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Submitted by MCT
Date 1/14/13
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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – November 26, 2013

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

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 – November 12, 2013. **Motion by Mr. Szafarowicz to accept the minutes of November 12, 2013, seconded by Mr. Singer, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- The Charlton Chapter of the REAS foundation has two fundraisers going on. One is the lottery calendar which will begin drawings in January. The second is the Annual Taste of the Town which will be held on Saturday, January 25, 2014 at the Overlook.
- Mrs. Craver stated that she had a few things come across her desk and one has a story on the front page about a ten year old girl who wrote a book with her grandfather and it states that she is the youngest author. Mrs. Craver also stated that we receive the Worcester Dining magazine and in the issue she just received, inside is a beautiful layout of the house of Steve Clark on Cemetery Road. It talks about the history of this house.

IV. Appointments/Resignations:

1. Appointment – Municipal Building Committee. Mrs. Craver stated that attached is a request from Russell Jennings of Bay Path Road seeking appointment to fill the open position on the Municipal Building Committee. This opening has been running on the local cable channel and the town's website per the Board's policy. She would recommend the Board make the appointment. **Motion by Mr. Szafarowicz that we appoint Russell Jennings to the Municipal Building Committee, seconded by Mr. Sellev, motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – Charlton Community Development Advisory Committee. Mrs. Craver stated that the Community Development Advisory Committee has asked to be placed on the agenda to provide the Board with a presentation of what they have been working on. Andrew Loew came forward and gave a brief update on where the committee is. (see attached) Mr. Loew is here to answer questions and to

urge homeowners that may need help, to fill out an application if they need assistance and they will be added to the list. Should the grant money come in, they will have something to go with. Emergencies will get priority.

7:00pm – Fire Chief Cloutier. Mrs. Craver stated that Fire Chief Cloutier has asked to be placed on the agenda to discuss the following with the Board: (1) Resignation from Corey Anderson; (2) Permission to begin to fill position; (3) Request to fill temporary position and (4) 14th Firefighter. Chief Cloutier came forward. He reviewed his requests with the Board. He is asking the Board to fill the Full Time position vacated by Joe Overly. As an organization, we need to fill this position which is funded. The other approval he is requesting is a temporary position which is held by Firefighter Mason who was injured at home. Chief Cloutier feels this is an important position to fill on a temporary basis. The largest position he is looking for is known as the 14th officer. He is asking the Board to restore that position fully to a full time operational position. As of December 10th when Mr. Anderson leaves, the department will look different as well as the services. Chairman Swensen asked the wishes of the board to fill the full time position. **Motion by Mr. Singer to fill the position, seconded by Mr. Szafarowicz.** Ms. Walker clarified that this would fill Firefighter Overly's position and the answer was yes. **Vote on motion: motion carries unanimously.** Chairman Swensen asked that the board take action on the Chief's request to fill a temporary due to an injury. **Motion by Mr. Singer to fill the position on a temporary basis due to injury, seconded by Mr. Sellew, motion carries unanimously.** Chief Cloutier appreciates the Board's assistance with this. The Chief thanked the Board for their support.

VI. New Business:

1. Cemetery Superintendent: Data Plan; Office Space. 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 Cemetery Superintendent was assigned a "cell phone only" plan with no data component. He is requesting to add a data plan. 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. Attached is a letter from the Cemetery Commissioners expressing their need for the Cemetery Superintendent to have a smart phone and are requesting that this purchase be approved by the Board. James Burlingame, Cemetery Superintendent came forward and expressed the need for this type of phone. He is a working superintendent and it would make his job much easier. Mr. Burlingame stated that a lot of vendors that he deals with do a lot of work through texting and email and he needs their assistance with what he does. He feels this would be beneficial for this position. Mr. Singer doesn't see the need. The information he received was we do about one burial a week. He is not opposed to this request if the Superintendent wanted to pay for the difference. Ms. Walker stated that all three Cemetery Commissioners want Mr. Burlingame to have this phone and they know what his needs are. Based on their recommendation, **Ms. Walker feels we should go along and support this request and she would make a motion to do so, seconded by Mr. Sellew. Mr. Szafarowicz would like to amend the motion by eliminating the text but keeping the data plan, seconded by Mr. Singer for discussion.** Mr. Sellew asked if we have a policy about texting and Ms. Walker stated that there is one policy that was brought up by Mr. Boria about the board not texting during meetings. That's the only one she is aware of. **Motion on the amendment: Mr. Szafarowicz and Mr. Singer – aye, Ms. Walker, Mr. Sellew and Chairman Swensen – nay, motion does not pass.** **Chairman Swensen stated that we now have a motion on the floor with the data plan and texting on it. With no discussion, he would offer an amendment on that, he would ask that the motion be made subject to any texting policy that we may have in regards to employees texting, seconded by Ms. Walker. Vote on amended motion: motion carries.** Mrs. Craver stated that in the Electronic Policy, the board approved a no texting for employees for non official

