



**Agenda for Charlton Board of Selectmen Meeting
February 18, 2014 @ 6:30pm**

- I. Call to Order**
 1. Pledge to the Flag
 2. Chair respectfully requests that all participants treat each other courteously and be acknowledged by the Chair before speaking.

- II. Consent Agenda/Warrant Approval as Needed**
 1. Reading of Agenda
 2. Minutes of Selectmen's Regular Meeting – February 4, 2014

- III. Community Relations, Announcements and Open Forum**

- IV. Appointment/Resignation**

- V. Scheduled Appointments**
 - 6:45pm – Fire Chief Cloutier – Burning permit fees
 - 7:00pm – Terry Burke Dotson – request for support for GLASS-STEAGALL

- VI. New Business**
 1. Request for toll road – Ribbon Rockettes
 2. Change of owners on Common Vicutaller's license for Gulf Oil Limited Partnership (East/West Bound)
 3. Scholarships 2014 – Questions
 4. EDC Roundtable Update
 5. Joint Financial Meeting with Town of Dudley and Dudley Charlton Regional School District

- VII. Old Business**
 1. Annual Town Meeting
 - Warrant
 - Budget
 2. Water IMA Legal Representation

- VIII. Committee Reports**

- IX. BOS Policy Review**

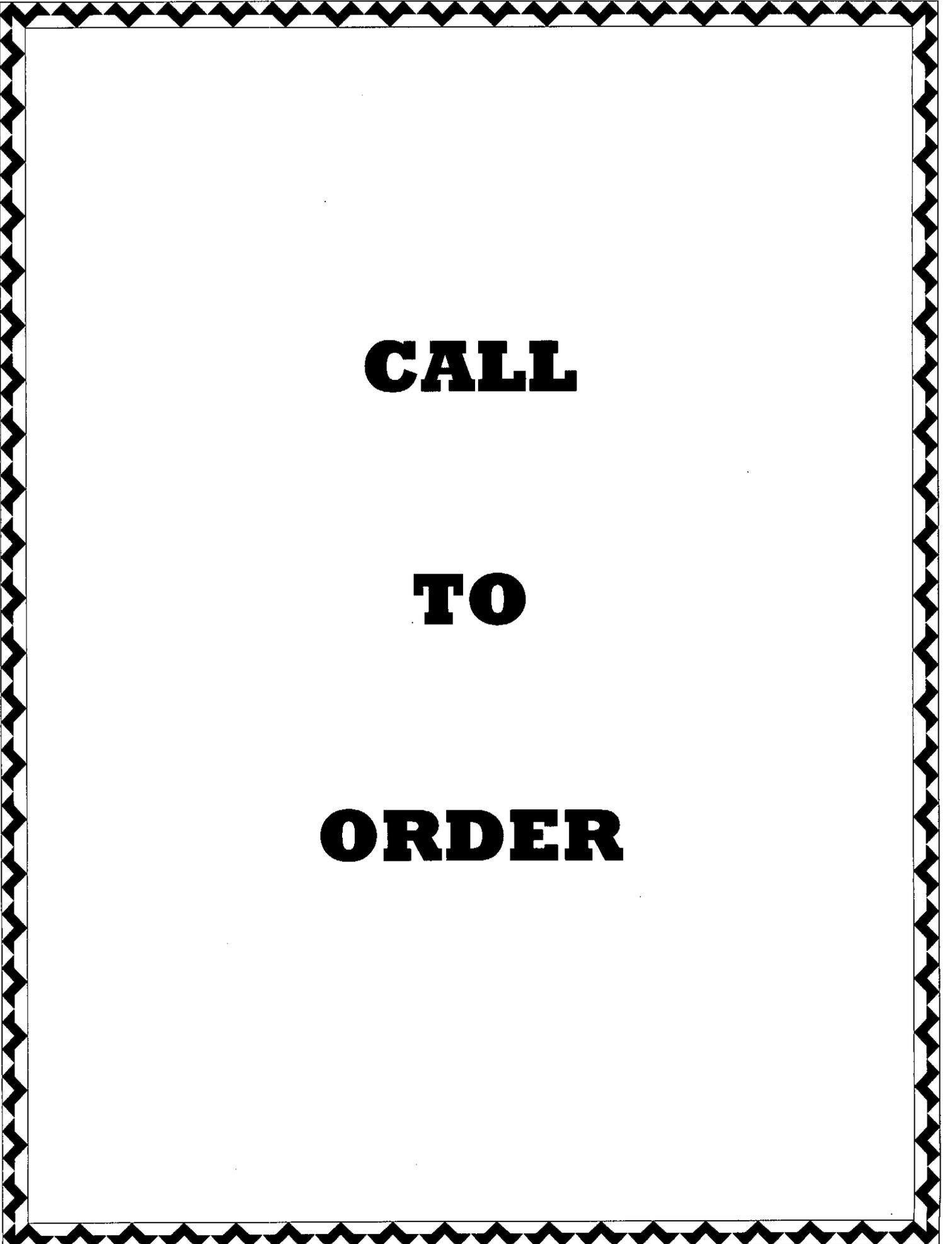
- X. Student Selectperson Report – Emily Sprague**

- XI. Town Administrator Report**

- XII. Other Business [Unknown at time of Posting]:**

- XIII. Next Meeting Announcement**
 - Next Regular Selectmen's Meeting – March 4, 2014

- XIV. Adjourn/Executive Session:**



CALL

TO

ORDER

**CONSENT
AGENDA**

**WARRANT
APPROVAL
AS
NEEDED**



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – February 4, 2014

Submitted by _____

Date _____

Received by _____

Date _____

Present: Chairman – Frederick C. Swensen, Vice-Chairman – David M. Singer, Clerk – Joseph J. Szafarowicz and Members – Kathleen W. Walker and Brent Sellew. 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 reminded everyone to treat each other courteously and be acknowledged by the Chair before speaking.

II. Consent Agenda:

1. Minutes of Selectmen's Regular Meeting – January 7, 2014. **Motion by Mr. Szafarowicz to approve the minutes of January 7, 2014, seconded by Mr. Singer, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Chief Pervier came forward and reminded the Board that we are supposed to have a fair amount of snow. With the depth of the snow, people are not allowed to park on the roadways. If anyone gets stuck, call the Police Department and they will help. The town hall will be closed tomorrow due to the weather.
- Mike Valanzola came forward and announced his candidacy for State Senate that Senator Stephen Brewer will be retiring from. He is a former Selectman from Wales. Chairman Swensen wished him luck.

IV. Appointments/Resignations:

1. Resignation – Jeffrey T. Brodeur, Per Diem Dispatcher. Mrs. Craver stated that attached is an email from Jeffrey Brodeur resigning as a Per Diem Dispatcher for the Charlton Police Department due to his full time employment. The Board should vote to accept his resignation. A letter has been prepared and is in your sign folder. **Motion by Ms. Walker to accept Mr. Brodeur's resignation, seconded by Mr. Szafarowicz, motion carries unanimously.**
2. Resignation – Erika Lesage, Alternate Zoning Board of Appeals. Mrs. Craver stated to please find attached an email from Erika Lesage resigning as an Alternate on the Zoning Board of Appeals. The Board should vote to accept her resignation. A letter has been prepared and is in your sign folder. **Motion by Mr. Szafarowicz to accept Ms. Lesage's resignation, seconded by Ms. Walker, motion carries unanimously.**
3. Appointment – Police Auxiliary – Robert C. McGrath. Mrs. Craver stated that attached is a request from Police Chief Pervier stating that with the recent resignation of Auxiliary Patrolman Bishoy Ibrahim, he is requesting to fill said open position to restore the compliment of officers who make up the Charlton Police Department's Auxiliary Police Unit. Chief Pervier

has reviewed the Charlton Police Department's current pool of Auxiliary Police Officer applicants and has selected and is asking for consideration, the appointment of Robert C. McGrath of 6 A. Young Road, Charlton MA. Mr. McGrath is fully qualified and holds all current MPTC and State Certifications which makes him eligible to be considered to fill the open auxiliary police officer position. A thorough background check was conducted and he has a clean record. Mr. McGrath's appointment will be contingent upon his successful completion of a physical and firearms qualification with his duty weapon. It was asked if Mr. McGrath is related to the current officer McGrath or the Planning Board McGrath and the answer was no.

Motion by Mr. Singer to appoint Robert C. McGrath as an Auxiliary Police Officer, seconded by Ms. Walker. Chief Pervier stated that Mr. McGrath even before this appointment has been volunteering his time. Mr. Sellew stated that he knows Mr. McGrath personally and he is a good fit for the town and would be a great asset to the police force. **Vote on motion: motion carries unanimously.**

4. Appointment – Per-Diem Dispatcher – Susan C. Dalton. Mrs. Craver stated that attached you will find a letter from Chief Pervier requesting to add one additional per diem dispatcher to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and would recommend the appointment of Susan C. Dalton of 24A Canal St., Millbury MA 01527. A complete background check and reference check was conducted and revealed that Ms. Dalton has a clean record and a solid background and should be considered for the per diem dispatcher position for the Charlton Police Department. **Motion by Mr. Singer to appoint Susan C. Dalton as a per diem dispatcher for the Charlton Police Department, seconded by Ms. Walker.** Mr. Szafarowicz asked the Chief how many people applied for this. Chief Pervier stated that he has an ongoing file that people submit applications for. **Vote on motion: motion carries unanimously.**

V. Scheduled Appointments:

6:40pm – Planning Board – Open position appointment. Mrs. Craver stated that there has been a vacancy on the Planning Board due to Patricia Gill moving out of state. The opening has been running on cable and the Town's website as the Board's policy states. One request for appointment has been received from Alycia D. Dzik who currently holds the Planning Board alternate seat. The Planning Board is recommending the appointment of Alycia D. Dzik to fill the open position. The vote for appointment must be done jointly and by roll call vote by both boards and the term would expire at the time of the Annual Town Election in May. Once the appointment is made, we will advertise the alternate position opening on cable and the town's web site. Chairman Swensen asked Planning Chairman McGrath if they had a quorum. Planning Chairman McGrath stated that they did and they have opened their meeting. Mr. Szafarowicz asked if this is the only person to be considered and Mr. McGrath stated yes and she currently is the alternate on the Planning Board. Chairman Swensen stated that he did some research and if this appointment is made, it will put her as a full member of the Planning Board, a member of the Central Mass Regional Planning Commission as well as a member of our Economic Development Commission. Does Ms. Dzik plan on keeping all three? Ms. Dzik stated yes unless it proves to be a conflict of interest. **Motion by Mr. Singer to appoint Ms. Dzik to the full member seat on the Planning Board, seconded by Ms. Walker. Roll call vote: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye, Mr. Singer – aye, Ms. Rydlak – aye, Ms. Vincent – aye, Chairman McGrath – aye and Chairman Swensen – aye.**

6:45pm – Charlton Housing Authority – Mrs. Craver stated to those at home that we received a grant for ten ipads for the Selectmen and Finance Committee to use so we could cut down on cutting trees. She is trying one out tonight so you might see her going back and forth on it. She stated that the donor of the Ipads wish to remain anonymous. Chairman Swensen thanked the donor for the Ipads. Mrs. Craver stated that at the Board's last meeting, a resident from Charlton Housing came forward,

operated by the Charlton Housing Authority (CHA), complaining that she and her association have been trying to get information from the CHA without success. She felt that the CHA should be more open as to its process. To that end, she also asked that the Board of Selectmen direct the Cable Coordinator to tape their meetings and place on Charlton Cable Channel. She also complained that there were mold studies that were not being released to residents who might be affected. You directed me to request the mold studies and to invite the CHA and Board of Health to join you at your next meeting. Your last meeting was cancelled due to weather and we have brought it back for this meeting. Mrs. Craver requested the studies from CHA and they did not provide any. She attached the only one that the BOH had which is dated February 10, 2012, nearly 2 years ago. Since that meeting, the Board of Selectmen has received a request from Kristen Kustigian to also tape and air boards and committees, in particular naming the Planning Board and Finance Committee. Mrs. Craver further stated that as the Housing Authority is attending, another issue the Board may wish to discuss with them would be requesting them to enter into talks for a Payment in Lieu of Taxes, also known as a PILOT Program, to pay their fair share of the water debt. They did not receive betterment for the Water Project as State Law does not authorize a town to directly tax or assess betterments to Housing Authorities. The appropriate vehicle would be the PILOT Program. The CHA already has a PILOT agreement with the town for taxes. Mrs. Craver would suggest that the same formula be used to calculate the water infrastructure contribution. Clearly, the housing authority receives a savings and benefit. She understands that they are on a tight budget as with all our residents who must pay for the debt incurred bringing water to Charlton. She explained this to the Director and suggested that the Selectmen and Housing Authority also discuss this tonight. Ms. Walker asked if we could talk about the PILOT program first. Chairman Swensen asked if anyone had any objections to this and Jean Vincent from the Housing Authority said yes. She stated that it is a whole separate issue and the Board is invited to the Housing Authority meeting on February 11th at 3:15 to talk to the entire board about that. Some members of the board can attend. Mrs. Craver asked if the Board wanted to appoint a couple of members to attend and bring back information. Ms. Walker and Mrs. Craver to attend. Mrs. Craver recommended having the Assessors attend as well. Chairman Swensen asked Ms. Vincent if she would like to respond to the letter regarding the mold study? Ms. Vincent said she hasn't seen any letter. She said the report was an old copy dated 2012. That is the first and only mold study they had done. Mr. Singer stated that the report he was given showed a high amount of mold but he was not given any reports of the action taken, any remediation and any follow up reports showing it was cleared. Ms. Vincent asked a question. If someone is a landlord in town and they have a tenant come to the Board of Selectmen and make statements like that, does the Board of Selectmen call on that landlord? Mrs. Craver stated that they would be referred to the Board of Health. It was stated that the Housing Authority is not town owned. Mr. Singer stated then as a resident of the town who pays taxes, he would like to know now what was taken to remediate and he would like to see the reports. Ms. Vincent stated that the Board of Health wrote that report and the Board of Health was satisfied with remediation to their satisfaction. She also stated when that report was done, there were no air quality or samples taken so she's not sure how that could have been done. Ms. Walker stated that her concern is what she's heard from the tenant association, there is considerable other apartments that they believe have mold. Ms. Walker asked if any residents raised concerns and Ms. Vincent said that air quality tests were done and she does not have the results with her. She stated that the Housing Authority takes the tenants privacy and confidentiality very seriously. If something is done to a unit, she cannot say what the results are. Ms. Walker commends their intent to protect the tenants' privacy, however, she doesn't need to know who the tenants are, she only wants to know if there is any mold anywhere else? Ms. Vincent stated that quite honestly, she couldn't answer that. She said again, if this was a private landlord, would you be doing this? Because they are a Housing Authority, they have stricter rules to follow. She also stated that as far as tax dollars, the Housing Authority doesn't get any money from the town. Mr. Singer is concerned about this town and the people that live in it. His concern is that this is really for the Board of Health. This Board has no authority over the Board of Health. We have no authority as with the Housing Authority. He would suggest they have a hearing with the Board of

Health or the Housing Authority. We cannot tell them to televise their meetings either. Chairman Swensen would ask Mrs. Craver to contact the Board of Health to see if they have any information that we can forward to the residents. Mrs. Craver stated that she did go to the Board of Health and all they had at this time was the mold report. Kathy Fisher Fournier, President of the Meadowview Tenants Association came forward. She stated that the Association has asked the Housing Authority to televise their meetings for greater transparency. The Association has asked the executive director of the Housing Authority to be forthcoming with the toxicology report that the MTA requested to have done. The mold issue has been going on for twelve years and the situation has never been rectified or even discussed with the board members. Mr. Szafarowicz stated that this sounded like it is getting to an area where it might be attacking. Ms. Fisher apologized. She stated that when a tenant complains about the mold, they are told to just use bleach and water to clean it. She stated that she finally called Ms. Vincent and told her the Association wanted her to hire someone to check on the mold situation. In September 2013, a person came to each one of the Tenants homes on the family housing side with Will, the maintenance man and the professional that was hired took swabs of the mold. The Association has requested the results of this toxicology on several occasions. The Association had come to the Selectmen for help in getting the results. What the Selectmen were given was a report that was done in 2012 on Ms. Fisher's apartment. At that time the mold was scraped, bleached and repainted. The Tenants Association have hired their own legal representation through an environmental lawyer and have recently had their own mold study done which they have the results from. Mr. Szafarowicz reviewed the report that Ms. Fournier provided to the Board. Ms. Walker asked what the appropriate steps would be to remove it. Mr. Singer stated that after reviewing what Ms. Fournier provided, he feels they should be meeting with the Board of Health. Chairman Swensen stated that he was going to close the discussion because the Board of Selectmen does not have authority over the Housing Authority. He has asked the Town Administrator to approach the Board of Health and ask for any information they have on this. He stated that the Tenant Association should go to the Board of Health. Mr. Szafarowicz stated that anyone can go to the Housing Authority meetings with a tape recorder or a camera. They are open meetings. Richard Vincent came forward and asked if the transparency for the Housing Authority is in question, what about the Tenants Association. It was stated that the Tenants Association is a private association and the Board has no authority over that. Chairman Swensen stated that the Board will report back when they hear from the Board of Health. Chairman Swensen thanked the Housing Authority and the Tenants Association for coming.

