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Date 9/8/14

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Date 9-9-14

TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – August 5, 2014 at 6:30pm

Present: Chairman – Frederick C. Swensen, Vice-Chairman – Joseph J. Szafarowicz, Clerk – Cynthia B. Cooper and Members - John P. McGrath and David M. Singer. Also present: 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. 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 Selectmen's Special Meeting – March 13, 2014. **Motion by Mr. Szafarowicz to accept the minutes of March 13, 2014, seconded by Mr. McGrath, 3 ayes with Mrs. Cooper and Mr. McGrath abstaining.**
2. Minutes of Selectmen's Regular Meeting – July 22, 2014. **Motion by Mr. Szafarowicz that we accept the July 22, 2014 meeting minutes, seconded by Mr. McGrath, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Mr. Szafarowicz stated that he attended the Bay Path School Committee meeting and wanted to congratulate Robert Zukowski for being elected Chairman again. They received the okay from the state for \$50,000 for the CMRPC to do a study on a local agricultural program.

IV. Appointments/Resignations:

1. Correction to EDC Appointment. Mrs. Craver stated that at the Board's July 8, 2014 meeting, it was recommended and voted to appoint Peter Boria as a full time 3 year member to the Economic Development Commission. In viewing the appointments made at the Board's last meeting on July 22, 2014, the Board should have only made six appointments and the seventh appointment is made by the Planning Board. Mrs. Craver has spoken with Mr. Boria and he agreed to be an alternate on the EDC if the Board of Selectmen approve that, therefore, the Board is asked to rescind the motion made at the July 8, 2014 meeting and recommend a new motion to appoint Peter Boria as an alternate member to the EDC for 1 year. **Motion by Mr. Singer to rescind the motion made at the July 8, 2014 meeting making Peter Boria a three year member on the EDC, seconded by Mr. McGrath, motion carries unanimously. Motion by Mr. Singer to appoint Peter Boria to the EDC Alternate member for one year, seconded by Mr. Szafarowicz, motion carries unanimously.** Mrs. Craver thanked Mr. Boria for being flexible in those appointments.

V. Scheduled Appointments:

6:30pm – Thank you/grants – Senator Brewer. Mrs. Craver stated that Chairman Swensen asked that Senator Stephen Brewer be asked to attend tonight’s meeting in order for the town to personally thank him for his efforts on several grants the Town and Historical Society received. In particular, Senator Brewer included in the FY15 State Budget, a total of \$236,000 which included:

- \$30,000 to build a playground
- \$60,000 to repair the leaky roof at Fay Mountain Farm
- \$60,000 to construct dugouts at the Town Ball field
- \$30,000 to replace the HVAC system Chiller at the Town Library and
- \$110,000 to restore a historically significant building – the Rider Tavern

He also advocated for the CDBG Grant to install an elevator in town hall along with affordable housing repairs and a home loan program which we received. We have also been fortunate in receiving a grant for a ladder truck in the amount of \$940,000. We will truly miss Senator Brewer as he will be entering the realm of retirement in the Fall. Mrs. Craver stated that she will miss his regular statement to her, “Robin, have I ever let you down? She can say, all that we have asked Senator, you have certainly responded. Chairman Swensen invited Senator Brewer up to their table as well as others in the audience that wanted to thank him. Chairman Swensen reiterated what he has done for the town alone in grants for this year. Mrs. Craver also stated that Senator Brewer helped secure \$6,000,000 to help us build our water system in town. Senator Brewer thanked everyone. He went through some of the background of what he’s been through and done while in office. People in the audience shared stories about their interaction with Senator Brewer.

6:45pm – Senior Tax Work-Off Program. Elaine Materas, Director of Council on Aging and Deborah Ceccarini, Director of Assessing came forward. Mrs. Materas stated that our previous Veterans Agent/Assistant Director was in charge of this program. Now that he’s gone, she has asked Debra Ciesluk, Outreach Coordinator to be in charge of it. Mrs. Materas reviewed the recommended changes to the program. #1 – current – applicants will be selected from lowest income to highest income; change to applicants who exceed income restrictions will not be eligible for this program. #2 – current – no limit on assets; change to applicants who exceed asset restrictions will not be eligible for this program. Assets will not include primary home as assessed with a value of not more than \$500,000, one automobile per individual and qualified retirement funds. #3 - does not provide clarification on town employees program participation because of conflict of interest law; change to Town of Charlton employees who are eligible under these program guidelines may participate excluding any employees who conduct administration and/or applicant decision making for the Senior Tax Work Off in accordance with regulation 930 CMR (6.17), #4 – The program will operate from July 1 to June 30 each year; change to January 1st to November 30th each year and #5 – states that a W4 and deferred compensation paperwork must be completed; change to 1.45% for Medicare and 7.5% for deferred compensation will be deducted from the \$500 abatement for hours worked. Changes also include adding a confidentiality agreement. The certificate of completion has also been revised to include the treasurer so the correct amount of payment can be annotated for the Assessors. **Motion by Mr. Szafarowicz to approve the changes as laid out in the memorandum, seconded by Mr. Singer, motion carries unanimously.**

