



COPY

Submitted by UCD
Date 12/2/13
Received by KL
Date 12-2-13

TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – November 12, 2013

Present: Chairman – Frederick C. Swensen, Vice-Chairman – David M. Singer, Clerk – Joseph J. Szafarowicz and Member – Kathleen W. Walker. Also in attendance: Student Selectperson – Emily Sprague and Town Administrator – Robin L. Craver. Absent: Member Brent Sellw.

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.
2. Chairman Swensen respectfully requests that all participants treat each other courteously and be acknowledged by the Chair before speaking.

II. Consent Agenda:

1. Minutes of Selectmen's Regular Meeting – October 29, 2013. **Motion by Mr. Singer that we accept the minutes, seconded by Mr. Szafarowicz, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Ms. Walker stated that the quarterly hazardous waste day will be December 7, 9 – 1, same location. Need proof that you are from Charlton.
- Chief Pervier came forward and thanked all those that helped set up the ground displays and lights for the decorations on the town common.

IV. Appointments/Resignations:

1. Appointment – Old Home Day Committee. Mrs. Craver stated that attached please find a talent bank form from Heather Clements of 75 J. Davis Road seeking to be appointed to the Old Home Day Committee. She would recommend the Board make the appointment. **Motion by Mr. Szafarowicz to appoint Heather Clements to the Old Home Day Committee, seconded by Mr. Singer, motion carries with 3 yes and Ms. Walker abstaining.**
2. Resignation as Auxiliary Patrolman - Bishoy R. Ibrahim. Mrs. Craver stated that attached is a letter from Bishoy R. Ibrahim resigning from his position of Auxiliary Patrolman for the Charlton Police Department due to being accepted as a recruit candidate by the Massachusetts State Police for their 81st Recruit Training Troop Academy that begins December 2, 2013. Chief Pervier has also stated that Officer Ibrahim has been a true asset to the Charlton Police Department since being appointed by the Board of Selectmen on September 12, 2006. He was a very involved member of the Charlton Auxiliary Police Unit, devoting numerous volunteer hours to the Town of Charlton. The Board should vote to accept his resignation. A letter thanking him for his time that he has dedicated to the town has been prepared and is in your sign folder for signatures. **Motion by Mr. Singer to accept his resignation and to make sure he gets the letter of our appreciation, seconded by Mr. Szafarowicz, motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – Pole Hearing – J. Hammond Road. Mrs. Craver stated that attached you will find a request from National Grid requesting permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures along and across the following public way: J. Hammond 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. The Chairman should open the hearing by reading the notice as sent to the abutters. Chairman Swensen read the hearing notice and declared the hearing open at 6:45pm. Diane Clowes from National Grid came forward. Chairman Swensen asked if anyone had any questions or if any concerns were received and the answer was no. Chairman Swensen closed the hearing at 6:47pm. **Motion by Mr. Singer to approve, seconded by Mr. Szafarowicz, motion carries unanimously.**

VI. New Business:

1. Mutual Aid Agreement – Worcester Police Department. Mrs. Craver stated that attached is a request from Chief Pervier asking the Board to vote to approve and sign the Mutual Aid agreement with the Worcester Police Department. This agreement was coordinated by the Massachusetts Chiefs of Police – General Council – Attorney John Collins. It is important that each Central Mass Community review it and sign on to the agreement to help facilitate and safeguard their officers while they conduct police business in the City of Worcester. Chief Pervier states that with regard to the Town of Charlton and the Charlton Police Department, he cannot emphasize enough how important this mutual aid agreement is with respect to his officers having expanded authority in the City of Worcester when handling Charlton prisoners who need medical attention at Worcester Hospitals, while prosecuting Charlton cases at the Worcester Court House and while conducting other police related business in the City of Worcester, MA. Mrs. Craver has reviewed the agreement and would recommend the Board of Selectmen vote to approve the Mutual Aid Agreement with the Worcester Police Department. **Motion by Mr. Singer to approve the Mutual Aid Agreement with the Worcester Police Department, seconded by Mr. Szafarowicz.** Chief Pervier stated that the Board signed the Mutual Agreement for the Law Enforcement Council and Worcester did not want to expand on that, they wanted one a little less broad than that and this is what they came up with which would help us when needed. **Vote on motion: motion carries unanimously.**
2. Recycle Grant. Mrs. Craver stated that attached is a letter from the Department of Environmental Protection notifying us that the Town of Charlton has been awarded a Sustainable Materials Recovery Program Municipal Grant where the town will receive up to \$1,000 reimbursement for a targeted small scale initiative which was written and applied for by Kara Hmielowski, Administrative Assistant to the Town Administrator. Ms. Hmielowski will be working with the Recycling Committee on their preference for how they wish to administer this grant. The grant will allow us to purchase items such as compost bins, kitchen scrap buckets, recycling bins, etc. Mrs. Craver would like to thank Ms. Hmielowski for applying and receiving this grant as the Town of Charlton is known to be a “recycling” town in its efforts to protect the earth.
3. Cemetery Superintendent – Data Plan. Mrs. Craver stated that she had a conversation with the Cemetery Superintendent and he was going to get a letter to her and she would ask to hold this until the Board’s next meeting.
4. Highway Superintendent – Data Plan. Mrs. Craver stated that several years ago, the Board reviewed the cell phone policy and staff who received cell phones as well as the plans that were approved. At that time, the Highway Superintendent was assigned a “cell phone only” plan with no data component. He is requesting to add a data plan on account of the new Reverse 911 system. He will be able to access the system on his phone. As you know, the system is designed to be a

mass notification system in cases of emergencies. It will also allow Mr. Foskett to contact his staff and contractors in case of an emergency. His current plan costs \$44.99 per month. Adding a data plan (\$30.00) with unlimited text (\$20.00) totals an increase of \$50.00 per month making the new cost \$94.99. **Motion by Mr. Singer to approve the increase to the Highway Superintendent's phone, seconded by Ms. Walker, motion carries unanimously.**

VII. Old Business:

1. WRTA Route 29 Ridership. Mrs. Craver stated that no action needs to be taken but in an effort to keep the Board informed on the WRTA Route 29 Ridership, attached is a year to date chart of the usage in Charlton for the WRTA Route 29 Ridership program. It appears this ridership is very useful in Charlton.

