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TOWN OF CHARLTON

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

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

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. Vice-Chairman Szafarowicz is chairing the meeting due to the absence of the Chairman.

I. Call to Order:

1. Chairman Szafarowicz called the meeting to order with the pledge to the flag.
2. Chairman Szafarowicz 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 16, 2014. **Motion by Mr. Singer that we approve the minutes of September 16, 2014, seconded by Mr. McGrath.** Mrs. Cooper stated that there is a typographical error on page 3, #11, date should read Spring 2015 not 2005. **Mr. Singer amended his motion to include the date change, Mr. McGrath amended his second. Vote taken: 4 ayes, Mr. McGrath abstained.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Chief Pervier came forward and stated that this past weekend, they held the drug take back program. They will be doing the driving enforcement program during the month in October. He also stated that he participated in the Jimmy Walk fund and the Town of Charlton through fundraising efforts has raised $6,600.00. He thanked everyone for their donations.
- Cheryl Hansen, Library Director came forward to announce a few programs that will be going on at the Library. The first is Haunted Lighthouses of New England which is next Tuesday, October 7th at 6:30pm in Dexter Hall. The next one is called "Is there value in your old books" to be held on October 1th at 6:00pm in Dexter Hall.

IV. Appointments/Resignations:

1. Appointment – Student Selectperson for 2014-2015 school year. Mrs. Craver stated that attached is a letter from Mary A. Pierangeli, Principal, at Shepherd Hill Regional High School asking the Board to accept Grade 11 student, Emily Sprague as a non-voting student representative for the year 2014 – 2015. Ms. Sprague was elected to the Student Advisory Council by students at Shepherd Hill in May of 2014. Ms. Sprague was a pleasure to have as our Student Selectperson last year and she would recommend the Board appoint her again for this year. Should the Board accept Ms. Sprague as the Student Selectperson, her first meeting to attend will be October 14, 2014.

Motion by Mr. McGrath to appoint Emily Sprague as the Student Selectperson for the year 2014 – 2015, seconded by Mr. Singer, motion carries unanimously.

2. Appointment – Per Diem Dispatcher. Mrs. Craver stated that attached you will find a letter from Chief Pervier requesting to add one additional per diem dispatcher to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and would recommend the appointment of Brian C. Dalton. A complete background check and reference check was conducted and revealed that Mr. Dalton has a clean record and a solid background and should be considered for the per diem dispatcher position for the Charlton Police Department. **Motion by Mr. Singer to approve the appointment of Brian Dalton as a Per-Diem Dispatcher, seconded by Mr. McGrath, motion passes unanimously.**

V. Scheduled Appointments:

6:40pm – Planning Board Alternate Seat. Mrs. Craver stated that we have been notified by the Planning Board of an alternate seat vacancy on their board. This opening was placed on the cable channel, town's website and the Town Hall Bulletin Board September 4, 2014. One request for appointment has been received from Carl Hultgren. The Planning Board is recommending the appointment of Mr. Hultgren to fill the open alternate position. The vote for appointment must be done jointly and by roll call vote of both boards. Peter Starkus, Chairman of the Planning Board stated that Mr. Hultgren attended one of the Planning Board meetings for an interview and the board feels he would be a good fit. Motion made to appoint Mr. Hultgren as an alternate to the Planning Board, seconded. **Roll call vote of the Planning Board members: Ms. Vincent – aye, Ms. Dzik – aye, Ms. Rydlak – aye, Mr. Lemansky – aye and Chairman Starkus – aye. Motion by Mr. McGrath that we appoint Carl Hultgren to the alternate seat on the Planning Board, seconded by Mr. Singer. