



Submitted by UCD
Date 6/16/14
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TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – May 27, 2014 at 6:30pm

Present: Chairman – Frederick C. Swensen, Vice-Chairman – Joseph J. Szafarowicz, Clerk – Cynthia B. Cooper and Members – David M. Singer and John P. McGrath. Also in attendance: Town Administrator – Robin L. Craver and Student Selectperson – Emily Sprague.

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 and remove hats, if any.

II. Consent Agenda:

1. Minutes of Special Selectmen's Meeting – May 19, 2014. **Motion by Mr. Szafarowicz to accept the minutes of the meeting for May 19, 2014, seconded by Mr. McGrath, motion carries with Mr. Singer abstaining.**
2. Minutes of Selectmen's Regular Meeting – May 13, 2014. **Motion by Mr. Szafarowicz to accept the May 13th meeting minutes, seconded by Mr. Singer, motion carries unanimously.**
3. Minutes of Selectmen's Regular Meeting – March 19, 2014. **Motion by Mr. Szafarowicz to accept the minutes of the March 19th meeting, seconded by Mr. Singer with three ayes and Mrs. Cooper and Mr. McGrath abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.

IV. Appointments/Resignations:

1. Appointment – Old Home Day Committee. Mrs. Craver stated that attached, please find a talent bank form from Mike Lally of 96D Baker Pond Road for appointment to the Old Home Day Committee. Mr. Lally had been on this committee previously and she would recommend the Board make the appointment as requested. **Motion by Mr. McGrath that we appoint Mike Lally to the Old Home Day Committee, seconded by Mr. Singer, motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – Planning Board Appointment. Mrs. Craver stated that with the recent Town Election and the appointment of John McGrath to the Board of Selectmen, the Planning Board notified us of a vacancy on their board to fill Mr. McGrath's seat. This opening was placed on the cable channel, town's website and the Town Hall Bulletin Board since May 8, 2014. One request for appointment has been received from Patricia Rydlak. The Planning Board is recommending the appointment of Patricia Rydlak 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, 2015. **Motion**

by Mr. Singer to appoint Patricia Rydlak to the Planning Board, seconded by Mr. Szafarowicz. Peter Starkus, Chairman of the Planning Board called his meeting to order to have the vacancy filled by Patricia Rydlak. **Roll call vote taken: Mrs. Vincent – aye, Mr. Lemansky – aye, Ms. Dzik – aye Chairman Starkus – aye, Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Swensen – aye, motion carries unanimously.**

6:50pm – CMG Environmental, Inc. (a) 54 North Main St., (b) 4 Dresser Hill Road. Mrs. Craver stated to please find attached two proposals from CMG Environmental, Inc. for Environmental Services for FY2015 for the Community Center at 4 Dresser Hill Road and the old Highway Barn. In FY10, CMG reduced its fees for both sites and will continue to hold the same 2% discount. The costs for the mandated reporting for DEP is: 4 Dresser Hill Road - \$7,142 and Highway Barn - \$10,133. These costs are paid from the Environmental Account and town meeting appropriated \$35,000. Gary Magnuson, LSP is here to answer any questions you may have on the projects. Mr. Magnuson came forward and explained the process for the new members of the board. He stated that the DEP changed the regulations and they may be able to come up with a solution for the Old Highway property and close it out. **Motion by Mr. Singer that we approve the proposals from CMG for 4 Dresser Hill Road and the Old Highway Barn, seconded by Mr. Szafarowicz.** Mrs. Craver asked Mr. Magnuson should the town sell the property or part of it, who would be the responsible party? Mr. Magnuson stated that the person buying the property if agreed, would take over otherwise the town could sell the property and continue with being the responsible party for this. The DEP doesn't care who owns it. It's easy to transfer the LSP services. **Vote on motion: motion carries unanimously.**

7:00pm – Activities Council - Sandy Bacon, Director, Barbara Marderosian, Chairman of the Activities Council and Pauline Hague came forward. Mrs. Bacon stated that five years ago, they were granted permission to use 4 Dresser Hill Road. In the beginning the committee has been able to maintain and improve the building with donations or money from art classes, co-op craft store, concerts, etc. In the fall of 2013 and winter of 2014, they lost three primary art teachers due to serious illness and the director who is the promotion coordinator had personal issues which prevented her from giving the CAAC her full attention. They did incur bills that they are not able to pay. They thought it proper to come and inform the board to let them know they could not make that commitment at this time. Mrs. Bacon was asked to review the outstanding bills. She stated Peterson Oil: \$450.00; Osterman Gas: \$332.75; Water: \$90.00; Verizon: \$29.50 for a total of \$902.25. Would the town have any funds for municipal buildings that these expenses could be covered for the next 60 days? Don Konopacki came forward. He is a member of the Activities Council. He stated some of the ideas the committee has and events planned that will help bring in revenue. Judy Butler came forward and stated that this is a very comfy cozy place. She stated that this has turned out to be the "in" place for sweet 16 parties. Sandy Bacon read an email from Sue McGrath who could not be at the meeting. Mrs. McGrath would like to keep this group as the stewards of the building. Ms. Hague stated that she does not want to see the town let the building go. Mrs. Craver stated that originally when Mrs. Bacon came to her about the deficit they were in, they had talked about whether it was time to let it go. She wanted to make it clear that the Selectmen are not looking at taking the Activities Council away. Mrs. Bacon stated that as the Director, she was spending all her time there and she is not able to do that now. They are looking for someone to help so they can regroup. Mrs. Craver stated that it sounds like the Activities Council would like to discuss a new agreement with the Board. Mrs. Bacon stated that it costs about \$8,500 a year to maintain the heat and electric. They really need volunteers from the public to help. They are looking to see if the town can cover the \$902.25 for the expenses incurred. The Activities Council is planning on coming back to the Board in the middle of June. Mrs. Craver was asked what account would the money come from and she stated the Municipal Building Account. **Motion by Mr. Singer to fund the \$902.25 from the Municipal Building Account with the understanding that this will buy them 60 days but he would like them to come back in 30 days with plans for events and anticipated revenues, seconded by Mr. McGrath.** Mrs. Cooper asked

when they come back, will they be reimbursing the town? Chairman Swensen stated that the way the motion is made, we would be covering these bills for them. Chairman Swensen thanked the committee for all they have done. **Vote on motion: motion carries unanimously.**

