

 **COPY**



TOWN OF CHARLTON
Minutes of Special Selectmen's Meeting
Tuesday – June 26, 2013 – 6:30pm

Submitted by MCD
Date 7/25/13
Received by dlt
Date 7.25.13

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

1. Call to Order – Chairman Swensen called the meeting to order at 6:30pm with the pledge to the flag.
2. Police K-9 Grant – Mrs. Craver stated that attached is an email from Chief Pervier stating that the Stanton Foundation is currently offering a \$25,000 grant to police departments in Massachusetts for the purpose of providing the necessary funds to law enforcement agencies to help them establish a K-9 program. Chief Pervier is very interested in re-establishing the Charlton Police Department's K-9 program which ended some ten years ago. He has sent a letter to the Stanton Foundation requesting that the Charlton Police Department be considered to receive this grant. One of the requirements needed to be considered for this grant is a letter of support from the Charlton Board of Selectmen or Town Administrator. The cut-off date for this grant submission is June 30, 2013. Does the board wish to support Chief Pervier's request and if so, would you like the Town Administrator to send the letter? Mrs. Craver stated that this is not a competitive grant, if you apply for the grant, you will get it. **Motion by Ms. Walker that we approve Chief Pervier's request to apply for the grant and if appropriate to have the Town Administrator send a letter, seconded by Mr. Sellew.** Questions were asked of Chief Pervier regarding staffing and hours. He stated that this is a great tool to have. He would be the one to select the officer to be in charge of the K-9. He also stated that there are other grants out there to assist with this. There is one grant that would provide a vest for the dog and help defray costs. It was asked how much the costs would be when the grant ends. Chief Pervier stated roughly \$2,500 but he will still look for ways to pay the cost. Mrs. Craver stated that she asked the Chief to provide an estimate of the total costs which is attached. She stated that the grant is asking for you, in good faith when you sign, to keep this program going for five years. Mrs. Craver asked if the Chief has had a conversation with the Union yet. Officer McGrath, the Police Union Representative state that the union is in full support of this and is willing to work with the Chief. Mrs. Craver stated that she would recommend the board include in the motion that this is contingent upon a successful MOU with the Police Union. **Ms. Walker amended her motion to include that this is subject to an MOU with the Police Union. Mr. Sellew amended his second.** Mrs. Craver asked how the Chief planned on finding the right officer. Chief Pervier stated that he would post it and meet with the officers interested. Mr. Sellew stated that he brought this up at a FOCUS meeting and they said they would be interested in helping with this program. He feels it's really important that we look at this closely right now. He feels our community would come out and help to finance this. It was stated that the Chairman could sign the letter if Mrs. Craver is not here. **Vote on motion: motion carries unanimously.** Chief Pervier asked about his custodian. The person doing it now is having someone else fill in. Mrs. Craver stated that she spoke with Chief Pervier about putting in money now for what he needs. Chief Pervier stated that he has enough money to pay someone for 15 hours a week. Chairman Swensen would like Mrs. Craver to assess the Buildings to see what they need. Mrs. Craver would recommend the Chief to keep using what he has until she can evaluate all the buildings. She suggested that his current cleaning person file a disclosure with the Town Clerk. Mrs. Craver stated

that she received a request from the Chief today seeking to get a \$50 stipend for the new Lieutenant for his cell phone and she would ask the Board to approve. **Motion by Mr. Sellew that we allow the stipend of \$50 for the new Lieutenant's telephone, seconded by Ms. Walker, motion carries.** Mrs. Craver asked Chief Pervier to talk to the Finance Committee if they are still meeting to ask for a reserve fund transfer. Chief Pervier stated that he would but he also stated that he spoke with Gerry, Curt and Brent and they haven't finished the handicap accessibility at the Animal Control building. The figure that was come up with for paving would be \$3,000. He would like to ask for a reserve fund transfer. Chief Pervier came back and stated that Ms. Walker said there was enough money in this account to cover the phone. Chief Pervier did ask if the board would support him asking for a reserve fund transfer for the \$3,000 for the paving. Mrs. Craver would recommend this board strongly support the \$3,000. He stated that the Highway will do the work. **Motion by Mr. Szafarowicz that we allow the chief to pave the Animal Control Building, seconded by Ms. Walker, motion carries with Mr. Sellew abstaining.**

3. Re-appointments for terms expiring June 30, 2013. **Motion by Mr. Szafarowicz to approve all the re-appointments listed in the memorandum, seconded by Mr. Sellew, motion carries.**

Edward Gauthier – Hazardous Waste Coordinator – New expiration date – June 30, 2014