VI. New Business:

1. PILOT Program-update. Mrs. Craver stated that at a previous meeting, the Board asked Selectmen McGrath and Szafarowicz to work with the Assessors Department to make recommendations on developing a plan to approach tax exempt land owners to consider voluntary paying for town services. During the meeting, it was decided to break the properties into 3 groups: the business/organization; religious groups; and State and Federal Land. Please see the attached list that breaks the properties into said groups. We suggest sending out a letter to the groups inviting them to a roundtable to look at programs other towns have implemented and get suggestions on how such a program might work in Charlton. The first roundtable is proposed to be the non-profit business and organizations. We believe that the Town needs input from those that the program

would affect. Please see attached the draft letter for the Board's consideration. The group would need a date that you would like to hold a meeting. Mrs. Craver would recommend Thursday, August 28, 2014. If the Board approves the letter, it will go to the Assessors and FinCom asking them to sign also. Chairman Swensen read the letter that is proposed to send out to the groups listed. **Motion by Mr. Singer to send the letter after a few typos are corrected, seconded by Mr. McGrath, 4 ayes, Mrs. Cooper abstained.** Discussion of when to hold meeting. **Motion by Mr. Szafarowicz to hold the meeting August 28, 2014 at 6:30pm in the Senior Center, seconded by Mr. McGrath, motion passes with Mrs. Cooper abstaining.**

2. Request for special one day license. Mrs. Craver stated that attached is a request from Christine Hamm for a special license for Wine and Malt beverages to be used for a wedding to be held at Camp Joslin Dining Hall & grounds on Saturday, September 14, 2014 from 4:00pm – 11:00pm. This request has been approved by the Building Commissioner, Fire Department and Police Department. The Fire Department has stipulated that they follow the NFPA 72, NFPA 25 and Crowd Manager 527CMR10.13. All 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 with the stipulations requested by the fire department for the dates of September 13, 14 & 15, 2014. The fee for this license is \$25.00. **Motion by Mr. Szafarowicz to approve the Special License with the stipulations as outlined in the memorandum, seconded by Mr. McGrath, motion carries unanimously.**

3. Site Plan Application – Home Based Daycare Business. Mrs. Craver stated that attached is a copy of a site plan application submitted to the Planning Board by Ms. Kelly Lynch for approval to open and operate a home based daycare business at 141 Saundersale Road (Assessors Map 78, Block B., Parcel 13). Said property is zoned Agriculture (A). The Board is asked to review the application and submit any questions or comments you have to the Planning Board no later than Thursday, August 7, 2014. The Board of Health has provided a copy of a letter with their concerns as well. No concerns or issues from the Board.

VII. Old Business:

VIII. Committee Reports:

IX. BOS Policy Review:

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

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

Stefan Sage came forward. He stated that he is the Chairman of the Community Development Advisory Committee. He stated that at no time as the Chairperson of this committee, was it communicated to him from the Selectmen's office that we had received the grant. He found out by watching the Board of Selectmen's meeting as well as reading about it in the Charlton Villager. He stated that in the last month and a half, there have been other instances where communication has been lacking, therefore, he is resigning as of today, as Chairperson of the Charlton Community Development Advisory Committee and as a member of the committee for the reasons stated tonight. **Motion by Mr. McGrath to accept Mr. Sage's resignation, seconded by Mrs. Cooper.** Chairman

Swensen would like to look back at the communication and how we can make it better. He also asked that a letter be sent to Mr. Sage thanking him for his time to the town. **Vote on motion: motion carries unanimously.**

Fire Chief Cloutier came forward to announce the \$940,000 grant we were awarded for the ladder truck. The Town has 30 days to accept the grant which will be on the next Selectmen's meeting. The town has to provide a 5% match of \$47,000 which will be put on the Fall Town Meeting and he would ask the Board that they be allowed a slot for an article for this item. Chairman Swensen would like to publicly acknowledge Captain Ed Knopf for this grant. He put a lot of work in this.