VI. New Business:

1. Debt Exclusion / Ballot Question – Set Date. Mrs. Craver stated that as you know, under Article 16, Capital Items and Related Contracts, town meeting voted to appropriate \$439,596 to purchase a 2015 Freightliner Dump Truck and to replace the Tanker 1 and Engine 5 pending a debt exclusion. She has spoken with the Town Clerk regarding the required ballot vote and you have two options: 1) you could add the question to the next scheduled state election on November 4th or 2) you could call a special election. If you chose option 1 – you must inform the Town Clerk so that she can inform the State Elections Division 60 days prior to the election. We would need to approve of the text of the question no later than Friday, September 5th. If you chose option 2 – the earliest date that may be feasible with the least costs would be Tuesday, July 8, 2014 from 12 noon to 8pm as you must call the election 35 days before the date of the vote. Mrs. Craver has notified both departments to see if they have a recommendation and invited them to attend tonight's meeting. She did state that she spoke with the Highway Superintendent and his preference was to wait until the state election when we would have more voters. The board voiced concerns about the wait time for the fire engines. **Motion by Mr. Szafarowicz to hold the special election during the November State Election, seconded by Mr. Singer, motion carries unanimously.**

VII. Old Business:

1. 2014 CIC Grant – Mrs. Craver stated that attached is an inter-municipal agreement for matching grant funds for the Towns of Spencer and Charlton. As you know, 30 communities were part of the CIC Grant. The amount that was supposed to be awarded was reduced from \$200,000 to \$80,000. In February of 2013, the steering committee for this initiative felt that the best way to handle this reduction was to request matching funds from the 30 communities to fulfill the entire project budget. This year's share is \$4,000 per community which was funded at the Annual Town Meeting under Article 10 and will save the town thousands of dollars if we were to perform these services in house. As you know, this work is being required under the EPA's MS4 permit. The Town of Spencer will continue to be the lead community for administrator purposes. Mrs. Craver would ask the Board to approve the inter-municipal agreement. Payment is due to the Town of Spencer prior to July 31, 2014. **Motion by Mr. Szafarowicz to approve the inter-municipal agreement, seconded by Mr. Singer, motion carries unanimously.**

VIII. Committee Reports

IX. BOS Policy Review:

X. Student Selectperson Report – Emily Sprague reviewed her report.

XI. Town Administrator Report: Mrs. Craver reviewed her report.

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

Mr. Szafarowicz asked if we are setting the date to discuss the goals and objectives. Mrs. Craver is waiting to hear from Mr. Nutting for some dates.

XIII. Next Meeting Announcement:

- Next Regular Selectmen's Meeting – June 10, 2014

XIV. Adjourn/Executive Session:

Motion by Mr. Singer to enter into executive session at 7:37pm under M.G.L. c. 30a, sec. 21, #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, #3 – to discuss strategy with respect to collective bargaining or litigation and #6 – to consider the purchase, exchange, lease or value of real estate, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, seconded by Mr. Szafarowicz. Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. McGrath – 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. Singer to adjourn at 8:04pm, seconded by Mr. McGrath, motion carries.

Submitted by:

Mary C. Devlin

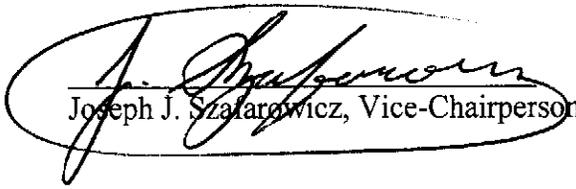
Administrative Assistant

Accepted by:

Frederick C. Swensen, Chairman

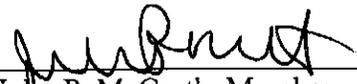


Cynthia B. Cooper, Clerk



Joseph J. Szafarowicz, Vice-Chairperson

David M. Singer, Member



John P. McGrath, Member



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TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator
DATE: May 20, 2014
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/27/14

2014 Scholarships – The scholarships awarded by the Town every year were due back in our office by May 2, 2014. This year, no scholarship applications were received.

Re-appointments for terms expiring June 30, 2014 – Re-appointment letters are being sent out via email and first class mail for terms expiring June 30, 2014. Requests for re-appointment will be presented to you during your meetings in June.

MyKinstry Property: We have notified the McKinstry family of the vote at town meeting and will be releasing them from any obligation created under the signed Purchase and Sales agreement.

Town Meeting: We will begin preparing for the new fiscal year FY15. I'd like to thank the department heads who worked diligently on the budget process and the town meeting members who participate in the democratic process of self-governance. Charlton is truly a community to be proud of and we will continue to provide the best service possible.

Memorial Day Services: I attended a ceremony last Wednesday at the Masonic Home lead by the Veteran's Legion. Students from Shepard Hill Chorus sang and there were several speakers. I'd like to share with you a poem I found and read. It helps us remember those we lost and the light they brought to our lives:

People are like stained-glass windows.
They sparkle and shine when the sun is out
but when the darkness sets in
their true beauty is revealed only if there is a light from within.

Thank you to those who have shared their light with us in making this country and community we call Charlton a cherished place to live.