Kristen Petrik – Activities Council - New expiration date – June 30, 2014

Steve Paul – Technology Committee – New expiration date – June 30, 2013

Lakes & Ponds Committee – New expiration date for all – June 30, 2013

Stanley Lewandowski

Frank Zappulla

Tim Moran

John Santos

Lori Fontaine

Andrew McMahan

Ziggy Waraszkiwicz

Jackie Nowak

Lisa Westwell

Dick Ginga

4. Resignation from Municipal Building Committee. Mrs. Craver stated that we have received a letter of resignation from Peter Cooper, Sr. resigning from the Municipal Building Committee due to being appointed to the Finance Committee. **Motion by Ms. Walker to accept his resignation, seconded by Mr. Szafarowicz, motion carries.** Chairman Swensen asked that a letter be sent to Mr. Cooper thanking him for his time. Ms. Walker asked if him being appointed to the Finance Committee would be an ethics issue as his son is the Moderator. It was stated that they did contact the Ethics Commission and there is no issue.
5. Support letter for Ambulance Billing Amendment – Chief Cloutier has asked the board to support the legislation and a letter has been drafter for your approval and signature. **Motion by Ms. Walker to support the ambulance billing and send a letter to Senator Brewer, seconded by Mr. Szafarowicz, motion carries.**
6. Veterans Agent – Mrs. Craver stated that Mr. Girard thought he would be able to do this and that's why we did it on an interim basis, where he thought it would be a couple of hours of paperwork which has turned into eight hours where he has to sit and do some real serious human resources for these people. He doesn't feel he can fulfill this with all the other duties that he has. Mrs. Craver stated that she always tries to bring a solution to the Board. She stated that she sat down with Elaine Kingston who has told her before that she needs more help and it would make sense if we made a Veterans Agent/Council on Aging Assistant so they could help her when they are not doing the Veterans work.

It was stated that Mr. Girard will go back to his normal wage. Ms. Walker has a problem with putting it as a Veterans Agent/Administrative Assistant as they are two different levels. Mrs. Craver mentioned it would be \$15/hr for 37 hours which is full time. Kara Hmielowski was given 10 hours a week to work with Todd Girard. Mrs. Craver stated that they both will stay and do the services until we hire someone.

7. Appointments – Mrs. Craver stated that Mr. Foskett has a recommendation for a Highway Department Full Time Light Equipment Operator. He and the foreman performed the interviews and would recommend the Board appoint Richard Piehl, Jr to the position of full time Light Equipment Operator. Mr. Piehl has all licenses required as well as 20 years experience in construction that is similar to the type of work that the highway performs. The starting date would be July 15, 2013. **Motion by Ms. Walker to go along with the recommendation to hire Richard Piehl, Jr. as the Light Equipment Operator, seconded by Mr. Sellew, motion carries unanimously.** Mrs. Craver stated that Mr. Foskett hires two seasonal help. The Board has already made one appointment and he is recommending Matthew J. Carlson be hired as the second temporary full time laborer. **Motion by Ms. Walker to appoint Matthew J. Carlson as a temporary full time laborer, seconded by Mr. Sellew, motion carries.**
8. Other Business – unknown at time of posting
 1. Mr. Foskett stated that Chapter 90 monies this year have been really crazy as they haven't been released yet. He normally gives the Board a letter to approve the projects that he would like to do. He would like to ask for a verbal approval from the Board at this time to use the limited money they are giving him right now which is 30%. Brookfield Road is in terrible shape and needs to be pulverized and re-paved. He has enough money for that and he has enough money for chip seal. He plans on doing Freeman, Ramshorn, Haggerty and Schoolhouse. These roads are at the stage where they are starting to get cracked. Ms. Walker stated that the MMA is very upset about this and they are fighting with the legislature. She stated that all the money is coming and we will get it in the fall. Chairman Swensen would like a letter sent to the office with this information. **Motion by Ms. Walker to approve the paving of Brookfield Road as described by Mr. Foskett and the other roads that he plans to do for the time being, seconded by Mr. Sellew, motion carries.**
 2. Classification Survey – Mrs. Craver stated that she has it and will be sending it out to the Board and Department Heads.
 3. Mrs. Craver stated that she was asked to get numbers from Departments so they could get information for the override. She has some of the information and stated that the Departments have been fantastic to get this done. She will be providing Joan Walker with the information so she will have it before the board's meeting on July 9th. She reviewed what she had to provide to Ms. Walker. Mr. Szafarowicz asked if this could be emailed to him and Mrs. Craver stated that it has been the policy of the board and the Finance Committee not to email out the draft. She will scan it and send it.
 4. Mrs. Craver stated that it's coming to the end of the year and there has been talk of getting rid of the paper agendas and purchase the ipads for meetings. The cable committee has the money and would pay for them. They would have to stay here in the building. Some members felt we should hold off at this time.
9. Adjourn – Executive Session – **Motion by Mr. Szafarowicz that we enter into executive session under M.G.L. Chapter 30A, Sec. 21, #1 - To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided,**

however, that notification may be waived upon written agreement of the parties, seconded by Ms. Walker. Roll call vote: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye and Chairman Swensen –aye. Chairman Swensen stated that we will come out of executive session to finish the agenda.

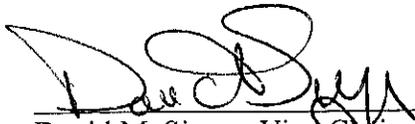
Motion by Mr. Sellew to adjourn at 7:56pm, seconded by Mr. Szafarowicz, motion carries.

Submitted by:
Mary C. Devlin
Administrative Assistant

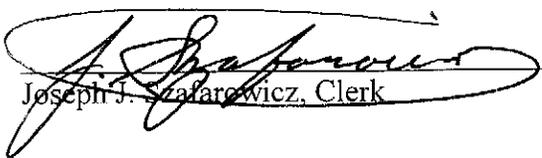
Accepted by:



Frederick C. Swensen, Chairman



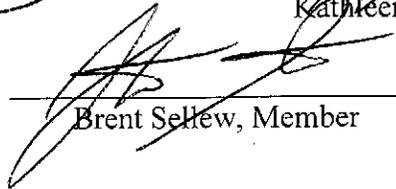
David M. Singer, Vice-Chairperson (absent)



Joseph J. Szafarowicz, Clerk



Kathleen W. Walker, Member



Brent Sellew, Member