

 COPY



Submitted by MCD

Date 10/1/14

Received by KL

Date 10-1-14

TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – September 16, 2014 at 6:30pm

Present: Chairman – Frederick C. Swensen, Vice-Chairman – Joseph J. Szafarowicz, Clerk – Cynthia B. Cooper and Member – David M. Singer. Also present: Town Administrator - Robin L. Craver. Absent: Member - John P. McGrath.

*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 Regular Meeting – September 2, 2014. **Motion by Mr. Szafarowicz to accept the minutes of September 2, 2014, seconded by Mrs. Cooper, motion carries with Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.

IV. Appointments/Resignations:

1. Appointment – Mrs. Craver asked to hold this appointment at this time.

V. Scheduled Appointments:

**6:40pm** – Bay Path – John LaFleche, Superintendent/Director of Bay Path Vocational High School came forward. He is very excited because the new 50,000 sq ft. addition opening on time for the school opening. He stated that Bay Path is pleased and thankful for all the help during this process. All of the towns inspectors and commissioners have been partners with the school. He gave a special thanks to the Building Commissioner and Fire Inspector for all their work on the project. The ribbon cutting to celebrate the new building is September 25<sup>th</sup> and he hopes the board can make it. Mr. LaFleche gave a great big thank you to the town for all their support. Chairman Swensen wished them well.

**6:45pm** – Residential & Business Electricity Aggregation in Charlton – Ken Elstein who represents Hampshire Council of Governments is here to discuss their Community Choice Aggregation program which they now have forty participating cities and towns in Massachusetts. Municipalities whether together or alone, are able to replace National Grid as the supplier. The proposal he is making tonight will not cost the town anything. Mr. Elstein is asking the board to consider getting approval at Town Meeting which authorizes the Board to enter into a contract. The Board would then be given a contract to read and decide the process. Once approval occurs, we go out for bid with any municipalities that are ready at that point and tell them what National Grid is charging and what we are charging. The Board can choose to not participate. There is no penalty for opting out at any time. He is asking the

Board to make a motion to allow this to go to town meeting. Chairman Swensen asked who the supplier is and Mr. Elstein stated Hampshire Power. It's an opt out program. Mrs. Craver stated that we have had a contract with Constellation that expires in December. Mr. Elstein stated that the program they have is like a cable franchise and it goes out to everyone not just Charlton. Mrs. Craver stated that the town could put an article on the warrant and negotiate a contract but not have to necessarily have to follow through with it. Mrs. Cooper asked how billing would work for residents. Mr. Elstein stated that it would be one bill and instead of saying National Grid for delivery and supplier, it would say National Grid for delivery and Hampshire Power for supplier. They would still pay National Grid. **Motion by Mr. Singer that we put a placeholder on the warrant for the language to be provided by Mr. Elstein, seconded by Mr. Szafarowicz, motion carries unanimously.**

#### VI. New Business:

1. Roof bid award – Fay Mountain Farm. Mrs. Craver stated on September 3, 2014 at 2:00pm, Roof bids for Fay Mountain Farm were received, opened and taken under advisement to allow time to review the bids and requirements needed. Curtis Meskus, Building Commissioner has reviewed the bids and after checking references, he would recommend the Board of Selectmen authorize the Town Administrator to enter into a contract for the work specified in the bid with W.P.I. Construction, Inc. in the amount of Thirty Seven Thousand Dollars (\$37,000.00) and any other work related not to exceed Sixty Thousand Dollars (\$60,000.00). Mrs. Craver would agree with Mr. Meskus and ask the Board to make the award as recommended. **Motion by Mr. Singer to authorize the Town Administrator to enter into a contract for the work specified in the bid with W.P.I. Construction, Inc. in the amount of Thirty Seven Thousand Dollars and any other work related not to exceed Sixty Thousand Dollars, seconded by Mr. Szafarowicz, motion carries.**
2. Request for Street Layout as a Public Way – Lambs Pond Circle. Mrs. Craver stated that attached is a request from George P. Kiritsy, P.C. who represents Curtis Hill Estates, Inc. who desire to have Lambs Pond Circle laid out by the Board of Selectmen as a public way. The Board must review the request and vote your intention to lay out the way. Once this is done, we will refer this request to the Planning Board for a non-binding recommendation. In order to meet all requirements, we will schedule the Layout Meeting for September 30, 2014. We have spoken with the Town Planner who feels this schedule will work and the Planning Board will have a recommendation by the 30th. Mrs. Craver would recommend the Board vote to approve the request for Lambs Pond Circle to be laid out and hold the public meeting on September 30, 2014 with the time to be determined when scheduling the agenda. **Motion by Mr. Szafarowicz that the Board approve Lambs Pond Circle to be laid out and to have the public meeting on September 30, 2014, seconded by Mr. Singer, motion carries.**
3. Special alcohol license request for St. Joseph's Church – Mrs. Craver stated that attached is a request from Robert Racki for a special liquor license for Wine and Malt beverages to be used for a meat raffle on September 20, 2014 from 6pm – 10pm in the church basement located at 10 H. Putnam Road. This request has been approved by the Building Commissioner, Fire Department and Police Department. All requirements of 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: 1. Day 1 – to allow delivery of alcohol to establishment (no sales allowed), Day 2 – for sale on the approved date and time as listed and Day 3 – to allow for pick up of any unused alcohol (no sales allowed). Mrs. Craver would recommend the Board approve the special license for the dates of September 19, 20 & 21, 2014. **Motion by Mr. Szafarowicz to approve the special alcohol license for September 19 – 21, seconded by Mr. Singer, motion carries.**

