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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – August 6, 2013

Submitted by MEJ  
Date 8/22/13  
Received by dlk  
Date 8/22/13

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

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

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

II. Consent Agenda:

1. Minutes of Regular Meeting – July 23, 2013. **Motion by Mr. Szafarowicz to accept the minutes of July 23, 2013 as printed, seconded by Ms. Walker.** Mr. Singer asked for a correction. Page 3 states that he said “It’s also a fact that the Town of Charlton, in the last 10 years or so, have added 10,000 residents.” Mr. Singer stated that he never said that. **Vote on motion: motion carries.** Ms. Walker had a point of information. She stated that she noticed there is one member absent tonight and she asked Chairman Swensen if Mr. Sellew has been excused for sickness or any other reason. Chairman Swensen stated that he was informed that Mr. Sellew called at the last minute and stated that he would be unable to attend, he doesn’t have any reason why. Ms. Walker asked, “he doesn’t want to attend remotely either?” Chairman Swensen stated again, that he found out when he came to the meeting.

III. Community Relations, Announcements and Open Forum:

Chairman Swensen read the announcements.

IV. Appointments/Resignations:

1. Appointment – Board of Assessor. Mrs. Craver stated that she is happy to report that two residents are interested in being appointed to the Board of Assessors for the remaining term of resigned Trish Gill. Tonight you will have the opportunity to interview Richard Vaughan and Jack Bacon, both excellent candidates. She would recommend that the Board have them tell you a little bit about themselves and why they are interested in the position. As you know, the Board of Selectmen will open it up to motions and vote jointly with the present members of the Assessors. Mrs. Craver stated that one resident is present and she did not see the other who was invited to attend. Present from the Assessors: Deb Ceccarini, Principal Assessor and Nancy Landry, Member of the Board of Assessors. Chairman Swensen first welcomed Mr. Vaughan to the Town of Charlton and thanked him for taking interest in this position and invited him up to the table and asked him to tell the Board a little about himself. Mr. Vaughan stated that he’s been involved in government for many years. He is also broadcasting on the WESO Radio station. He was appointed by Governor John Volpe to the Highway Safety Commission and re-appointed by Governor Sargent. Governor Dukakis appointed him to the Commission on Recreation and Sports. He was a member and Chair of the Finance Committee in Ware, MA and later elected Town Moderator. He was Chair of the Town of Ware Elementary School Building Committee. Mr. Vaughan has also served on many boards of directors of various organizations including Mary Lane Hospital, the United Way of