VIII. Committee Reports – Mrs. Craver stated that as part of the Board's Goals & Objectives, each member of the Board that is on a committee will be providing an update for all members for each committee. The following are the committees each member is on:

Mr. Swensen: Fire Contract Negotiation Committee

Prindle Lake Dam Committee – Chairman Swensen stated that this project is winding down and we will be ready to make the final payment. He feels of all the projects he's been involved in in town, this has been very smooth.

REAS Foundation

Fire Station Building Committee – Ms. Walker asked about the Fire Station and Chairman Swensen stated that they haven't had any formal meetings as of yet. They are working on setting those up. Mrs. Craver state that as a point for a fire station, they were looking at the property that burnt down next to the Fire Station on N. Main St. and the owners do not want to sell.

Ms. Walker: Member of the Mass Selectmen's Association

Member of the Mass Municipal Association

Fay Mountain Farm Committee

Old Home Day Committee – not meeting again until May.

REAS Foundation

Ms. Walker stated that she is also on the Earth Fest Committee and the Chip In Board of Directors who are looking for a vehicle to bring food into town. She is also on the Recycling Committee who is meeting Thursday at 7pm in the Library.

Mrs. Craver asked if we could get clarification from the Board on the Board of Selectmen Committee reports. Originally it was discussed about the committee the Board is on or appointed by this Board to represent this board and report back. She asked the Board for direction of what committees should be listed. Chairman Swensen thought the way this was supposed to be done at the Goals and Objectives meeting is based on Boards and Committees appointed by this Board. Mrs. Craver reviewed the list and the following will be removed:

REAS Foundation

Chip In

Recycling Committee

Earth Fest

Selectmen's Association

Mass Municipal Association

Mr. Szafarowicz: Prindle Lake Dam Repair Sub Committee

Municipal Building Committee

Mr. Sellw: Police Union Negotiations
Old Home Day Committee
Municipal Building Committee
Earth Day
Recycling Committee
Chip-In
Mr. Singer: Fire Union Negotiations

IX. BOS Policy Review: Mrs. Craver stated that at the Board's September 17, 2013 meeting, it was discussed to have the BOS Policies divided by each member of the Board for review and have them on each agenda for discussion until completed with no more than 5 policies per meeting for review. The policies were divided up as attached. The following are what has been reviewed with recommendations if needed:

Policy #1 – Actions/Decisions/Minutes of Meetings – Mr. Szafarowicz stated that there were two topics he wanted to discuss on this, the first one is an in house office recommendation to change some of the wording as to who to send minutes to and the second item is a line in the second paragraph where he thought perhaps as a Board, we would want to talk about. **Motion by Mr. Szafarowicz to remove the references referring to emailing mary.devlin@townofcharlton.net any minutes of meetings as all meeting minutes, once approved must be filed with the Town Clerk. Each Board/Committee or Commission is responsible for emailing approved minutes to the webmaster at dogcrazy@westwellswebworks.com, seconded by Ms. Walker, motion carries unanimously.** Mr. Szafarowicz stated that the second item which states that any individual, board, committee or commission must present these items to the Town Administrator, the wording present these items to the Town Administrator seems very strict, he sees the reason behind it but wanted to bring it to the Board's attention. He is recommending to keep it as is but wanted to bring it to the board's attention in case they wanted to do anything about it. Mrs. Craver stated that from our point of view in the office, it's been working fine. No further discussion on this policy. Chairman Swensen stated that we are taking no action on the second item.

Policy #2 – Agenda Closing – Mr. Swensen recommends adding "at noon" as a deadline and to also remove the word they in the last line and replace with "the Board". **Motion by Mr. Singer to make the change suggested by Chairman Swensen, seconded by Ms. Walker, motion carries unanimously.**

Policy #3 – Agendas/Minutes published for public viewing – Ms. Walker would recommend that this item be removed altogether. There is no longer a need to have individual departments send the agendas. **Motion by Mr. Singer to remove it, seconded by Mr. Szafarowicz.** Mrs. Craver asked if this is from a BOS policy for anyone to send minutes to the Town Clerk. Mrs. Craver stated that Ms. Walker is correct as the wording in the policy only relates to agendas but the heading is Agendas/Minutes published for public viewing. **Vote on motion: motion carries. Mr. Singer would move to add a policy called "Minutes published for public viewing which would say: In an effort to keep the public informed of Town Government issues, the Board of Selectmen would invite you to email your Board's regularly scheduled meeting minutes, once prepared, to the Town's Webmaster to be posted on the website at dogcrazy@westwellswebworks.com. Minutes may also be placed in the Webmasters mailbox located in the Selectmen's office.** Chairman Swensen asked that since this will be a new policy, could this be placed on an agenda for discussion and Mr. Singer was fine with that. **Ms. Walker stated that we could just change the words as Mr. Singer stated and she would second his motion. Vote passes 3 ayes and Chairman Swensen opposed.**

Policy #4 – Applications and petitions for public hearings – Mr. Singer would recommend no changes.

