



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

Submitted by MCTD
Date 4/8/14
Received by KL
Date 4-8-14

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

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. Those in attendance are requested to turn off cell phones or put them on vibrate so as not to disrupt the proceedings.

II. Consent Agenda:

1. Minutes of Selectmen's Special Meeting – February 11, 2014. **Motion by Mr. Szafarowicz to accept the minutes of February 11, 2014, seconded by Mr. Singer, motion carries unanimously.**
2. Minutes of Selectmen's Regular Meeting – February 18, 2014. **Motion by Mr. Szafarowicz to accept the minutes of February 18, 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 stated that he is a member of the Charlton Earth Day Committee and announced Charlton Earth Day will be celebrated April 26, 2014 with the annual Town-wide clean-up from 8 am – 12 pm and Earth Fest on the Town Common from 11 am – 2 pm. This year marks 30 years since Charlton's first roadside litter collection campaign, according to coordinator Cathy Kuehl who helped organize that initial event in 1984. It also marks the 5th anniversary of the Earth Fest, an event to promote green living and to celebrate and honor the Earth! Earth Fest will include a pet show open to Charlton children, informational vendors, live music, and other activities. Registration for road clean-up and for the pet show will begin April 1st, on-line or at the Charlton Senior Center. Earth Fest planners are looking for volunteers ! The next meeting will be March 6 at 6 pm in the Charlton Senior Center. Also on that date the Police Department will be doing a child safety seat check point and the drug take back initiative is on that day as well.

IV. Appointments/Resignations: None

V. Scheduled Appointments:

6:45pm – Sean Gilrein – Shepherd Hill fields. Mrs. Craver stated first that the board is going paperless so if it looks different up here that's why. She stated that as the Board is aware, there is a Ballot Vote and Debt Exclusion Vote to be held on March 18, 2014 at the Heritage School from 12 noon to

8:00pm. The Ballot Vote is to authorize the Dudley Charlton Regional School District to borrow money to reconstruct the fields at Shepherd Hill. The Town is also doing a debt exclusion to exclude the debt payment from proposition 2 ½. Superintendent Gilrein is here to provide more information on the vote for the fields at the school. Sean Gilrein and William Trifone came forward. Mr. Gilrein thanked the board for allowing them to come. He provided the proposal that the School received from Gale Associates on the renovations of the fields. The fields have served the youth for 41 years. Time and wear have taken its toll. The Dudley Charlton Regional School Committee hired an independent expert in high school field redevelopment to study existing conditions, present and future needs and recommend fiscally responsible options. The study shows all six of the school's recreational fields are overused and in poor declining condition yet usage continues to grow. Based on the study results, the School Committee recently voted to remedy deficiencies on the most heavily used of the six – the Carmignani Memorial Field. The redevelopment plan aims to rectify safety issues, increase ADA accessibility, standardize field dimensions, enrich the student's athletic experience and expand community access to quality athletic facilities. The School Committee met and voted to call a district wide election on Tuesday, March 18, 2014 to authorize the borrowing of \$2.22 million for renovations to the recreational facility, track and lighting. This is a total vote between Dudley and Charlton. Mr. Gilrein stated that if this passes, they will have to go out to bid and the latest it will be completed would be Thanksgiving. Mr. Gilrein gave his personal thanks to the Superintendent at Bay Path for his staff coming down to review a separate summary report on the grandstand bleachers and will be providing additional work for the school in the spring addressing some of the concerns on the bleachers and doing so at the cost of material. Chairman Swensen stated that the debt exclusion would raise taxes just enough to pay for the fields until the amount is paid off. He stated that if you should vote in support of the fields that we hope you also vote in support of the debt exclusion. Chairman Swensen thanked them for coming and they thanked the board as well.

7:00pm – Paul Derany – Consideration of approval of Veterans War Monument Policy. Mrs. Craver stated that Paul Derany, Veterans Agent will not be here as he is having a baby and she told him not to worry and she would handle it. Mr. Derany has compiled a Veterans War Monument Policy for the Board's consideration. The policy defines how eligible veterans can have their names added to the appropriate monument. She would recommend the Board approve the policy as provided and would thank Mr. Derany for his efforts in putting this together. **Motion by Mr. Szafarowicz that we approve the Veterans War Monument policy as laid out, seconded by Mr. Singer, motion carries unanimously.**

VI. New Business:

1. Request for Common Victualler license – J & E's Yankee Diner. Mrs. Craver stated that attached is a request from Erin Hubbell and Jessica Melanson seeking a common victualler (coffee/food) license to be used at the new J & E's Yankee Diner located at 16 Worcester Road. All paperwork has been completed. Mrs. Craver would recommend the Board approve the license as requested. **Motion by Mr. Singer to approve, seconded by Mr. Szafarowicz, motion carries unanimously.**
2. Consent for representation – Kopelman and Paige, P.C. – Mrs. Craver stated that as the Board is aware, Kopelman and Paige, P.C. has been asked to assist Charlton with regard to the preparation of an amendment to an extension of the IMA and/or a new restated and amended inter-municipal agreement while Southbridge is separately represented by its Town Counsel. Kopelman and Paige, P.C. serves as Special Counsel to both Southbridge and Charlton. The Charlton Water/Sewer Commission, Interim Town Manager for Southbridge – Robert Reed and Mrs. Craver are in agreement having Kopelman and Paige, P.C. represent Charlton. 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 Charlton in this matter. They must also obtain the express permission of the appointing Authority and the Southbridge Town Manager to represent Charlton. If it is the Board's determination that as the Appointing Authority, you consent to their representation of the Town of Charlton regarding the proposed water supply IMA amendment and/or new water supply inter-municipal agreement, they would ask that you authorize the Town Administrator to sign the determination as required by the Rules of Professional Conduct. It would be Mrs. Craver's recommendation for the Board to consent to Kopelman and Paige, P.C. to represent the Town of Charlton regarding the proposed water supply IMA amendment and/or new water supply inter-municipal agreement. **Motion by Mr. Singer that the Board vote to consent and authorize the Town Administrator to sign the determination, seconded by Mr. Szafarowicz, motion carries unanimously.**

3. Request to initiate the process for hiring a new Police Officer for the Charlton Police Department. Mrs. Craver stated that attached is a letter from Chief Pervier requesting official authorization from the Board to initiate the process for the hiring of a new officer for the Charlton Police Department. This request is being made due to the disability retirement of one of the Charlton Police Department's full time officers. The Charlton Police Department's current authorized staffing level provides for eighteen full time officers and due to the aforementioned retirement, the staffing level will drop to seventeen full time officers leaving them understaffed and will result in the payment of unwarranted overtime. Mrs. Craver would recommend the Board approve Chief Pervier's request and vote to authorize the back filling of the open full time patrolman's position. Mr. Singer asked what the steps are in filling this position. Chief Pervier stated that he forwards a letter to Massachusetts Human Resources to get the available list and choose a person from there. He stated that full background checks will be completed and he will be doing the interviews internally with his command staff. Chief Pervier stated that by the time the process is done to hire someone, the person leaving will be gone. **Motion by Mr. Szafarowicz to approve Chief Pervier's request to authorize the backfilling of the open full time patrolman's position, seconded by Mr. Sellew, motion carries unanimously.**

VII. Old Business:

1. 2014 Scholarship Questions – Mrs. Craver stated that at the Board's last meeting, this year's scholarship questions were discussed. She was asked to work with Selectpersons Walker and Szafarowicz to finalize the questions and bring them back to the Board for approval. They are as follows:

Cooking Question – With obesity on the rise, much emphasis has been put on people's "fat" consumption. Today, people are more aware of what they are eating. It's known that sugar consumption plays a predominant role in the nation's obesity and diabetes crisis. States are passing laws to make people aware of how much sugar is in soda and trying to reduce consumption by adding a soda tax and placing warning labels on soda bottles and cans. Do you think Massachusetts should make similar laws to help reduce the risk of obesity or diabetes from fat and sugar consumption? If not, what would be your recommendation that would help people make healthier food choices?

General Question – Town governments in Massachusetts uses several organizational models to complete the people's business including: Open Town Meeting; Council/Manager; and Representative Town Meeting. These forms have differences too. Open Meeting could have a Town Administrator or a Town Manager and the two positions might have differing responsibilities, one having more authority than the other. Charlton has an Open Meeting form of government with a Board of Selectmen and Town Administrator. Do you believe the Town should review other options of government organization and why? Is there one that you believe is the

most effective and why? **Motion by Mr. Szafarowicz to approve both questions, seconded by Mr. Singer, motion carries unanimously.**

2. Economic Development Roundtable. Mrs. Craver stated that at the Board's February 11, 2014 roundtable meeting, you agreed on several future items that you wished to discuss further. We have:

- Review the Site Plan Review process;
- Evaluate the Peer Review process;
- 43D permitting and possible creation of a central contact;
- Review the Zoning Board of Appeals process to grant variances;
- What the appeal process is for someone to challenge the Planning Board if the plan they want is declined?
- Membership of the Economic Development Commission