Mrs. Craver stated that at the board's last meeting, the board voted to allow certain town committees to use the building outside of office hours. She is asking the board to allow her to authorize groups, if needed, for weekend use. **Motion by Mr. McGrath to allow the Town Administrator the authority to open the town hall on Friday, Saturday or Sunday if she feels it is needed, seconded by Mr. Szafarowicz, motion carries unanimously.**

XII. Next Meeting Announcement:

- BOS Goals Workshop – August 12, 2014 – 5:00pm – Community Center
- Next Regular Selectmen's Meeting – August 19, 2014

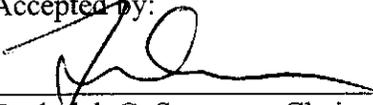
XIII. Adjourn/Executive Session:

Motion by Mr. Szafarowicz to enter into executive session at 7:33pm under M.G.L. c. 30A, Sec. 21, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body 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, seconded by Mr. McGrath. Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer - aye and Chairman Swensen – aye. Chairman Swensen stated that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and that the board will reconvene to open session for the purpose of adjourning.

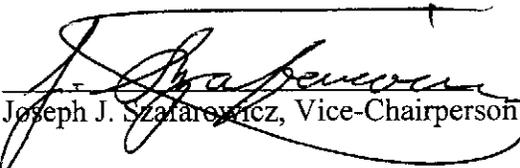
Motion by Mr. Szafarowicz to adjourn at 7:40pm, seconded by Mr. McGrath, motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:



Frederick C. Swensen, Chairman



Joseph J. Szafarowicz, Vice-Chairperson



Cynthia B. Cooper, Clerk

David M. Singer, Member



John P. McGrath, Member



**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: July 15, 2014

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 8/5/14

Procurement – We are in the process of finalizing contracts for the upcoming year. To that end, we have partnered with CMRPC and several other towns to procure gas, diesel, heating oil and propane. We are finalizing the contracts for them as well as getting ready for several bids including the bid for the Fay Mt Roof. I am watching the electricity prices and will lock in when they are deemed most favorable.

MIA Grant – Our insurance company has sent its notice that the grants are out. We will be applying for a \$5,000 grant for Loss Control.

Prindle Lake Dam – We completed the paperwork for the Prindle Lake Dame Betterment commitment and it was delivered to the Assessor's office before August 1st.

FY14 Audit – We have begun the FY14 audit. Bill Fraher and I met for our annual kick-off.



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MEMORANDUM

TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator 
DATE: July 24, 2014
SUBJECT: PILOT Program/ Voluntary Fee for Service

At a previous meeting, you asked Selectmen McGrath and Szafarowicz to work with the Assessors Department to make recommendations on developing a plan to approach tax exempt land owners to consider voluntary paying for town services. During the meeting it was decided to break the properties into 3 groups: the business/organization; religious groups; and State and Federal Land. Please see the attached list that breaks the properties into said groups.

We suggest sending out a letter to the groups inviting them to a roundtable to look at programs other towns have implemented and get suggestions on how such a program might work in Charlton. The first roundtable is proposed to be the non-profit business and organizations. We believe that the Town needs input from those that the program would affect.

Please see attached the draft letter for your consideration. We need a date that you would like to hold the meeting and recommend Thursday, August 28, 2014. If you approve the letter it will go to the Assessors and FinCom asking them to sign also.



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Dear Community Member,

The Town of Charlton is faced with a challenge of declining resources combined with an ever increasing demand for local government services. We understand the invaluable tangible services which are being provided by your organization, however, we believe an even stronger partnership between _____ and our community is achievable. As costs of government continue to escalate, we hope you will agree that everyone should share in the costs for municipal services.

In 1780, the legislature assisted the arts, sciences and natural history by granting reasonable tax exemptions. Tax exempt non-profit organizations along with properties owned by the Commonwealth make up 20% of the Charlton's total land mass, or \$263,783,033 in value. That is a loss of potential revenue estimated to be \$3,340,500. As you know, this revenue pays for services, such as police and fire, that organizations such as yours enjoy.

Across the State, cities and towns are partnering with tax exempt organizations for a service fee to help fund loss revenues. These contributions are voluntary. The Board of Selectmen and the Board of Assessors would like to invite you to attend a roundtable discussion to give you an overview of what other Towns' voluntary "fee for services" program entail and to get your input as we look at developing a program in Charlton. The roundtable will be held _____ at the _____. Please RSVP to Robin Craver, Town Administrator at robin.craver@townofcharlton.net or 508-248-2206.

Your attendance and cooperation in this important program is greatly appreciated. We anticipate that once the program is finalized, representatives will contact the individual organizations to ask for participation.