business. **Chairman Swensen stated that the motion on the floor right now is with the caveat that any policy the town has regarding texting will apply, vote on motion: 3 ayes with Mr. Singer and Mr. Szafarowicz opposed.**

Mrs. Craver stated that the Municipal Building Committee talked about the Cemetery office space. Mr. Szafarowicz stated that the committee was discussing space needs but it was discussed that with the construction of the new Highway facility, there was space designated for the Cemetery Commission and the committee is just wondering why the space has not been utilized. Mr. Burlingame stated that when the Highway Department moved out he was asked why his department hadn't moved out and he said they were never asked. They heard rumors but no one ever approached them. His board did discuss it and they like where they are. There is more room here at the Town Hall and they are closer to the cemeteries. Mr. Szafarowicz stated that in the near future they will be doing a space needs so he would ask Mr. Burlingame to keep that in mind.

2. Request to be removed from Insurance. Mrs. Craver stated that attached is a request from Philip J. Stevens, Jr. requesting that his current health care policy provided through the Town be discontinued at this time. He has an opportunity to receive similar coverage from other sources and wishes to avail himself of the opportunity. He is asking for this to take place prior to the December 2013 insurance cycle. Mr. Stevens is also asking that the Board vote that in the future, should the need arise, he be allowed reinstatement to the available insurance afforded retired employees by the Town. The Town Treasurer has asked Mr. Stevens to put his request in writing to the Board for approval. Mr. Singer asked how do we explain this to the residents and it was stated that these are retired employees of the town. Chief Pervier came forward. He is a member of the Insurance Advisory Committee and stated that he thinks it would behoove the town to allow this. An employee has to be in the retirement system for ten years to qualify. **Motion by Ms. Walker to approve the request, seconded by Mr. Singer, motion carries unanimously.**
3. Highway Negotiation BOS Member representatives. Mrs. Craver stated that the Highway Contract will be expiring on June 30, 2014. With this in mind, two members of the Board normally serve on the negotiations. She asked if any members wish to be appointed. Mr. Singer and Ms. Walker will volunteer.

VII. Old Business: (None)

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 and Fire Station Building Committee. Ms. Walker – Fay Mountain Farm Committee and Old Home Day Committee. Mr. Szafarowicz – Prindle Lake Dam Repair Sub Committee; Municipal Building Committee and Police Union Negotiations. Mr. Sellev – Old Home Day Committee and Municipal Building Committee. Mr. Singer – Fire Union Negotiations. Chairman Swensen brought up the Prindle Dam and the dam for intentions and purposes has been completed and he stated that the project came in on time and almost \$10,000 under budget. They will be looking at starting the betterment process now.

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 #8 – Citizens Petitions – Mr. Singer

Policy #10 – Closing/Delayed Opening of Town Offices/Bld – Mr. Singer

Policy #26 – Flag Authorization in mourning for designated Municipal officials – Mr. Szafarowicz. Mr. Singer requested to hold on his. Ms. Walker stated that she got hers in late and basically its policy #5 – Appointments by the Board of Selectmen and she has no changes to be made. She would just ask the board to approve as there is no date of approval. **Motion by Mr. Szafarowicz to approve this policy, seconded by Mr. Singer, motion carries unanimously.** Mr. Szafarowicz stated that Policy #26 – no recommended changes to the policy. Mr. Szafarowicz asked if we could act on one of Mr. Singer’s policy recommendations which is policy #8 – no action needed. The board agreed.

X. Student Selectperson Report: Emily Sprague presented her report.

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

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

Chief Pervier came forward and stated that starting December 13 through the first of the year, the police department through the Highway Safety Grant along with other departments will be conducting drunk driving enforcement. On December 11th at 10:00am, Chief Pervier will be sworn in as the President of the Central Mass Chiefs and he invited the board to attend as his guest. He would need to have a count. It’s at the Overlook. Ms. Walker would like to go.

