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Submitted by UCD
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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – September 4, 2013

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.

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

I. Call to Order:

1. Chairman Swensen called the meeting to order with the pledge to the flag and a moment of silence for a member of the Foskett family that is having a hard time.

II. Consent Agenda:

1. Minutes of Selectmen's Regular Meeting – August 20, 2013. **Motion by Mr. Szafarowicz to accept the minutes of our Regular Meeting of August 20, 2013, seconded by Ms. Walker, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Ms. Walker stated that we had a wonderful and challenging Old Home Day this year. In spite of the rain, thunder and lighting and that the parade was cancelled, everyone was happy and cheerful and generous and fun. Mr. Sellew concurred.

IV. Appointments/Resignations:

1. Veterans Agent/COA Assistant Director appointment. Mrs. Craver stated as you are aware, we have advertised and conducted interviews for a full time Veteran's Agent as required by law. With that said, the MA Division of Veteran's Services has given us permission to have this person also have other duties and we have paired this position with an Assistant Director in the Council on Aging Department. The interviews were carried out by Elaine Materas, Todd Girard and myself. We would like to recommend Paul Derany to the position of COA Assistant Director/Veteran's Agent at a rate of \$17.94 per hour for 37.5 hours a week starting Monday, September 23, 2013 contingent upon completion of all paperwork and an acceptable CORI check. Mr. Derany was present and asked to come to the table and provide a little of his background. **Motion by Ms. Walker to support the appointment of Mr. Derany and thanked him for his service, seconded by Mr. Sellew, motion carries unanimously.** Chairman Swensen stated that on behalf of the whole board, welcome and thank you for your service.

V. Scheduled Appointments:

VI. New Business:

1. Fay Mountain Farm – Agricultural Preservation Restriction. Mrs. Craver stated that Michele Padula from the Department of Agriculture Resources contacted the Town reminding us that under the agreement Charlton signed to purchase Fay Mountain Farm, there is an obligation for the Town to attach an Agricultural Preservation Restriction on the farm. Presently, we already have a Conservation Restriction on it but have been waiting until the farm was operating before putting on the Agriculture restriction. The Fay Mountain Farm Committee met with Ms. Padula and attached is a sample APR for the Board to review. As you know, the restriction would require the farm to be operated as a commercial farm in perpetuity. Mrs. Craver would ask the Board to review the attached APR and let her know if there are any concerns or suggestions. This item will be added to the Board's September 17, 2013 agenda for discussion.

2. Snow Plowing Policy for Town Buildings. Mrs. Craver stated that as we prepare for winter, she would ask the Board to consider the following policy for snow plowing of town buildings. Snow Plowing – Town Buildings; After all roads have been plowed and maintained for the passage of motor vehicles, the Highway Department will service the following buildings as follows:

The below buildings shall be plowed and sidewalks shoveled to allow the buildings to open up for business as usual:

Highway Department – 100 Flint Road

Town Hall – 37 Main St.

Library – 40 Main St.

Community Center – 4 Dresser Hill Road

Police Department – 88 Masonic Home Road

Animal Control Building – 15 Old Town Road

The below buildings shall be plowed to allow the buildings to open up for business as usual:

Fire Department: 10 Power Station Road; 11A Power Station Road; 54 N. Main St. The Highway Superintendent is in favor of this policy. Chief Pervier stated that he understands sidewalks and things but during a storm, if the Police Department isn't plowed out and there's an emergency, they won't be able to get out. Mrs. Craver feels that the Chief will be plowed out as they go. This policy is just for clean up after a storm. **Motion by Mr. Sellew that we accept the snow plowing policy, seconded by Mr. Szafarowicz, motion carries unanimously.**

3. Special Town Meeting – open warrant. Mrs. Craver stated that while we await the decision of the override, Special Town Meeting time has come upon us. Attached is a proposed calendar which has you opening the warrant tonight and the meeting to be held on Tuesday, October 15, 2013. We have confirmed the date is available with the School and will confirm the date with the Town Clerk. Tonight, if you have no revisions, you are asked to approve the Special Town Meeting calendar and open the warrant. Mrs. Craver has a Department Head meeting tomorrow and will let the Department Heads know. Depending on the override, you may make adjustments or cancel the meeting altogether but if we open the warrant now, you will find out if there are departments counting on this meeting for important town business. Mrs. Craver will report back to the Board at the next meeting. **Motion by Mr. Szafarowicz to approve the special town meeting calendar and open the warrant, seconded by Ms. Walker, motion carries unanimously.**