7:00pm – Curt Meskus – Mrs. Craver stated that Mr. Meskus has asked to be placed on the agenda to update the Board and discuss electronic permits. Mr. Meskus came forward and reviewed the online permitting process. The burning permits were supposed to open on line on January 15th but due to citizen concerns, it was held off until January 22nd. The town web page had a link in the top right hand corner for permits. So far there has been 90 people registered and 50 of them have gotten permits. There are two kiosks in the town hall for those residents who do not have a computer to use. There is a convenience fee charged by the bank of \$.25 and a \$2 or \$3 dollar charge for credit cards. Staffing is limited at the Fire Department and people are urged to use the on line feature. Ms. Walker's concerns were that you had to use a computer and the fee. Some people don't have a computer. Mr. Meskus stated that his Administrative Assistant will be happy to assist those that need it. Mr. Singer thanked Mr. Meskus for his work on this and how he is addressing the issues that have been raised. Ms. Walker doesn't understand why the fee, if we have no clerk to pay for this work. Mr. Meskus stated that for twenty years there has been no fee for the burning permits. They were told they should not have done that. When this system was revamped, there were conflicting statements from different boards. He doesn't set the fee. The software cost to set up was \$10,000. The cost to set up the program for the burning permits was \$2,000. There is a fee to run this yearly as well. Daily permits to burn is still required daily. Residents are encouraged to burn sooner than later. Mr. Szafarowicz would recommend asking Chief Cloutier to review the \$20 permit fee and see if that's appropriate nowadays. It was asked to have Chief Cloutier attend the Board's next meeting.

VI. New Business:

1. Annual Town Meeting – Annual Town Meeting – May 19 / Annual Town Election – May 3
 - (a) Approve calendar
 - (b) Open warrant

Mrs. Craver stated that attached is the FY2015 Budget Calendar for your consideration. As required by the Charlton-By-Law, the Annual Town Election will be held on the first Saturday of the month of May - Saturday, May 3, 2014 and the Annual Town Meeting will be held on the third Monday in May, Monday, May 19, 2014. Budget requests have been sent to Departments and she has attached her cover memo for your review. The Board is requested to approve the FY2015 Budget Calendar as presented and, if approved open the Annual Town Meeting Warrant. The warrant is scheduled to close March 18. Mr. Singer stated that he has no changes but wanted to point out that some of the dates on the calendar he will be out of state. **Motion by Mr. Szafarowicz that we approve the FY15 budget calendar as presented, seconded by Mr. Singer.** Mr. Szafarowicz stated that some of the Board should make an effort to attend the Finance Committee's meeting to keep on top of it and meet with the Department Heads to discuss their needs. **Vote on motion: motion carries unanimously. Motion by Mr. Singer to open the FY2015 warrant, seconded by Ms. Walker, motion carries unanimously.**

2. Cub Scout pack #165 recognition of cub scouts. Mrs. Craver stated that attached is a letter from John Gauhan who is the Cubmaster for Cub Scout Pack 165 in Charlton. He states that on February 24th, they will be graduating several boys from Cub Scouting into the wonderful world of Boy Scouting. The following are the boys that have earned the Arrow of Light Award which is the highest award a boy can earn in Cub Scouting.

Jacob Heywood
Aidan Romanelli
Connor Novack
Dylan Smaltz
Andrew Bullen
Cutter Beck
Cameron Bodamer
Evan Borgeson
Nathan Dexter
Joshua Woods
Michael Mullaly
Albin Anderson
Connor Browne
Aidan Assisi

Mr. Gauhan is asking the Board to recognize these young men with a certificate of achievement for each which have been completed and are in your sign folder. These must be sent to him no later than February 18, 2014. Chairman Swensen congratulated the boys.

3. Charlton Little League parade. Mrs. Craver stated that attached is a letter from Jerome Michaelson, Board of Directors Member at Large for the Charlton Little League stating that they will be holding their Opening Day Parade for 2014 on Saturday, April 12th. They are combining Baseball and Softball for the opening day parade. The parade will kick off at 11:00am from the lot behind the old Southbridge Savings Bank building on Main St. They will be lining up at 10:30am. The parade will be followed by ceremonies at Center Field prior to the first games of the season. Members of the Board are always invited to participate in the parade.
4. Charlton Orchards Farmer Winery. Mrs. Craver stated that attached is a letter from Nathan R. Benjamin, Jr. Managing Member of Charlton Orchards Farm and Winery. Mr. Benjamin states that back in August of 2013, the Alcoholic Beverages Control Commission provided an advisory for sampling of alcoholic beverages with a farmer series pouring permit. This advisory stated that the ABCC stated they would no longer allow tasting and sampling within a winery without a specialized license approved by the Local Licensing Authority. Mr. Benjamin had filed a protest

with the help of the Massachusetts Farm Wineries and Growers Association because Charlton Orchards does not wish to have a pouring license as they are not a wine bar. They use tasting as a way to market their farm product. They have been notified that sampling does not necessarily constitute consumption and grandfathered them pending the approval of the Board of Selectmen. I would agree and recommend the Board determine sampling wine, M.G.L. Chapter 138, section 12 is not needed to be licensed and would see no need for a permit from the Board at this time.

Motion by Mr. Singer that the Board of Selectmen determine that sampling wine under M.G.L. Chapter 138 section 12 isn't needed to be licensed and that there is no need for a permit to be issued at this time, seconded by Mr. Sellew. Chairman Swensen asked Mr.

Benjamin if they regulate how much tasting is done. Mr. Benjamin stated that they follow the law with this. Mr. Singer asked Mr. Benjamin if what he heard about selling the orchard is true. Mr. Benjamin stated that he was in a car accident four years ago and no longer has use of his leg. They have looked at other alternatives but do not have any other option at this time. They are trying to keep this as a farm. **Vote on motion: motion carries unanimously.**

5. Special License request – Charlton Council 11379. Mrs. Craver stated that attached is a request from Charlton Council 11379 Knights of Columbus for a special liquor license for Wine and Malt beverages to be used on Saturday – March 15, 2014 from 5:30pm – 11:00pm for a St. Patrick's Day Dinner to be held at St. Joseph Parish Church Hall, 10 H. Putnam Road, Charlton, MA. This request has been approved by the Building Commissioner, Fire Department and Police Department. The Fire Department has given the following stipulations: Please keep all exits clear. Tables & chairs must not block any exit discharge points. The Police Department has given the following stipulations: All persons serving alcohol be TIP certified and that no one under the age of 21 be allowed to purchase or consume alcoholic beverages. All other requirements within the policy have been met.

Per the Board's policy, the license if approved, should be issued for two additional days for the following reasons:

Day 1 – to allow delivery of alcohol to establishment (no sales allowed)

Day 2 – For sale on the approved date and time as listed

Day 3 – To allow for pick-up of any unused alcohol (no sales allowed)

Mrs. Craver would recommend the Board approve the special license as requested with the dates on the license to be March 14, 2014 – March 16, 2014. This is for a profit organization therefore the fee will be \$25.00. **Motion by Mr. Singer to grant the special alcohol license through St. Joseph's to the Knights of Columbus so long as everything has been cleared by the Building Commissioner and Police and Fire Chief are met and that it be valid for three days, March 14th – March 16th with no sales allowed on that first and third day with a \$25 fee, seconded by Mr. Szafarowicz, motion carries.**

6. Snow and Ice removal account. Mrs. Craver stated that we have received notice from Gerry Foscett, Highway Superintendent that the snow and ice account is close to being exhausted, therefore he is asking the Board to declare a snow emergency and approve deficit spending in the Snow and Ice account for FY14 as authorized by MGL Chapter 44, section 31D. If approved, the Finance Committee will also need to vote on this issue before the account can be overspent. **Motion by Mr. Szafarowicz to declare a snow emergency, seconded by Mr. Sellew, motion carries unanimously.**
7. Dudley-Charlton Regional School District – request for election. Mrs. Craver stated that attached is a letter from Sean Gilrein, Superintendent of Schools stating that the Dudley-Charlton Regional School Committee voted to hold a special election to renovate the Shepherd Hill recreational facility, track, athletic lighting and concession stand. By unanimous vote of the committee, the following ballot language is presented to authorize the borrowing of \$2,200,000 for the project including the payment of all incidental or related costs as well as any borrowing shall be reduced by any grants or gifts received by the District. After consulting with the Dudley and Charlton Town Clerks, the election date has been set for Tuesday, March 18, 2014 from 12:00pm to

8:00pm at the Heritage School located at 34 Oxford Rd. with the ballot question being: "Do you approve of the vote of the Regional District School Committee of the Dudley-Charlton Regional School District on Wednesday, January 22, 2014, to authorize the borrowing of \$2,200,000 for the purpose of renovating the recreational facility, track, athletic-field lighting and concession stand, including the payment of all costs incidental or related thereto, which borrowing shall be reduced by any grants or gifts received by the District on account of that project and which vote provides as follows: VOTED: That the Dudley-Charlton Regional School District hereby appropriates the amount of \$2,200,000 for the purpose of paying costs of renovating the recreational facility, track, athletic-field lighting and concession stand, including the payment of all costs incidental or related thereto (the "Project"), said amount to be expended under the direction of the Regional District School Committee. To meet this appropriation the District Treasurer, with the approval of the Regional District School Committee, is authorized to borrow said amount under M.G.L. Chapter 71, Section 16(n) and the District Agreement, as amended or pursuant to any other enabling authority; provided that the amount to be borrowed shall be reduced by any grants or gifts received by the District on account of the Project.

YES _____ NO _____ In light of this, would the Board like to invite representatives from the Dudley-Charlton Regional School District to your next meeting to provide more information? Also, the Board and Finance Committee have talked about a debt exclusion for large capital. Would you like to see if we could add a ballot question on the school's ballot? Mrs. Craver believes the Board has 35 days to provide the Town Clerk a warrant which would be February 11th. If you are interested, she would recommend funding the Highway and Police capital at the May Town Meeting and asking for two Fire Apparatus as a debt exclusion. She has attached the Fire Dept. capital request. **Motion by Ms. Walker to do like Dudley did and put this on for the election on March 18, seconded by Mr. Singer.** Mrs. Craver stated that the school rescheduled a meeting for next Tuesday and she asked the Board's availability. The Board has a previous commitment. **Vote on motion: motion carries unanimously.** Mrs. Craver stated that now that the board has voted the warrant, did the Board want to add another one for Capital for Fire Department needs? Mr. Singer stated that if we do a debt exclusion, it goes away once it's paid for. Mr. Szafarowicz feels we should wait until the annual election for this and just focus on the schools. Mr. Sellew agrees with Mr. Szafarowicz. Mrs. Craver asked if the Board wanted her to draft a debt exclusion article for the fire apparatus.

8. Roundtable – Charlton Growth. Mrs. Craver stated that the Finance Committee met Wednesday, January 22, 2014 and did their Goals for FY15. One of the goals included hosting a roundtable for promoting economic development in town through education and review of present processes regarding permitting and review. Some members claimed that Charlton has some areas that could use improvement. Selectman Szafarowicz attended the meeting and suggested that the Board of Selectmen should be involved in the event and it could be a joint venture. It was also suggested to use a recent project, Ted's Package Store as a test-case to review what went well and what could be made better. The conversation was centered on making Charlton a more attractive place to live and work as well as generating more revenue for the Town. To that end, after speaking to Chairman Swensen and Chairman Morrill an invitation was sent to Town Inspectors, Board of Health, Planning Board, Economic Development Commission and Water/Sewer inviting them to a Roundtable meeting to be held in the Senior Center on February 11, 2014 at 6pm. We are looking at a speaker to talk about growth and development issues across the State and in the region as well as have invited Ted's Package Store to talk about their experience. Mr. Szafarowicz stated that he attended a Worcester County Selectmen's meeting and what he heard about Charlton was that we were not the friendly environment that people wanted to deal with. He finds it troubling that the Planning and Economic Boards do not want to discuss this at all. Mr. Singer agrees with Mr. Szafarowicz. Ms. Walker stated that she received a call from someone that was invited to a roundtable discussion and she knew nothing about it. She is very uncomfortable with calling the Planning Board into this meeting. Mr. Szafarowicz stated that it is within the power of the

Chairman's to organize meetings and he thinks this is the way this was done. Mr. Singer feels that people need to be professional and put the town first in the spirit of cooperation. Ms. Walker does not want to get into any kind of power play with any other boards. Chairman Swensen stated that he has been trying to get this meeting together since last fall but it hasn't happened. His thought was to have everyone get together to discuss how we can and what can we do to make it better. This was never meant to call anyone in. It was for discussion only to work together. Chairman Swensen stated he did speak with the Planning Board Chairman. Chairman Swensen stated that he was offended when the paper stated today that the Planner said because the Selectmen were involved, this has become a political meeting. He stated for the papers and the people, there is nothing political. He feels that we need to work together. He feels this would be a good process and he will defend the process. Mr. Singer stated that he read from a member of the EDC that there is nothing that can be learned. We can all learn from each other. Mr. Szafarowicz thinks a process the town has taken over the past few years in regards to Economic Development of combining positions of EDC Director which has been combined with the Town Planner. He doesn't feel that is really working right now and we should look at changing that. Chairman Swensen asked Mrs. Craver to put that on the next agenda, bringing back a part time economic development part time planner. Ms. Walker feels like that's a punishment. If one strong board invites another strong board as well as a builder who had a problem with the board, your inviting doesn't feel right. Mrs. Craver stated that she just realized this that Ms. Walker is talking very passionately and as if she has knowledge about their feelings, she may want to disclose her relationship with one of the members of the EDC. Ms. Walker stated that her husband, Mike Lally is a member of the EDC. Mr. Szafarowicz stated that our role as selectmen and we don't have that much power per se, but we are the figure heads of this town. We are here to make sure that we lead this town and we champion this discussion so we can get something done. Mr. Szafarowicz asked to read the response back from Ted's and Ms. Walker stated that you would have to read all the letters. Mr. Singer believes it's accurate that we do have authority over the EDC. He feels assumptions were made and shouldn't have. Ms. Walker has one point of clarification. Mr. Szafarowicz, you said that Ted's package store wasn't mentioned but it was in fact in the initial invitation. She also stated that Mr. Szafarowicz said we have to stop them from "muddling around and doing nothing". Mr. Szafarowicz stated he did not say that to the Planning Board. He stated that the town has not done anything to address Economic Development. Ms. Walker asked Chairman Swensen who stated that he didn't have the answers, why are we calling a round table and inviting the people that do have the answers so that we can hear what their answers are? That doesn't make any sense to her. Chairman Swensen stated that he doesn't have the answers but he has the questions. Ms. Walker stated that they could provide the answers. Chairman Swensen called an end to the discussion and the round table is scheduled to happen. Carol Sprague Cloutier came forward and commends the Board for bringing this issue up for the lack of communication between the boards. She feels that the Planning Board and EDC are ineffective and they are not doing their job properly. She also stated with all due respect that if you have a relative that is a member on one of those committees, you should excuse yourself from the conversation because it can be very emotional. She asked about the roundtable and asked if it was public and if other people could go to it? Chairman Swensen stated that it's a posted public meeting and the meeting he can say, will not turn into a personal attack on anyone. Mr. Singer thanked Mrs. Sprague Cloutier. He said it took her a lot of courage to come to the table to say what she did.