Policy # 46 – Snow Plowing – Town Buildings – Mr. Sellw has recommended no changes.

X. Student Selectperson Report: Emily Sprague presented her report. (attached)

XI. Town Administrator Report: Mrs. Craver reviewed her report. (attached)

XII. Other Business: (unknown at time of posting)

Ms. Walker stated that she has had quite a few residents ask when the Water Betterment meeting will be aired and she spoke to our cable guy and he will be getting it on cable soon.

Chief Pervier stated that the end of the year is fastly approaching. He is working on the Civil Fingerprinting bylaw and some of the licensees by the Board have to have them done. He stated that there are other businesses that need to have these done as well. He would like to work with the office to get these done in a timely manner. He also stated that certain licenses that involve entertainment, there has been discussion of limiting hours. He's not sure if we need a workshop or if he can work with Mrs. Craver and bring back recommendations to the Board. Chief Pervier would also like to modify the bylaw in fairness to the businesses unless they have had a change in management or ownership, he would like to make it every three years. Ms. Walker would suggest that we send that change to the bylaw committee. Chief Pervier would like to recommend for any outdoor activity, that it should not go any longer then 11:00pm. Mrs. Craver would recommend that we put together the recommendations for which licenses that need changes and bring it back to the Board at your next meeting.

XIII. Next Meeting Announcement:

- Workplace discrimination training – Tuesday – November 19, 2013 6pm – Senior Center
- Next Regular Selectmen's Meeting – November 26, 2013

XIV. Adjourn/Executive Session:

Motion by Mr. Singer to go into executive session at 7:30pm under M.G.L. c 30A, Sec. 21, #6 – to consider the purchase, exchange, lease or value of real estate 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. Szafarowicz. Roll call vote taken: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Singer – aye and Chairman Swensen – aye.

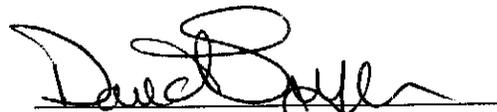
The Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and that the Board will reconvene to open session for the purpose of adjourning.

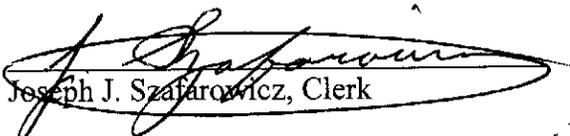
Motion by Mr. Szafarowicz to adjourn at 7:50pm, seconded by Mr. Singer, motion carries unanimously.

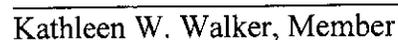
Submitted by:
Mary C. Devlin
Administrative Assistant

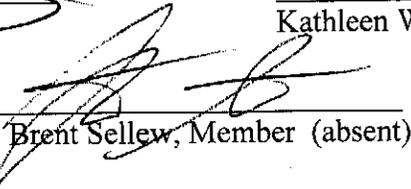
Accepted by:


Frederick C. Swensen, Chairman


David M. Singer, Vice-Chairperson


Joseph J. Szafarowicz, Clerk


Kathleen W. Walker, Member


Brent Sellew, Member (absent)

Board of Selectmen
Second Meeting
Student Selectperson – Emily Sprague

- Harrington Hospital Preventive Health will be offering a flu clinic at Shepherd Hill on Tuesday, November 19, 2013 during lunch time (11:00 a.m.-12:30 p.m.).

Forms are required to participate. These forms can be found on the district website or students can pick them up in the nurse's office. Please complete and return promptly. We will need a count for vaccines. Flu mist is available for ages 2-18 years.

~~• National Honor Society News~~ *NEED MORE INFO if okay to Announce!*
The National Honor Society is collecting donations from Sunday, October 27th through Monday, November 25th, for its annual Holiday Food Drive. In an effort to help local families in need, especially around the holidays, we would truly appreciate everyone's participation. From non-perishable foods to monetary donations, every little bit counts! All of these contributions will be collected in block A before announcements by NHS students. NHS hopes to make this year's food drive more successful than ever before and we are extremely grateful for the participation and support of the students, parents, faculty and staff.

In addition, to the annual Holiday Food Drive, NHS will also be kicking off the Toys for Tots drive, on Monday, December 2nd, in an effort to provide underprivileged children with toys during the holiday season.

Peer Tutoring

- Peer Tutoring Services are now available. If you or your student are looking for peer tutoring services, please talk to their guidance counselor to begin this process. Peer Tutoring will begin after your son/daughter has stayed after with their teacher twice.

SAT Registration

- Students may register online to take the SAT at www.collegeboard.com. Shepherd Hill's school code is 220698. A credit card is required to register. You will get an immediate confirmation and admission ticket. You can take either the SAT or up to three Subject Tests during a given test administration, but do not register separately for each test administered. The **next local test is December 7** at Tantasqua Regional High School. Deadline to register is November 8 (or by November 22 with a late fee).

- DAR (Daughters of the American Revolution)
Good Citizen Award

↓ continued top of page 2

Congratulations to **Lucas Patenaude!** Lucas was nominated by the faculty and voted by the senior class to be the recipient of the DAR Good Citizen Award. Lucas now enters the competition for state and possibly national honors.