## VII. Old Business:

1. BOS Goals & Objectives. Mrs. Craver stated that at the goals and objectives workshop held August 12, 2014, the Board came up with 18 goals and objectives. At the September 2, 2014 meeting, she provided the Board with the FY15 list of goals for review and included 3 additional columns for timelines, person who will spearhead the project if applicable and what the next steps are. At the time of review, it was recommended that all Selectmen take the list home and prioritize it and bring it back for this meeting for review. What is the board's wishes and how would you like to move forward? Mr. Szafarowicz stated that three of the goals should be done over the next year and he feels we should focus on these as they have a strict timeframe which is ADA Improvements, Continue Water discussion and planning and Continue discussion on the siting and construction of a Fire Station. His preference for goals to be prioritized are: Changing the order of dates for Town Meeting v Election, for the Board of Selectmen to meet quarterly with the Economic Development Commission and to discuss potential government study committee to review a potential charter for Charlton. Mrs. Cooper agrees but also feels discussing the Town Administrator contract should be amongst the priorities. From there she would recommend reviewing the town owned land, inventory on town owned equipment and to review the portion of Master Plan. Mr. Singer would agree with all those with the addition of being involved with the meetings with the EDC and reviewing town owned land. He would also like to look at consider branding of town letter head and investigate pro's and con's of Regional Dispatch. Chairman Swensen feels ADA improvement, water discussion, form of government and continue work on PILOT payments program. A review of the goals, timeline, responsible party and next steps was held. Mrs. Craver read the goals as listed and the following took place:

1. ADA Improvements – install the elevator at town hall. *Working on / Building Committee*
2. All boards meeting
  - (a) discuss how to improve communication
  - (b) discuss potential government study committee to review parts of Charlton's operations, invite State Officials to a meeting to review options and ideas. i.e. signing warrants, etc. *Rick, Joe & Robin; MMA coming to discuss on October 14, 2014.*
  - (c) customer service ideas *Rick & Robin*
3. Changing order of dates for Town Meeting vs. Election *Joe & Robin*
4. Continue Water discussion and planning; work with the Water/ Sewer Commission, DEP, Exxon and Southbridge *Robin*
5. The BOS to meet quarterly with EDC *David, Joe & Robin*
6. Ask Personnel Board to review pay and classification study and make recommendations to the BOS by February. *done*
7. Morale – Selectmen to hold an Employee Appreciation Day, ask TA to send notices to BOS when events happening with employees; selectmen to try to attend *Rick & Robin to let Board know, possible winter luncheon*
8. TA to present draft Budget to BOS with recommendations, include review of revenue options *Robin by March 2015*
9. Continue discussion on the siting and construction of a Fire Station *on hold until new location found – Rick & Robin*
10. Continue work on PILOT payments program *Robin, Deb C., BOS & Assessors*
11. Review Town owned land *Spring 2015, Cindy*
12. Review BOS policies *ongoing by all BOS members*
13. BOS to review their portion of Master Plan by April 2015 *April 2015, Cindy & Joe*
14. Discuss Fay Mt. Farm APR and land lease issue in September *in process, Robin & Rick*
15. BOS to develop policy on inventory of Town owned equipment *John McGrath*

16. Consider establishment of Capital Account for used equipment at Town Meeting *John McGrath*
  17. Discuss TA Contract *Rick*
  18. Consider "Branding" of Town Letterhead, fonts, etc. *March, 2015, David & Joe*
  19. Investigate pro's and con's of Regional Dispatch *ongoing, David & Robin*
2. FY15 Special Town Meeting – Tuesday – October 21, 2014
1. BOS Considers Draft STM warrant requests
  2. BOS closes the Draft STM warrant
- Mrs. Craver stated that at the Board's September 2, 2014 meeting, you approved the Special Town Meeting calendar. Tonight the Board is scheduled to consider the Draft Special Town Meeting warrant requests and close the Special Town Meeting Warrant. She will be providing the draft warrant for the Board's consideration at the next meeting. Mrs. Craver provided a list of articles so far for the board to review (attached) and read through them. Mr. Singer stated that we have to add the electricity article. Regarding the Police Cruiser, he would like to ask Mrs. Craver to ask the Chief what the inventory is for the amount of cruisers the police department has. Mrs. Craver stated that the Chief will be bringing some of the vehicles as surplus. **Motion by Mr. Szafarowicz that we accept the warrant articles as presented along with the power contract placeholder, seconded by Mr. Singer, motion carries unanimously. Motion by Mr. Szafarowicz to close the warrant, seconded by Mr. Singer, motion carries.**

VIII. Committee Reports: Chairman Swensen stated that the Prindle Pond Dam Committee has been disbanded and the letters have been sent.

IX. BOS Policy Review:

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

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

XII. Next Meeting Announcement:

- All Boards & Committee Meeting – September 23, 2014 – 6:30pm – Senior Center
- Next Regular Selectmen's Meeting – September 30, 2014
- Next Regular Selectmen's Meeting – October 14, 2014
- Special Town Meeting – October 21, 2014 – Charlton Middle School – 7pm

XIII. Adjourn/Executive Session:

**Motion by Mr. Szafarowicz to enter into executive session at 7:52pm 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 complains or charges against a public officer, employee, staff member or individual and #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 if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mr. Singer. Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – 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.