VII. Old Business:

1. Override – continued. Mrs. Craver stated that the override is set for Monday, September 9th. We are carrying this item in case there is unfinished business the Board has on this issue.
2. Chairman Swensen would ask the Board to vote to take a position on the override. Ms. Walker is in support of this override for many reasons and feels it should have been more money. She would like to see the override pass for two reasons. One is the roads in town, we are in the top ten for the amount of roads in the state. Some roads in town get help from Chapter 90, other roads that don't

qualify get taken care of from the general account. The second reason is the taxes for the seniors. Right now there are only 20 openings for seniors to work in the tax work off program to help defer the costs for them. If the override passes, there will be an opportunity for 60 seniors to work in this program starting with the lowest income first. The program allows the seniors to work for the town and they get \$500 taken off their taxes. Mr. Szafarowicz stated that he doesn't remember anything about roads being in the override and asked her why she would support something that's not there. **Motion by Mr. Sellew to put this to a vote of the Board to see who is in support and who isn't, seconded by Ms. Walker.** Mr. Szafarowicz doesn't feel it's the duty of the Selectmen to vote to support or not support it. Chairman Swensen stated that he thought it was a vote of the board. Mr. Sellew stated that he's been asked by many people if the whole board supports this. **Mr. Sellew restated his motion to that we are voting as a board to support, not as individuals. Ms. Walker amended her second.** Mr. Szafarowicz will not be voting on this as he feels it is inappropriate. Chairman Swensen stated that was his option. **Vote on motion: Ms. Walker – aye, Mr. Sellew – aye, Chairman Swensen – aye and Mr. Szafarowicz – abstain.**

VIII. Town Administrator Report: Mrs. Craver reviewed her report. Chairman Swensen had one question for Mrs. Craver and that was on the Transportation where we have gone from private to hired transportation are we saving money? Mrs. Craver stated that it will cost \$3,000 more.

IX. Other Business: (unknown at time of posting)
Mr. Sellew gave a big thank you to the Charlton Fire Department and the Lions Club for a great fireworks night this year.

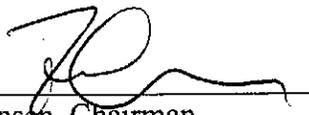
X. Next Meeting Announcement:
Special Election for the override – September 9, 2013, 12 – 8, Heritage School
Next Regular Selectmen's Meeting – September 17, 2013

XI. Adjourn/Executive Session:
Motion by Mr. Szafarowicz to go into executive session at 7:13pm under M.G.L. c. 30A, Sec. 21, #1 – to discuss the reputation, character, physical condition or mental health rather than professional competence of an individual or discuss the discipline or dismissal of or complaints or charges against a public officer, employee, staff member or individual and #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. 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. **Roll call vote taken: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye and Chairman Swensen – aye.**

Motion by Mr. Szafarowicz to adjourn at 7:25pm, seconded by Ms. Walker, motion carries unanimously.

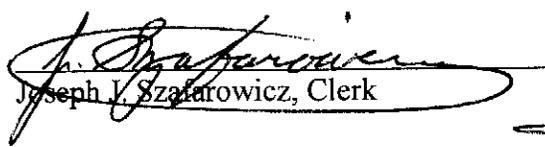
Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

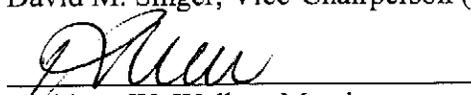


Frederick C. Swensen, Chairman

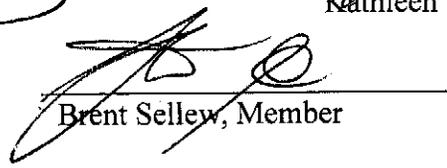
David M. Singer, Vice-Chairperson (absent)



Joseph V. Szafarowicz, Clerk



Kathleen W. Walker, Member



Brent Sellew, Member



**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: September 3, 2013

SUBJECT: Snow Plowing – Town Buildings

As we prepare for winter, I would ask the Board to consider the following policy for snow plowing of town buildings:

Snow Plowing – Town Buildings

After all roads have been plowed and maintained for the passage of motor vehicles, the Highway Department will service the following buildings as follows:

The below buildings shall be plowed and sidewalks shoveled to allow the buildings to open up for business as usual:

- Highway Department – 100 Flint Road
- Town Hall – 37 Main St.
- Library – 40 Main St.
- Community Center – 4 Dresser Hill Road
- Police Department – 88 Masonic Home Road
- Animal Control Building- 15 Old Town Road

The below buildings shall be plowed to allow the buildings to open up for business as usual:

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10 Power Station Road
11A Power Station Road
54 N. Main Street



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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: August 28, 2013

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 9/3/13

MIIA Rewards Program – I am happy to report that Charlton has received \$2,366 back on our workers compensation & property casualty insurance costs through proactive and voluntary participation in loss prevention and risk management activities that are part of incentive programs offered by the Massachusetts Interlocal Insurance Association.

MMA Fall Legislative Breakfast Meetings – The Massachusetts Municipal Association announced its fall schedule for Friday morning legislative breakfast meetings across the Commonwealth beginning on September 20th and continuing on September 27th and October 4th from 8:00am to 10:00am at different locations. If any member of the Board is interested, please let me know so that we can get you registered to the one of your choice.

Shared Building Services – As you know, we have been sharing Municipal Building Services with the Town of Sturbridge. We have been sharing services with the Town of Sturbridge since the week ending July 27, 2012. August 23, 2013 was the last day of sharing services. The total we have billed the Town of Sturbridge for services is \$26,946.14. We have received \$25,791.46 to date with a balance due of \$1,154.68. This money goes into the general fund.

Regional School Transportation Services – After reviewing the Town's options for school transportation for our Norfolk Aggie students, we will be hiring Van Pool to drive our students along with the Towns of Spencer and Dudley.

Prindle Lake Dam – The work has begun on Prindle Lake Dam. At this time, the site has been stabilized and the draw-down is about to begin. The drawdown will take about 2 weeks to complete then, the actual repair construction will begin. The Committee is doing a great job of oversight and has agreed to hold early morning meeting in order to facilitate pay requisitions in a timely manner.

Police Detail Audit – The Auditor has begun the audit for the Police Detail account. I will keep you informed as he completes the task.

Surplus Property – As you know, we advertised from bids for surplus property and no bids came in for the fire truck so we have lowered the minimum amount from \$3,000 to \$1,000. Bids are due in two weeks.

Devlin, Mary

From: Craver, Robin
Sent: Monday, August 19, 2013 11:48 AM
To: Devlin, Mary
Subject: FW: Revised MIIA release

Please add to next TA Report

Sincerely,

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

From: Jennifer Ranz [<mailto:jennifer@mcmahoncomm.com>]
Sent: Thursday, August 15, 2013 4:58 PM
To: Craver, Robin
Subject: Revised MIIA release

Hi Robin,

My apologies again – here’s the customized release for the Town of Charlton.

Best,
Jennifer

DRAFT FOR REVIEW

CONTACT:
City/Town Contact
Title
Telephone
email

**Charlton Earns Insurance Premium Credits through
MIIA Rewards Program**

(AUGUST XX, 2013) –Charlton has received \$2,366 back on its workers compensation and property casualty insurance costs. The municipality earned the credits through proactive and voluntary participation in loss prevention and risk management activities that are part of incentive programs offered by the Massachusetts Interlocal Insurance Association (MIIA), its insurance provider. MIIA offers these no cost training and educational courses as a membership benefit to help members reduce their risks and insurance premiums. In fiscal year 2013, MIIA awarded over \$2.5 million of premium credit collectively to the membership through its Rewards program for an 11-year total of \$19.8 million.

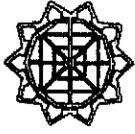
Committed to keeping the community safer and fiscally stronger, the Town of Charlton implemented loss control measures and administrative procedures that reduce the risk of accidents and property damage. In addition, employees participated in training programs that promote effective management and operations.

Optional: Insert quote from municipal leader about the commitment to reduce risks and costs.

Stanley Corcoran, Executive Vice President of MIIA said, "MIIA partners with its members to develop innovative programs that help mitigate risk, lower insurance costs and reduce impacts on taxpayers. We congratulate Charlton for taking these proactive actions and reaped the rewards of risk management activities."