- On November 3, six Shepherd Hill students, and their advisors, will join over 400 students from 100 schools across the state of Massachusetts at WGBH studios in Boston to participate in the High School Quiz Show Super Sunday. Only the top 16 teams in this round of qualifications will participate in the show set to air early in 2014. The qualifying quiz includes questions in math, science, literature, history, the arts, current events as well as pop culture. The Shepherd Hill team consists of 12th graders, **Thomas Heywosz, Anthony Battista, Samantha Dumas, and Jeffrey Spahl** and 11th graders **Brian Mayville and Justyna Sudyka**. The team is coached by Mr. Boyd and Mr. Gould. Results from this qualifying round will be announced to all schools in a few weeks. Be sure to visit the WGBH homepage for results and photos. Just click on television programs and then High School Quiz Show.
- Congratulations to grade 12 student **Thomas Heywosz** for receiving a citation from Senator Richard Moore on October 31 for Massachusetts Youth Honor Day. Tom was recognized for academic excellence, school spirit and community service.

- Report Cards issued Nov. 8th

- Superbowl this Friday, 15th, 2013 against Dorchester high school

SAVE THE DATE

- Mr. Shepherd hill - nov.21st
- Spirit week - nov 21, 22, 25,26,27
- ★ FESTIVAL OF CRAFTS (Sat. Nov. 23rd 9AM - 4PM) 5\$ admission - coupon at dcrsd.org/newsletter)
- Victory dance - nov. 29 (6-10pm) 25\$ per ticket
- Production of Romeo + Juliet (parody) dec. 6th + dec 7th 7PM (\$10 adult -- \$5 student & seniors)
citizens
- Holiday Spectacular December 13 & 14 2013 7PM



**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: November 7, 2013
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 11/12/13

Shared Building Services: Attached is a letter from Shaun A. Suhoski, Town Administrator for the Town of Sturbridge expressing his personal appreciation to the Town and Curtis Meskus for allowing the Town of Sturbridge to share Building Inspectional Services. He also extends his thanks to Mr. Meskus for providing a high-level of service and guidance during his shared tenure.

Cable Committee Grant: Attached is an email from Sean M. Gilrein, Superintendent of the Dudley-Charlton Regional School District who is very excited about the grant opportunity that was provided to the school from our Cable Access Committee which would allow the schools to potentially expand access to video production equipment to the Charlton Schools and to Shepherd Hill Regional High School.

General Code Update: I am continuing to work with the By-Law Committee and General Code to recodify the town by-laws. We will be preparing the changes for consideration at the May Annual Town Meeting.

Water Betterments: I attended the Water/Sewer Commission's Water Betterment Hearing. There were many questions and more information should be forthcoming. I think its important to let residents know about the contamination and the effects of arsenic in Charlton's water system. Many good questions were asked and I believe some residents will be following up with the Water Administrator for concerns on their individual property concerns.

Veteran's Day Services: I had the pleasure of attending the Veteran's Services held at the Masonic Home and a luncheon at the Senior Center last week. Charlton is a community that truly has heart and cares for its Veterans. I'd like to thank our new Veteran's Agent who jumped in and helped make the day a success.



Town of Sturbridge

637
6300
TA Report

Shaun A. Suhoski, Town Administrator
Email: ssuhoski@town.sturbridge.ma.us

October 1, 2013

OCT - 7 2013

Ms. Robin Leal Craver
Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507

RE: Building Inspection Services

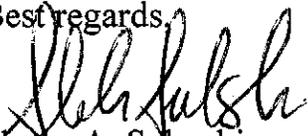
Dear Robin:

As you know, the town of Sturbridge was successful in restoring our Building Inspector / Zoning Enforcement Officer position to full-time status for FY14 and, on October 7, Robert Camacho will begin his official duties.

I just wanted to express my personal appreciation to you, and to the Charlton Board of Selectmen for providing us with assistance during this extended transition.

Please also extend my sincere thanks to Curt for providing a high-level of service and guidance during his shared tenure.

Best regards,


Shaun A. Suhoski
Town Administrator

cc: Sturbridge Board of Selectmen

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Office of the Superintendent

MEMORANDUM

TO: Robin Craver, Town Administrator
Eric Borgeson, Chairman, Charlton Cable Commission

cc: Rick Swenson, Chair, Charlton Board of Selectmen
Members, Dudley-Charlton Regional School Committee

FROM: Sean M. Gilrein, Superintendent of Schools

DATE: October 7, 2013

SUBJECT: Grant Proposal/Agreement

Thank you for taking time to meet with us today to discuss an exciting opportunity to potentially expand access to video production equipment to our Charlton schools and to Shepherd Hill Regional High School. We are thrilled with the potential of this grant to expand not just our curriculum but our community access to the wonderful activities going on in building and in the district.

I have scheduled Drew Anderson to meet with district principals on Wednesday, October 9, at which time he will complete the necessary payroll forms and will work to establish a more formal schedule for the 19 hours within the district.

We hope to tap Mr. Borgeson's extensive experience and knowledge as it relates to video production and equipment when considering any future purchases of supplies.

Thank you again for your support of this proposal.

October 29, 2013

Dear Ms. Craver, Charlton B.O.S. & Atty. Cosgrove:

Attached to this email is the Worcester Police Department's - Mutual Aid Document that was coordinated by the Massachusetts Chiefs of Police - General Council - Attorney John (Jack) Collins. It is important that each Central Mass Community review and sign on to this agreement to help facilitate and safeguard their officers while they conduct police business in the City of Worcester. With regards to the Town of Charlton and the Charlton Police Department, I cannot emphasize enough how important this mutual aid agreement is with respect to Charlton Officers having expanded authority in the City of Worcester when handling Charlton prisoners who need medical attention at Worcester Hospitals, while prosecuting Charlton cases at the Worcester Court House and while conducting other police related business in the City of Worcester, MA.