The Planning Board and Finance Committee are available to meet on Thursday, March 13, 2014 at 6:00pm to continue the Economic Development Roundtable discussions if the Board wishes to do so. We have reserved the Senior Center pending your approval. Also, does the Board have any additional agenda items or wish to change the list above? No changes. **Motion by Mr. Singer that we post for the Board of Selectmen for a second roundtable meeting on March 13, 2014 at 6pm, seconded by Mr. Szafarowicz, motion carries unanimously.**

3. Police Details – Chief Pevier came forward to provide the Board with an update on the Police Details account. He stated that several months back, the town authorized an audit to be conducted on the police details account. According to his documents, they had a deficit balance as of 7/1/13 of \$234,730.20. His staff started to work with the auditor on past due balances. Since that time, as of 3/3/14, the deficit balance is \$128,324.60. They have also been working with the Town Accountant. He noted that some of the amounts are due to double billing. Mr. Szafarowicz mentioned to Mrs. Craver that if this information could be put on the IPADS they are using, it can be updated every two weeks or monthly. Mrs. Craver agreed. Chief Pevier stated that he could add the board to the emails that go out and Mrs. Craver stated that would be fine. Chief Pevier explained the process that is followed now.

4. Annual Town Meeting

- (a) Warrant – Mrs. Craver stated to please find attached a list of potential warrant articles. They include regular housekeeping authorizations, the budget, interdepartmental transfers and bylaw changes. We have not received any petitions. You are scheduled to close the warrant at your next regular meeting. Until then, we will continue to add to the list and she will have a draft warrant for the Board's next meeting based on the requests that were submitted. She asked if the Board has any warrant articles they wish to propose that staff could research. Also, Mrs. Craver has been meeting with departments and attempting to lower budget requests. In some instances, we will be looking to review some budgets in the Fall STM. The Finance Committee will be setting up their departmental request hearings on the Wednesday following the Board's regular meetings and as always, the Board is invited to attend. Mrs. Craver stated that also attached is a draft budget that she plans to give the Finance Committee tomorrow night. It contains the department requests. The Draft column is basically level funded with personnel increases and has a \$378,080 deficit. The Draft has removed the 19th police officer and the Fire Prevention Officer. It also only has the minimum assessment for the schools. Mrs. Craver has also included a budget highlights page. She asked the board how they would like to proceed. Mrs. Craver read the draft articles and stated that the numbers may change. Chairman Swensen would like more information on Article 26, banning jet skis – Baker Pond. Mr. Sellev asked if there are any other towns that have banned this and Mrs. Craver stated that it's her understanding that there are. Mr. Singer asked if this

was a public or private pond. Mrs. Craver is looking into it. Chief Pervier came forward and stated that he spoke with Mrs. Craver and when we put the civil fingerprinting bylaw together, it was stated that people would have to get fingerprinted every year and he would like to change it to every three years. Mr. Szafarowicz asked Mrs. Craver to put as a placeholder Chapter 43D, expedited permitting. Mrs. Craver asked while the Chief is still here, when a few of them went to the walkthrough at the Police Department and that would be her, Chairmen Swensen and the Chair of the Finance Committee, a conversation came up trying to give him some help. He has \$500 in an account and would like to have a senior work-off person help him.

- (b) Budget – Mrs. Craver stated that the budget is a moving target right now. She provided some assumptions of revenues and expenditures.

Mr. Szafarowicz left the meeting at 8:00pm.

VIII. Committee Reports

Chairman Swensen stated that the REAS foundation held their fundraiser and raised \$18,000. This group is 100% volunteer.

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

Policy #15 – Dead Animal Pick Up – Mr. Singer recommends no changes

Policy #34 – Meeting Postings – Mr. Szafarowicz recommends no changes

Policy #35 – Motor Vehicle Use Policy – Mr. Szafarowicz recommends no changes

Policy #36 – Municipal Meeting Room Facility Use – Mr. Szafarowicz feels the \$25/\$35 fee use by a for-profit organization seems reasonable if the Board agrees. Other than that, he would recommend no changes. The Board would like to leave it as is.