Charlton, Southbridge and Sturbridge and the Central Mass South Chamber of Commerce. He has also served as President of the Sturbridge Rotary Club and as an advisor to Registrar Alan Mackey at the Mass Registry of Motor Vehicles. Chairman Swensen thanked Mr. Vaughan for wanting to get involved. Mr. Szafarowicz asked Mr. Vaughan why the Board of Assessors. What interests you? Mr. Vaughan feels this is the focal point of the community. It pays the bills. Nancy Landry from the Board of Assessors came forward. She stated that she didn't have any questions but wanted to thank him for taking the time to submit a letter. Chairman Swensen stated that we do not have a quorum of the Assessors present. Mrs. Craver stated that the Board could invoke the rule of necessity because this is only a three member board and they have one member absent and one member out on an injury. This would be up to the Board of Assessors to do. Mrs. Landry stated that she wished to invoke the rule of necessity. Chairman Swensen opened the floor for nominations. **Mr. Singer** stated that both candidates have extensive backgrounds and both would make an excellent addition to the Board of Assessors. He feels it says a lot that one candidate is here and has shown a desire to be an active participant and he **would move that we nominate Mr. Vaughan to the Board of Assessors, seconded by Mr. Szafarowicz. Ms. Walker would like to nominate Jack Bacon.** Ms. Walker stated that the reason she is nominating Mr. Bacon is one, he is a long-time volunteer for the town and a past selectmen. He was a pleasure to work with and treated everyone with fairness and kindness. Mr. Singer appreciates Ms. Walker's thoughts that everyone loves Mr. Bacon. He stated that we don't give people benefits for being a long time resident and we don't punish people if they are new residents. Mr. Singer pointed out that he made a motion which was seconded and that motion should be acted upon before there are any other motions acted upon. Chairman Swensen stated that he had asked for nominations. Mr. Singer stated that he made a motion and it was seconded. Mr. Szafarowicz stated as a point of information, to have a vote on this with two nominations, does that happen when we vote on it together. **Chairman Swensen asked if we have a second on Mr. Bacon's nomination. With none appearing, the nomination does not go forward.** Chairman Swensen stated as a footnote that he agrees with everything that Ms. Walker has stated about Jack. Ms. Walker asked for discussion. She stated that unless there is some sort of emergency, she is concerned that we are missing one member of the Board of Selectmen and one member of the Board of Assessors and she would ask for consideration in postponing this vote for two weeks where the other members might be able to join us. She feels this is an extremely, important position and she just got the names about ½ hour ago. It was stated that the information was emailed to all board members. Mr. Singer asked if we could act on the motion as we have people waiting in here. He stated that obviously there is a need because the request is here. Ms. Walker asked the Assessors if this is imperative that this is done tonight. Mrs. Landry stated that they have not been able to have a meeting and this would be another two weeks. Mrs. Landry stepped away from being an Assessor. She stated that she would never disagree with how Jack Bacon is as a person and a citizen and she holds him in high regard. She is extremely uncomfortable from those comments just because it's personal. As an Assessor she stated that this is a necessity. Chairman Swensen stated that we have a motion on the floor that needs to be acted on. **Roll call vote: Ms. Walker – no, Mr. Szafarowicz –aye, Mrs. Landry – aye, Mr. Singer – aye and Chairman Swensen – aye.** Chairman Swensen thanked Mr. Vaughan for his interest. Mrs. Craver stated that after reviewing what happened, an email went out to the board to let them know that we have two candidates for the position that the board can interview. The letters of interest were in the read folder.

2. Appointment – Auxiliary Police & Special Police Officer. Mrs. Craver stated that attached is a letter from Chief Pervier stating that with several resignations over the past year, the compliment of officers who make up the Charlton Police Department's Auxiliary Police Unit is currently understaffed and additional personnel are needed to carry out the duties and functions. In an effort to fill the vacancies, Chief Pervier has conducted interviews with two Auxiliary Police Officer

Candidates during the month of July, 2013 which were selected from the Charlton Police Department's current pool of Auxiliary Police Officer Applicants. He is asking the Board to consider the two individuals he has selected for appointment as Auxiliary Patrolmen for the Town of Charlton: #1. Michael R. Fournier of 119 Stafford St., Apt. 58, Charlton MA, 01507, #2. Karla A. St. Laurant of 122 Six Schoolhouse Rd., Charlton MA 01507. Chief Pervier is also requesting the Board vote to appoint Sean M. Baxter of 9 Knowlwood Drive, Charlton MA 01508 as a Special Police Officer for the Charlton Police Department. Mr. Baxter previously served with the Massachusetts State Police and during his tenure, attained the rank of Major. Mr. Baxter's law enforcement experience makes him a very valuable asset and great addition to the Charlton Police Department's rank and file. The three aforementioned candidates are all fully qualified and hold current certificates which make them eligible to be considered to fill the open auxiliary police officer positions. A thorough background check was conducted on each of the finalists and their records are sound. Each officer's appointment will be contingent upon each of them successfully completing a physical and firearms qualification with their duty weapon. I would recommend the board make the appointments as requested. Chief Pervier came forward and gave a little background on the candidates. Chairman Swensen asked Chief Pervier to explain the difference between Auxiliary and Special Police Officers. Chief Pervier stated that an Auxiliary Officer is volunteer, they do not get paid. Special Police Officers are paid. **Motion by Ms. Walker that Michael R. Fournier and Karla A. St. Laurant be appointed as Auxiliary and Sean M. Baxter be appointed as a Special Police Officer, seconded by Mr. Singer for discussion.** Mr. Singer asked Chief Pervier is this will help with managing overtimes costs of having a special police officer? Chief Pervier stated that there will be discussions with the union about Auxiliary and Special and he would rather not talk about what the town's position is right her and now. **Vote on motion: motion carries 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 Jeffrey T. Brodeur of 3 Hayes Pond Circle, Charlton, MA 01507. A complete background check and reference check was conducted and revealed that Mr. Brodeur has a clean record and a solid background and should be considered for the per diem dispatcher position for the Charlton Police Department. **Motion by Mr. Singer to appoint Jeffrey Brodeur as a per-diem Dispatcher for the Charlton Police Department, seconded by Ms. Walker, motion carries unanimously.**