Sincerely,

Rick Swensen,
Chairman, Board of Selectmen

Keith Johnson,
Chairman, Board of Assessors

Frank Morrill,
Chairman, Finance Committee

**LIST OF TAX EXEMPT PROPERTIES
PILOT BASED ON 26% MUNICIPAL SERVICES**

IF THEY WERE TAXED UNDER MGL CH.59, COL.I.E REFLECTS 25% OF TAX BILL

TOTALS:
FY2014 VALUATION 25% OF Valuation SERVICE FEE REQUESTED Contact Person

PARCEL ID.	OWNERSHIP	PROPERTY ADDRESS	FY2014 VALUATION	25% OF Valuation	SERVICE FEE REQUESTED	Contact Person
72-B-7	US OF AMERICA BUFFUMVILLE	GALE ROAD	\$116,400.00	\$29,100.00	\$368.41	
56-A-6	US OF AMERICA BUFFUMVILLE	TOTALS FOR BUFFUMVILLE	\$761,300.00	\$190,325.00	\$2,409.51	
			\$877,700.00	\$219,425.00	\$2,777.92	
19-C-2	MASSACHUSETTS TURNPIKE AUTH		\$765,500.00	\$191,375.00	\$2,442.80	
19-C-3	MASSACHUSETTS TURNPIKE AUTH		\$56,600.00	\$14,150.00	\$179.13	
19-C-4	MASSACHUSETTS TURNPIKE AUTH		\$317,800.00	\$79,450.00	\$1,005.83	
26-D-5	MASSACHUSETTS TURNPIKE AUTH		\$57,700.00	\$14,425.00	\$182.62	
31-C-10	MASSACHUSETTS TURNPIKE AUTH		\$144,500.00	\$36,125.00	\$457.34	
31-C-3	MASSACHUSETTS TURNPIKE AUTH		\$604,400.00	\$151,100.00	\$1,912.93	
31-C-4	MASSACHUSETTS TURNPIKE AUTH		\$582,200.00	\$145,550.00	\$1,842.66	
30-B-3	MASSACHUSETTS TURNPIKE AUTH		\$15,900.00	\$3,975.00	\$39.11	
30-B-6	MASSACHUSETTS TURNPIKE AUTH		\$8,500.00	\$2,125.00	\$20.91	
30-B-7	MASSACHUSETTS TURNPIKE AUTH		\$7,900.00	\$1,975.00	\$19.43	
		TOTALS FOR MASS TURNPIKE	\$2,561,000.00	\$640,250.00	\$8,105.56	
26-d-13.1	MASSACHUSETTS HIGHWAY DEPT	133 WORCESTER RD	\$146,000.00	\$36,500.00	\$462.09	
26-E-16	COMMONWEALTH OF MASS	89 WORCESTER RD	\$206,736.00	\$51,684.00	\$654.31	
35-E-3	COMMONWEALTH OF MASS	201 WORCESTER RD	\$149,411.00	\$37,352.75	\$472.88	
38-A-15	COMMONWEALTH OF MASS	433 WORCESTER RD	\$312,682.00	\$78,170.50	\$989.63	
		TOTAL FOR COMM. OF MASS	\$814,829.00	\$203,707.25	\$2,578.93	
		TOTALS FOR STATE/FED.	\$4,253,529.00	\$1,063,382.00	\$13,462.41	State Cherry Sheet Reimbursement
						\$4,046.00

PRIVATE NON PROFIT ORGANIZATIONS

23-A-17.1	NATIONAL HERITAGE FOUNDATION	CARROLL HILL RD	\$35,500.00	\$8,875.00	\$112.36	
23-A-17.1	NATIONAL HERITAGE FOUNDATION	PIKES POND CIRCLE	\$17,000.00	\$4,250.00	\$53.81	
		TOTALS FOR NATIONAL HERITAG	\$52,500.00	\$13,125.00	\$166.16	
27-A-1	SAVE ONE LIFE, INC	BROOKFIELD	\$141,200.00	\$35,300.00	\$446.90	
		TOTALS FOR CAPEN HILL NATUR	\$619,800.00	\$154,950.00	\$1,961.66	
34-a-14	MASONIC NURSING HOME, INC	GILLESPIE ROAD	\$210,200.00	\$52,550.00	\$665.28	
34B-A-37.1	OVERLOOK/NURSING HOME	88 MASONIC HOME ROAD	\$7,565,600.00	\$1,891,400.00	\$23,945.12	
		TOTALS FOR MASONIC HOME	\$7,775,800.00	\$1,943,950.00	\$24,610.40	
35-D-27.3	CARMELITE SISTERS	188 OLD WORCESTER RD	\$326,000.00	\$81,500.00	\$1,031.79	
42A-A-2	GRANGE ASSOCIATION	10 MAIN STREET	\$277,600.00	\$69,400.00	\$878.80	
44-A-9	SOUTH CENTRAL MA ELDERBUS INC	124 SOUTHBRIDGE	\$421,800.00	\$105,450.00	\$1,335.00	