VII. Old Business:

VIII. Committee Reports

Ms. Walker talked about the Worcester County Selectmen's Association and it is moving forward. She also attended the MMA and Mr. Szafarowicz was there. This meeting is a two day event and has hundreds of people there. She reviewed a few meetings that she attended. She was told the new

Selectmen's handbook should be out soon and should be very helpful. Ms. Walker said they talked about the 6th grade essay contest and third place was presented to Christopher Sullivan who is in Charlton Middle School. The 2nd and 3rd place winners were told they would be presented with their trophies at the town hall. She would like to ask him to come to a meeting and read his essay and congratulate him.

Mr. Szafarowicz stated that he thought it was a really great event. He attended a meeting called citizen centric reporting. It boils down all the information that you want people to get and he would like to put this on a future agenda and ask the board to work on this and come up with some kind of process.

- 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 #10 – Closings/Delayed Opening of Town of Charlton Municipal Offices/Buildings in Event of Snow, Disaster or Other Circumstances – Employee Responsibilities and Compensation.

Mr. Singer has recommended some changes. Mr. Singer stated that after reading this, he didn't realize that if the hourly employees don't work, they still get paid. He would recommend if the town isn't working that an employee could use their time to get paid. Mr. Szafarowicz asked if there were any bargaining or state mandates that we need to look at first. Mrs. Craver stated that yes there are. It would need to be bargained in good faith. She feels it's important to keep all employees whole. Ms. Walker stated that most of these people depend on their paychecks. Chief Pervier would ask for parity all around. No action taken. Mr. Sellew left the meeting at 9:26pm.

Policy #14 – Correspondence Policy. Ms. Walker would like to update the policy by adding in the first paragraph "and a copy scanned in and emailed to the Selectmen", and the third paragraph add after to that person, "by email and also". Mrs. Craver was asked how she felt and she stated that we have had this discussion before and it adds time onto staff and she is concerned with the items that come in that something might get missed. She would like to see the board come in to read the information. Ms. Walker feels we should be able to find time to do this and she is only talking letters. Mrs. Craver stated that the policy the Board is looking at is for all correspondence. Ms. Walker said she would change it. She would ask Mrs. Craver to suggest wording that would work for her and staff. Chairman Swensen asked Ms. Walker and Mrs. Craver to work on what they would like and bring it back for discussion. He also asked Mr. Singer if we could hold off on the next three policies until the next meeting because it is getting very late.

Policy #20 – Employee Parking in Front of Municipal Building. *Mr. Singer has recommended some changes.*

Policy #24 – Exit Interview Policy and Form. *Mr. Singer recommended no changes.*

Policy #57 – Winter Parking Ban. *Mr. Singer recommended some changes.*

- X. Student Selectperson Report: Emily Sprague presented her report.
- XI. Town Administrator Report: Mrs. Craver reviewed her report. (attached) She also stated that she feels we have the best staff. We have increased our rating from and A+ to an A++. We are being recognized for our financial stability. She also recognized our Conservation Agent, Todd Girard on another great fishing day. This one was at Buffumville and he stated that there were a lot of mothers and children there.
- XII. Other Business: (unknown at time of posting)
Mr. Singer offered congratulations to the girls Track at Shepherd Hill for being undefeated.

Mrs. Craver had a meeting with Todd Girard and Todd Burlingame and discussed the tree grant. They have been trying to come up with a plan to spend the grant money. They are making a priority list of trees that need to come down and some that need to be replanted. One of the big trees in front of the town hall is getting to the point its dangerous. She is asking the Board to consider removing the two larger trees and get new ones. Chief Pervier recommended having a maintenance program if they put in new trees. Ms. Szafarowicz asked Mrs. Craver if she could look into making some sort of art project for the community center or something out of the trees because these are like landmarks in town. Ron Wilmot, Colburn Road in Charlton reminded the board that there is documentation of the trees on the website. **Motion by Mr. Singer to remove the two trees, seconded by Mr. Szafarowicz, motion carries unanimously.**

XIII. Next Meeting Announcement:

- * FY15 DCRSD Budget Kick Off meeting – February 5, 2014 – 6pm – Charlton Middle School
- * Roundtable – Charlton Growth meeting – February 11, 2014 – 6pm – Senior Center
- * Next Regular Selectmen’s Meeting – February 18, 2014

XIV. Adjourn/Executive Session:

Motion by Mr. Szafarowicz to enter into executive session at 9:52pm 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 #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and #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 and the chair so declares, seconded by Ms. Walker. 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 10:32pm, seconded by Ms. Walker, motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

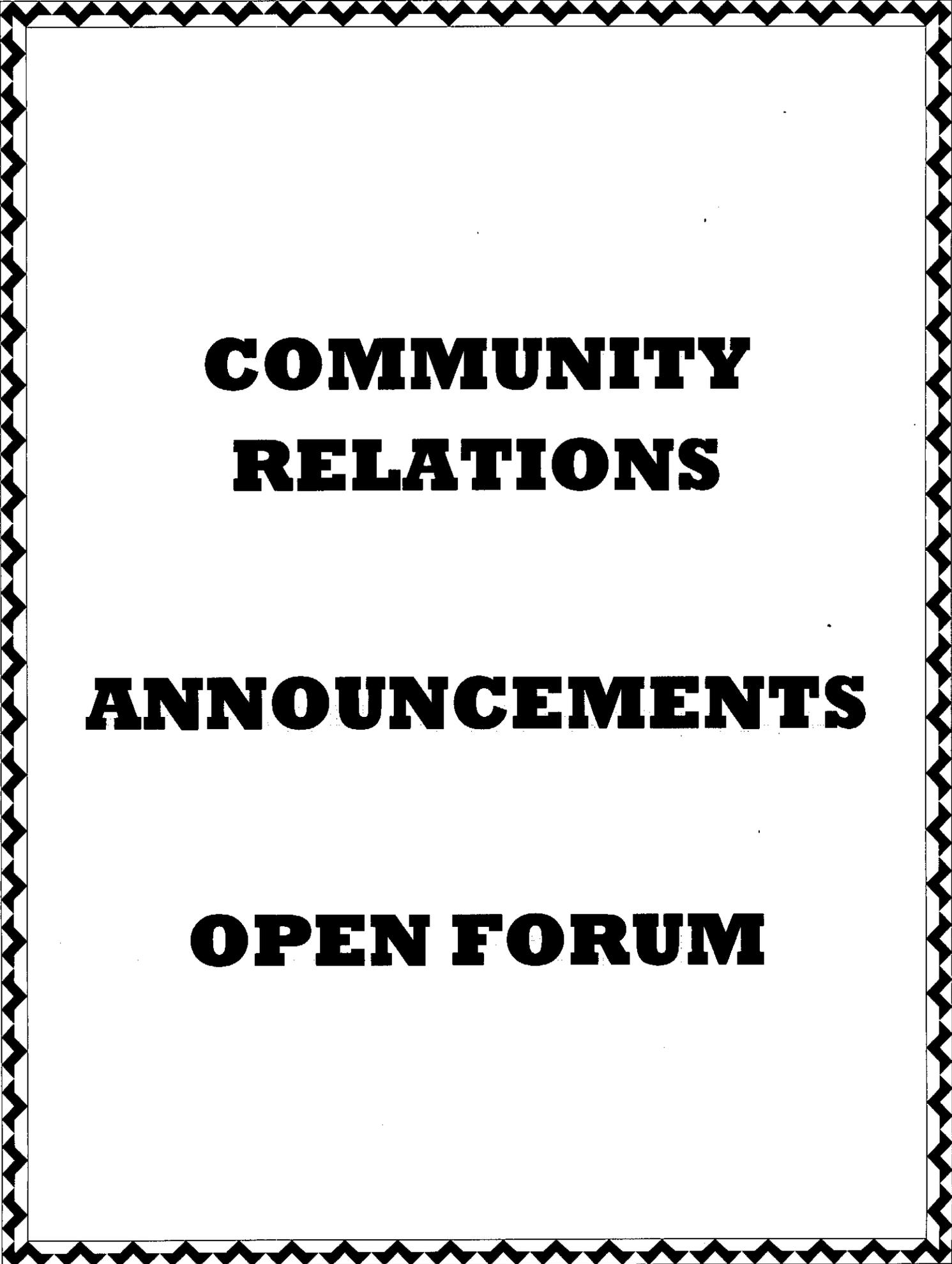
Frederick C. Swensen, Chairman

David M. Singer, Vice-Chairperson

Joseph J. Szafarowicz, Clerk

Kathleen W. Walker, Member

Brent Sellev, Member



**COMMUNITY
RELATIONS**

ANNOUNCEMENTS

OPEN FORUM

Announcements for Board of Selectmen's Meeting-February 18, 2013

The Charlton Police Department is taking part in once again, the National Drug Take Back Initiative with the D.E.A. to help residents and non-residents properly dispose of their expired, unused or unwanted prescription drugs. This event is taking place on Saturday, April 26, 2014 from 10 A.M. to 2:00 P.M. at the Charlton Police Department, 85 Masonic Home Road.

The Town Clerk has stated that nomination papers are now available for the
2014 Annual Town Election to be held on May 3, 2014.
48 Certified Signatures are Required. The following are open:

| | |
|---|---------|
| 1 Selectman – Seat 4 | 3 years |
| 1 Selectman – Seat 5 | 3 years |
| 1 Town Clerk | 3 years |
| 1 Moderator | 3 years |
| 1 Assessor | 3 years |
| 1 Cemetery Commissioner | 3 years |
| 2 Water & Sewer Commissioners | 3 years |
| 1 Planning Board | 5 years |
| 1 Planning Board (due to vacancy) | 1 year |
| 1 Recreation Commissioner | 3 years |
| 1 Board of Health Member | 3 years |
| 1 Tree Warden | 3 years |
| 2 Library Trustees | 3 years |
| 1 Dudley-Charlton Reg School Comm | 3 years |
| 1 Dudley-Charlton Reg School Comm | 1 year |
| 1 So. Worc. County Reg. Voc. School Comm. | 3 years |

| | |
|--|---|
| The last day to obtain nomination papers | Thursday, March 13, 2014 (until 3:30pm) |
| The last day to submit nomination papers | Friday, March 14, 2014 (until noon) |
| The last day to object or withdraw | Friday, March 28, 2014 (until noon) |
| The last day to register to vote | Monday, April 14, 2014 (9am – 8pm) |

Kindergarten Registration
Charlton Elementary School
Thursday, February 27, 2014
1:00pm to 4:00pm and 5:00pm to 7:00pm
Friday, February 28, 2014
9:00am to 12:00pm and 1:00pm to 4:00pm

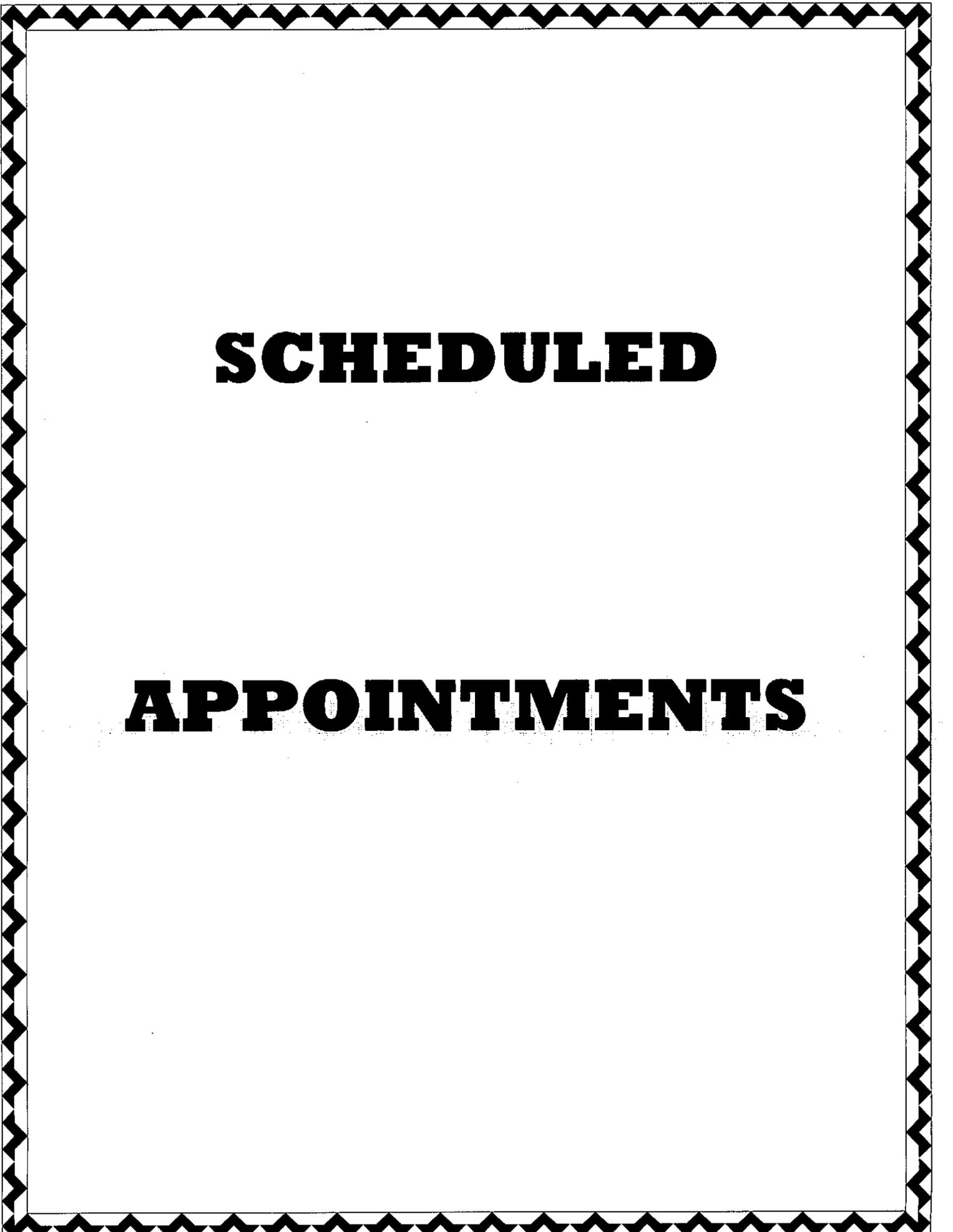
Please remember to bring 3 proofs of residency, a recent physical form that includes a list of all updated immunizations, an original birth certificate and any legal documentation. (if applicable)



APPOINTMENTS

AND

RESIGNATIONS



SCHEDULED

APPOINTMENTS



**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: January 28, 2014

SUBJECT: **6:45pm** – Fire Chief Cloutier – Fire Burning Permit fee

At the Board's last meeting, Selectman Szafarowicz asked if Chief Cloutier could be invited to the meeting to discuss the fee for Fire Burning Permits.