XIII. Next Meeting Announcement:

- Next Regular Selectmen’s Meeting – December 10, 2013

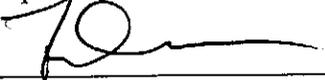
XIV. Adjourn/Executive Session: **Motion by Mr. Singer to adjourn at 7:45pm, seconded by Mr. Szafarowicz, motion carries unanimously.**

Submitted by:

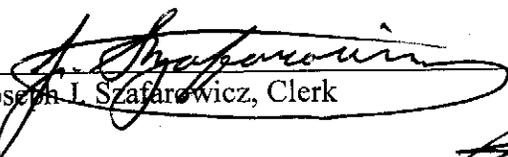
Mary C. Devlin

Administrative Assistant

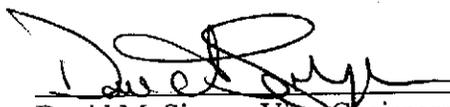
Accepted by:



Frederick C. Swensen, Chairman



Joseph J. Szafarowicz, Clerk



David M. Singer, Vice-Chairperson



Kathleen W. Walker, Member



Brent Sellow, Member

At the meeting of the Board of Selectmen held on July 26, 2011, the following rule was accepted:
Formalization of existing rule re date as of which retired employees begin to Pay retired employee share of premium for group health insurance benefits

Motion by Mr. Swensen that the Board, for the purpose of formalizing its consistent, past practice designed:

(a) to provide, within the town's fiscal constraints, retired employees with continued access to group health insurance/benefits where the employee has been participating in such just prior to retirement and or where an employee later enrolls in such.

(b) to treat all such retired employees alike,

pursuant to the authority vested in it by Mass General Laws Chapter 32B, Section 14 adopt a rule confirming that each such employee who wishes to continue such participation as a pre-condition to same must begin to pay the 50% retiree-level premium share as of the effective date of his or her retirement", seconded by Mr. Boria: motion carries unanimously.

*****UPDATED*****

At the Board of Selectmen's meeting held on September 7, 2011, the above policy was amended to include "or where an employee later enrolls in such at the end of paragraph (a) after the word and.

Town of Charlton

FY2014 Community Development Program: Board of Selectmen Update & Forum, 11-26-13

What is the current status of the Community Development Program in Charlton?

- In FY13, Charlton jointly applied with Leicester for Community Development Block Grant (CDBG) funds
 - Projects within the application included:
 - Charlton Town Hall Architectural Barrier Removal Project (elevator)
 - Housing Authorities Improvement Project (joint with Leicester)
 - Regional Housing Rehabilitation Program (joint with Leicester)
 - [Leicester Town Hall Architectural Barrier Removal *Design* Project]
- The application was not funded despite tying for the 2nd highest score in the state (CDF II category)
- A request to the Mass. Dept. of Housing & Community Development for reserve funds was denied
- With assistance from the Pioneer Valley Planning Commission, the Charlton Community Development Advisory Committee has been developing a joint re-application with Leicester for FY14

FY14 application outreach (to date)

- Grant-related outreach events, marketing and discussion is ongoing to discuss the grant program and projects and to confirm community support for a re-application:
 - Municipal Building Committee Meeting (9-19-13)
 - All Boards and Committees Meeting (10-8-13)
 - Special Town Meeting forum/petition (10-15-13)
 - Council on Aging Meeting (11-13-13)
 - Charlton Housing Authority Board Meeting (TBD)
 - Board of Selectmen Forum (today)
 - Housing rehabilitation pre-application advertised in *Charlton Villager* to emphasize emergency projects
- The Charlton Community Development Advisory Committee (CCDAC) has held three public meetings (9-19-13, 11-5-13, and 11-26-13) to review options for the FY14 application
 - The CCDAC has voted to recommend retaining the existing FY13 Community Development Strategy and to prioritize the existing FY13 projects for re-application in FY14