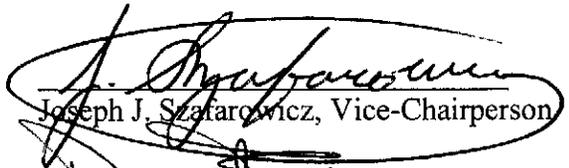
**Motion by Mr. Szafarowicz to adjourn at 8:10pm, seconded by Mrs. Cooper, motion carries unanimously.**

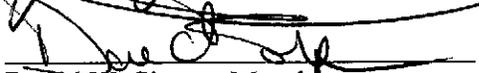
Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

\_\_\_\_\_  
Frederick C. Swensen, Chairman

  
\_\_\_\_\_  
Cynthia B. Cooper, Clerk

  
\_\_\_\_\_  
Joseph J. Szafarowicz, Vice-Chairperson

  
\_\_\_\_\_  
David M. Singer, Member

  
\_\_\_\_\_  
John P. McGrath, Member (absent)



**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: September 11, 2014

SUBJECT: Town Administrator's Report -- for Selectmen's meeting of 9/16/14

---

**MMA Fall Legislative Breakfast** – The Massachusetts Municipal Association will be holding Legislative Breakfast meetings on Friday mornings on October 3, October 10 and October 17 in different locations. This is a great time to be part of a discussion with our legislatures and MMA staff on state and local government in Massachusetts, local aid, Chapter 90 and many important legislative and budget priorities. The locations are attached. Please let me know if you wish to attend and our office can sign you up.

**South Charlton Reservoir Drawdown** – We have been notified by the South Charlton Reservoir Association as recommended by their water quality consultant that they perform a draw down on South Charlton Reservoir. The drawdown will start on October 12, 2014 at a rate of 2-4 inches per day until a level 4-5 feet below spillway is achieved. The water will be maintained at that level until a hard freeze or January 1, 2015 and then returned to its normal level. The level of drawdown in the past has not resulted in any residents with shallow wells being without water. The South Charlton Reservoir Association will make arrangements to provide water in the unlikely case that any residents do lose their water as a result of the drawdown.

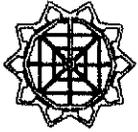
**Invitation to Association of Town Finance Committees** – We have been invited to the Association of Town Finance Committees 2014 Annual Meeting being held on Saturday, October 18 at Tri County Regional High School in Franklin from 9am – 3pm. The educational sessions offered this year include some new topics as well as old favorites and are designed for finance officials but the topics and substance of the workshops are ideal for Selectmen. Attached is the agenda and registration form. There is a cost to attend so please let me know if you wish to sign up.

**Open Meeting Law Seminar** – We are working with the State Ethics Commission to set up an Open Meeting Law Seminar. We are checking with other towns to see if there would be some interest to attend. We need at least 40 people confirmed to host the meeting in Charlton. This is a great seminar for new employees, appointed officials and elected officials to attend. We will keep you updated on details as we get them.

**Fay Mt Farm** – There was a meeting with representatives from the Department of Agriculture, the Lessee of Fay Mt Farm, his attorney and members from the Finance Committee, Conservation

Commission and Fay Mt Farm Committee to discuss the Agricultural preservation restriction that is required to be placed on the property. We agreed on giving the lease time to come with a proposal to farm the 21 required acres and will meeting back on Wednesday, December 10<sup>th</sup>. Our office has posted the meeting for all the boards including the Board of Selectmen.

**Regional Dispatch- Webster** – The Chiefs and I toured the new Webster Police Station, in particular the dispatch area and met with the new Director for the Center. As you know, we have been waiting for a budget and cost estimates. I've attached what they presented and asked Chief Pervier to provide an analysis of what his department would need to operate without dispatch in the station. We plan to present that to you at your next meeting.



**MASSACHUSETTS  
MUNICIPAL  
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110  
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

TA Ref

SEP - 8 2014

**PLEASE SIGN UP FOR THE MMA'S FALL LEGISLATIVE BREAKFAST MEETINGS**

September 5, 2014

Dear Local Official,

The Massachusetts Municipal Association is pleased to announce its Fall schedule for **Friday morning Legislative Breakfast meetings** in communities across the Commonwealth. The meetings will take place on October 3, October 10 and October 17 in a community near you!

We hope you can join us at a meeting in your region and be part of a lively discussion with your legislators and MMA staff on state and local government in Massachusetts, local aid, Chapter 90 and many important legislative and budget priorities.

The nine meetings this October will take place as the November election approaches and the MMA starts a list of great ideas for a new Governor. October is also a good time to take stock of state and local finances as the first quarter of fiscal 2015 ends, and to take a look at some of the new laws enacted in a very busy and productive legislation session that ended on July 31. So, please pick a meeting to attend and bring your best questions and ideas for the new Governor and the new Legislature that will convene in January.

The sessions are structured to provide plenty of time for questions and answers, and an opportunity for local officials to talk about priority issues and challenges in their community.

Please join us for great coffee and conversation!

PLEASE SIGN UP TODAY! Register through [www.mma.org](http://www.mma.org) or by contacting Victoria Sclafani at [vsclafani@mma.org](mailto:vsclafani@mma.org) or 617-426-7272, ext. 161.

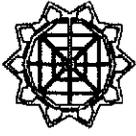
Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Beckwith".

Geoffrey C. Beckwith  
Executive Director

Enclosure



**2014 Fall Legislative Breakfast Meetings  
Please Register Now!**

**Please register online at [www.mma.org](http://www.mma.org) or complete this registration form and send it to:  
Victoria Sclafani, Massachusetts Municipal Association, One Winthrop Square, Boston, MA  
02110, or by Fax to: 617-695-1314, or by Email to [vsclafani@mma.org](mailto:vsclafani@mma.org)**

Registrant's Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Breakfast Location (Please Check the Meeting You Will Attend):

**October 3rd**

- Conway, Town Hall, 5 Academy Hill Road
- Oxford, Police Station, 503 Main Street
- Salisbury, Town Hall, 5 Beach Road

**October 10th**

- Sandisfield, Sandisfield Arts Center, 5 Hammertown Road
- Fairhaven, Council on Aging, 229 Huttleston Ave.
- Lynn, City Hall Auditorium, 3 City Hall Square

**October 17th**

- Sterling, Town Hall, Park Street
- Stoughton, Town Hall, 10 Pearl Street
- Bedford, Old Town Hall, 16 South Street

While the meetings are free, attendees are asked to pre-register so the planners can have an accurate count. All legislative breakfast meetings will begin at 8:00 a.m. and end by 10:00 a.m.  
**THANK YOU FOR REGISTERING – WE LOOK FORWARD TO SEEING YOU THERE!**

FA 003  
Report

September 5, 2014

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

SEP - 8 2014

To whom it may concern,

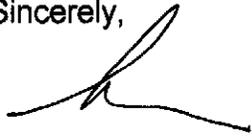
As recommended by our water quality consultant, approved by a vote of the membership of the South Charlton Reservoir Association at their meeting on August 20, 2014, and in compliance with our Order of Conditions (#128-1064), we request initiating a drawdown of South Charlton Reservoir on October 12, 2014.