We have scheduled him for 6:45pm.



**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: February 14, 2014

SUBJECT: **7:00pm** – Letter of Support for GLASS-STEAGALL

We have received a request from Terry Burke Dotson asking to speak to the board about sending a letter of support for GLASS-STEAGALL.

I had also sent you an email from Terry Burke Dotson which had two videos you were asked to watch which would explain the reason for being here.

Devlin, Mary

From: tbdotson <tbdotson@charter.net>
Sent: Wednesday, February 12, 2014 12:35 AM
To: Devlin, Mary
Subject: Request to Speak before the Board of Selectmen Regarding Sending a Letter of Support for GLASS-STEAGALL

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Terry Burke Dotson
20 Salo Terrace
Millbury, MA 01527-1940

(508) 865-4728
tbdotson@charter.net
February, 12, 2014

Town of Charlton
Board of Selectmen
Attn: Mary Devlin
Charlton Municipal Offices
37 Main Street
Charlton, MA 01507

Subject: Request to Speak before the Board of Selectmen about Sending a Letter of Support for GLASS-STEAGALL

Attachment: Sample Letter of Support for GLASS-STEAGALL

Dear Mary Devlin,

I respectfully request a date and time before your Board of Selectmen to present information on the urgent necessity of reinstating GLASS-STEAGALL, and also to request that they send a Letter of Support for GLASS-STEAGALL to our Massachusetts and Congressional Legislators.

Bill **S.1824**, Millbury's Citizens' Petition, a **Resolution** petitioning the **Massachusetts** General Court to urge Congress to enact H. R. 129, the "Return to Prudent Banking Act of 2013" (GLASS-STEAGALL) is in the Joint Committee of Financial Services **awaiting a Public Hearing** at the State House on Wednesday, February 26, 2014.

There are now 2 bills in the United States Senate and the House to reinstate GLASS-STEAGALL.

H. R. 129 (80 co-signers) and its Senate companion bill **S. 985**. (1) "Return to Prudent Banking".

Newly introduced: **S. 1282**, (10) the "21st Century GLASS-STEAGALL Act" by Senator Elizabeth Warren & its companion House Bill **H. R. 3711**. (11)

27 states have already introduced...and 4 have passed...Resolutions urging Congress to Reinstate GLASS-STEAGALL.

Passing this legislation is critical to ALL of us. "We the People" means that each of us has a VOICE in telling our Legislators what we need them to do for us and our country. This is a united effort of citizens across the nation...and Charlton has this opportunity to have its voice heard also.

Attached is a sample letter that may be sent to our Massachusetts and Congressional Legislators.

As preliminary background information, I will also send 3 other emails: 1. having 2 video links to view...to offer a clearer understanding of what GLASS-STEAGALL is. 2. Links to "Title 2 of the Dodd-Frank Wall Street Reform Act" & "Signed Agreement Between the FDIC & Bank of England. 3. Video link on financial collapse of Cyprus & how Glass-Steagall works.

Your favorable consideration on this issue will be greatly appreciated.

Sincerely,
Terry Burke Dotson

RESOLUTION in Support of Restoring GLASS-STEAGALL

WHEREAS, from 1933 to 1999 the Federal Banking Act of 1933, known as the Glass-Steagall Act, worked effectively to protect the public interest by separating the functions of commercial banking, from investment banking, insurance, and securities trading; and

WHEREAS, commercial banks and bank holding companies were prohibited from investing in stocks, underwriting securities, or investing in or acting as guarantors in derivative transactions, in order to prevent American taxpayers from again being called upon to fund hundreds of billions of dollars to "Bail-Out" financial institutions; and

WHEREAS, under Glass-Steagall, the FDIC protected and assured the depositors' money in commercial banks, but investment banks were responsible for resolving their losses on their own; and

WHEREAS, the Glass-Steagall Act was repealed in 1999, by the Gramm-Leach-Bliley Act, thus expanding the ability of financial entities to exploit the financial system for their own gain in disregard of the public interest, and contributing to the greatest speculative bubble and subsequent worldwide economic distress since the Great Depression; and

WHEREAS, many of the financial services entities were saved by the United States Treasury at a cost of billions of dollars to American taxpayers; and

WHEREAS, the Federal Reserve continues this "Bail-Out" process today, issuing \$85 billion per month in cash throughout 2013 to the "too-big-to-fail" Wall Street banks, to buy their devalued derivatives securities; and these banks have used the money to increase their speculation in financial derivatives, and have decreased lending to Main Street by \$700 billion since 2008; and

WHEREAS, within the thousands of pages of the Dodd-Frank Wall Street Reform Act, passed on July 21, 2010, there are no prohibitions preventing "too-big-to-fail" financial services organizations from investing in or undertaking substantial risks in hundreds of trillions of dollars of derivative contracts; and

WHEREAS, under Title 2 of the Dodd-Frank Wall Street Reform Act, the FDIC is empowered to legally seize depositors' money to pay off creditors; and

WHEREAS, the December 10, 2012 signed agreement between the FDIC and the Bank of England enables the FDIC to "Bail-In" failing banks to pay off creditors. (Depositors become the owners of the Bank, and are given shares in the Bank instead of their money.)

WHEREAS, a new set of financial bubbles are in full swing, and the American taxpayers are at renewed risk of being forced to cover for losses incurred by derivatives gambling of the financial services conglomerates; and

WHEREAS, the restoring of the Glass-Steagall Act provisions would protect the public from these “Bail-Out” costs, and free credit resources to be directed into large-scale infrastructure and other physical economic investments, with attendant restoration of skilled employment and the tax base; and

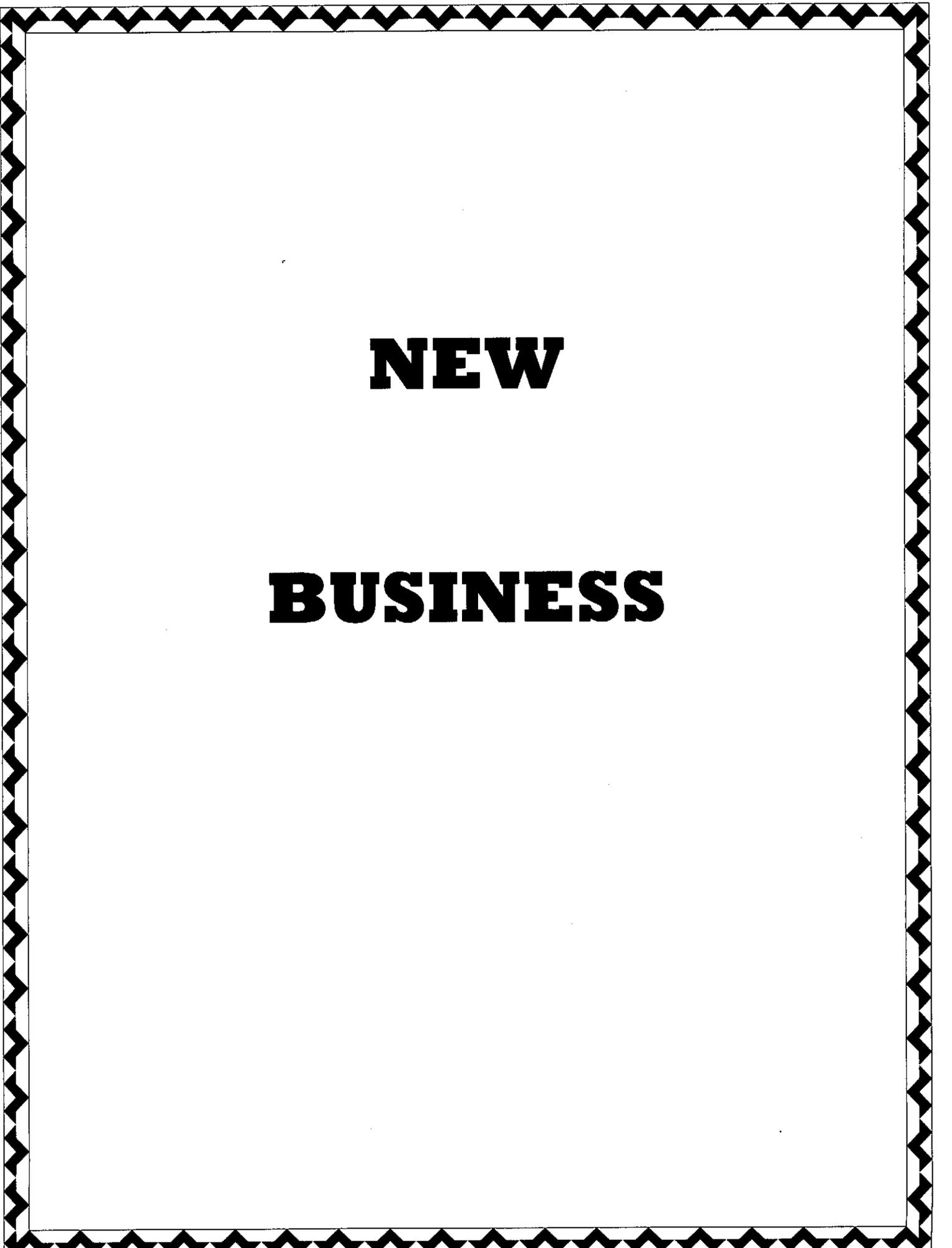
WHEREAS, Bi-partisan Resolutions urging the U.S. Congress to re-enact the Glass-Steagall banking provisions have been introduced into 27 state legislatures as of February 2014, and these Resolutions have passed in 4 states thus far; and

WHEREAS, the U.S. House of Representatives and the U.S. Senate have been making efforts to restore the protections of the Glass-Steagall Act with H. R. 129 and S. 985, the “Return to Prudent Banking Act”, by Rep. Marcy Kaptur and Sen. Tom Harkin respectively; and S. 1282 and H. R. 3711, the “21st Century Glass-Steagall Act”, by Sen. Elizabeth Warren and Rep. John Tierney respectively; and

WHEREAS, The Board of Selectmen of Oxford, Massachusetts supports this legislation; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF SELECTMEN OF THE TOWN OF CHARLTON that the Board of Selectmen hereby supports and urges the Massachusetts Senate and House of Representatives to pass the Resolution of the General Court, “S. 1824, Town of Millbury’s Citizens’ Petition, A Resolution Respectfully Urging Congress to Enact H. R. 129, the Return to Prudent Banking Act of 2013”; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to the Governor of Massachusetts, each Massachusetts Delegate representing the Town of Charlton, all members of the Massachusetts Congressional Delegation, and the President of the United States.



NEW

BUSINESS



**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: February 14, 2014

SUBJECT: Relay for Life Team: The Ribbon Rockettes toll road request

Please find attached a letter from the Relay for Life Team: The Ribbon Rockettes are requesting permission to hold a toll road in Charlton Center (intersection of Main Street and Masonic Home Road) on May 3, 2014 from 8:00am – 2:00pm.

This request was also forwarded to Chief Pervier who is in support of the toll booth contingent upon the following safety precautions:

- All volunteers must wear bright colored vests;
- Orange traffic cones must be set out on Main St. and Masonic Home Road for a distance of not less than 50 feet on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
- Signs warning “Voluntary Toll Booth Ahead” must be erected on both Masonic Home Road and Main St. not less than 75 feet from the toll station.

The Ribbon Rockettes have noted that they will comply with the safety precautions as recommended by Chief Pervier.

Should the Board approve this request, please consider adding the recommendations from Chief Pervier to the motion.

Thank you.



*BOS
Police Chief
BOS a/c
2/18/14*

Friday, January 31, 2014
Board of Selectmen
37 Main St
Charlton, MA 01507

JAN 31 2014

Dear Board,

My name is Jo-Ann Channell. I am a volunteer for the American Cancer Society. I am a member of a Relay For Life Team, the Ribbon Rockettes. We would like to do a Toll Road fundraiser in Charlton. The date we would like to do it on is May 3, 2014. The times would be 8AM until 2PM. We would all be wearing reflective vests, have signage indicating that it is a voluntary toll road, and notify public via newspapers and signs. No one from our team will obstruct traffic nor endanger themselves or drivers by darting out/or across the streets. We will have safety cones set up appropriately for this. Last year our Toll Road in Charlton raised \$1602 (a record!). All this was contributed to American Cancer Society via our team Ribbon Rockettes at the Southbridge Area Relay for Life. A few members of our team reside in Charlton and I would like to ask permission to do this fundraiser.

Thank you.

A handwritten signature in black ink, appearing to read "Jo-Ann Channell", with a long, sweeping horizontal line extending to the right.

Jo-Ann Channell
12 Potter Village Cross Road
Charlton, MA 01507
508-248-6643
jo.ann_channell@yahoo.com

c.c. Charlton Chief of Police

Devlin, Mary

From: Pervier, James
Sent: Friday, January 31, 2014 1:44 PM
To: Devlin, Mary
Cc: Craver, Robin; Swensen, Frederick; Rick Swenson (rick@audioprosreps.com); Brent.Sellew; Brent and Ann Sellew; Walker.Kathleen; Kathleen Walker; Singer.David; singerfamily@charter.net; Szafarowicz.Joseph; Joseph James Szafarowicz (joeszaf@gmail.com) (joeszaf@gmail.com)
Subject: Request from the Ribbon Rockets re: Toll Road

Dear Ms. Devlin:

This correspondence is my position relative to Ms. Jo-Ann Channell letter to the Charlton Board of Selectmen dated January 31, 2014, regarding permission to set up a voluntary "Toll Road" for the Ribbon Rockettes - Relay For Life Team on Saturday May 3, 2014, from 8 A.M. to 2 P.M. at the intersection of Main St. and Masonic Home Road.

I support Ms. Channell's request and the Ribbon Rockettes' efforts to raise funds for the American Cancer Society by having a voluntary toll road contingent upon the following safety precautions being adhered to:

#1. All volunteers must wear bright colored vests (yellow, orange, green or red) while soliciting donations.

#2. Orange traffic cones must be set out on Main St. and Masonic Home Rd. for a distance of not less than 50 Ft. on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 Ft. apart.

#3. Signs warning "Voluntary Toll Road Ahead" must be erected on both Masonic Home Rd. and Main St. not less than 75 Ft. from the toll station.

Please feel free to contact me if you have any other questions or concerns relative to this matter.

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

Tel. # 508-248-2251
Cell # 508-922-2395



**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: February 14, 2014

SUBJECT: Request for Common Victualler's license

Attached is a request from Global Montello Group, Corp. requesting approval of a common victualler's license to be used at the Massachusetts Turnpike, East and West.

As you know, the board approved the renewal of the common victualler's licenses for Gulf Oil Limited Partnership which is operated under the name Gulf Express. The sublease for Gulf Oil Limited Partnership for these locations was not renewed. The lease has been given to Global Montello Group, Corp. who will still run the stores as Gulf Express.