#### V. Scheduled Appointments:

6:45pm – Pole Hearing. Mrs. Craver stated that attached you will find a request from Verizon New England, Inc. and Massachusetts Electric Company to install 1 new JO pole on Smith Road. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Chief of Police and Highway Superintendent. You will begin by opening the public hearing and read the notice. Joseph Zona from 109 Smith Road came forward and stated he is the one requesting it so he can have a light. Chairman Swensen read the public hearing notice and declared the public hearing open at 7:10pm. Gerard Roy who is an abutter came forward and stated that he has a right of way and he doesn't mind the pole going where it is but does not want the wires and such going under the right of way. Paul Davis was present to represent Verizon. He took a ride out to where the pole is to be located. There is going to be an anchor behind the pole roughly 6 ft or so. His presumption is that it would not be in the right of way. No further comments. Chairman Swensen declared the public meeting closed at 7:15pm. **Motion by Mr. Singer to approve the new JO pole on Smith Road, seconded by Mr. Szafarowicz. Chairman Swensen asked if it could be contingent**

upon complete information that no wire or structure will infringe on Mr. Roy's or any abutter's property. Mr. Singer amended his motion. Mr. Szafarowicz amended his second. Motion carries unanimously.

VI. New Business:

1. Special alcohol license request – Caitlin Nagle. Mrs. Craver stated that attached is a request from Caitlin Nagle of 16 Chandler Place, Newton, MA for a special liquor license for Wine and Malt beverages to be used on Saturday, September 14, 2013 from 5:30pm to 11:00pm at Camp Joslin, 150 Richardson Corner Road for her wedding reception. This request has been approved by the Building Commissioner, Fire Department and Police Department with no stipulations. All requirements within the policy have been met. Per the Board's policy, the license if approved, should be issued for two additional days for the following reasons:  
Day 1 – to allow delivery of alcohol to establishment (no sales allowed)  
Day 2 – For sale on the approved date and time as listed  
Day 3 – To allow for pick up of any unused alcohol (no sales allowed)  
Mrs. Craver would recommend the Board approve the special license as requested with the dates on the license to be September 13 – September 15, 2013. **Motion by Mr. Szafarowicz to approve the special license as requested, seconded by Ms. Walker, motion carries unanimously.**
2. Special alcohol license request – St. Joseph's Church. Mrs. Craver stated that attached is a request from Robert C. Racki, Sr. of 6 Marble Road, Spencer MA for a special liquor license for Wine and Malt beverages to be used on Friday – September 27, 2013 from 6:00pm – 10:30pm, Saturday – September 28, 2013 from 6:00pm – 10:30pm and Sunday, September 29, 2013 from 12:00noon – 10:30pm for the St. Joseph's Fall Festival, 10 H. Putnam Road, Charlton. This request has been approved by the Building Commissioner, Fire Department and Police Department. The Fire Department has one stipulation which is not to block the highlighted door on the map they were provided with. All requirements within the policy have been met. Per the Board's policy, the license if approved, should be issued for two additional days for the following reasons:  
Day 1 – to allow delivery of alcohol to establishment (no sales allowed)  
Day 2 – For sale on the approved date and time as listed  
Day 3 – To allow for pick-up of any unused alcohol (no sales allowed)  
Mrs. Craver would recommend the Board approve the special license as requested with the dates on the license to be September 26, 2013 – September 30, 2013. **Motion by Mr. Szafarowicz to approve the special license as requested, seconded by Ms. Walker, motion carries unanimously.**