The drawdown will be at a rate of 2-4 inches per day until a level 4-5 feet below spillway is achieved. The water will be maintained at that level until a hard freeze or January 1, 2015 and then returned to its normal level.

This level of drawdown in the past has not resulted in any residents with shallow wells being without water. The South Charlton Reservoir Association will make arrangements to provide water in the unlikely case that any residents do lose their water as a result of this drawdown.

Please contact me at [waraszkiwicz@aol.com](mailto:waraszkiwicz@aol.com) or (508) 865-8903 if we need to attend any meetings to obtain approval for the drawdown.

Sincerely,



Ziggy Waraszkiwicz  
South Charlton Reservoir Association

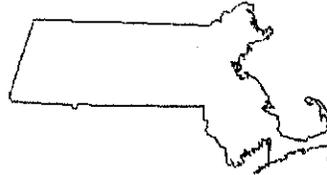
cc: Charlton Conservation Commission

FinCom  
Board  
VTA Report

**Association of Town Finance Committees**  
**One Winthrop Square**  
**Boston, MA 02110**

Phone: (800)-882-1498 (617)-426-7272  
Fax: (617)-695-1314

SEP - 8 2014



September, 2014

Dear Board of Selectman Chair:

I want to invite you and your Board to the Association of Town Finance Committees' 2014 Annual Meeting. It will be held on Saturday, October 18, at Tri County Regional High School in Franklin from 9 a.m.-3 p.m.

The educational sessions offered this year include some new topics as well as old favorites. The sessions are designed for finance officials, but the topics and substance of the workshops are ideal for selectmen.

Enclosed you will find the agenda, registration form and directions. You can also access this information at [www.mma.org](http://www.mma.org). Please share this information with your committee and encourage your colleagues to attend

Please feel free to contact Senior Member Services Coordinator Denise Baker at the MMA at 800-882-1498 if you have any questions. I look forward to seeing you in October.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Gonzalez".

Jennifer Gonzalez  
ATFC President and Holbrook Finance Committee

**Association of Town Finance Committees  
Annual Meeting, October 18, 2014  
Tri County Regional Vocational Technical High School, Franklin  
Agenda**

**8:15-9:30 a.m.**

**Registration, Breakfast, Networking**

*School Foyer, Cafeteria*

Come meet our board members. We'll group tables by region and ATFC board members will be prepared with some discussion starters. During this time, we encourage members to sit with their colleagues from their region to discuss issues they have in common.

**9:30-9:40 a.m.**

**President's Welcome, Jennifer Gonzalez, Holbrook  
Business Meeting**

*Auditorium*

**9:40-10:15 a.m.**

**What's Next in Local Government: A Look to the Next Generation**

**Kate Fitzpatrick, Needham Town Manager and immediate MMA Past President**

**10:15-10:30 a.m.**

**Break**

**10:30-noon**

**Concurrent Workshops**

**1. Budgeting 101**

Ever question what financial information you should be asking for or the format it should come in? This session will review national best practices in public budgeting as promoted by the Government Finance Officers Association through its Distinguished Budget Award program. Whether new to the Finance Committee or a veteran member, this session will provide you with a clear roadmap for building consensus by showing how best to organize and present your community's financial information.

**John Coderre, Town Administrator, Northborough**

**Moderator: Eric Beckerman, Finance Committee Chair, Avon and ATFC Director**

**2. Legal Issues for Finance Committees**

**Matthew G. Feher, Attorney, Burns & Levinson LLP**

**Nicholas Anastasopoulos, Partner, Mirick O'Connell (tentative)**

This interactive session will be an overview of the common legal issues that finance committee members need to know. This includes Open Meeting Law, Conflict of Interest, and the basics of collective bargaining. Bring your questions!

**Moderator: Charles "Buzzy" Baron, Finance Committee Chair, Westport**

**3. True Cost of Development**

As communities throughout the Commonwealth consider mixed-use developments an assessment of the fiscal impact is inherent in the consideration of the scale of any such project. Having a transparent framework for the analysis will set the stage wherein *projections and reality* are more closely aligned.

**Liz Allison, Planning Board Member, Belmont**

**Moderator: Raffi Manjikian, Belmont Warrant Committee and ATFC Director**

**ATFC Annual Meeting Registration For Boards of Selectmen  
Saturday, October 18, 2014  
Tri County Regional Vocational High School**

**Registration:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

Contact email: \_\_\_\_\_

**Payment Method:**

Payment enclosed  Bill my credit card

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa  MC  Discover  AMEX

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

3-digit code    (see reverse of card)

Cardholder's Signature \_\_\_\_\_

**ATFC Policy: Payment must be made in advance or on the day of the meeting.**

\$60 per attendee for all Selectmen

**This cost includes all meeting materials, continental breakfast and a hot luncheon buffet.**

**Cancellation Policy:**

If you register but are unable to attend, please notify us by October 14. Otherwise, you will be billed for the meeting.