Policy #57 – Winter Parking Ban – At the Board's 2/18/14 meeting, Mr. Singer made a recommendation to remove the walkways line as he feels it is widely ignored throughout the town or change to only reflect walkways in front of public buildings and businesses open to the public. It was recommended to send the policy with Mr. Singer's recommendations to Chief Pervier for review. Chief Pervier feels that the Town of Charlton SHOULD NOT compromise public safety by removing the requirement from the current Town Bylaw to clear snow from town sidewalks, regardless whether the sidewalks are in front of Town owned buildings, if they are in front of businesses that are open to the public or for the abutters of property where sidewalks are in place. He stated that the limited sidewalks in the Town of Charlton facilitate a safer passage for pedestrians as opposed to the alternative which would mean that pedestrians would have to walk in the street. The Chief has stated that if the Town of Charlton wants to alleviate the burden on businesses and property owners from having the responsibility to clear snow from sidewalks, then the Town should invest in a sidewalk plow and have the Charlton Highway Department clear the snow. Mrs. Craver would also recommend the Board not strike that language. Mr. Singer would still like to remove it to take away the burden. He feels this is totally unenforceable. Mr. Singer stated that the first time we have someone ticketed for not having their sidewalk shoveled, we will be on the news again like when the officer handed a ticket to someone for an overdue library book. He feels we are putting a law on the books that we can't enforce just to have it there. Chief Pervier stated that the no officer issued a ticket in regards to books. The only thing the police did was go to residences of people that didn't respond to notify them of overdue fines and return materials. This was done to help facilitate to get some very expensive material

back. Chief Pervier feels that if you remove this part, you are putting residents at risk. They will have to walk in the middle of the road to get to some places. Mr. Singer stated that his recommendation is for homeowners. Any town buildings or businesses that are open to the public have to be cleared. Chairman Swensen stated that there is a placeholder on the warrant for this item and he would ask that we take no action on this tonight and asked Mr. Singer to work with Chief Pervier on it.

X. Student Selectperson Report: Emily Sprague reviewed her report. Mr. Sellew thanked all the students in Charlton for their hard work and effort that they put in and feels that we should really support the field project. Chairman Swensen agrees.

XI. Town Administrator Report: Mrs. Craver reviewed her report. She also mentioned that the two large trees on the common have been moved. She has received calls as to why and would reiterate that it was a safety hazard. These trees will be replaced in the spring. Chairman Swensen stated that he attended the water meeting as well and he felt it was a very good and open discussion.

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

Mrs. Craver stated that the cable committee met with the school and one of the things that the cable would like to do is create a stipend for a general cable manager. The general manager would be the person to coordinate volunteers, training and shows. She would ask the Board to approve the job description for the general manager for cable and she will forward to the Personnel Board. **Motion by Mr. Singer to approve and send it to Personnel, seconded by Mr. Sellew, motion carries.**

XIII. Next Meeting Announcement:

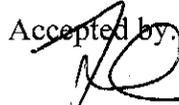
- Next Regular Selectmen's Meeting – March 11, 2014
- School Election – March 18 – 12 – 8pm – Heritage School
- Special Meeting w/D-C Regional– March 25, 2014 – 6:00pm – At Charlton Middle School
- Next Regular Selectmen's Meeting – April 1, 2014
- All Boards, Committees and Departments Meeting – April 8, 2014 – 6:30pm – Senior Center

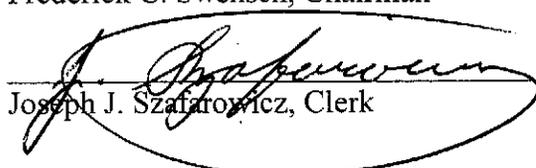
XIV. Adjourn/Executive Session:

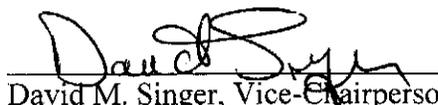
Motion by Mr. Mr. Singer to adjourn at 8:30pm, seconded by Mr. Sellew, motion carries unanimously.

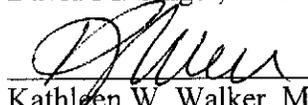
Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:


Frederick C. Swensen, Chairman


Joseph J. Szafarowicz, Clerk


David M. Singer, Vice-Chairperson


Kathleen W. Walker, Member (absent)


Brent Sellew, Member



Dudley-Charlton Regional School District

Shepherd Hill Athletic Field and Recreation Renovation Project

Nearly two generations ago, forward-thinking individuals from Dudley and Charlton demonstrated their commitment to public education when they established the Dudley-Charlton Regional School District. Their vision and sacrifices to provide a quality education for children was sealed in bricks and mortar when, in 1973, the two communities joined to build Shepherd Hill Regional High School.

The school and its campus have well-served the youth of Dudley and Charlton for 41 years. The staff responsible for its maintenance has been diligent and small capital improvements have been performed when and where needed.

During the past several years, ever increasing safety and regulatory problems with the school's primary athletic field has led to an inevitable conclusion – time and wear have taken its toll.

