVIER, JAMES (FTE)	6/30/2014	1 year
TOWN ACCOUNTANT	WALKER, JOAN (FTE)	6/30/2016	3 years
TOWN COUNSEL	COSGROVE & BLATT	6/30/2014	1 year
VETERAN'S GRAVE MARKER	BACHAND, CLARENCE	6/30/2014	1 year

**NOT SEEKING RE-APPOINTMENT:**

ACTIVITIES COUNCIL	BURLINGAME, CAROL
AMERICANS W/DISABILITIES ACT COMM	MESKUS, CURTIS (FTE)
EMERGENCY MEDICAL SERVICE COORDINATOR	GOUGH, TERRI (FTE)
FENCE VIEWER	MESKUS, CURTIS (FTE)
OLD HOME DAY COMMITTEE	LALLY, MIKE