No CORI checks were required as the management has not changed.

I would recommend the Board approve the requests as requested.

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CHARLTON
APPLICATION FOR LICENSE (GENERAL)

To the Licensing Authority:

The undersigned hereby applies for a license in accordance with the provisions of the Statutes relating thereto:

Global Montello Group Corp.
Print applicant's name

Global Montello Group Corp. 054
Print full name of business

Print d/b/a (if appropriate)

TYPE OF LICENSE/PERMIT BEING APPLIED FOR:

COMMON VITUALLER

JUNK (ANTIQUE) LICENSE*

AUTOMATIC AMUSEMENT

HAWKERS & PEDDLERS

POOL TABLE

7-DAY ENTERTAINMENT

AUCTION

AUTO CLASS I II III

OTHER

(Please check appropriate #) NOTE: Class I Auto Dealers must note companies you were agent for.

Business address MM 80.4 EASTBOUND MA TURNPIKE, CHARLTON, MA 01507

Mailing address (if different than above) OP ALLIANCE ENERGY LLC, 404 WYMAN STREET, STE 425, WATUWAN, MA 02451

OFFICE Home Address SAME AS MAILING ADDRESS

Telephone No: -Home (781) 796-6343
OFFICE

Business (508) 240-4735

Hours: 24 HOURS/DAW, 7 DAYS/WEEK

[Signature]
Signature of Applicant

By: ANDREW SHUKA
EXECUTIVE VICE PRESIDENT

Pursuant to MGL Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State Tax Returns and paid all State and Local taxes required by law.

Social Security Number/ID number

Global Montello Group Corp.
Signature of individual or Corporate Name

11/25/1968
Date of Birth

By: [Signature]
Corporate Officer (if applicable)

By: ANDREW SHUKA
EXECUTIVE VICE PRESIDENT



Cumberland Gulf Group of Companies
100 Crossing Boulevard • Framingham, MA 01702
508-270-1400
www.cumberlandgulf.com



Law Department

January 21, 2014

Board of Selectmen
Town of Charlton
37 Main Street
Charlton, MA 01507

**Re: Massachusetts Turnpike
Service Area 5E, Charlton Eastbound**

Dear Members of the Board of Selectmen:

As you may be aware, under a sublease with McDonald's Corporation ("McDonald's"), Gulf Oil Limited Partnership ("Gulf") currently operates the convenience store at the Massachusetts Turnpike Eastbound location in Charlton (the "Store"). McDonald's has not renewed Gulf's sublease and, instead, has entered into an agreement with Global Montello Group Corp. ("Global") for the operation of the Store.

Please accept this correspondence as notification that Gulf will discontinue operating the Store when Global takes over operations, which is anticipated to occur in March of this year. The Store will continue to be operated under the name Gulf Express.

Please feel free to contact our office if you have any questions or if you need further assistance.

Very truly yours,

CUMBERLAND GULF
GROUP OF COMPANIES

A handwritten signature in black ink, appearing to read "B. Glennon".

Brian E. Glennon, II
Senior Corporate Counsel



Branded Products



Mobil

COMMONWEALTH OF MASSACHUSETTS
TOWN OF CHARLTON
APPLICATION FOR LICENSE (GENERAL)

To the Licensing Authority:

The undersigned hereby applies for a license in accordance with the provisions of the Statutes relating thereto:

Print applicant's name Global Montello Group Corp.

Print full name of business Global Montello Group Corp. Charlton 855

Print d/b/a (If appropriate)

TYPE OF LICENSE/PERMIT BEING APPLIED FOR:

COMMON VITUALLER

AUTOMATIC AMUSEMENT

POOL TABLE

AUCTION

OTHER

JUNK (ANTIQUE) LICENSE*

HAWKERS & PEDDLERS

7-DAY ENTERTAINMENT

AUTO CLASS I II III

(Please check appropriate #) NOTE: Class

I Auto Dealers must note companies you were agent for.

Business address 83.8 Westbound MA Turnpike, Charlton, MA 01507

Mailing address (if different than above) Go Alliance Energy LLC, 404 Wyman Street, Ste 425, Waltham, MA 02451

OFFICE Home Address Same as Mailing

Telephone No: Home (781) 786-6343
OFFICE

Business (508) 240-3308

Hours:
24 hours/day, 7 days/week


Signature of Applicant

By: Andrew Sirka
Executive Vice President

Pursuant to MGL Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State and Local tax Returns and paid all State and Local taxes required by law.

Social Security Number/FID Number

Global Montello Group Corp.
Signature of individual or Corporate Name

11/25/1968
Date of Birth

By: 
Corporate Officer (if applicable)
By: Andrew Sirka, Executive Vice President



Cumberland Gulf Group of Companies
100 Crossing Boulevard • Framingham, MA 01702
508-270-1400
www.cumberlandgulf.com



Law Department

January 21, 2014

Board of Selectmen
Town of Charlton
37 Main Street
Charlton, MA 01507

**Re: Massachusetts Turnpike
Service Area 6W, Charlton Westbound**

Dear Members of the Board of Selectmen:

As you may be aware, under a sublease with McDonald's Corporation ("McDonald's"), Gulf Oil Limited Partnership ("Gulf") currently operates the convenience store at the Massachusetts Turnpike Westbound location in Charlton (the "Store"). McDonald's has not renewed Gulf's sublease and, instead, has entered into an agreement with Global Montello Group Corp. ("Global") for the operation of the Store.

Please accept this correspondence as notification that Gulf will discontinue operating the Store when Global takes over operations, which is anticipated to occur in March of this year. The Store will continue to be operated under the name Gulf Express.

Please feel free to contact our office if you have any questions or if you need further assistance.

Very truly yours,

CUMBERLAND GULF
GROUP OF COMPANIES

Brian E. Glennon, II
Senior Corporate Counsel



Branded Products



Mobil



**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: February 14, 2014
SUBJECT: Scholarship questions

It is time to get the scholarships to the schools and in doing so, the Board chooses the question(s) each year. Last year the Board chose the following questions:

Cooking question: “People today have instant access to cooking recipes and techniques through food network channels. You are requested to research three cooking shows and write a brief essay comparing the show’s focus, value to the public and helpfulness”.

All others: “A renewed debate over the people’s right to bear arms has been spurred by the tragedy in the Sandy Hook school. Some people have asked for armed guards to be placed in schools. Some people have asked for more control of guns. What do you think is the government’s role, if any, in addressing public safety and people’s access to guns?”

Does the Board have any recommendations for this year’s questions?



**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: February 14, 2014

SUBJECT: Economic Development Roundtable Update

The Chairman has asked for this to be placed on the agenda for discussion.



**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

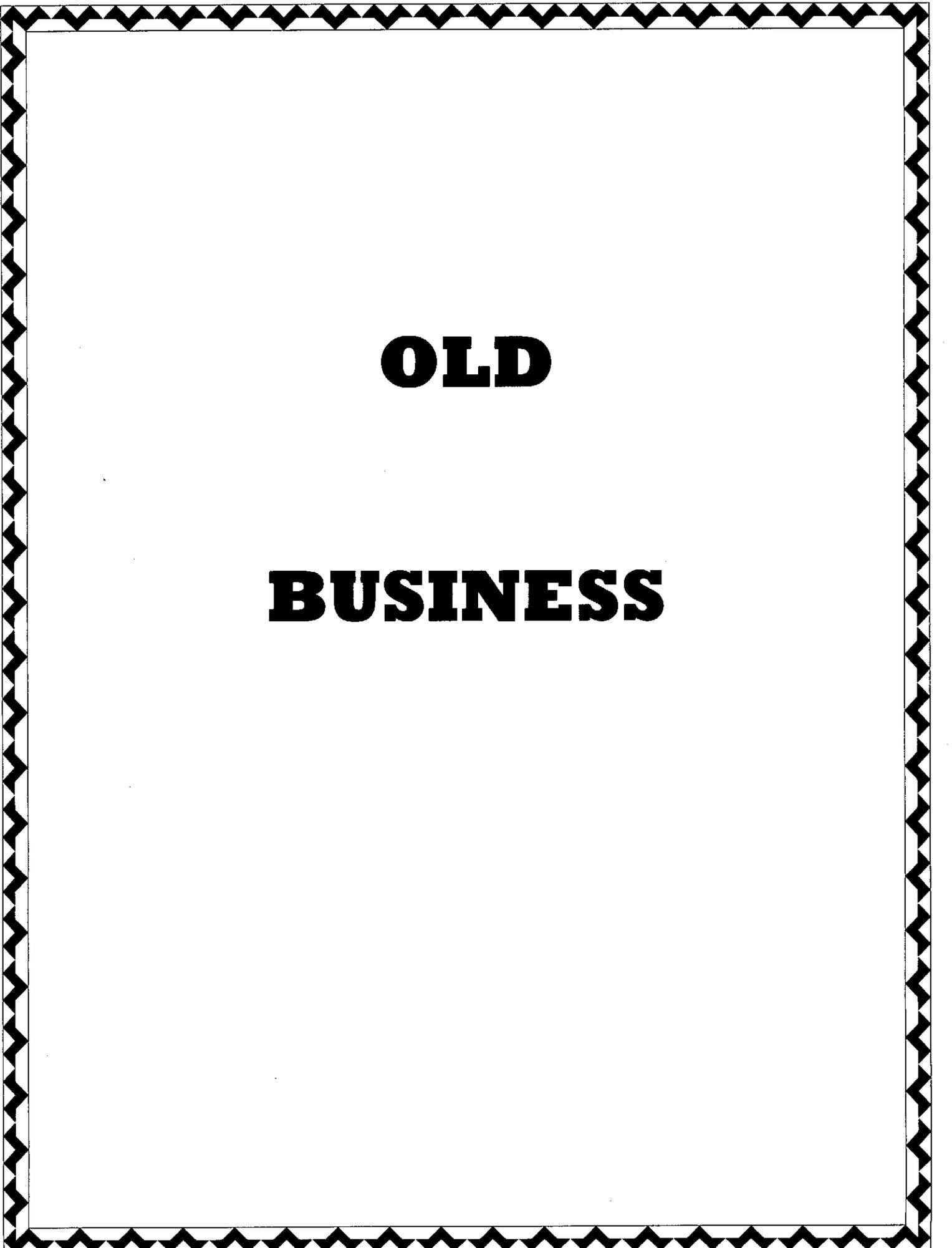
TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: February 14, 2014

SUBJECT: Joint Financial Meeting with Town of Dudley and DCRSD

As you are aware, there was a meeting named Joint Financial Meeting at the Dudley Charlton Regional School with the towns of Dudley and Oxford as well as the Bay Path School and you have been briefed on why Charlton officials were not in attendance. I am asking whether the Board would like me to work with the School District and Dudley to set up a meeting for the original purpose- namely, to have a budget kickoff meeting for our school district?



OLD

BUSINESS



**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: February 14, 2014
SUBJECT: Budget Calendar – FY2015

-
- Annual Town Meeting Warrant – I am working on compiling the Annual Town Meeting warrant and will provide it to the Board once the deadline of March 10, 2014 ends.
 - Budget – I am working on compiling all budgets as they come in and will present them to the Board at your next meeting.

Budget Calendar – FY2015¹

January 13, 2014

- Budget Memorandum and Forms Distributed to Departments (due on or before 2/12)

Week of January 20, 2014

- BOS Meeting on January 21 – BOS opens ATM Warrant
- Annual Town Meeting Warrant Article Request Forms Circulated to Departments/ Boards (Due on or before 3/10)

Week of February 10, 2014

- Department Budgets due and begin review with Town Administrator (2/10)

Week of February 24, 2014

- Department Annual Town Report Submissions and Capital Plans Due (2/28)

Week of March 3, 2014

- Town Administrator Compiles Preliminary Draft Budget and Presents to BOS
- BOS Schedules Special Budget Meetings on “Off Tuesdays”

Week of March 10

- Deadline for Departments to submit ATM Warrant Article Requests–(3/10)
- BOS Continues Budget Review

Weeks of March 17 and 24

- BOS considers Draft ATM Warrant Requests and closes the ATM Warrant (3/18)
- BOS Continues Budget Review and forwards Budget to FinCom

Weeks of March 31 - April 7

- BOS continues to consider Draft ATM Warrant Articles

Week of April 22

- FinCom Finalizes Budget and * ATM motions
- ATM Warrant Posted on April 26.

Week of April 30

- Finalize Budget with FinCom

Week of May 19

- Annual Town Meeting- Monday, May 19, 2014

Annual Town Meeting Warrant Posting – Friday, April 26, 2014
Annual Election/ATM Warrant Article 1- Saturday, May 3, 2014
Annual Town Meeting – Monday, May 19, 2014

¹ Finance Committee Meeting Schedule – to be determined - likely on Wednesdays



**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: February 14, 2014

SUBJECT: Representative for Water IMA

As you are aware, Kopelman and Paige, P.C. has been asked to assist Charlton and Southbridge in drafting the next IMA for water. With respect to their representing Charlton in this matter, their relationship with Southbridge creates interests that require disclosure pursuant to Rules of Professional Conduct of the Massachusetts Bar, and they are asking that the Board consent to their representation of Southbridge in this matter. They must also obtain the express permission of the appointing Authority of Southbridge, the Southbridge Town Manager to represent Charlton.

I would recommend the board approve their disclosure and allow them to represent both towns in this matter.



KOPELMAN AND PAIGE, P.C.
Attorneys at Law

101 Arch Street
Boston, MA 02110
T: 617.556.0007
F: 617.654.1735
www.k-plaw.com

2/10/14
2:10 PM
JMK

February 4, 2014

FEB 10 2014

Jeanne S. McKnight
jmcknight@k-plaw.com

BY ELECTRONIC MAIL
AND FIRST-CLASS MAIL

Hon. Rick Swenson and
Members of the Board of Selectmen
Town of Charlton
37 Main Street
Charlton, MA 01507

Re: Determination and Consent Pursuant to Massachusetts Rules of Professional Conduct, Rule 1.7 - Representation of Town of Southbridge and Town of Charlton – Water Service Intermunicipal Agreement Amendment or New Agreement

Dear Members of the Water and Sewer Commission:

The Town of Southbridge and the Town of Charlton entered into a Restated and Amended Intermunicipal Agreement on April 26, 2009 whereby the Town of Southbridge has been supplying water service directly to certain properties within the Town of Charlton using infrastructure provided by Charlton (the “IMA”). Charlton and Southbridge now wish to supply water service to an expanded service area in Charlton under the same total gallonage limit as provided for in the IMA, and may also wish to provide for a longer-term water supply intermunicipal agreement whereby Southbridge will increase the amount of gallonage to be supplied to Charlton, whether to be supplied directly by Charlton to water users within Charlton or to be supplied to water users within Charlton directly by Southbridge as at present, or by a combination of direct or indirect water supply by Southbridge. You have requested that Kopelman and Paige, P.C., assist Charlton with the preparation of an amendment to and extension of the IMA and/or a new restated and amended intermunicipal agreement for the two municipalities to execute.