The Dudley-Charlton Regional School Committee hired an independent expert in high school field redevelopment to study existing conditions, present and future needs, and recommend fiscally responsible options.

The study reported that all six of the school's recreational fields are overused and in poor, declining condition, yet usage continues to grow. Today's demands on the 41-year-old playing fields include school and community athletics that last year brought approximately 2,126 athletes from 75 competitive teams to participate in nearly 2,495 scheduled events.

Based on the study results, the School Committee recently voted to remedy deficiencies on the most heavily used of the six – the Carmignani Memorial Field. The redevelopment plan aims to rectify safety issues, increase ADA accessibility, standardize field dimensions, enrich our students' athletic experience, and expand community access to quality athletic facilities.

With a keenly felt responsibility to preserve the fine school facilities afforded to us by our communities' sacrifices four decades ago, the School Committee has called a district-wide election on Tuesday, March 18, 2014 to authorize the borrowing of \$2.22 million for renovations to the recreational facility, track and lighting.

Although voters will be asked to approve the full borrowing of \$2.22 million, we are most fortunate in that local families and businesses have rallied in support the project with pledged gifts of \$1.2 million, thereby reducing taxpayer cost by 50 percent.

Please take a moment to consider the following important facts and project highlights.

Shepherd Hill Athletic Field and Recreation Renovation Project

Important Facts

Existing Deficiencies:

- An independent engineering firm reports the field is in poor and unsafe condition
- The field lacks adequate drainage and irrigation
- The 41 year old cinder track is outdated and does not meet today's standards
- The 195-foot field width is inadequate for soccer or women's lacrosse
- The field does not meet regulation dimensions for safety; therefore, track and field events cannot be held at the school
- The lighting is inefficient and in poor condition
- The facility lacks complete ADA accessibility

School/Community Benefits from Renovation:

- Synthetic turf would significantly improve access for all school and community programs
- Greater access for multiple sports programs for nearly year-round play
- The Marching Band program would no longer have to practice in the parking lot
- An annual reduction of more than \$10,000 in lawn maintenance costs
- This infrastructure investment will support home value increases
- Shepherd Hill facilities will become more competitive with neighboring schools
- A 50 percent reduction in cost by pledged donations

The Costs of a \$2.22 million/15-Year Bond:

First year cost before \$1.2 million in pledged donations:

Charlton: \$114,720

Dudley: \$97,568

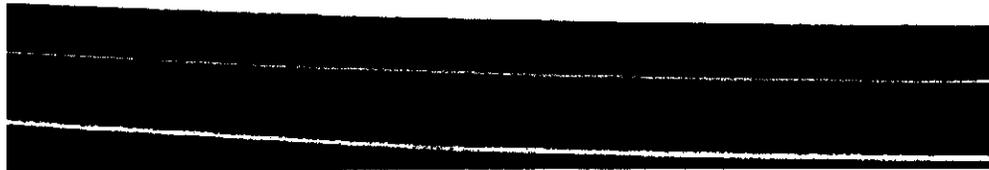
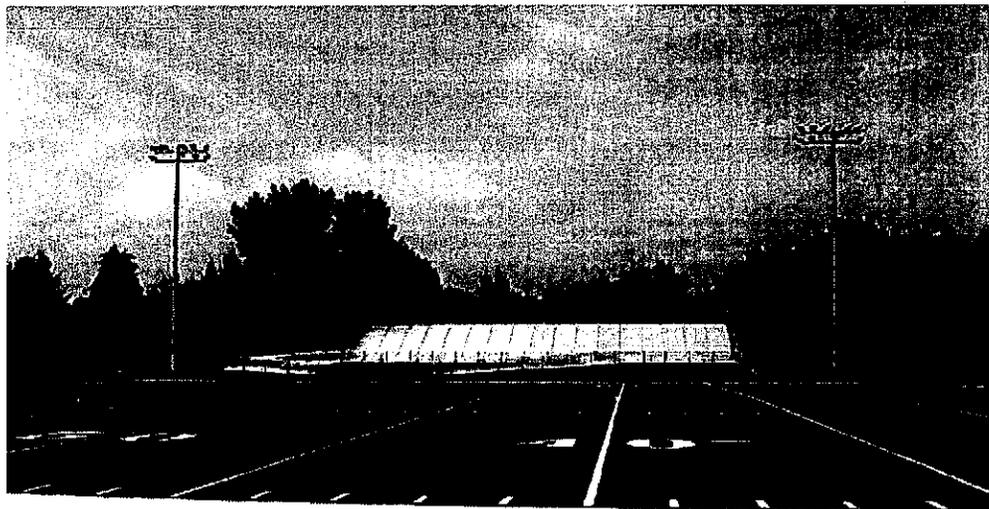
If the project cost is debt excluded, Charlton residents would pay \$22 the first year on an average home valued at \$256,300; and Dudley would pay \$24.90 on an average home valued at \$207,500.