I ask that the Charlton Board of Selectmen place the Worcester Police Department's - Mutual Aid Agreement on the agenda of their next regularly scheduled meeting and that they vote to sign said mutual agreement.

P.S. I have also copied Attorney Cosgrove on this email, just in case you decide to ask his opinion about the Worcester Police Department's - Mutual Aid Agreement.

Sincerely,
James A. Pervier
Chief of Police
Charlton Police Department

Erik,

Would you please forward to the chiefs the attached mutual aid agreement? This agreement was worked out by Atty. Collins and Dep. Chief Ed McGinn of Worcester PD. I firmly believe that this document addresses our objectives and meets the needs of the city of Worcester. I would strongly suggest that each town have their Boards adopt the agreement and return a signed copy to DC McGinn as soon as possible.

The signed documents can be scanned and emailed to DC McGinn at: mcginne@worcesterma.gov, or mailed to Worcester PD to his attention.

Thanks.

Tom

C. Thomas O'Donnell, Jr.
Chief of Police
West Brookfield Police Department
PO Box 671
West Brookfield, MA 01585
508-867-1405
508-867-1406 Fax
ctodonnell@wbrookfield.com

MUTUAL AID AGREEMENT

Agreement made as of the _____ day of _____ 2013, by and among the City of Worcester and those municipalities that are signatories to this agreement.

WHEREAS, the parties to this agreement recognize that in certain situations the ability of police officers to exercise police powers outside of the territorial limits of the municipality where such officers are legally employed may be desirable and necessary in order to preserve and protect the lives, safety and property of the public; and

WHEREAS, chapter 40, section 8G of the Massachusetts General Laws authorizes cities and towns which have accepted its provisions to enter into law enforcement mutual aid agreements; and

WHEREAS, each of the parties to this agreement has duly accepted the provisions of M.G.L. c. 40, § 8G, and desires to enter into an agreement which sets forth mutually agreeable terms and conditions for the furnishing of law enforcement mutual aid and for the exercise of police authority by police officers of each municipal party within the territorial limits of each other municipal party.

NOW, THEREFORE, the parties to this agreement agree as follows:

SECTION 1 - DEFINITIONS

"Commanding Officer" means the Chief of Police or, in the absence of the Chief of Police, the police officer designated as having command responsibility.

"Equipment" or "Police Equipment" means any tangible personal property used by police officers pursuant to this agreement including, but not limited to, motor vehicles, radios, uniforms and accessories, weapons and ammunition, tear gas, "pepper spray" and mace, handcuffs, batons, body armor, binoculars, cameras, gasoline and batteries.

"Municipality" means a city or town (or, where appropriate, other entity such as university or out of state community, for example) which is a party to this agreement.

"Mutual Aid" means the provision of police officers and equipment by one Municipality to another pursuant to this agreement, on a temporary basis.

"Police Officer" means any person appointed to be a member of the police department of a Municipality and authorized to exercise police powers, including the power of arrest and who has successfully completed a basic recruit or Reserve/Intermittent academy operated or approved by the Massachusetts Municipal Police Training Committee.

"Requester" or "Requesting Municipality" means the party which requests police officers or police equipment from another party pursuant to this agreement.

"Responder" or "Responding Municipality" means the party which provides police officers or police equipment to another party pursuant to this agreement.

"Transporting Officer(s)" means one or more police officers engaged in transporting a person under their care, custody or control, including but not

limited to prisoners, detainees, suspects, witnesses, injured persons, and confidential informants.

SECTION 2 - SCOPE OF COVERAGE

2.1 A Requesting Municipality may invoke the provisions of this agreement whenever it determines, in its sole discretion, that it temporarily needs additional police officers or equipment from another Municipality. This agreement is not intended to substitute for or preclude any other agreements that may now or hereafter be in effect among any of the parties to this agreement. Nor does it supersede any other means, such as M.G.L. c. 41, § 98, by which police officers may be requested or supplied. It is not intended to cover off-duty assignments.

2.2 The provisions of this agreement shall not be construed as imposing an obligation on any Municipality to respond to a request for mutual aid. The extent of assistance to be furnished under this agreement shall be determined solely by the Municipality furnishing the assistance, and it is understood and agreed that the assistance furnished may be recalled at the sole discretion of the Responding Municipality.

2.3 Additionally, this agreement authorizes police officers of each Municipality to exercise full police powers in each other Municipality, even in the absence of a specific request for mutual aid, provided such police officer is on duty for his/her employing department at the time and one of the following three situations applies:

A. Transporting a prisoner to or from a hospital:

- a. As not every municipality has a hospital or medical facility, there are times when out of town officers must bring prisoners to these facilities for treatment or transport them from such hospitals or medical facilities. Police officers from signatory municipalities may exercise full police powers in

the City of Worcester or other municipality in which is located a hospital or medical facility, not only during the actual transportation of a prisoner to or from a hospital or other medical facilities, but also during any period of guarding a person in the officer's care, custody or control. Such officer is authorized to perform customary police functions including but not limited to preventing escape, arresting confederates, aiders, and abettors in escape, while having police officer status if assaulted and may exercise other police functions while guarding or accompanying the individual.

- b. Should a police department from a signatory municipality use the Worcester Police Department's lockup facility and if the prisoner is sick or injured upon arrival, the Worcester Police Department typically will refuse to accept that prisoner. In these cases, it is the arresting police department's obligation to get the prisoner medically cleared. This agreement will authorize officers from signatory communities not only to transport prisoners to and from the Worcester Police Department's lock-up, but also to and from a hospital or other medical facility in the City.