VII. Old Business:

1. Override Discussion / Question – support. Mrs. Craver stated that attached you will find a revised informational sheet that has been adjusted to hopefully make the reasons an override was proposed more clear. The School Superintendent participated in the revision process. Please review and we will get this on cable and the website for information purposes. (attached)  
Chairman Swensen read the Override information sheet. Mr. Singer stated that \$130,000 above minimum assessment for the schools in FY15, he said the number keeps changing and he would like to know why. He also stated that if this is going to be posted on the web, the house prices should be provided for low and high end. He feels it's deceptive as it is now. Mrs. Craver stated the request for the school is from the Superintendent. Ms. Walker stated that she doesn't feel any of this is deceptive. She does agree with Mr. Singer to put in the ranges. She also stated that the deception about the free cash should be left out altogether. She also wanted to bring the attention to the local aid at the bottom of the page. We were at a low last year. Ms. Walker also stated that

right now there are 20 seniors eligible for the tax work off. If the override goes through, 60 seniors will be eligible for it. She also asked for more elaboration on the \$40,000 to restore various general government expense accounts. Mrs. Craver stated that over the years, we have been cutting budgets by 2% and some accounts have been just cut. Ms. Walker feels that private ways should be looked at. The money cannot be used from Chapter 90 and there isn't much money left to work on these roads if needed. Mr. Szafarowicz stated that overall this is well done. He does agree that more information should be given on costs on homes. He would also ask for a little more information on the local aid that would be appropriate. Mr. Singer stated that the information given out is correct but could be deceiving by what we withhold that's why he feels we should show the highs and lows. Chairman Swensen stated that he agrees with the paragraph about the free cash because he has heard comments that the board is trying to sneak this through and then get the free cash for more money which is not true. He also has no objection if the board wants more variables put in as suggested by Mr. Singer. Chairman Swensen stated that many man hours went into putting this list together. Once this document is approved by the Board, it will be posted here and on cable and wherever we can get the info out. Mrs. Craver stated that there is a group waiting for this to be approved and they will be working to get the word out. Mr. Singer does not feel we should give this information out to a group and expect them to get the word out. That's our job. Mrs. Craver stated that she will get this out to the papers as well, cable and the web site. Chairman Swensen stated he feels it's important that we don't make this too lengthy or wordy. Ms. Walker would like the amount of \$500,000 as stated in the paragraph for free cash, double checked. She doesn't agree with that number. Stefan Sage stated that if anyone out there needed help in calculating their cost, he will be happy to help. He can be reached at 508-248-4559. He stated that he reviewed his property taxes for the past nine years and some years it stayed the same and some it went down. He supports this and the way it is broken down. **Chairman Swensen would ask for a motion from the Board with the information discussed tonight to accept this informational sheet.** Mr. Szafarowicz would recommend a contact name and number be included for those that have questions. **So moved by Mr. Singer, seconded by Ms. Walker, motion carries.**

2. Request to sell Town Property – Sunset Drive. Mrs. Craver stated that at the Board's last meeting, a request was given to you to consider selling the town property known as Lot 1 on Sunset Drive. The Board held action until you had time to review the property and also to ask Department Heads if they had any concerns if this piece of property was sold. Attached is a timeline of this property and how it came to be town property. Department comments are also included but one that should be noted is from Town Treasurer Arsenault indicating that he has found more information on this parcel since his original letter to you and it is labeled as "DO NOT SELL", therefore, Mrs. Craver recommends taking no action. **Motion by Ms. Walker that we postpone any action on this, seconded by Mr. Singer, motion carries unanimously.**

3. Town Administrator performance evaluation. Chairman Swensen stated that he would like to thank the Board Members for taking the time to complete the 2013 Town Administrator evaluation forms. He provided the board members with a summary of the results and read the following:

The following is a summary of the results. All categories are based on a scale of 1 (unsatisfactory) to 5 (Excellent). One Board Member opted to abstain from this review as to avoid any appearance of conflict of interest. As such, the maximum number of points in any one category is 20.