**Please return this form by October 8 to:**

ATFC Annual Meeting  
One Winthrop Square, 2<sup>nd</sup> Floor  
Boston, MA 02110  
Fax: 617-695-1314

**Tri-County High School  
147 Pond Street, Franklin**

If you are traveling north on route 495 take exit 17 and stay to the right as you come to the top of the ramp. Turn right onto route 140 and move into the left hand lane as you approach the traffic signal.

If you are traveling south on route 495 take exit 17 and stay to the left as you come to the top of the ramp. At the traffic signal take a left, crossing over route 495. Proceed straight through the next traffic signal after you cross over the highway. Move into the left hand lane as you approach the next traffic signal.

At the traffic signal (with the shopping plaza on your left) turn left. The access road to Tri-County (Tri-County School Dr.) will be your first right, which will be almost immediately after the traffic signal. Proceed up the hill on the access road and take your first and second rights. Take your first left to park in the parking area. Approaching the building from the parking lot, enter the glass-enclosed area and registration will be to your left.

## Craver, Robin

---

**From:** David Giannotti <DGiannotti@eth.state.ma.us>  
**Sent:** Thursday, September 11, 2014 9:10 AM  
**To:** Craver, Robin  
**Subject:** RE: Conflict of Interest Law monthly seminars- State Ethics Commission

Hi Robin,

We would be pleased to conduct a seminar in Charlton. We are available in the morning, afternoon and early evening. To justify our travel time/costs, we require a minimum attendance of 40 employees. If that is an issue, we can accommodate any number of people and conduct the seminar via webinar, but I think if you invite other towns, and maybe check with the AG's Division of Open Gov't to see if they will also do an Open Meeting Law presentation, I think it can work fine. Please contact Carolyn Teehan at 617-371-9517 or [cteehan@eth.state.ma.us](mailto:cteehan@eth.state.ma.us) to schedule a seminar.

Thanks,

David

---

*David Giannotti*  
*Public Education and Communications Division Chief*  
*State Ethics Commission*  
*One Ashburton Place, Room 619*  
*Boston, MA 02108*  
*617-371-9505*  
email: [dgiannotti@eth.state.ma.us](mailto:dgiannotti@eth.state.ma.us)  
[www.mass.gov/ethics](http://www.mass.gov/ethics)

The information contained in this communication, including any attachments, is confidential, is intended for the use of the recipient(s) named above, and may be exempt from public disclosure or subject to the attorney/client or work product privileges. If the reader of this message is not an intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you receive this communication in error, please delete it and destroy all copies.

**From:** Craver, Robin [<mailto:robin.craver@townofcharlton.net>]  
**Sent:** Wednesday, September 10, 2014 5:24 PM  
**To:** David Giannotti  
**Subject:** RE: Conflict of Interest Law monthly seminars- State Ethics Commission

Hi David, any chance you want to do one in Charlton for the central mass towns? I'd be glad to host. It's tough to get people to Boston. We could do a daytime one.

*Sincerely,*

*Robin Leal Craver, Town Administrator*  
*Town of Charlton*  
*37 Main Street*  
*Charlton, MA 01507*  
*508-248-2206 office*  
*508-243-3905 cell*

*Effective July 1, 2014, new town hall hours:*  
*Monday, Wednesday, Thursday – 7:30am – 5:00pm*  
*Tuesday – 7:30am – 7:00pm*  
*Friday - closed*

**From:** David Giannotti [<mailto:DGianotti@eth.state.ma.us>]  
**Sent:** Wednesday, September 10, 2014 9:12 AM  
**To:** Craver, Robin  
**Subject:** Conflict of Interest Law monthly seminars- State Ethics Commission

To: Municipal Counsel and Municipal Executives:

The State Ethics Commission conducts monthly seminars on the conflict of interest law at the Commission office. These seminars present an opportunity for municipalities and independent municipal agencies to have new hires, or public employees who were not able to attend seminars conducted at agency offices, to receive important conflict of interest law training on the restrictions imposed under General Laws chapter 268A.

Seminars are normally held the 4<sup>th</sup> Thursday of the month at 10:00 a.m. at the Commission office, unless otherwise indicated. The Commission is located on the sixth floor of the McCormack State Office Building at One Ashburton Place, room 619, Boston. Seminars have been scheduled for the following dates:

**Thursday, September 25, 2014**  
**Thursday, October 23, 2014**  
**Thursday, December 4, 2014**

Space is limited. To attend a seminar at the Commission office, please call 617-371-9500 to register.

For municipalities and employees located outside the Boston area, the Commission is now offering the opportunity to attend a seminar via webinar. **To attend a seminar via webinar**, please contact Carolyn Teehan at 617-371-9517 or [cteehan@eth.state.ma.us](mailto:cteehan@eth.state.ma.us) to register and receive sign-in information.

If your agency hasn't hosted a seminar in a while, please consider scheduling one at your agency offices. Contact Carolyn Teehan at 617-371-9517 or [cteehan@eth.state.ma.us](mailto:cteehan@eth.state.ma.us) for more information or to schedule a seminar. Additional information can be found on the Commission's website, [www.mass.gov/ethics](http://www.mass.gov/ethics).