B. Courthouse

- a. Courthouses are epicenters for criminals and their associates and officers should be able to fully protect themselves as sworn police officers. Uniformed officers with guns at the courthouse need the right to arrest and take police action where warranted. Moreover, they need Police Officer status if assaulted.
- b. Should a police officer from a signatory municipality be on duty for any purpose at a courthouse in another signatory municipality, such officer may take all lawful police action to preserve the peace, protect the courthouse staff and public, and carry out the officer's duties as a police officer in or about the courthouse.

C. Pursuing a motorist across a city/town line

- a. An officer from a police department in signatory community is authorized to stop a motor vehicle for an offense that occurs in the officer's employing municipality but where that motorist crosses into Worcester or another signatory municipality before stopping for the officer. Upon stopping the motorist, the officer may conduct any lawful inquiry, make any lawful observations, and carry out customary

police functions, including but not limited to requiring an operator to perform field sobriety tests, and may make an arrest or take other enforcement actions, including but not limited to placing a person in Protective Custody or issuing a citation or warning.

- b. This agreement will in no way restrict officers from engaging in so-called "fresh and continued pursuit" pursuant to applicable Massachusetts law where there is an arrestable offense observed in the officer's home jurisdiction.

Note: While acting pursuant to Section 2.3, so-called Section 12 actions could also be made by officers if warranted.

Officers entering the City of Worcester pursuant to Section 2.3 of this agreement should make arrangements to have the Worcester Police Department's Dispatch Center notified both on their entry and departure from the City. A phone call, radio call or other form of notice will suffice, simply stating that they have a prisoner at UMass for treatment under guard by (the name of their department), for example. Conversely, Worcester Police Officers entering a signatory municipality pursuant to this agreement shall make similar arrangements to have the local police department notified upon their entry and departure.

SECTION 3 - AUTHORITY OF OFFICERS

3.1 The police powers, rights, privileges and immunities of any Police Officer employed by a party to this agreement shall extend within the territorial limits of each other party to this agreement while such officer is in the course of providing Mutual Aid, or engaging in authorized actions pursuant to Section 2.3 of this agreement, including while traveling directly to and from the requesting Municipality.

3.2 When providing Mutual Aid, or engaging in authorized actions pursuant to Section 2.3 of this agreement, a Police Officer shall not be considered for any purpose to be an employee of the Requesting Municipality. All employment rights, compensation and benefits shall be the responsibility of

the Municipality by which the police officer is regularly employed, subject, however, to the reimbursement provisions of Section 5 of this agreement.

SECTION 4 - COMMAND AND CONTROL

4.1 Upon entering the jurisdiction of a Requesting Municipality in response to a request for assistance, police officers of a Responding Municipality shall report immediately to the Commanding Officer of the Requesting Municipality, and shall be under the direction and control of said Commanding Officer.

Note: Officers entering the City of Worcester or other signatory municipality pursuant to Section 2.3 of this agreement should make arrangements to have the Worcester (or other signatory municipality's) Police Department's Dispatch Center notified both on their entry and departure from the City (or other signatory municipality). A phone call, radio call or other form of notice will suffice, simply stating, for example, that they have a prisoner at UMass Hospital for treatment under guard by (the name of their department). Conversely, Worcester (or other signatory municipality) Police Officers entering a signatory municipality pursuant to this agreement shall make similar arrangements to have the local police department notified upon their entry and departure.

4.2 The Commanding Officer of the Responding Municipality may recall the police officers and equipment of his/her department at his/her sole discretion.

4.3 Nothing in this Section shall prohibit or restrict the authority of superior officers from a Responding Municipality to command subordinate officers of the Responding Municipality while they are in the jurisdiction of the Requesting Municipality.

SECTION 5 - COST AND EXPENSES

5.1 Each Responding Municipality shall assume and be responsible for paying (i) all of its own personnel costs, including but not limited to, the salaries, overtime premiums, and disability benefits payable to its own police officers, and (ii) all of its own equipment costs, including but not limited to, damage to or loss of equipment, and use of fuel, ammunition and other expendable supplies.

5.2 Notwithstanding the foregoing, however, the Requesting Municipality shall reimburse the Responding Municipality for such payments to the extent there is either insurance coverage available to do so or any Federal or State emergency funds (e.g., in the event of a natural disaster) available to do so.

SECTION 6 - INDEMNIFICATION AND INSURANCE

6.1 The Requesting Municipality agrees to indemnify, defend and hold harmless the Responding Municipality from and against all liability, claims and damages for any civil rights violations, personal injuries, including death, and property damage caused by or arising out of any intentional or negligent misconduct by officers or employees of the Requesting Municipality, or by officers of the Responding Municipality while acting in good faith compliance with the orders or directives of a superior officer of the Requesting Municipality.

6.2 Unless a municipality is "self-insured," each Municipality shall maintain a liability insurance policy, with coverage limits of at least \$1,000,000.00 for personal injury, including death, and \$500,000.00 for property damage, covering the actions of itself and its police officers while receiving or rendering Mutual Aid.

SECTION 7 - CERTIFICATIONS

7.1 Each Municipality certifies to the others (i) that it has duly accepted the provisions of chapter 40, § 8G of the Massachusetts General Laws, (ii) that it is duly authorized to execute this agreement and (iii) that its Police Officers have complied with training mandates of chapter 41, § 96B of the Massachusetts General Laws. (To the extent that any of these provisions do not apply, such as with a self-insured or out of state entity, a party will supply a written explanation to the other parties.)