<u>Category</u>	<u>Total Score</u>	<u>Average</u>
1. Board Relations	17	4.25
2. Personnel	14	3.5
3. Financial Management	13	3.25
4. General Management	15	3.75

5. Community Relations	19	4.75
6. Interdepartmental Relations	14	3.5
7. Completion of Goals & Objectives	10	3.3*
Total	102	3.75 – Very Strong

*\*Please note that one Board member did not rate this category*

**Comments:**

“Town Administrator has done an excellent job being present at Board meetings (sub-committee, Fin Com, etc)”

“Puts a lot of heart into the job”

“Many BOS Goals & Objectives not met, need to keep on agenda until met or decision is made to remove.”

“I continue to see improvements & effort to increase the quality of the relationships with departments, boards & employees. However, improvement as mentioned in my review still needs to be focused on and made”.

“Very committed to achieving Goals and Objectives”

“A pleasure to work with”.

**Summary:**

I believe the Town of Charlton is very fortunate to have Ms. Craver as its Town Administrator. I would like to thank her for her hard work and commitment to both the Board of Selectmen and the people of Charlton. Ms. Craver’s leadership and work with the town’s entire financial team has been a key component in seeing us through the rough financial times we have seen in recent years. While there are always areas for improvement, I believe we have seen improvements in these areas, as stated in the above comments and will continue to see improvements. Ms. Craver has also played a key role in making many town operations and systems more efficient and cost effective as well as successfully writing grants, which have brought substantial sums of money to the town. As a board member and current Chair, I look forward to working with Ms. Craver as we continue our efforts to move the town forward. Mr. Singer asked since the reason given for non-participation in doing the review is a conflict of interest, he would like to ask who didn’t do the review because for better or worse, that review could have lowered Ms. Craver’s scores or increased her scores and by not participating in doing her review which is a job of the Selectmen, if the claim is conflict of interest, he would like to know who it was and what was the conflict. Chairman Swensen stated that Mr. Sellew had contacted him and asked to be excused from doing the review because his wife is currently the Charlton Dog Officer, who is under the direct supervision of Ms. Craver and he did not want any comments, positive, negative or otherwise to be possibly misconstrued as a conflict of interest. Mr. Singer disagrees. He feels that argument would have precluded him from ever sitting in this seat and ever having any interaction with Ms. Craver. Ms. Walker agrees with Mr. Singer and stated that Mrs. Craver is the highest paid official in this town and needs to be reviewed. She feels it’s the responsibility of every member on this Board to complete this review or they shouldn’t be sitting here. Ms. Walker would also note that some of the comments she made are not in here and she would like to receive a copy of everyone’s review. Chairman Swensen stated that it was public record and also stated that there was one comment he couldn’t read from Ms. Walker so he didn’t put it in. Mr. Szafarowicz asked why there was an asterisk next to the bos goals and objectives and Chairman Swensen stated that the asterisk is there to tell you that one board member did not answer it. Mrs. Craver stated that she would make copies of the reviews and put them in the Board’s read folder. Chairman Swensen offered Mrs. Craver a chance to respond to her evaluation. Mrs. Craver thanked the Board for their confidence and support over the last year. She enjoys working here and takes seriously, the Board’s thoughts and concerns. Chairman Swensen wanted to bring up that next month, we have scheduled a meeting to discuss the Boards goals & objectives and one thing while looking through