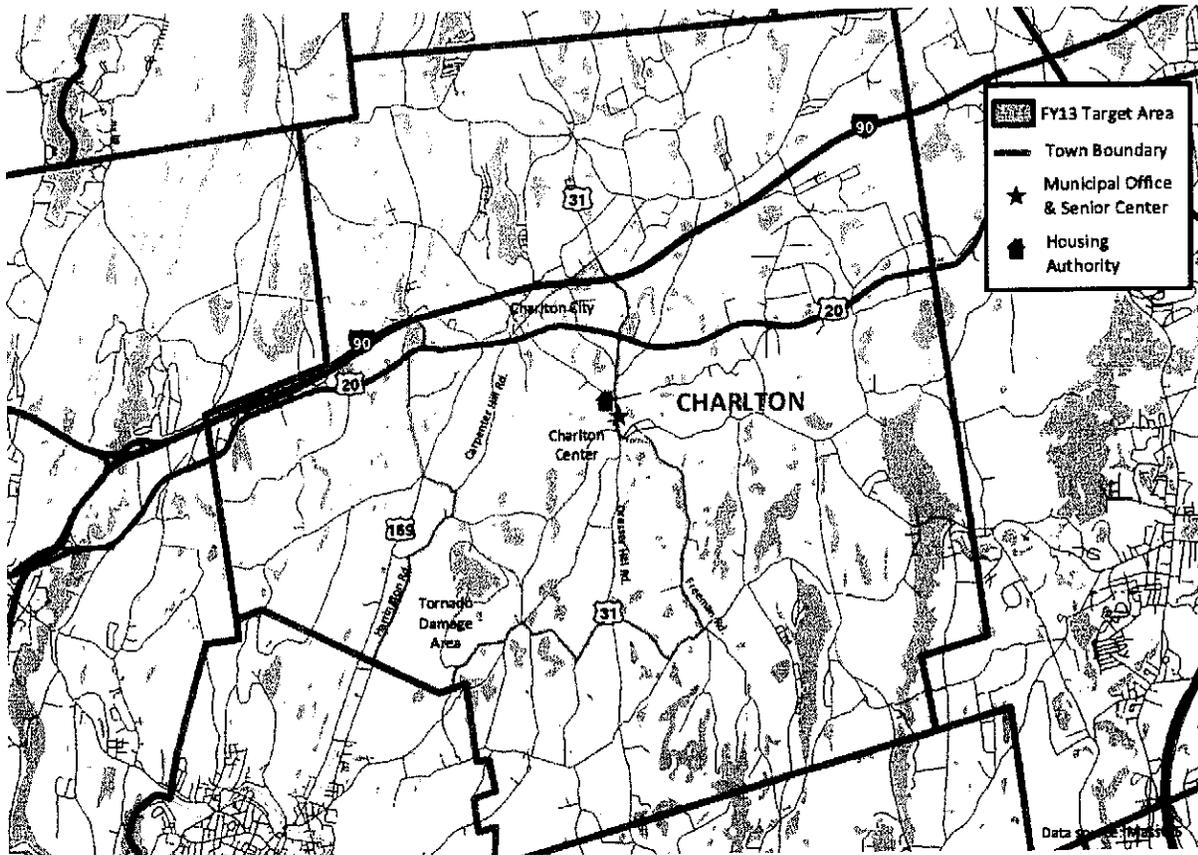
Next steps and grant timeline

- Update of grant application budget (November/December 2013)
 - Total application is limited to \$900,000
 - Project cost estimate updates are ongoing (3-4% increases expected)
- Joint application form to be signed by Chair, Charlton Board of Selectmen, January 2014 (date TBD)
- Formal grant application hearing to be hosted by Leicester Board of Selectmen, January 2014 (date TBD) (Leicester is lead community for joint application)
- Grant application deadline is February 15, 2014
- Application results are expected in July 2014

Goals for today's forum

- Public discussion with the Board of Selectmen and other meeting attendees to discuss grant program and projects and confirm support for a re-application
- Availability for questions/answers
- Publicize pre-application for housing rehabilitation program, especially potential emergency projects

Massachusetts Small-Cities Community Development Block Grant (CDBG) Program Background



Background and funding source:

- Funded by US Dept. of Housing and Urban Development under Community Development Act (1974) with direct federal funding to large "entitlement" communities
- Administered for small communities by Mass. DHCD as competitive Community Development Fund (CDF I for designated higher-need communities, CDF II for designated lower-need communities including Charlton and Leicester)

Funded projects must meet one of three national objectives:

- Support low or moderate income (LMI) populations (usually verified through income survey)
 - Elderly and disabled persons are generally considered to meet LMI criteria
- Remove "slums and blight" (verified through slum and blight inventory)
- Respond to community development emergency (by special request only)