SECTION 8 - TERMINATION

8.1 Any Municipality may withdraw from this agreement at any time upon thirty (30) days' prior written notice to all other parties. Notice should be given to the undersigned position [e.g., Mayor, Manager, Selectmen, etc.] with a copy to the Police Chief, of a Municipality. This agreement, however, shall continue to be in effect among the remaining Municipalities.

Executed as a sealed instrument as of the day and year first above written.

City/Town of _____

City/Town of _____



**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: Honorable Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: November 6, 2013

SUBJECT: WRTA Route 29 Ridership

In an effort to keep you informed on the WRTA Route 29 Ridership, attached is year to date chart of the usage in Charlton for the WRTA Route 29 Ridership program.

It appears this ridership is very useful in Charlton.

From: Jonathan Church [mailto:jchurch@cmrpc.org]

Sent: Monday, October 28, 2013 1:42 PM

To: Craver, Robin

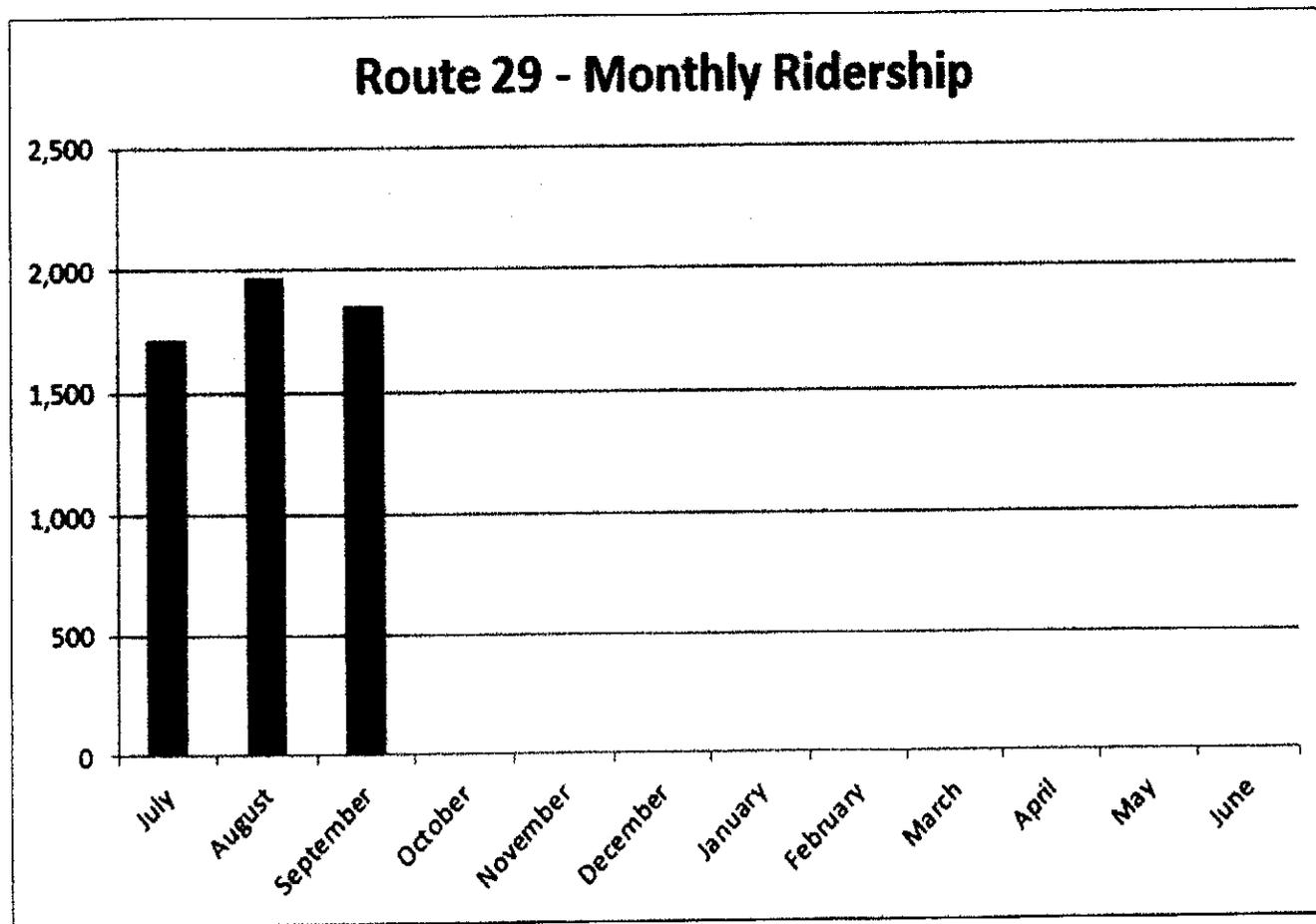
Subject: WRTA Route 29 Ridership

Dear Ms. Craver,

Per your request, enclosed is ridership data for the WRTA's Route 29 for September 2014 and a Year-to-date chart showing how September compared with July and August. Should you have any further questions, please contact me at your convenience.

Best,
Jonathan

September 13	Weekday		
	Unlinked Passenger Trips	Revenue Hours	Revenue Miles
Route 29	1,854	140.00	3,286.77



Jonathan E. Church, AICP
Project Manager
Central Massachusetts Regional Planning Commission



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MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: November 6, 2013

SUBJECT: BOS Policy Review

At the Board's September 17, 2013 meeting, it was discussed to have the BOS Policies divided by each member of the Board for review and have them on each agenda for discussion until completed with no more than 5 policies per meeting for review.