these, he feels that we need to be more clear on what the Board's goals are and the Town Administrator's are. Ms. Walker wanted to point out that she did note that Mrs. Craver separated out the Board of Selectmen's goals and objectives and her own and she did meet all of her own. The Board of Selectmen did not meet their's and she made a comment to keep them on the agenda until they are done. Ms. Walker stated that was her main concern. Mrs. Craver stated that she can only make recommendations on the Board Goals & Objectives. If the Board does not act on them or continue them on their agenda which is under the control of the Chairman, she would suggest that the Board really look at the Chairman's role as well. Ms. Walker feels it's a joint responsibility to the town that the Town Administrator's review gets done every year. Chairman Swensen agrees and is not completely comfortable with how we do the evaluation. He asked Mrs. Craver if she could do some research on how other towns do their performance evaluations. He would ask that at some point after the information is gathered and before the next evaluation, if we could sit down and see if we can improve our system or if this works the best.

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

Mrs. Craver also stated that she and Gary Magnusson from CMG Environmental began reaching out to residents who are/were within the 500 foot radius of the contamination at the Highway Barn and 4 Dresser Hill Road. She will have more information for the Board's next meeting.

Mrs. Craver also stated that she received a call today from Jan McKinstry asking for an update. After speaking with John Perkins, we will schedule a join meeting with the Recreation Commission for September 16, 2013.

IX. Other Business:

1. Mrs. Craver stated that earlier today, she forwarded the Board an email from Chief Cloutier which stated per a DEP Consent Order, Appendix A, the Barton Center has donated fire and life safety equipment to the Charlton Fire Department. The Barton Center shall purchase certain equipment for use by the Town of Charlton, Massachusetts and the Town's Fire Department to support fire training activities and educational awareness of fire hazards. Specifically, Barton shall purchase two fire simulators, manufactured by Modeltech, consisting of a hazard house large group and hazard kitchen simulator valued at \$4,980.00 and \$9,800.00, respectively and donate the Equipment to the Town. Upon obtaining the equipment, the Fire Department has agreed to attend Barton's camps and use the equipment to teach campers about fire safety. The fire safety training session will be conducted by Life Safety Educator, Fire Fighter Danielle Robinson. The Fire Department will also bring an ambulance to assist in the training and to allow campers to become comfortable with the use of ambulance equipment in the case of an emergency. Before the Fire Department can accept this gift as outlined, it must first be accepted by the Board of Selectmen on behalf of the Fire Department. **Motion by Mr. Szafarowicz to accept the purchase of two fire simulators by the Barton Center, manufactured by Modeltech, consisting of a hazard house large group and hazard kitchen simulator valued at \$4,980.00 and \$9,800.00 respectively and donate the Equipment to the Town of Charlton Fire Department, seconded by Mr. Singer, motion carries unanimously.**
2. Ms. Walker stated that she is on the Board of Directors for the MMA and she wanted to mention a piece of legislation that might benefit the tax situation in Charlton. There is a local option private sale in process (PILOT) and basically what it does is all the non-profits in your town could be taxed 25% of their assessed value. This would have to be adopted by each local city and town so it wouldn't just go in effect throughout the state. The other issue is the 6<sup>th</sup> grade essay contest and she would encourage Mrs. Craver to follow up with Mr. Gilrein on this. The last thing is that they have reconvened the Worcester County Selectmen's Association and the next meeting will be in Sterling on September 19<sup>th</sup> and all the Selectmen from those 61 cities and towns are invited to go.

Ms. Walker stated that there was a letter that she wanted to read about the Fire Department.  
(attached)

3. Mrs. Craver stated that Charlton has made the Beacon regarding the Dam. There has been much interest about how we got special legislation to be able to fix our Prindle Lake Dam.