Eligible projects:

- Typical projects include: infrastructure improvements (water, sewer, sidewalks, etc...), ADA-related improvements (elevators, etc...), housing rehabilitation assistance, social services (adult literacy, violence prevention, etc...) and related planning, architectural and engineering studies
- In communities of 5,000 or more population, activities must be targeted geographically to areas with the greatest statistical need (see map above for Charlton's existing approved target area)



**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 21, 2013

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 11/26/13

Prindle Lake Dam- The construction is complete and the contractor has been paid with \$12,000 being withheld until the wetlands restoration and seedlings take hold next Spring. I have started working with the Assessing Department to begin the betterment process to pay for the project. We will have more info for you on that next meeting.

License Renewals- We are working with the Fire, Police and Building to review the licenses and any restrictions that may be reasonable for next year. An administrative group including the Chiefs and their staff will be working on this. We hope to have the recommendations ready for your consideration by June.

Potable Water Sources- A group for Charlton went to the DEP Worcester office to discuss water options for Charlton. We discussed continuing to work with Southbridge as well as finding new water sources. DEP reviewed the steps to become an independent water operator. Senator Brewer and Representative Durant both had staff attend the meeting and Senator Brewer's office will be contacting Bay Path to hold a meeting with Southbridge Officials to further discuss options for an extended agreement. I remind you that the deadline for Bay Path School to decide what system they will install must be made by December 31st according to DEP.

MMA Energy and Environmental Policy Committee – I attended a meeting of the MMA's environmental policy committee and a speaker talked about DEP changing its policy regarding "dirty soil". She stated that soils that have low levels of contamination have been being moved to landfills and quarries but those spaces are filling up. With the construction season at hand, they have concerns where to place the dirt. As an example she said that Harvard University is planning new construction in Alston and a significant amount of old industrial soil must be removed. DEP is considering lowering the thresholds that mandate how the material must be treated. Under the present standards, moving this soil would create new 21E sites. She would like to talk with towns on how they feel about this change and I volunteered to put together a meeting of interested selectmen, managers, boards of health and DPW officials. Quite often, material from the urban areas around Boston are relocated to the central and western Mass areas. It is good to have input on this before all decisions are made. Area managers wish to participate. Please let me know if you would like to attend.



**TOWN OF CHARLTON
CHARLTON CONSERVATION COMMISSION**

**37 Main Street
Charlton, MA 01507**
todd.girard@townofcharlton.net
Phone (508) 248-2247
Fax (508) 248-2370

TO: Town Administrator
FROM: Conservation Agent
DATE: November 25, 2013
RE: Prindle Lake Dam Repair and Rehabilitation Update

NOV 25 2013

I am pleased to report the Prindle Lake Dam Repair and Rehabilitation has been completed following approved plan specifications, on time, and under budget.

As you know, the project was awarded to R Bates & Sons Inc. to construct the improvements designed by LEI engineering and approved by the Department of Conservation Dam Safety for a contract total of \$241,000.

Construction began in late summer due to a severely rainy June this year. The initial process of the 24 inch draw down was completed with the use of two (2) siphons the design engineer requested another foot of draw down for safety, the pool elevation was maintained at the three foot draw down for the entire construction process.

Construction of the Dam Improvements went well following the approved plans with only minor modifications made to a footing on the southerly wall because of ledge and a drainage pipe discovered during the rehabilitation was inspected, sealed, and encased in concrete.

Major construction of the dam is 98 percent complete, established vegetative growth is the final portion to be completed. All exposed soils have been hydro-seeded and stabilized for the winter however some areas are anticipated to need reapplication in the spring which is very typical. The wetland restoration area has been stabilized but is also awaiting vegetative cover. A withholding of approximately twelve thousand dollars will cover the costs of any incidentals and accidentals associated with the spring finalization for vegetative growth

The project was completed before the onset of winter directly in line with the projected timelines for completion. The project construction costs have come in at \$238,000 dollars and reflects a \$3,000 dollar savings.

No environmental violations occurred on the construction site during the entire process. Erosion and sedimentation controls were installed inspected and maintained. Best management practices were utilized during the entire process. This level of construction set the standard for all other construction practices to follow within the Town of Charlton.

Sincerely,


Todd P. Girard
Conservation Agent