As you know, this firm serves as Special Counsel to both Southbridge and Charlton. I understand that the Charlton Water and Sewer Commission and Ms. Robin Leal Craver, Town Administrator of the Town of Charlton, and Mr. Robert T. Reed, Interim Town Manager of the Town of Southbridge, are in agreement regarding Kopelman and Paige providing joint representation to Southbridge and Charlton, and we would be happy to do so. With respect to our ability to represent Charlton in this matter, however, our relationship with Southbridge creates interests that require disclosure pursuant to Rules of Professional Conduct of the Massachusetts Bar, and we ask that you consent to our representation of Southbridge in this matter. We must also obtain the express permission of the Appointing Authority of Southbridge, the Southbridge Town Manager, to represent Charlton. The purpose of this letter is to make such disclosure and to request that you determine whether you will permit such representation. In addition, while the State Ethics Commission has determined that Kopelman and Paige, P.C. and its individual attorneys are not “municipal employees” pursuant to the Conflict of Interest Law, we provide this letter to dispel any appearance of a conflict on the firm’s behalf in this matter.

KOPELMAN AND PAIGE, P.C.

Hon Rick Swenson and
Members of the Board of Selectmen
February 4, 2014
Page 2

MULTIPLE REPRESENTATION DISCLOSURE

The representation of multiple clients is regulated under the Massachusetts Rules of Professional Conduct. The relevant provision, Rule 1.7, states that an attorney may not represent multiple clients if the interests of one client are directly adverse to those of another client, or if his representation of one client may be materially limited by his responsibilities to another client or his own interests. If, however, the attorney reasonably believes that the representation of either client will not be adversely affected, and each of the clients consents after consultation, the attorney may represent the client in such a situation. Where representation of multiple clients in a single matter is undertaken, we are also required to disclose and explain the implications of the common representation and the advantages and risks involved.

In our opinion, our position as Special Counsel to Southbridge will not adversely affect the representation we may provide to Charlton with respect to the water supply IMA amendment or a new water supply intermunicipal agreement. It is our further opinion that this joint representation provides the advantage of cost effectiveness and efficiency. The only risk I would note would be in the unlikely event that negotiations or performance of the project breaks down between the parties, to the point where one municipality seeks legal redress from the other. In such a circumstance, Kopelman and Paige, P.C. would likely have to cease representing either client with regard to that matter. You must consider whether our representation of Southbridge as described above will be likely to adversely affect our ability to exercise independent professional judgment on behalf of Charlton.

DETERMINATION

It is our belief that our representation of Charlton and Southbridge, for the purposes and under the conditions described in this letter, will not affect the exercise of our independent professional judgment on behalf of Charlton with regard to the water service IMA amendment or new water supply intermunicipal agreement or any other matter. It is your determination as Appointing Authority, however, as to whether the representation described herein will not impair the integrity of this firm's services to Charlton.

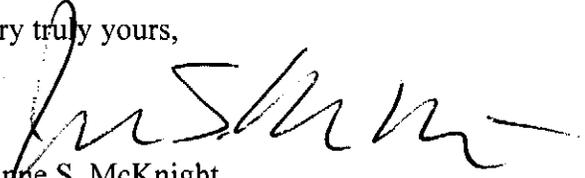
Therefore, I request that you, as Appointing Authority, consent to our representation of the Town of Charlton and Town of Southbridge regarding the proposed water supply IMA amendment or new water supply intermunicipal agreement. Should you so consent, I ask that you authorize the Town Administrator to sign the enclosed determination as required by the Rules of Professional Conduct. Please sign the two originals provided, return one copy to this office, and retain one copy for your records.

KOPELMAN AND PAIGE, P.C.

Hon Rick Swenson and
Members of the Board of Selectmen
February 4, 2014
Page 3

Thank you for your consideration. Please contact me with questions in this regard.

Very truly yours,


Jeanne S. McKnight

JSM/

Enc.

cc: Charlton Town Administrator (by e-mail)
Charlton Water and Sewer Commission (by e-mail)
Southbridge Town Manager (by e-mail)

489928/CHARWSC/0001

DETERMINATION

It is determined, pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, that the Town of Charlton consents to Kopelman and Paige, P.C., representing the Town of Charlton with regard to an amendment of the April 26, 2009 Restated and Amended Intermunicipal Agreement between Southbridge and Charlton for Water Supply and/or a new restated and amended intermunicipal agreement for water supply with the Town of Southbridge, as disclosed in a letter to the Charlton Board of Selectmen dated February 4, 2014, notwithstanding that Kopelman and Paige, P.C., serves as Special Counsel for the Town of Southbridge and will also be representing the Town of Southbridge with regard to this amendment and/or agreement.

Dated: _____, 2014

TOWN OF CHARLTON
TOWN ADMINISTRATOR

ROBIN LEAL CRAVER
DULY AUTHORIZED BY VOTE OF
CHARLTON BOARD OF SELECTMEN

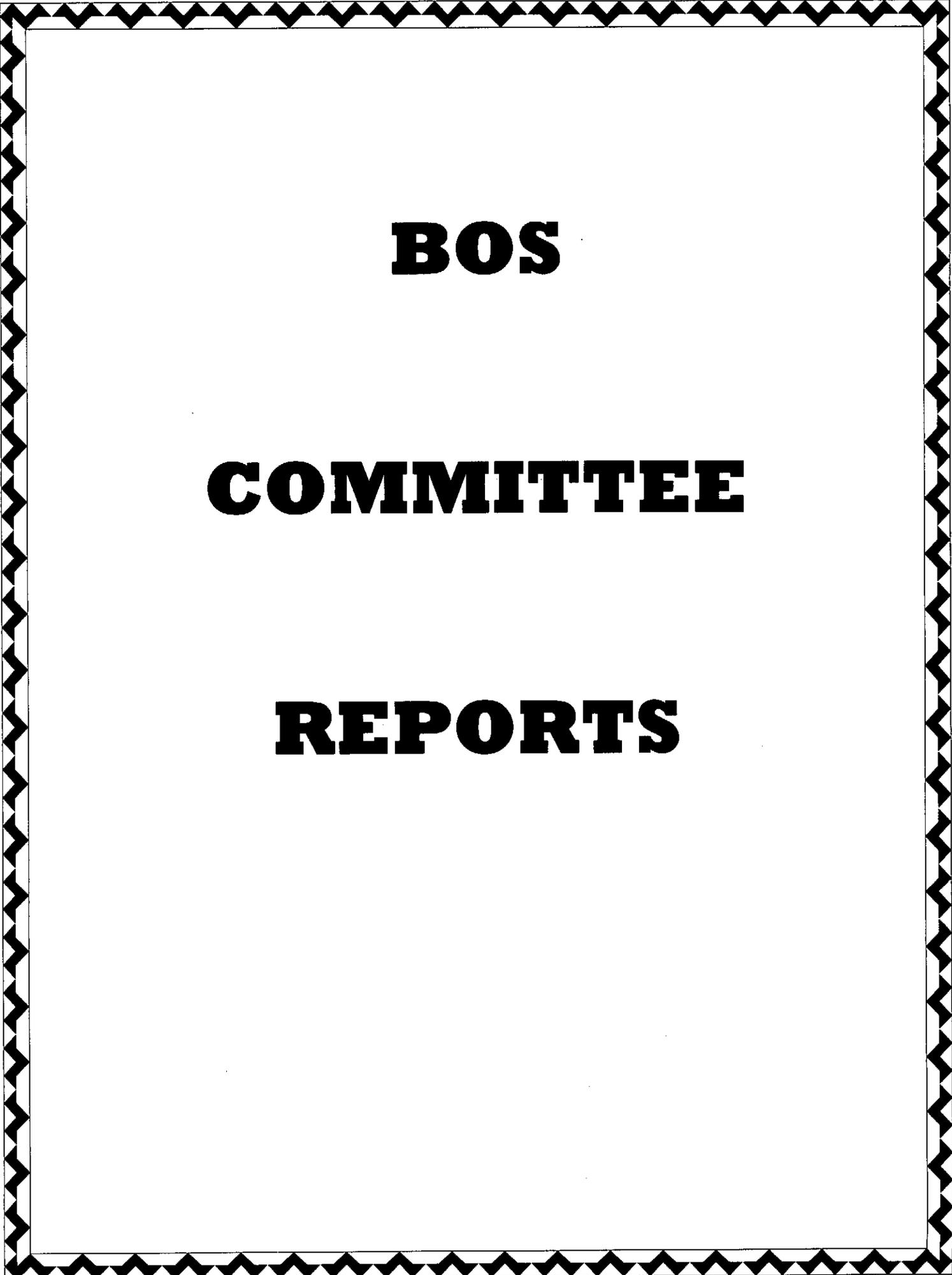
DETERMINATION

It is determined, pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, that the Town of Charlton consents to Kopelman and Paige, P.C., representing the Town of Charlton with regard to an amendment of the April 26, 2009 Restated and Amended Intermunicipal Agreement between Southbridge and Charlton for Water Supply and/or a new restated and amended intermunicipal agreement for water supply with the Town of Southbridge, as disclosed in a letter to the Charlton Board of Selectmen dated February 4, 2014, notwithstanding that Kopelman and Paige, P.C., serves as Special Counsel for the Town of Southbridge and will also be representing the Town of Southbridge with regard to this amendment and/or agreement.

Dated: _____, 2014

TOWN OF CHARLTON
TOWN ADMINISTRATOR

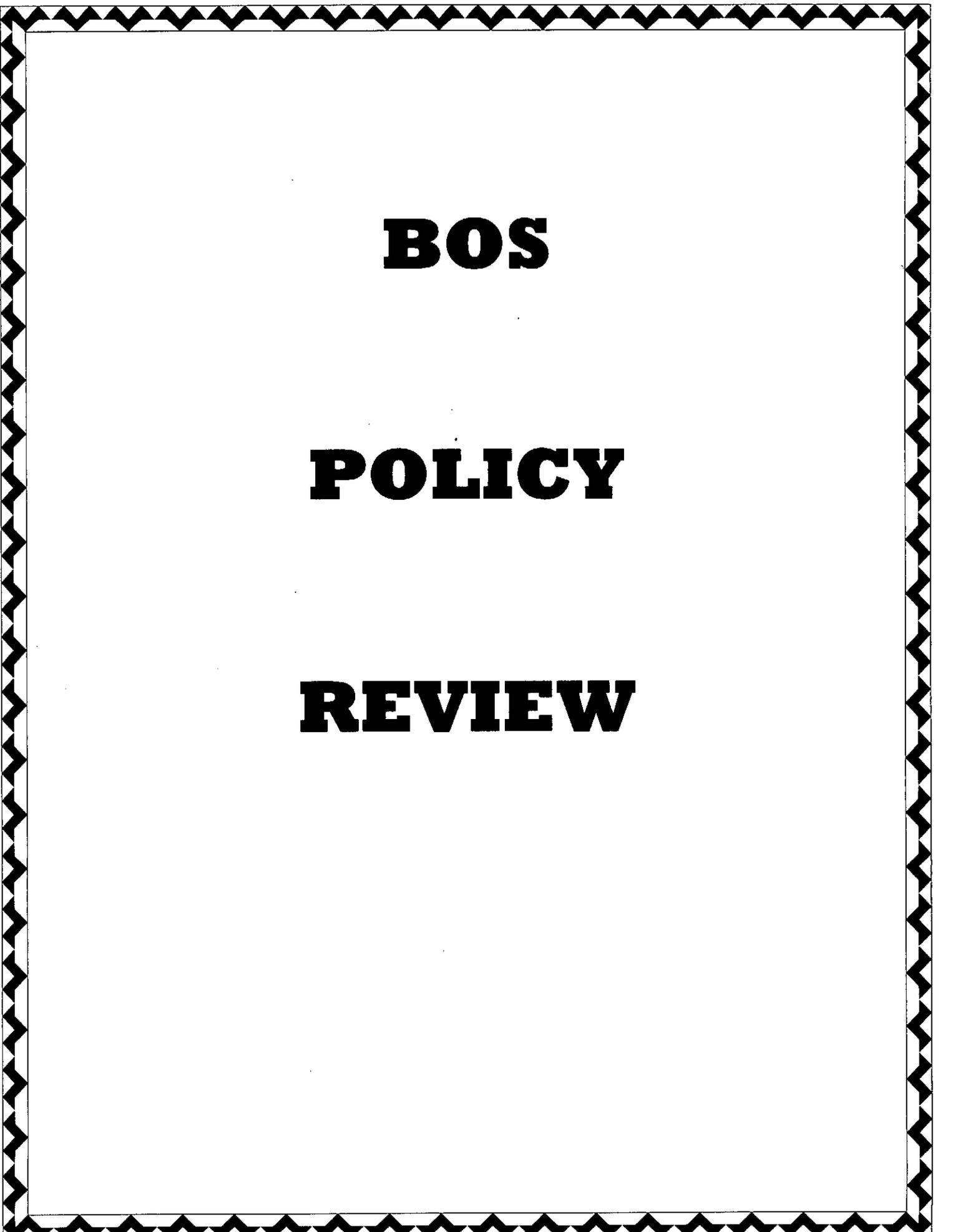
ROBIN LEAL CRAVER
DULY AUTHORIZED BY VOTE OF
CHARLTON BOARD OF SELECTMEN



BOS

COMMITTEE

REPORTS



BOS

POLICY

REVIEW



**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: January 30, 2014

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 following are what has been reviewed with recommendations if needed:

Policy #10 – Closings/Delayed Opening of Town of Charlton Municipal Offices/Buildings in Event of Snow, Disaster or Other Circumstances – Employee Responsibilities and Compensation. *Mr. Singer has recommended some changes.*

Policy #14 – Correspondence Policy. *Ms. Walker has recommended some changes.*

Policy #20 – Employee Parking in Front of Municipal Building. *Mr. Singer has recommended some changes.*

Policy #24 – Exit Interview Policy and Form. *Mr. Singer recommended no changes.*

Policy #57 – Winter Parking Ban. *Mr. Singer recommended some changes.*

10 CLOSING/DELAYED OPENING OF TOWN OF CHARLTON MUNICIPAL OFFICES/BUILDINGS IN EVENT OF SNOW, DISASTER OR OTHER CIRCUMSTANCES – EMPLOYEE RESPONSIBILITIES AND COMPENSATION.

Accepted/approved on: September 1, 2004

Amended on: January 25, 2011

Reviewed by Mr. Singer: January 21, 2014

- 1.0 **PURPOSE:** This policy shall define a procedure for the closing/delayed opening of the municipal buildings which are under the control of the Board of Selectmen, due to snow or other natural or emergency conditions
- 1.1 This policy shall not apply to School Department, Highway Department personnel, Police & Fire Department personnel and other public safety personnel. However, this policy shall apply to Highway Department Assistants if approved by their department head and to Police & Fire Department Assistants, Council on Aging Assistant and all Library Personnel if, and for so long as, endorsed by their appointing authority.
- 2.0 **STATEMENT:** Unless the Municipal Office Building and/or another Town building or buildings are officially closed as designated under Section 3.0 CLOSING, the following shall apply.
- 2.1 All employees are expected to report as scheduled for work.
- 2.2 If an employee is going to be late for work, the employee should let her or his supervisor know, by telephone as soon as reasonably possible and before the scheduled starting time. If an employee is going to be more than one hour late for work, vacation or personal time must be used for the amount of time not worked, and the employee must notify her or his supervisor as to same following the procedure set forth in second sentence of § 2.3 immediately below.
- 2.3 In the event that an employee is unable to get to work (on a day that the building in which she or he works is open for business) due to any circumstance described herein, the employee will be allowed to use a personal or vacation day to offset the potential of lost wages. Provided, however, that in order to exercise this option, the employee must notify her or his supervisor within two business days, by telephone or email, and inform such supervisor at that time: (a) of the decision to use such a day; and (b) of which type of leave day, be it personal or vacation, that the employee is choosing to use.
- 2.4 As soon as reasonably possible: (a) each Department Head, by means of an email to the Town Administrator, must notify the Board of Selectmen regarding the staffing of such Department Head's office; and (b) the Town Administrator in turn shall inform the Chair of the Board of Selectmen of such.
- 3.0 **CLOSING OF OFFICES PRIOR TO START OF WORK DAY:** In the event that a snowstorm, or other natural disaster or emergency circumstance, requires that certain Town Buildings, or Building, be closed prior to the start of the work day, the decision to close the building(s) shall be made as follows:
 - 3.1 The Town Administrator shall consult with the Police Department and Highway Superintendent, and/or other appropriate emergency personnel such as Fire and Emergency Management, regarding the issue at hand. The Town Administrator shall then inform the Chairman of the Board of Selectmen of this information. The Chairman of the Board of Selectmen shall then make the decision to open or close the building(s).
 - 3.2 If the decision to close is made prior to the start of work, the Town Administrator or such Administrator's designee shall provide notice in the following ways: 1) an email shall be sent to department heads; 2) a voice message on the town's internal phone system (presently x2430); 3) a notice shall be posted on the Charlton website; and 4) an announcement on the following radio stations: WESO 970AM / WTAG 580AM / WSRS 96.1 FM

3.3 The procedure outlined above (3.1 and 3.2) shall also be used for a Delayed Opening of the Town of certain Town Buildings under the control of the Board of Selectmen.