X. Next Meeting Announcement:

Special Election – September 9, 2013 – 12 – 8pm – Heritage School

Next Regular Selectmen’s Meeting – August 20, 2013

XI. Adjourn/Executive Session:

**Motion by Mr. Singer to adjourn at 8:28pm, seconded by Ms. Walker, motion carries.**

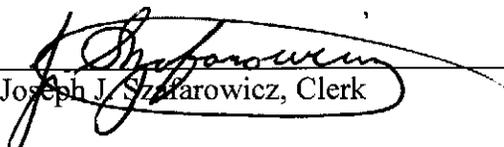
Submitted by:

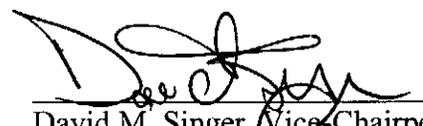
Mary C. Devlin

Administrative Assistant

Accepted by:

\_\_\_\_\_  
Frederick C. Swensen, Chairman

  
\_\_\_\_\_  
Joseph J. Szafarowicz, Clerk

  
\_\_\_\_\_  
David M. Singer, Vice-Chairperson

  
\_\_\_\_\_  
Kathleen W. Walker, Member

\_\_\_\_\_  
Brent Sellew, Member (absent)



**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: August 1, 2013  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 8/6/13

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**Senior Center Air Conditioning:** Quotes were sought for the Senior Center Air Conditioning. The lowest and most responsive bid was from RPM Heating & Air Conditioning, Inc., 236 Southbridge Rd., Charlton, MA in an amount not to exceed \$13,200.00. A letter and contract was sent to them informing them of the award.

**Classification Plan:** We had the kick off meeting for the Classification Plan study on July 30, 2013 at 10:00am here at the Town Hall for non-union employees and the Clerical Union. It was well attended. We will be reviewing approximately 47 positions, which is an increase from our original amount of 30.

**Bus Service:** I attended a regional transportation meeting with the WRTA July 13<sup>th</sup>. We are reviewing the needs of the region. They will be providing an analysis of Charlton's ridership and we will forward that to you once it is received.

**CIC Grant for Stormwater– \$210,000:** As you know we applied for and received an additional \$210,000 grant for stormwater that will increase town participation from 17 towns to 30. We will be hosting the kick-off meeting here in this room August 14<sup>th</sup>.

**Health Insurance:** A meeting of the Insurance Advisory Committee will be held this week to discuss the possibility of changing insurance carriers next year to save money. Since we are in a consortium with the Town of Dudley and Bay Path, I have contacted them and they are interested in exploring the new program found by Treasurer Arsenault. As you know, it is good practice to bid out the insurance every couple years to insure we are getting coverage at the best price. I will keep you informed as we move forward.

**Codification of By Laws:** I am continuing to work with the By-Law Committee and the Personnel Chairman to recodify the Town By-Laws. Hopefully, we will have the project complete by the October Special Town Meeting.

**Grant for ADA:** I am disappointed to report that Charlton did not receive the grant for the elevator. As you know we submitted it with the Town of Leicester and we are penning a request for reserve funds. Charlton had the 2<sup>nd</sup> highest score but it was a three way tie. The other two towns were picked and Charlton was cut out based on our community wealth factor. The Town Administrator will be putting together a letter on behalf of both towns requesting consideration.



**TOWN OF CHARLTON  
OFFICE OF THE TOWN ADMINISTRATOR  
37 Main Street  
Charlton, MA 01507**

[www.townofcharlton.net](http://www.townofcharlton.net)

Phone (508) 248-2206

Fax (508) 248-2374

July 29, 2013

RPM Heating and Air Conditioning, Inc.  
236 Southbridge Road  
Charlton, MA 0157

RE: Acceptance of Proposal

To Whom It May Concern:

After reviewing the bids for the installation of an AC system in the Senior Center at 37 Main Street, you are the lowest responsible bidder. You are being awarded the contract in an amount not to exceed \$13,200.00 for work identified in your bid proposal dated July 22, 2013.

Please find enclosed two copies of a contract which incorporates your signed proposal dated 7-22-13 into it. Please sign the contracts and return one to me. You may contact Curt Meskus for completion of the project.