The policies were divided up as attached.

The following are what has been reviewed with recommendations if needed:

Policy #1 – Actions/Decisions/Minutes of Meetings – Mr. Szafarowicz
Policy #2 – Agenda Closing – Mr. Swensen
Policy #3 – Agendas/Minutes published for public viewing – Ms. Walker
Policy #4 – Applications and petitions for public hearings – Mr. Singer
Policy # 46 – Snow Plowing – Town Buildings – Mr. Sellew

Staff has one recommendation which is to change any reference to the town's webmaster showing webmaster@westwellswebworks.com to dogcrazy@westwellswebworks.com

1 ACTIONS/DECISIONS/MINUTES OF MEETINGS

Accepted/approved on: September 1, 1999

Updated on: June 21, 2005

Amended on: March 25, 2008

Reviewed by Mr. Szafarowicz: November 12, 2013

Any actions/decisions made by any Individual, Board, Committee or Commission appointed by the Board of Selectmen outside of their authority, are not effective until formally adopted and approved by the Board of Selectmen.

Any Individual, Board, Committee or Commission must present these items to the Town Administrator for inclusion on the next available and appropriate Board of Selectmen's meeting agenda. Once action has been taken by the Board of Selectmen, the appropriate Individual, Board, Committee or Commission will be notified.

Further actions/decisions and meeting minutes that do not require Board of Selectmen's approval must be filed with the Town Clerk and a copy forwarded to the Board of Selectmen for informational purposes via email to mary.devlin@townofcharlton.net and to the town's web master at dogcrazy@westwellswebworks.com

To elected boards and persons, the Board respectfully requests that you forward to the Town Administrator, actions (decisions) that do not require a vote of approval from the Board of Selectmen and a copy of all meeting minutes as filed with the Town Clerk for informational purposes only via email to mary.devlin@townofcharlton.net and the town's web master at dogcrazy@westwellswebworks.com.

The following are appointed by the Board of Selectmen:

Activities Council	Lakes & Ponds Task Force
Animal Control Officers	Memorial Day Committee
Boston Post Cane Committee	Northside Historic District Commission
Building Inspector/Zoning Enforcement Officer	Old Home Day Committee
Bylaw Advisory Committee	Personnel Board
Cable TV Advisory Committee	Plumbing/Gas Inspector
Central Mass Regional Planning Commission	Police Chief
Community Interest Committee	Police Department
Conservation Commission	Procurement Officer
Council on Aging	Registrars of Voters
Cultural Council	Sealer of Weights & Measures
Dam Monitors	Emergency Management Director
Economic Development Committee	
Town Accountant/Financial Services Coordinator	Town Counsel
Emergency Medical Services Coordinator	Veterans Agent
Energy Coordinator	Veterans Grave Marker
Local Inspector / Fence Viewer	Wiring Inspector
Fire Chief	Zoning Board of Appeals
Forest Warden	
Historical Commission	

Recommendation: Remove reference to emailing mary.devlin@townofcharlton.net any minutes of meetings as all meeting minutes, once approved, must be filed with the Town Clerk. Each Board/Committee or Commission is responsible for emailing approved minutes to the webmaster at dogcrazy@westwellswebworks.com

Mr. Szafarowicz also wanted to bring to your attention language in the second paragraph where it states: "must present these items to the Town Administrator" for discussion.

2 **AGENDA CLOSING**

Accepted/approved on: March 24, 1998

Updated on: June 21, 2005

Reviewed by Mr. Swensen: November 12, 2013

| The Board of Selectmen's office shall close the agenda at noon ~~for the meetings~~ on the Thursday morning prior to the Tuesday meeting so as to have time to copy the relevant materials and arrange the Selectmen's meeting packets so that ~~they~~ the Board may have time to review them.

Mr. Swensen recommends adding "at noon" as a deadline and to also remove the word they in the last line and replace with "the Board"

3 AGENDAS/MINUTES PUBLISHED FOR PUBLIC VIEWING

Accepted/approved on: March 24, 1998

Updated on: June 21, 2005

Amended on: March 25, 2008

Reviewed by Ms. Walker: November 12, 2013

In an effort to keep the public informed of Town Government issues, the Board of Selectmen would invite you to email your Board's regularly scheduled meeting agendas, once prepared, to the Town's Webmaster to be posted on the website at webmaster@westwellswebworks.com.

Agendas may also be placed in the Webmasters mailbox located in the Selectmen's office.

Ms. Walker

4 APPLICATIONS AND PETITIONS FOR PUBLIC HEARINGS

Accepted/approved on: April 30, 2002

Updated on: June 21, 2005

Reviewed by Mr. Singer: November 12, 2013

Application Form – Must be filled out completely and signed by the petitioner.

- A. Application submitted to the Board of Selectmen Office for placement on agenda. (Previously, the BOS set the date and time. This eliminates an extra waiting period of two weeks.)
- B. For public hearings: Applicant must post in a local paper at least seven (7) days prior to hearing date and notify abutters by certified mail. Abutters list is available at the Assessors Office. Office to notify applicant of date and time of hearing.

Public Hearing:

- A. Petitioner must attend the Selectmen's meeting to answer any questions that the Board or abutters may have.

Mr. Singer recommends no changes.

46 **SNOW PLOWING – TOWN BUILDINGS**

Accepted/approved on: September 4, 2013

Amended on:

Reviewed by Mr. Sellew: November 12, 2013

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 Street

Mr Sellew recommends no changes at this time