Every gift/donation received will further reduce the annual cost. The \$1.2 million pledged will reduce the 15-year cost by half.

Summary:

This project will include the design and installation of a new multi-purpose synthetic turf field which will be used for football, soccer, lacrosse, field hockey and marching band practice. Additional renovations to the existing track and to the grandstands will include handicapped accessibility improvements. Community use of the recreation facility was incorporated into the site design.

Shepherd Hill Athletic Field and Recreation Renovation Project



We believe that interscholastic competition is an extension of the classroom and serves as an educational opportunity to teach many life lessons.

Through participation in these programs our students learn teamwork, decision making, perseverance, sacrifice, responsibility and goal setting. These programs exist to prepare our young men and women for the next level of life, not the next level of athletics.

Supporting this effort will help our school district continue to provide safe facilities that will augment the educational programs and contribute to our community's quality of life.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
Shepherd Hill Field Renovation Summary
March 4, 2014

- 2,493 team events annually, including physical education classes.
- Poor field conditions – overuse, poor drainage, no irrigation system.
- Fall 2012 – No games allowed on soccer/lacrosse field based on the condition of the field.
- February 2013 – Turf renovation options presented to the School Committee.
- April 2013 – Contracted with Gale Associates to provide an Athletic Complex Master Plan.
- June 2013 – Report issued:
 - Lack of fields
 - Poor condition of fields due to overuse
 - Proposed solutions - \$3,838,260 - \$5,197,025
- September 11th and September 25th 2013 – School Committee scales back project:
 - Artificial turf field
 - Synthetic track
 - Demolish visitor bleachers and concession stand
 - Maintain home bleachers
 - Cost: \$2,220,000
- November 13, 2013 – School Committee approves draft Bond Counsel language to authorize debt.
- Early January 2014 – Discussion with Town Clerks regarding a mutual date for a District election.
- Mid-January 2014 – The school district receives a pledge of \$1,000,000 dollars for the project.
- January 22, 2014 – School Committee approves warrant language and calls a District election date for Tuesday, March 18, 2014 from 12:00 – 8:00 p.m. for \$2,220,000 with any donations to be used to lower taxpayer cost.
 - \$1 Million donation
- January 23, 2014 – Notification sent to the Selectmen and Town Clerks.
- Cost to taxpayer – assuming no donations:
 - Charlton \$22.00 per year
 - Dudley \$24.90 per year
- Both towns have added Proposition 2½ Debt Exclusions on the same date – March 18, 2014.

POLICE DETAIL BALANCE

DEFICIT BALANCE 7/1/2013	\$	(234,730.20)
DETAILS PAID TO OFFICERS	\$	(122,108.62)
PAYMENTS RECEIVED	\$	228,514.22

DEFICIT BALANCE 3/3/2014	\$	(128,324.60)
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OPEN DETAILS

FY2014	\$	35,643.19
FY2013	\$	15,840.68
FY2012	\$	18,953.31
PRIOR YEARS	\$	57,887.42

TOTAL	\$	128,324.60
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(Total amount includes \$21,189.00 owed by Charlton Water Sewer Department)

FY12 OPEN DETAILS

VENDOR	OWED	PAID	OPEN
CHARTER	\$5,708.00	\$4,532.00	\$1,176.00
CYN	\$11,077.50	\$11,077.50	\$0.00
MASS ELECTRIC	\$23,040.73	\$20,330.73	\$2,710.00
KASZOWSKI	\$13,656.00	\$13,656.00	\$0.00
VERIZON	\$15,371.00	\$11,527.50	\$3,843.50
ET & L	\$7,369.00	\$7,369.00	\$0.00
LEWIS TREE	\$11,253.90	\$10,245.90	\$1,008.00
ST. MARKS	\$672.00	\$672.00	\$0.00
TASCO	\$4,704.00	\$4,704.00	\$0.00
BLAIR	\$168.00	\$0.00	\$168.00
BAYPATH	\$1,512.00	\$1,512.00	\$0.00
ARIES	\$168.00	\$168.00	\$0.00
HARLAN	\$336.00	\$336.00	\$0.00
FIVE STAR ACADEMY	\$336.00	\$0.00	\$336.00
McCLURE	\$462.33	\$0.00	\$462.33
MA HIGHWAY	\$336.00	\$0.00	\$336.00
GAYLON BOSH	\$168.00	\$0.00	\$168.00
NEWPORT CONST	\$682.00	\$0.00	\$682.00