4.0 **CLOSING OF OFFICES DURING WORK DAY:** If the closing occurs during working hours, the Town Administrator or such Administrator's designee shall have notice of same announced over the intercom to all employees in the Municipal Office Building and to all off-site employees who normally work in such Building via telephone, and shall have the appropriate Department Head(s) in other buildings notify their department's employees by whatever reasonable means is most appropriate.

5.0 **COMPENSATION**

5.1 *In the event that one or more town buildings under the direction of the Board of Selectmen is or are closed pursuant to this policy, each employee who would have or would have continued to work but for such closure will be compensated, in full, for such time as the employee would actually have worked if it were not for such closure and so long as such official closure remains in effect.*

Provided, however: (a) that in the event such a building is reopened prior to the end of an employee's normal work shift and the Town Administrator or such Administrator's designee notifies the employee by telephone of such re-opening by speaking with the employee or an adult member of the employee's household, or by leaving a message on the employee's answering machine or voice mail, the employee shall report for work within thirty (30) minutes and shall not be compensated for any part of a shift not worked after such reporting time; and (b) that nor shall an employee be paid for any work time missed following the time specified in any delayed opening time notice, such as in case of a one or two hour delayed opening in an ice storm situation.

5.2 In the event that a town building under the direction of the Board of Selectmen is closed, any employee using vacation time, personal time, or sick time on the day that the building is closed will not be compensated under Section 5.1.

5.3 If an employee is not scheduled to work because of vacation, personal, sick, compensatory and/or bereavement time, the employee will not receive compensation or credit for any time that the building is closed.

5.4 The provisions of 5.1 – 5.3 above are intended to prevent an employee from losing pay solely due to the employer's decision to close or delay the opening of a municipal building, and to prevent duplicative payment to any employee receiving any type of pay from the Town during the period of such delay or closure. The provisions of this Policy shall therefore be construed and interpreted in such a way as to effectuate the aforementioned intent.

6.0 **DEPARTMENT HEAD RESPONSIBILITY FOR ADEQUATE STAFFING**

It is the responsibility of the Department Head to ensure that there is adequate office coverage at all times when Town buildings are open for business.

7.0 **CONSTRUCTION OF POLICY VIS-À-VIS COLLECTIVE BARGAINING AGREEMENT HOLIDAY PAY PROVISIONS**

No collective bargaining agreement provision specifying that an employee is precluded from receiving holiday pay if such employee takes an "unscheduled" day off the day immediately before or after a holiday shall be construed in such a manner as to disqualify an employee from receiving such holiday pay solely due to the fact that a town building is closed pursuant to this policy. In other words, solely for this purpose, a day when the Board of Selectmen closes a building in accordance with this Policy shall not be considered an "unscheduled" day off for purposes of such a collective bargaining agreement provision.

This Policy, as amended above, shall take effect immediately upon approval by the Board of Selectmen, whereupon it shall supersede all earlier versions of this Policy.

Mr. Singer would suggest section *5.1 under Compensation*:

Would the board want to consider making changes to the current policy to bring it in line with policy for most hourly employees around the country. Currently Charlton town hourly employees are paid for their hours even if they are not worked due to building closures such as that from snow closings. Hourly employees around the country are generally only paid for hours actually worked. If businesses are closed for any reason, and hours are not worked, then the hours are not paid.

Is this something the BOS would like to consider pursuing? Perhaps with an exception to allow town employees who are hourly to be allowed to use any accrued PTO hours to cover any of those such hours?

14 CORRESPONDENCE POLICY

Accepted/approved on: January 5, 1999 and September 11, 2001

Updated on: July 12, 2005

Amended on: March 25, 2008

Correspondence received in the Board of Selectmen's office shall be stamped received and a copy put in the Board of Selectmen's correspondence file.

Correspondence will remain in the office for two weeks. After two week's time, it will be filed in the proper drawers located in the Selectmen/Town Administrator Office.

Mail addressed to a specific Selectperson shall be copied directly to that person and filed in his or her mailbox.

Ms. Walker would suggest the following changes:

Correspondence received in the Board of Selectmen's office shall be stamped received and a copy put in the Board of Selectmen's correspondence file **and a copy scanned in and emailed to the Selectmen.**

Correspondence will remain in the office for two weeks. After two week's time, it will be filed in the proper drawers located in the Selectmen/Town Administrator Office.

Mail addressed to a specific Selectperson shall be copied directly to that person **by email and also** filed in his or her mailbox.

20 EMPLOYEE PARKING IN FRONT OF MUNICIPAL BUILDING

Accepted/approved on: April 8, 2008

Amended on:

Parking for all employees of the Town Hall Municipal Complex will be on the West Side of the street only along the Town Common.

All parking spaces immediately in front of the Town Hall are 30 minutes only and are for **visitor's parking**.

Employees with disabilities or temporary injuries may request a waiver from the Town Administrator's Office.

Mr. Singer would suggest:

Suggested changes:

20 EMPLOYEE PARKING IN FRONT OF MUNICIPAL BUILDING

Accepted/approved on: April 8, 2008

Amended on:

Parking for all employees of the Town Hall Municipal Complex will be on the West Side of the street only along the Town Common **during their normal working hours**.

All parking spaces immediately in front of the Town Hall are 30 minutes only and are for **visitor's parking**. **These spaces immediately in front may be used by town hall employees for attendance at evening/night board and committee meetings that are not part of their normal work hours.**

Employees with disabilities or temporary injuries may request a waiver from the Town Administrator's Office.

24 **EXIT INTERVIEW POLICY AND FORM**

Accepted/approved on: June 15, 2010

TOWN OF CHARLTON POLICY ON EXIT INTERVIEWS

Purpose:

To ensure that exiting employees are informed of their benefits and rights and to maintain accurate records on reasons for termination of employment.

Policy:

It is the policy of the Town of Charlton to ensure that any employee whose employment is being terminated (voluntarily or involuntarily) receives an exit interview. The exit interview shall be held at the time of the employee's discharge. The interview will be conducted by the Town Administrator or his/her designee. The objectives of the exit interview are as follows:

- To determine the actual reason for an employee's resignation;
- To discover any grievances the employee may have about the department in order that corrective action(s) may be undertaken;
- To discover any misunderstandings the employee may have had about his/her job, or with his/her supervisor(s) in order that corrective action(s) may be undertaken;
- To retain the goodwill of the employee toward the Town;
- To review administrative details with the employee such as benefits continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- To arrange for the return of any Town of Charlton property which has not already been returned to the department supervisor.

Procedure:

1. When an employee announces his/her intention to resign, the supervisor/department head should schedule an exit interview for the employee with the Town Administrator (or designee) as soon as possible.
2. When a decision has been made to terminate an employee, the employee should meet with the Town Administrator (or designee) for an exit interview as soon as possible, as appropriate.
3. During the exit interview, the Town Administrator (or designee) will seek to meet all objectives listed in this Exit Interview Policy statement.
4. The departing employee will complete the Exit Interview Form (sample attached) as thoroughly as possible.
5. Any information obtained during the exit interview may be disclosed to (and/or discussed with) the supervisor, the Department Head, the Town Administrator and the Board of Selectmen in order to investigate any allegation(s) made and/or to be made aware of emerging problem(s). The Department Head, in conjunction with the Town Administrator, may make recommendations to the Board of Selectmen for corrective action based on the information contained in the exit interview.

**TOWN OF CHARLTON
EXIT INTERVIEW FORM**

Employee's Name:

Job Title:

Department:

Employed From _____ To

Reason for Leaving: Resignation _____ Discharge _____ Layoff _____ Other

Have you accepted another position? Yes ____ No ____ If yes, where?

Present Title: _____ New Title:

Present Salary: _____ New Salary: _____ Additional Fringe Benefits offered by new employer:

1. How long ago did you begin searching for another position? What incident or circumstance(s) made you begin looking for another job?
2. What were the reasons you decided your career goals could not be met here or could be better met somewhere else?
3. Did you speak with your supervisor or anyone else in management or the Administration Office concerning your career goals? Yes _____ No _____
4. If the answer to 3 above was Yes, what was the outcome of this conversation?
5. If the answer to 3 above was No, why not?
6. Did you get along well with your supervisor? Yes ____ No ____ . If No, please explain:
7. How well did your supervisor handle any complaints or grievances you may have had?
8. What could have been done to make your job here more rewarding?
9. What did you like best about your job?
10. What did you dislike about your job?
11. What makes the Town of Charlton a good place to work?
12. What makes the Town of Charlton a poor place to work?
13. How does your new position compare with the one you are leaving?
14. How would you rate the following:

| | | | | |
|---|------------------------------------|---------------------------------------|-------------------------------|---|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Very Good | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Fair | <input type="checkbox"/> Unsatisfactory |
| <input type="checkbox"/> Opportunity for achieving goals? | | | | |
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Very Good | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Fair | <input type="checkbox"/> Unsatisfactory |
| <input type="checkbox"/> Work environment? | | | | |
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Very Good | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Fair | <input type="checkbox"/> Unsatisfactory |
| <input type="checkbox"/> Supervisor? | | | | |
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Very Good | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Fair | <input type="checkbox"/> Unsatisfactory |

- Pay?
 Outstanding Very Good Satisfactory Fair Unsatisfactory
- Benefits?
 Outstanding Very Good Satisfactory Fair Unsatisfactory

15. What recommendations would you have for making your department and/or the Town a better place to work?

16. Would you have stayed if a more-satisfactory arrangement could have been worked out? Yes _____ No _____
If yes, explain:

17. It has been explained to me that completion of this Exit Interview form is voluntary and I was given the option not to complete this form if I so desired.
Yes _____ No _____

18. I authorize the placement of this Exit Interview form in my personnel file: Yes _____
No _____

Employee Signature: _____ Date: _____

Mr. Singer recommends no changes

Devlin, Mary

From: Walker.Kathleen
Sent: Wednesday, January 29, 2014 3:34 PM
To: Singer.David
Cc: Devlin, Mary
Subject: Re: BOS policies to review

I would suggest just one change to policy #24,

where it says, "interview shall be done by the Town Administrator or her designee" I would add "and at least one to two Seletmen"

Kathleen Walker
Charlton Selectboard
774 452 0697

On Jan 29, 2014, at 12:31 PM, Devlin, Mary <Mary.Devlin@townofcharlton.net> wrote:

David has reviewed some of the BOS policies that he was charged with and made some recommendations. (see below)

The Board voted to only have five on each agenda so depending on how many come in, these will be put on a future agenda if needed.

From: David [<mailto:singerfamily@charter.net>]
Sent: Wednesday, January 29, 2014 12:12 PM
To: Devlin, Mary
Cc: Craver, Robin
Subject: RE: BOS policies to review

You can also add (and please send this to all Selectmen so they have a chnace to look over):

for policy #15 I see no need to make any changes. (Dead animal pick up policy)
for policy #24 I see no need to make any changes. (exit interview policy)
for policy #20 I would suggest: (employee parking policy)

Original:

20 **EMPLOYEE PARKING IN FRONT OF MUNICIPAL BUILDING**

Accepted/approved on: April 8, 2008

Amended on:

Parking for all employees of the Town Hall Municipal Complex will be on the West Side of the street only along the Town Common.

57 WINTER PARKING BAN

Accepted/approved on: November 8, 1999

Updated in: 2004

Amended: November 15, 2011

Amended: January 8, 2013

A winter parking ban will be in effect during and 48 hours following a snowstorm of over three inches for this upcoming and all ensuing winters on all streets in the Town of Charlton.

Clearing of sidewalks, as approved in the Town's General Bylaws, state that every owner of land abutting a sidewalk shall cause all snow and ice to be removed to a width of not less than four feet from the portion of the sidewalk abutting his land.

Removal of snow onto public way (plowing), as approved in the Town's General Bylaws, no person shall plow or otherwise remove snow from private property onto a public way in such manner as to obstruct travel or snow removal operations on such way.

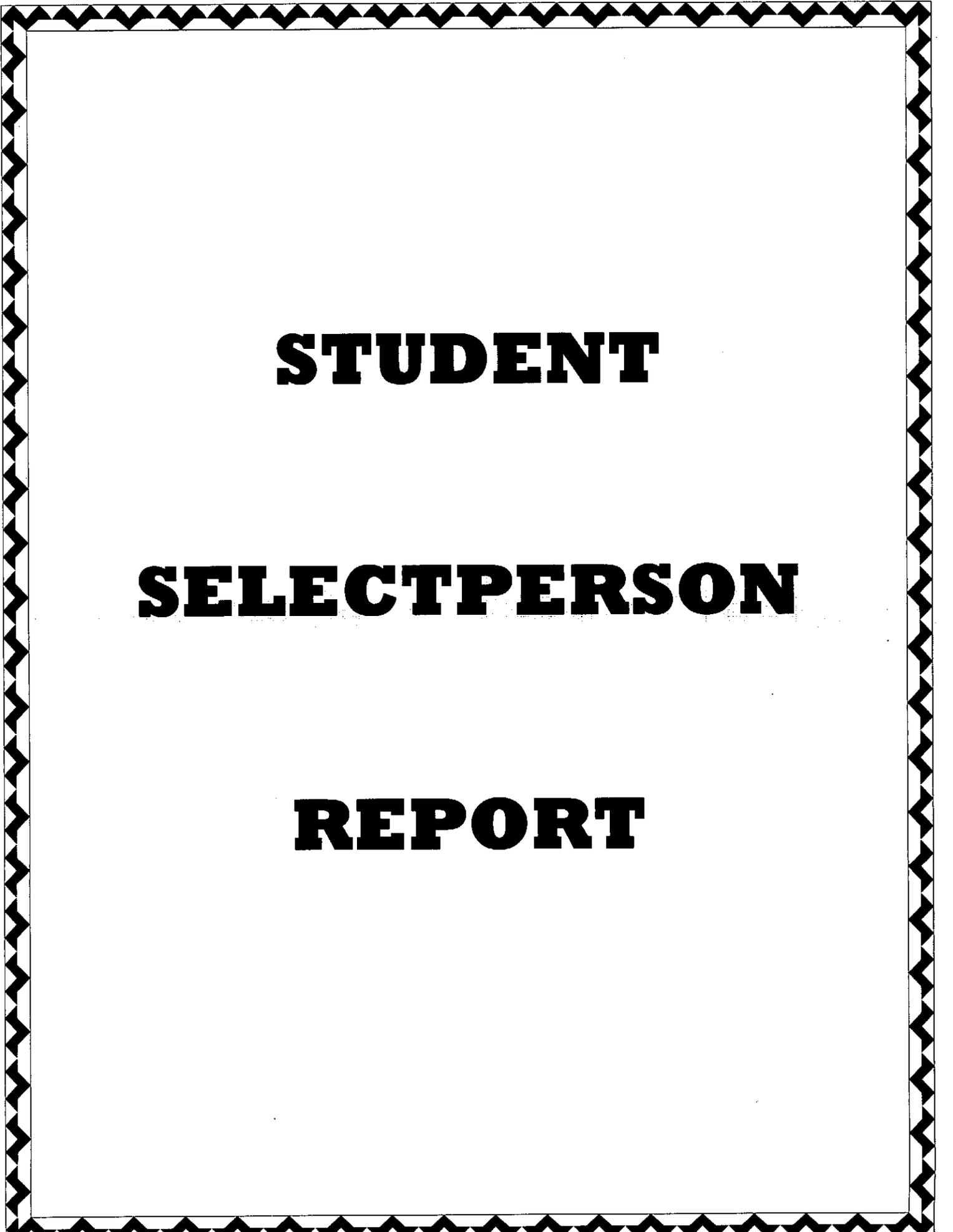
Mr. Singer would suggest:

A winter parking ban will be in effect during and 48 hours following a snowstorm of over three inches for this upcoming and all ensuing winters on all streets in the Town of Charlton.