The Massachusetts Interlocal Insurance Association (MIIA) is the non-profit insurance arm of the Massachusetts Municipal Association. A total of nearly \$22 million was returned to MIIA members throughout the Commonwealth in fiscal year 2013 through a combination of MIIA's Rewards program, loss control grants, participation credits, early payment credits, dividends, and other discounts. As a member-based organization, MIIA's only focus is to provide excellent service and quality risk management solutions to Massachusetts municipalities and related public entities. Municipal insurance its only business, MIIA insures nearly 400 cities, towns, and other public entities in Massachusetts. For more information, visit www.emiia.org and www.mma.org.

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MASSACHUSETTS
MUNICIPAL
ASSOCIATION

AUG 21 2013
ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

PLEASE REGISTER TODAY FOR THE MMA'S FALL LEGISLATIVE BREAKFAST MEETINGS

Dear Local Official,

The Massachusetts Municipal Association is pleased to announce its fall schedule for **Friday morning Legislative Breakfast meetings** in communities across the Commonwealth beginning on September 20th, and continuing on September 27th and October 4th.

We hope you will join us at a meeting near you and participate in a lively discussion with your legislators and MMA staff about state and local government in Massachusetts and important legislative and budget priorities for the coming year. Please plan on great coffee and conversation from 8:00 to 10:00 a.m. at the following Legislative Breakfast Meetings:

September 20th in Florida, Rochester and Brimfield
September 27th in Danvers, Becket and Petersham
October 4th in Shirley, Needham and North Attleborough

We have shaped the agenda to provide plenty of time for questions and answers and a free-ranging discussion between local officials, legislators and MMA staff on the local government issues of the day. This round of nine meetings over three weeks will focus on local aid and key fiscal issues facing communities this year and in fiscal 2015, as well as other critical policy challenges, including OPEB reform (Other Post Employment Benefits), school finance and much more. We will hear from legislators regarding important priorities that the House and Senate will address during the fall, and their overall legislative agenda for the next year. A major point of discussion will cover local government concerns regarding Chapter 90 funding for local road projects and other elements of the state's long-term transportation program. MMA staff will provide an update on actions by the federal government that could significantly impact Massachusetts.

PLEASE REGISTER TODAY! While the meetings are free of charge, attendees are asked to pre-register so the planners can have an accurate count. All Legislative Breakfast Meetings will begin at 8:00 a.m. and end by 10:00 a.m. Please register online at www.mma.org or complete the enclosed registration form and send it by mail to Victoria Sclafani, MMA, 1 Winthrop Square, Boston, MA 02210, by fax at 617-695-1314, or by email at vsclafani@mma.org.

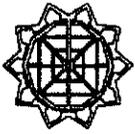
After you sign up, please contact your local Representatives and Senators and invite them to attend, too! It is always good when legislators know that their own local officials will be attending!

We look forward to seeing you at the Legislative Breakfast nearest you – your participation will help the MMA build momentum and support for vital priorities to invest in and support cities and towns.

Thank you!

Sincerely,

Geoff Beckwith
Executive Director



**2013 Fall Legislative Breakfast Meetings
Please Register Now!**

**Please register online at www.mma.org or complete this registration form and send it to:
Victoria Sclafani, MMA, 1 Winthrop Square, Boston, MA 02110, or by Fax to: 617-695-1314,
or by Email to vsclafani@mma.org.**

Registrant's Name: _____

Municipality: _____

Title: _____

Phone Number: _____

Email Address: _____

Breakfast Location (Please Check the Meeting You Will Attend):

September 20th

- Florida, Town Hall, 376 Mohawk Trail
- Rochester, Council on Aging, 66 Dexter Lane
- Brimfield, Town Hall, 21 Main Street

September 27th

- Danvers, Town Hall, 1 Sylvan Street
- Becket, Town Hall, 557 Main Street
- Petersham, Town Hall, 1 South Main Street

October 4th

- Shirley, Town Hall, 7 Keady Way
- Needham, Town Hall, 1417 Highland Avenue
- North Attleborough, Masonic Lodge, 46 South Washington Street

While the meetings are free, attendees are asked to pre-register so the planners can have an accurate count. All legislative breakfast meetings will begin at 8:00 a.m. and end by 10:00 a.m.
THANK YOU FOR REGISTERING – WE LOOK FORWARD TO SEEING YOU THERE!