WEBSTER	\$3,203.50	\$0.00	\$3,203.50
OXFORD POLICE	\$337.50	\$0.00	\$337.50
PHOENIX	\$504.00	\$0.00	\$504.00
JENNINGS	\$336.00	\$0.00	\$336.00
HAYES DEV	\$336.00	\$0.00	\$336.00
VISI FLASH	\$504.00	\$504.00	\$0.00
CHARLTON WATER SEWER	\$2,347.98	\$0.00	\$2,347.98
MASS TURNPIKE	\$504.00	\$0.00	\$504.00
AMORELLO	\$672.00	\$672.00	\$0.00
THIRO	\$1,071.00	\$1,071.00	\$0.00
DELIDDO	\$168.00	\$0.00	\$168.00
T O'CONNOR	\$168.00	\$168.00	\$0.00
HENKLES & McCOY	\$336.00	\$336.00	\$0.00
EXXON MOBIL	\$1,900.50	\$1,900.50	\$0.00
MUNITECH	\$1,344.00	\$504.00	\$840.00
TOTAL:	\$110,752.94	\$91,286.13	\$19,466.81

FY2013 OPEN DETAILS

<u>VENDOR</u>	<u>OWED</u>	<u>PAID</u>	<u>OPEN</u>
BARRE	\$1,102.50	\$367.50	\$735.00
BAYPATH	\$1,204.00	\$1,032.00	\$172.00
BRIMFIELD	\$2,024.00	\$0.00	\$2,024.00
BUTLER ADJ	\$2,975.60	\$2,803.60	\$172.00
CHARLTON PTO	\$172.00	\$0.00	\$172.00
CHARTER	\$4,338.71	\$4,338.71	\$0.00
CIESLA	\$1,032.00	\$1,032.00	\$0.00
DAUBNEY	\$1,728.62	\$0.00	\$1,728.62
DUDLEY	\$766.00	\$362.00	\$404.00
G4S TECHNOLOGY	\$1,280.00	\$1,280.00	\$0.00
HI-WAY SAFETY	\$3,440.00	\$344.00	\$3,096.00
KARL STORZ	\$1,376.00	\$1,376.00	\$0.00
LEICESTER H.S.	\$172.00	\$172.00	\$0.00
LEWIS TREE	\$1,352.00	\$1,352.00	\$0.00
CHARLTON PTO	\$688.00	\$0.00	\$688.00
MASS ELECTRIC	\$4,024.80	\$4,024.80	\$0.00
McCLURE	\$706.66	\$706.66	\$0.00
MUNI TECH	\$688.00	\$688.00	\$0.00
NELSON TREE	\$8,299.00	\$8,299.00	\$0.00
PHOENIX	\$4,644.00	\$4,644.00	\$0.00

SOUTHBRIDGE	\$2,057.12	\$0.00	\$2,057.12
SPENCER PAVING	\$376.25	\$376.25	\$0.00
SPENCER POLICE	\$320.00	\$0.00	\$320.00
TED'S PACKAGE	\$688.00	\$688.00	\$0.00
TOTAL HWAY SERV	\$172.00	\$172.00	\$0.00
TOWN OF SPENCER	\$273.00	\$260.00	\$13.00
TRAFFIC MARKINGS	\$172.00	\$0.00	\$172.00
VERIZON	\$7,729.25	\$7,316.44	\$412.81
CHARLTON WATER SEWER	\$2,858.55	\$1,820.30	\$1,038.25
WSP USA	\$344.00	\$344.00	\$0.00
YE OLDE COMMONS	\$2,683.20	\$2,339.20	\$344.00
TOTAL:	\$59,687.26	\$46,138.46	\$13,548.80