Clearing of sidewalks, as approved in the Town's General Bylaws, state that every owner of land abutting a sidewalk shall cause all snow and ice to be removed to a width of not less than four feet from the portion of the sidewalk abutting his land.

Removal of snow onto public way (plowing), as approved in the Town's General Bylaws, no person shall plow or otherwise remove snow from private property onto a public way in such manner as to obstruct travel or snow removal operations on such way.

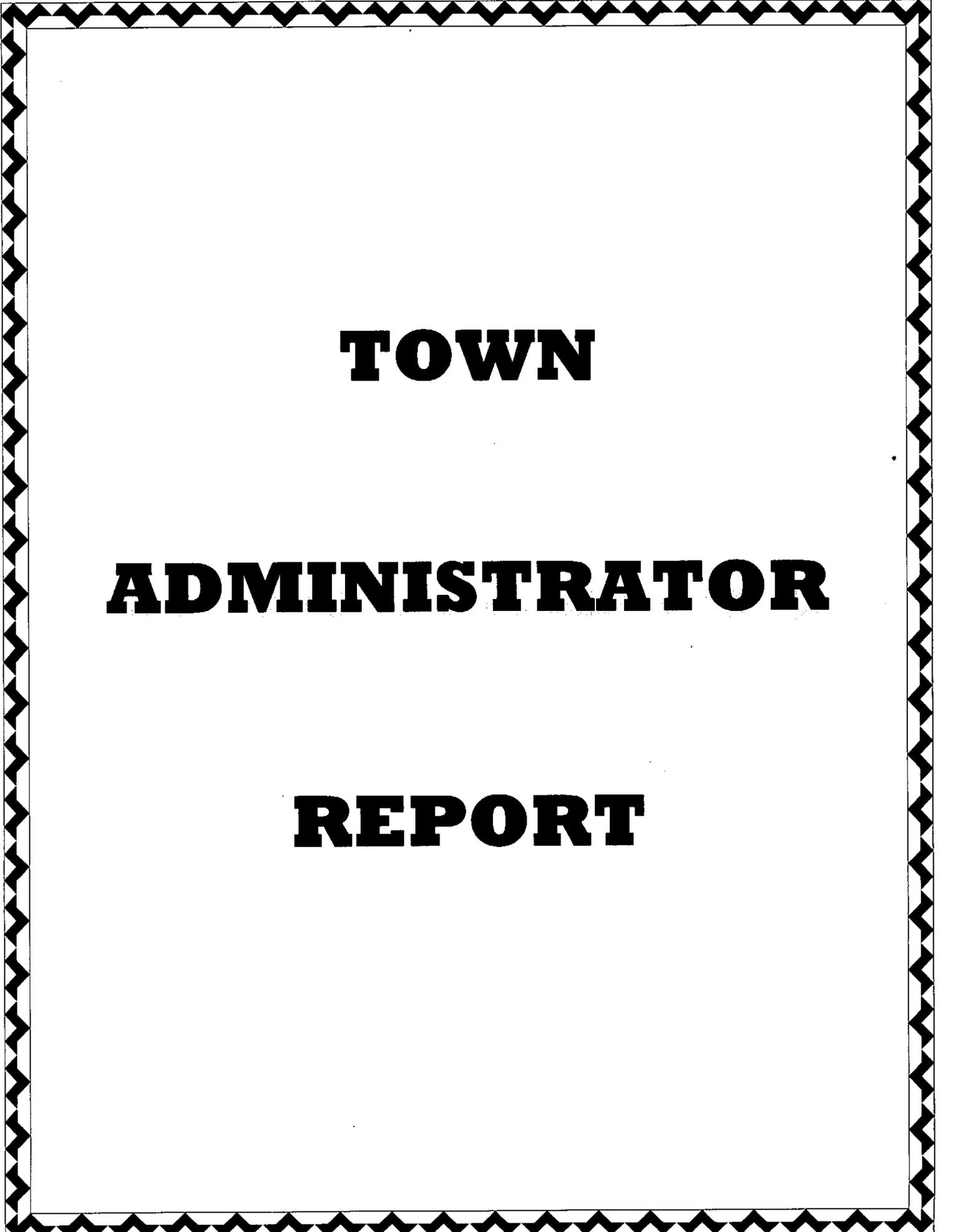
Suggested changes: (remove walkways line as I think it is widely ignored throughout town, and unenforced, or change to only reflect walkways in front of public buildings and businesses open to the public.



STUDENT

SELECT PERSON

REPORT



TOWN

ADMINISTRATOR

REPORT



**TOWN OF CHARLTON
OFFICE OF THE TOWN ADMINISTRATOR
37 Main Street
Charlton, MA 01507
WWW.TOWNOF CHARLTON.NET**

Phone: (508) 248-2206
Fax: (508) 248-2374

TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator
DATE: February 14, 2014
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 2/18/14

Site Visits to Review Capital – February 3rd and 7th members of the Finance Committee and Board of Selectmen attended site visits to the Fire Station, Police Station and Fay Mountain Farm to review capital needs including looking at the buildings, equipment and vehicles.

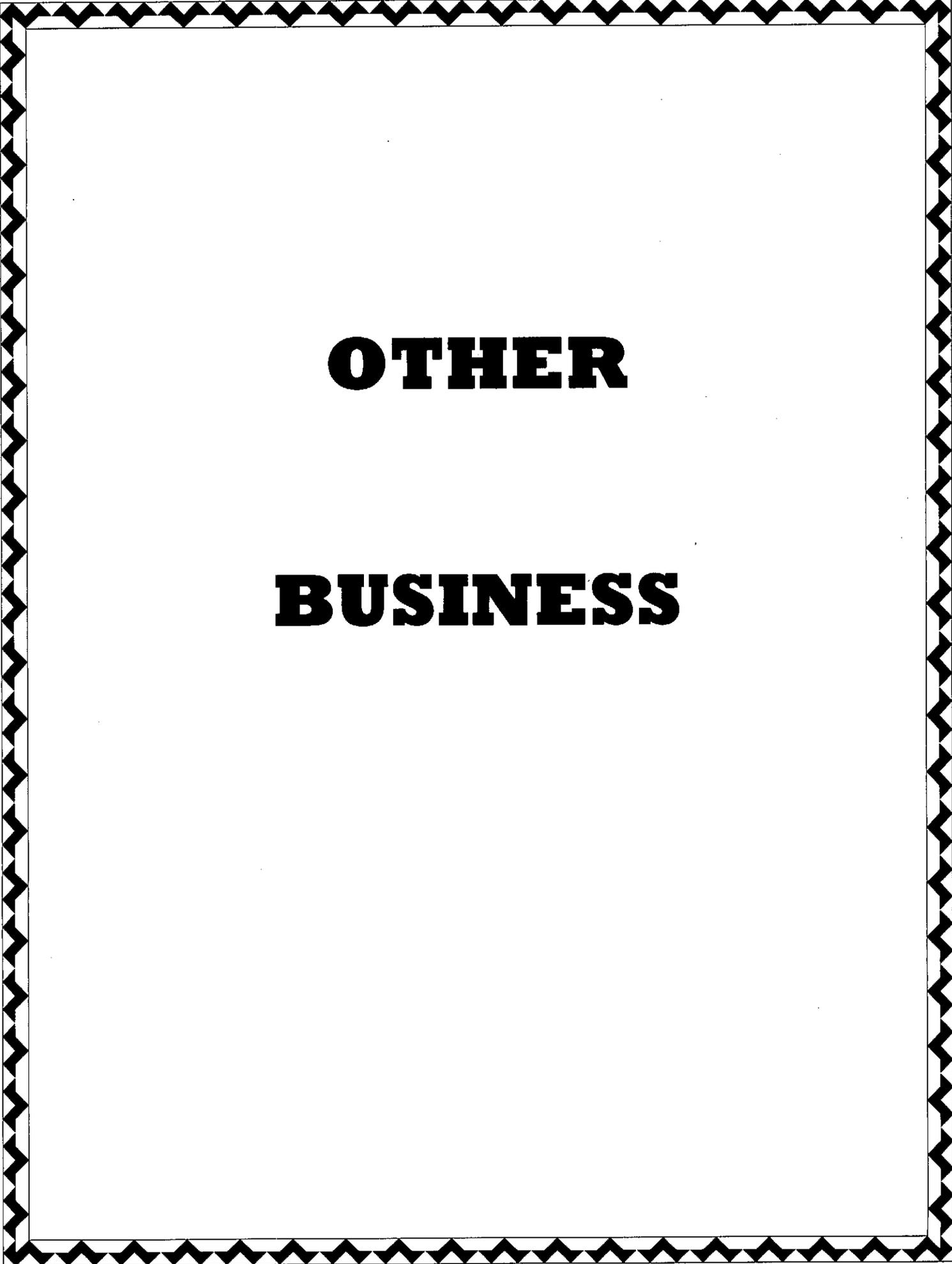
We had a snow cancelation on that Wednesday where we were supposed to go to the Highway Department and Library. The Highway Operations Building site visit will be February 19th at 9 am, but the Library has decided not to participate although they may be asking for funding for a chiller. I have heard, but not receive any written communication that they are planning on a roundtable on the Chiller. At this time I do not believe they any other capital issues.

Historical Commission – We have begun to move the Historical Commission from the attic to the office vacated by the last Veteran's Agent. As you know, the new agent has an office downstairs near the COA as he is also the Assistant Director.

MMA Energy and Environmental Policy Committee – I attended the MMA's Energy and Environmental Policy Committee meeting. I presented a case study on Great Ponds to them and the other discussion was about the bottle bill.

Solar Net Metering Credits – As you know, we signed a 3 month letter of intention to purchase new metering credits from a proposed solar project in Spencer. That was nearly a year ago. I am now looking to see if there are any projects that are closer to being completed. I have concerns that we will have a repeat with the cell tower- a company was given a contract and since he can't get an anchor, we have not receive the revenue promised.

CIC Grant for Stormwater Management – I am happy to say that the Central Mass Regional Stormwater Management Coalition has received a CIC grant for the 3rd year for stormwater management. We will be receiving \$80,000 to complete the next tasks. As you know, Spencer is the lead and Charlton is second contact for the 30 towns.



OTHER

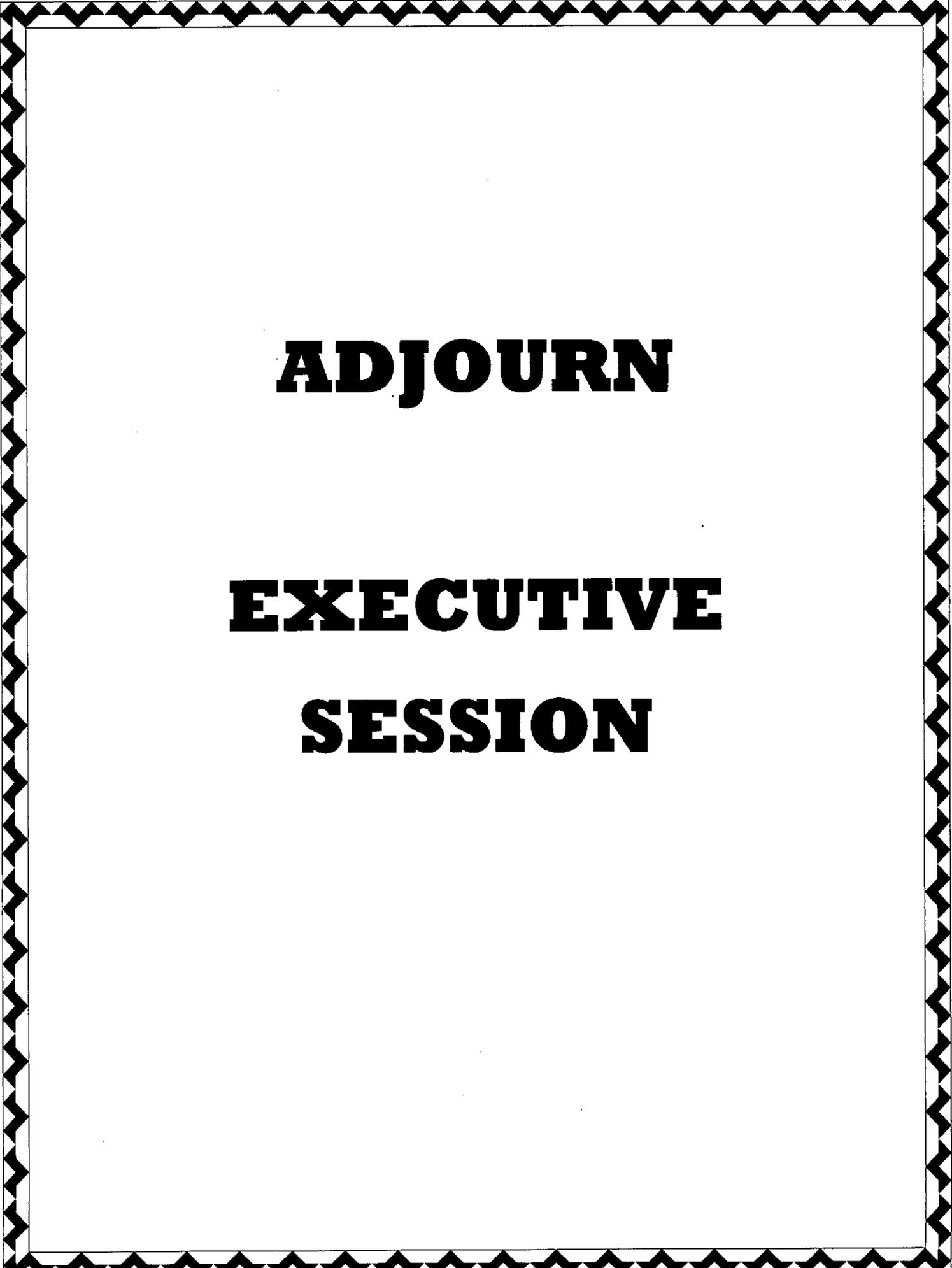
BUSINESS



NEXT

MEETING

ANNOUNCEMENT



ADJOURN

**EXECUTIVE
SESSION**