Thank you,



*David Giannotti*  
*Public Education and Communications Division Chief*  
*State Ethics Commission*  
*One Ashburton Place, Room 619*  
*Boston, MA 02108*  
*617-371-9505*  
email: [dgiannotti@eth.state.ma.us](mailto:dgiannotti@eth.state.ma.us)  
[www.mass.gov/ethics](http://www.mass.gov/ethics)

# SWCCC Projected Budget for Webster, Dudley

211			Budget
51	511010	Communication Center Director	\$ 70,000.00
51	511010	Public Safety Dispatchers	\$ 326,375.00
51	511041	Part Time Other Labor	\$ 45,000.00
51	513000	Regular Overtime	\$ 35,000.00
51	513006	Employee Training Overtime	\$ 10,000.00
51	514002	Holiday Pay	\$ 16,254.00
51	519004	Clothing Allowance	\$ 5,775.00
		<b>Personnel Subtotal</b>	<b>\$ 508,404.00</b>
52	520000	Purchase of Services	\$ 21,200.00
52	521001	Electricity	\$ 1,900.00
52	521003	Heating Fuel	\$ 730.00
52	524006	Communications Maintenance	\$ 2,000.00
52	524007	Office Equipment Maintenance	\$ 2,000.00
52	524015	Computer Equipment Maintenance	\$ 15,000.00
52	527000	Rentals & Leases	\$ 2,040.00
52	530001	Medical Services	\$ 480.00
52	530008	Employee Training	\$ 1,000.00
52	534001	Telephone	\$ 1,010.00
52	542000	Office Supplies	\$ 4,000.00
52	570000	Other Charges and Expenses	\$ 5,540.00
		Reserve Contingency	\$ 25,000.00
		<b>Expenses Subtotal</b>	<b>\$ 81,900.00</b>
		Employee Benefits	\$ 168,841.00
		<b>Benefits Total</b>	<b>\$ 168,841.00</b>
		Regional Incentive Grant	\$ (99,405.00)
		<b>Projected State Funding</b>	<b>\$ (99,405.00)</b>
		<b>Total Dispatchers</b>	<b>\$ 659,740.00</b>

	Webster	Dudley
2010 Population	16,700	11,390
2013 911 Volume	5,078	1,666
Projected Assessment	444,494	215,246

**Assumptions:**

1. 7 Full-Time Dispatchers plus director
2. Shift Staffing: 2 around the clock
3. All positions are 40 hour positions
4. All Dispatchers assumed to be top step (\$22.33)
5. Part Time cover 4 shifts per week
6. Part Time Personnel \$16
8. Holiday Pay, Clothing Allowance, and benefits are based upon current contractual agreements
9. Purchase of Services is for Fiber Connection to Police and Fire Stations in Dudley for IMC Data sharing and cameras
10. Computer Equipment Maintenance is IMC and Powerphone License
11. Electricity, Heating Fuel, and Telephone expenses are a prorated amount of the entire building expense based upon square footage
12. Other expenses are estimated and could be more accurately assessed after the first year of operation
13. State reimbursement funding is a projected number from FY2013

# SWCCC Projected Budget for Webster, Dudley, Charlton

211			Budget
51	511010	Communication Center Director	\$ 70,000.00
51	511010	Public Safety Dispatchers	\$ 456,925.00
51	511041	Part Time Other Labor	\$ 30,000.00
51	513000	Regular Overtime	\$ 67,000.00
51	513006	Employee Training Overtime	\$ 27,000.00
51	514002	Holiday Pay	\$ 19,650.00
51	519004	Clothing Allowance	\$ 8,250.00
		<b>Personnel Subtotal</b>	<b>\$ 678,825.00</b>
52	520000	Purchase of Services	\$ 42,400.00
52	521001	Electricity	\$ 1,900.00
52	521003	Heating Fuel	\$ 730.00
52	524006	Communications Maintenance	\$ 3,500.00
52	524007	Office Equipment Maintenance	\$ 3,000.00
52	524015	Computer Equipment Maintenance	\$ 15,000.00
52	527000	Rentals & Leases	\$ 2,040.00
52	530001	Medical Services	\$ 1,200.00
52	530008	Employee Training	\$ 20,000.00
52	534001	Telephone	\$ 2,000.00
52	542000	Office Supplies	\$ 5,000.00
52	570000	Other Charges and Expenses	\$ 5,540.00
		Reserve Contingency	\$ 25,000.00
		<b>Expenses Subtotal</b>	<b>\$ 127,310.00</b>
		Employee Benefits	\$ 227,341.00
		<b>Benefits Total</b>	<b>\$ 227,341.00</b>
		Regional Incentive Grant	\$ (137,440.00)
		<b>Projected State Funding</b>	<b>\$ (137,440.00)</b>
		<b>Total Dispatchers</b>	<b>\$ 896,036.00</b>

	Webster	Dudley	Charlton
2010 Population	16,700	11,390	12,981
2013 911 Volume	5,078	1,666	3,500
Projected Assessment	404,255	197,108	294,673

**Assumptions:**

1. 10 Full-Time Dispatchers plus director
2. Shift Staffing: 7A-11A: 2, 11A-11P: 3, 11P-7A: 2
3. 7P-11P covered by Part Time Personnel
4. All Dispatchers assumed to be top step (\$22.33)
5. 9 Positions are 40 hours, the 10th position is 32 hours
6. Part Time Personnel \$16
7. Charlton 911 volume estimated based upon known Oxford number
8. Holiday Pay, Clothing Allowance, and benefits are based upon current contractual agreements
9. Purchase of Services is for Fiber Connection to Police and Fire Stations in Charlton and Dudley for IMC Data sharing and cameras
10. Computer Equipment Maintenance is IMC and Powerphone License
11. Electricity, Heating Fuel, and Telephone expenses are a prorated amount of the entire building expense based upon square footage
12. Other expenses are estimated and could be more accurately assessed after the first year of operation
13. State reimbursement funding is a projected number from FY2013