Charlton Annual Town Meeting May 19, 2014- Article List

- ARTICLE 1. ELECTION
- ARTICLE 2. TOWN REPORTS
- ARTICLE 3. NOTICE OF TOWN MEETINGS
- ARTICLE 4. LITIGATION
- ARTICLE 5. SALE OF TAX TITLE LAND
- ARTICLE 6. SALE OF SURPLUS PROPERTY
- ARTICLE 7. APPOINTMENT OF COMMITTEES AND FILLING OF VACANCIES
- ARTICLE 8. GRANT APPLICATIONS
- ARTICLE 9. APPROPRIATION OF FUNDS FOR UNPAID BILLS OF A PRIOR FISCAL YEAR
- ARTICLE 10. INTER/INTRA DEPARTMENTAL TRANSFERS FOR FY14
- ARTICLE 11. TOWN BUDGET
- ARTICLE 12. WATER DEPARTMENT BUDGET (ENTERPRISE FUND)
- ARTICLE 13. SEWER DEPARTMENT BUDGET (ENTERPRISE FUND)
- ARTICLE 14. REAUTHORIZATION OF REVOLVING FUNDS
- ARTICLE 15. TRANSFER OF FUNDS TO AND FROM STABILIZATION FUND ACCOUNT
- ARTICLE 16. CAPITAL ITEMS AND RELATED CONTRACTS
- ARTICLE 17. CEMETERY PERPETUAL CARE
- ARTICLE 18. FUNDING POLICE DETAIL ACCOUNT
- ARTICLE 19. NEW RECREATION FIELDS COMPLEX
- ARTICLE 20. AMENDMENTS TO CHARLTON GENERAL BYLAWS – TOWN-OWNED LAKES AND PONDS, DOCKS,
MOORING & BERTHING BYLAW; AND NONCRIMINAL DISPOSITION ENFORCEMENT
PROCEDURE BYLAW AS TO SAME.
- ARTICLE 21. AMENDMENTS TO CHARLTON GENERAL BYLAWS – SOLICITORS BYLAW
- ARTICLE 22. AMENDMENTS TO CHARLTON GENERAL BYLAWS – ARTICLE XXI: REMOVAL OF SNOW AND ICE
FROM SIDEWALKS
- ARTICLE 23. RECODIFICATION OF THE CHARLTON GENERAL BYLAWS
- ARTICLE 24. SPECIAL LEGISLATION – WATER BETTERMENT DEFERMENT
- ARTICLE 25. CLASSIFICATION PLAN UPDATE
- ARTICLE 26. BANNING JET SKIS- BAKER POND

ASSUMPTIONS

Revenues

- 1 State Aid is level funded per the Governor's Budget
- 2 Assumed level Funding for local receipts
- 3 Level Funded Ambulance Fees
- 4 Level Funded Overlay
- 5 Level Funded Snow & Ice
- 6 Deficit of \$378,080 (level funded)
- 7 Deficit of \$2,262,152 (dept requests)

Expenditures

- 1 Deleted Emergency Management as it has been assumed by the Fire Department
- 2 All Stipends are Level Funded
- 3 Non-Union 1.5% increase
- 4 Fire has a 1.5% increase
- 5 Highway Union contract is in negotiations and does not contain an increase
- 6 Police & Clerical 2% increase
- 7 All Stipends are Level Funded
- 8 Will look at consolidating Postage
- 9 Removed the Fire Prevention Officer
- 10 Removed the 19th police officer
- 11 May need to increase as contractual "computer license fees"
- 12 Holding a 4% increase for Insurances at this time
- 13 Retirement increase \$25,910
- 14 Used the DCRSD's first budget request. Have been assured that it will be revised.
- 15 Highway- reduced one staff member- retirement
- 16 Added Highway Building and Landfill debt and interest
- 17 Increased Gas and Diesel \$50,000
- 18 Increased Veteran's Agent \$26,436
- 19 Holding \$120,000 for the Snow and Ice Deficit- right now we are \$90,000 in deficit



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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: February 26, 2014

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 3/4/14

Site Visits to Review Capital – The continuation of the Finance Committee's site visits for capital purposes have two sites remaining – the Highway Operations Building and the Library. We will set up a meet to see both sites in late March or early April. You will be notified of the date and time.

Health Insurance – We held a meeting with the new health insurance agent, Hampshire County Health Care, and representatives from Bay Path and Dudley. We are all set for open enrollment for the new insurance to begin July 1st. The Town of Dudley and Bay Path will also be migrating to the new plan.

Southbridge Water – Bob Reed, Southbridge Town Manager and I had a productive meeting last week to discuss the new infrastructure and IMA. We will be scheduling a meeting with representatives of W/S and the BOS to discuss positive movement forward.

Budget Meetings – I have been meeting with departments on their budgets and will continue this.

Meeting with DCRSD Superintendent and Cable Committee – We held a productive meeting last week with Superintendent Gilrein, the Cable Committee and the Cable Coordinator. The Cable Committee wishes to increase production for Charlton student as well as provide educational opportunities for students in the area of audio/video. We are planning to meet with Dudley to see what progress we can make together. Hopefully, we will have more information at the joint meeting coming up March 25th.