54-A-11	BARTON CENTER FOR DIABETES EDU	150 RICHARDSON CORNER	\$1,861,200.00	\$465,300.00	\$5,890.70
54-A-11.1	BARTON CENTER FOR DIABETES EDU	150 RICHARDSON CORNER	\$111,600.00	\$27,900.00	\$353.21
54-A-4	BARTON CENTER FOR DIABETES EDU	150 RICHARDSON CORNER	\$393,700.00	\$98,425.00	\$1,246.06
54-A-7	BARTON CENTER FOR DIABETES EDU	150 RICHARDSON CORNER	\$100,800.00	\$25,200.00	\$319.03
54-A-9	BARTON CENTER FOR DIABETES EDU	150 RICHARDSON CORNER	\$22,900.00	\$5,725.00	\$72.48
	TOTALS FOR BARTON CENTER		\$2,490,200.00	\$622,550.00	\$7,881.48
58-A-7	CHARLTON YOUTH SOCCER	BOND ROAD	\$213,300.00	\$53,325.00	\$675.09
58-A-7.3	CHARLTON LITTLE LEAGUE	BOND ROAD	\$115,400.00	\$28,850.00	\$365.24
5-A-3	NE FORESTRY FOUNDATION	GOULD ROAD	\$254,900.00	\$63,725.00	\$806.76
68-A-11.8	SOUTH MIDDLESEX NON-PROF HOUSING	33 BAYLIES ROAD	\$278,200.00	\$69,550.00	\$880.50
74-B-4	SOUTH MIDDLESEX NON-PROF HOUSING	42B RAMSHORN ROAD	\$316,200.00	\$79,050.00	\$1,000.77
	TOTALS FOR SOUTH MIDDLESEX		\$594,400.00	\$148,600.00	\$1,881.28
82-B-2	YMCA	188 DANIELS ROAD	\$388,000.00	\$97,000.00	\$1,228.02
82-C-1	YMCA	DANIELS ROAD	\$241,700.00	\$60,425.00	\$764.98
	TOTAL FOR YMCA		\$629,700.00	\$157,425.00	\$1,993.00
various	CHARLTON HERITAGE PRESERVATION TRUST	19 PARCELS VARIOUS LOCATION	\$805,300.00	\$201,325.00	\$2,548.77
various	CHARLTON HISTORICAL	3 PARCELS VARIOUS LOCATIONS	\$499,500.00	\$124,875.00	\$1,580.91
	TOTALS FOR PRIVATE ORG.		\$15,217,400.00	\$3,804,350.00	\$48,163.05
RELIGIOUS ORGANIZATIONS					
10-D-1	ST. MARK COPTIC ORTHODOX CHURCH	74 GOULD ROAD	\$11,921,200.00	\$2,980,300.00	\$37,730.60
22-A-1.2	CHARLTON BAPTIST CHURCH	50 HAMMOND HILL ROAD	\$66,500.00	\$16,825.00	\$210.47
22-A-8	CHURCH OF CHRIST	81 HAMMOND HILL ROAD	\$189,900.00	\$47,475.00	\$601.03
26-C-2	CHARLTON CITY UNITED METHODIST CHURCH	72 STAFFORD STREET	\$230,900.00	\$57,725.00	\$730.80
31-D-1	ASSEMBLIES OF GOD	307 STURBRIDGE ROAD	\$1,626,000.00	\$406,500.00	\$5,146.29
35-A-1	ST. JOSEPH'S CHURCH	H PLUTNAM ROAD	\$2,518,900.00	\$629,725.00	\$7,972.32
42A-C-3	FEDERATED CHURCH OF CHARLTON	62 MAIN STREET	\$618,800.00	\$154,950.00	\$1,961.67
73B-L-13	FIRST SWEDISH EVANGELICAL	30 PINELAND DRIVE	\$293,700.00	\$73,425.00	\$929.56
74-A-4	CHARLTON BIBLE FELLOWSHIP	NO. 6 SCHOOLHOUSE RD	\$100,500.00	\$25,125.00	\$318.08
74-A-5	THE EASTERN REGIONAL ASSOC/ADVENT	6 HAGGERTY ROAD	\$402,700.00	\$100,675.00	\$1,274.55
	TOTALS FOR RELIGIOUS ORGANIZATIONS		\$17,970,100.00	\$4,492,525.00	\$56,876.37