# SWCCC Projected Budget for Webster, Dudley, Charlton, Oxford

211			Budget
51	511010	Communication Center Director	\$ 70,000.00
51	511010	Public Safety Dispatchers	\$ 512,875.00
51	511041	Part Time Other Labor	\$ 47,000.00
51	513000	Regular Overtime	\$ 80,500.00
51	513006	Employee Training Overtime	\$ 30,000.00
51	514002	Holiday Pay	\$ 27,867.00
51	519004	Clothing Allowance	\$ 9,900.00
		<b>Personnel Subtotal</b>	<b>\$ 778,142.00</b>
52	520000	Purchase of Services	\$ 63,600.00
52	521001	Electricity	\$ 1,900.00
52	521003	Heating Fuel	\$ 730.00
52	524006	Communications Maintenance	\$ 4,000.00
52	524007	Office Equipment Maintenance	\$ 3,000.00
52	524015	Computer Equipment Maintenance	\$ 15,000.00
52	527000	Rentals & Leases	\$ 2,040.00
52	530001	Medical Services	\$ 1,500.00
52	530008	Employee Training	\$ 25,000.00
52	534001	Telephone	\$ 2,500.00
52	542000	Office Supplies	\$ 6,000.00
52	570000	Other Charges and Expenses	\$ 5,540.00
		Contingency Reserve	\$ 25,000.00
		<b>Expenses Subtotal</b>	<b>\$ 155,810.00</b>
		Employee Benefits	\$ 246,841.00
		<b>Benefits Total</b>	<b>\$ 246,841.00</b>
		Regional Incentive Grant	\$ (137,440.00)
		<b>Projected State Funding</b>	<b>\$ (137,440.00)</b>
		<b>Total Dispatchers</b>	<b>\$ 1,043,353.00</b>

	Webster	Dudley	Oxford	Charlton
2010 Population	16,700	11,390	13,709	12,981
2013 911 Volume	5,078	1,666	2,704	3,500
Projected Assessment	363,629	175,592	239,497	264,635

**Assumptions:**

1. 11 Full-Time Dispatchers plus director
2. Shift Staffing: 3 around the clock
3. All positions are 40 hour positions
4. All Dispatchers assumed to be top step (\$22.33)
5. Part time cover 8 shifts per week
6. Part Time Personnel \$16
7. Charlton 911 volume estimated based upon known Oxford number
8. Holiday Pay, Clothing Allowance, and benefits are based upon current contractual agreements
9. Purchase of Services is for Fiber Connection to Police and Fire Stations in Oxford, Charlton and Dudley for IMC Data sharing and cameras
10. Computer Equipment Maintenance is IMC and Powerphone License
11. Electricity, Heating Fuel, and Telephone expenses are a prorated amount of the entire building expense based upon square footage
12. Other expenses are estimated and could be more accurately assessed after the first year of operation
13. State reimbursement funding is a projected number from FY2013 For Webster, Dudley, and Charlton. A four town number is not known



**TOWN OF CHARLTON  
OFFICE OF THE TOWN ADMINISTRATOR**

**37 Main Street  
Charlton, MA 01507**  
WWW.TOWNOFCHARLTON.NET  
Phone (508) 248-2206  
Fax (508) 248-2066

Robin L. Craver, Town Administrator  
[robin.craver@townofcharlton.net](mailto:robin.craver@townofcharlton.net)

MEMORANDUM

TO: Honorable Chairperson and Members of the Board of Selectmen  
FROM: Robin L. Craver, Town Administrator   
DATE: September 11, 2014  
SUBJECT: Calendar for Fall Special Town Meeting

---

At the Board's September 2, 2014 meeting, you approved the Special Town Meeting calendar.

Tonight you are scheduled to consider the Draft Special Town Meeting warrant requests and close the Special Town Meeting Warrant.

I will be providing you the a draft warrant for your consideration at your next meeting.

## **Calendar for Fall Town Meeting– FY2015<sup>1</sup>**

### **Week of September 1<sup>st</sup>**

BOS Meeting on Tuesday, September 2 – BOS opens STM Warrant  
BOS office collects proposed warrant articles

### **Week of September 8<sup>th</sup>**

BOS office collects proposed warrant articles

### **Week of September 15<sup>th</sup>**

BOS office collects proposed warrant articles, place holders  
BOS considers Draft STM Warrant Requests and closes the STM Warrant on Tuesday, September 16th  
BOS considers Capital Requests and forwards recommendations to FinCom;

### **Week of September 22<sup>nd</sup>**

All Boards and Committee Meeting Scheduled Tuesday, Sept 23, 2014

### **Week of September 29<sup>th</sup>**

BOS (9/30) Finalize STM Warrant  
FinCom (10/1) considers Capital Requests

### **Week of October 6<sup>th</sup>**

BOS and FinCom Consider Motions  
STM Warrant Posted by Monday, October 6, 2014

### **Week of October 13<sup>th</sup>**

Finalize Motions with BOS (10/14)  
FinCom (10/15)

### **Week of October 20<sup>th</sup>**

Special Town Meeting- Tuesday, October 21, 2014

**\* Special Town Meeting Warrant Posting – Monday, October 6, 2014**

**\* Special Town Meeting – Tuesday, October 21, 2014**

---

<sup>1</sup> Finance Committee Meeting Schedule – to be determined - likely on Wednesdays

**Town of Charlton, Massachusetts**  
**WARRANT FOR SPECIAL TOWN MEETING**  
**Tuesday, October 21, 2014**

**Draft Article/Placeholder List: (some need more info before being placed on Warrant)**

- Appropriation of Funds for Unpaid Bills of Prior Year
  - Highway \$675.00
  - Board of Health \$64.99
  
- Inter/Intra Departmental Transfers and/or Appropriations for FY2015 Budget
  - Street lights (\$28,000)
  - Out of District Tuition & Transportation ???
  - Veterans Benefits ???
  - Fire Department Salaries- (\$25,000) ???
  