We look forward to working with you and please let me know if you have any questions or comments.

Sincerely,

Robin L. Craver  
Town Administrator

Cc: Board of Selectmen  
Municipal Building Committee

TA Report



**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

## **MEMORANDUM**

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: August 1, 2013

SUBJECT: Override

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Attached you will find a revised Informational Sheet that has been adjusted to hopefully make the reasons an override was proposed more clear. The School Superintendent participated in the revision process.

Please review and we will get this in cable and the website for informational purposes.

# OVERRIDE Information Sheet

## What will you do with the \$800,000 and why do you need it?

The breakdown of the funding will be apportioned out as follows:

- \$300,000 to support/ sustain the state required minimum school spending increase for DCRSD for FY15 (estimated average) \*
- \$130,000 above minimum assessment for the schools in FY15 \*
- \$70,000 for the 19<sup>th</sup> officer\*
- \$70,000 for the Fire Prevention officer\*
- \$20,000 for Library Operations\*
- \$10,000 for New Highway Building Operations\*
- \$50,000 to increase training for firefighters and police *new*
- \$65,000 to add one full time dispatcher and benefits *new*
- \$40,000 to restore various general government expense accounts *new*
- \$20,000 to increase number of spots for senior tax work off program *new*
- \$25,000 to hire a full time Veterans' Agent plus provide for increase in requested veteran benefits. *new*

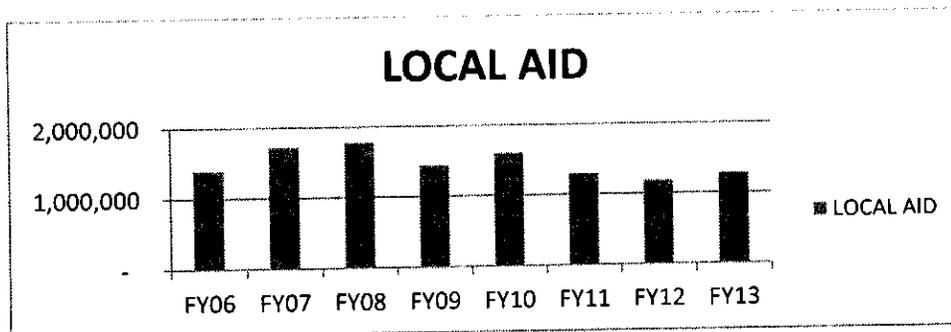
\* Paid for in FY14 by transferring from Stabilization Fund

## How much will the override cost me?

\$800,000 override will add .57 to the current rate of \$12.30 bring rate up to \$12.87. For example, a property valued at \$255,000 (the average home) assessment will see an increase of \$145.00 per year.

## Why don't you wait and see what Free Cash is and use that?

Free Cash is not free. It is the funding that is left over from the prior year and revenues that came in higher than estimated (i.e. storm reimbursements from the previous year). Charlton averaged \$500,000 over the last 3 years. These funds are an essential part of budgeting and are **planned**. This money does a couple of things. There is a cushion in case revenue does not come in as expected. Recently, we overestimated New Growth and receipts were used to make up the shortage. If the ending balance is not needed to make up short falls from revenue projections; "free cash" is generally transferred by Town Meeting into the Stabilization Fund. This is where the funds come from for the Town's capital projects. If we build free cash into our operating budget, we will have no money to purchase new trucks, cruisers, fix buildings, and other vital capital needs at the end of the year.



July 9, 2013

To:

The Firefighters of Charlton Massachusetts.

This is merely a letter of great appreciation. On June 30<sup>th</sup> there was a 3 alarm fire in the apartment building located at 131 Muggett Hill Rd.. Due to your quick response and professional teamwork and coordination, you were able to take what could easily could have been a complete loss and contain the destruction to just one apartment. For this I think you should be commended. Hats off for a job well done.

Sincerely,



Paul & Nazra Gagner