- Capital and Related Items
  - Matching Grant – Ladder Truck- \$47,000
  - Lemay Property???
  - Establish and Fund a “Used Capital”
  - Town-wide Phone System (\$90,000)
  - Capital Transfers within town hall for ADA project; additional funds???
  - Cooling for Town Clerk, Historic, Board of Selectmen Offices (\$40,000)
  - Police Cruiser (requesting 2-\$80,000) ???
  
- Reauthorization of Capital Debt Exclusion (On Nov Ballot)
  - Highway Truck \$117,756
  - Fire Truck \$321,840
  
- Transfers To and From Stabilization Funds
  - \$80,000 from Millennium
  
- Personnel By Law Change – Direct Deposit
  
- Personnel By Law Change – Bi-Monthly Payroll
  
- Personnel By Law Change – Retiree Health Benefits
  
- Personnel By Law Change –Benefits from Days to Hours
  
- Government Study Committee/Charter Commission
  
- Street Acceptance – Lambs Pond Circle (Curtis Hill Road)
  
- Zoning – Golfing Activity Zoning By-Law Revision
  
- Petition- Zoning BEP to IG

Tracking, but recommend further information before placing on the warrant. Hold until May Annual Town Meeting

1. Classification Plan Update (Personnel Board handling)
2. Sewer Easement- 12A-D-41to 12A-D-40 (83 Sunset Drive)
3. Conservation Restriction- Champion Black Cherry, North Sturbridge Road
4. Police Details

## Personnel By Law Changes –Benefits from Days to Hours

### SECTION 4. VACATION TIME

Eligible employees are provided Vacation Time with pay as follows:

<u>Length of Continuous Service</u>	<u>Annual Amount of Vacation</u>
Six (6) months but less than five (5) years	<del>Ten (10) working days</del> (80 hours)
Five (5) years but less than ten (10) years	<del>Fifteen (15) working days</del> (120 hours)
Ten (10) years but less than fifteen (15) years	<del>Twenty (20) working days</del> (160 hours)
Fifteen (15) or more years	<del>Twenty five (25) working days</del> (200 hours)
Twenty (20) or more years	<del>Thirty (30) working days</del> (240 hours)

An employee shall only be accorded the vacation allotment set forth in the right column once the employee has completed the minimum number of years specified in the left column (e.g., ~~fifteen (15) working days~~ **120 hours**’ vacation only after having completed five (5) full years of continuous service with the Town).

For the purpose of Vacation Time, a “day” **hours shall be prorated based on a forty hour week v. ~~shall be defined~~** as the average number of hours **per day** an employee is scheduled to work on a regular basis (excluding overtime), not to exceed eight (8) hours **per day**.

The vacation year is the twelve (12) month period from July 1<sup>st</sup> through June 30<sup>th</sup> except after completion of the six (6) month probationary period. The length of continuous service is determined by the number of years of service which the employee has completed as of July 1<sup>st</sup> of each year.

A maximum of one (1) week’s **average regular hours** of Vacation Time may be carried over to a succeeding fiscal year if the employee provides notification to the office of the Town Administrator prior to June 30<sup>th</sup>.

---

### SECTION 5. SICK TIME

Eligible employees shall earn ~~1.25 paid Sick Days~~ **10 hours** per month of time worked for the Town.

A Sick ~~Day~~ **Hours** shall be ~~equal~~ **prorated** to the average number of hours the employee is regularly scheduled to work per day, excluding overtime. Unused Sick ~~Days~~ **Hours** may be carried over to the succeeding fiscal year or years, but shall not be accumulated for a total of more than ~~one twelve hundred and fifty (150) days~~ **(1200) hours**.

Upon retirement, an employee who has completed five (5) or more years of continuous service with the Town shall receive payment, at the employee’s then regular hourly rate, for unused,

accumulated Sick ~~Days~~ **Hours**, not to exceed ~~forty five (45) days~~ **three hundred and sixty (360) hours**. If possible, an employee who is eligible to receive payment for unused sick ~~days~~ **hours** shall notify the Town three (3) months prior to retirement. Upon the death of an employee, payment shall be made to the employee's beneficiary as stipulated on the employee's life insurance policy provided by the Town or, in the absence of a beneficiary, to the estate of the deceased employee.

## **SECTION 6. PERSONAL TIME**

Eligible employees are allowed ~~three (3) paid~~ **thirty** Personal ~~Days~~ **Hours** per fiscal year (prorated for part-time employees). Personal ~~Days~~ **Hours** will not accumulate from year to year.

Personal ~~Days~~ **Hours** shall be granted to new, eligible employees after completion of their six (6) month probationary period.

In order to utilize a Personal ~~Days~~ **Hours**, an employee must notify his/her Department Head, in writing, no less than forty-eight (48) hours before such leave would be begin, except in case of a medical or other similar emergency. In case of such emergency, the employee, as a precondition to pay for the ~~Days~~ **Hours**, shall give the Department Head as much advance notice as is reasonably possible under the circumstances and after the fact but before the date for processing of the payroll to include payment for such leave shall submit such documentation, if any, as the Department Head or Town Administrator shall require in a given case so as to verify that the employee had in fact complied with the foregoing notice requirement.

## **SECTION 8. BEREAVEMENT LEAVE**

Eligible employees are afforded up to ~~four (4) scheduled work days~~ **thirty two (32) hours** as Bereavement Leave with pay.

Bereavement Leave shall be granted for the death of any of the following family members: spouse, significant other (boyfriend/girlfriend), child, father, mother, stepfather, stepmother, brother, sister, stepbrother, stepsister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepchild, or any person living in the employee's household.

For other relatives, a maximum of ~~one (1) day~~ **eight (8) hours** of Bereavement Leave shall be granted. Special or unusual circumstances, such as the need for extra time for travel, will be considered on an individual basis by the Town Administrator. Employees granted such extra time may be required to use accrued Vacation or Personal Time.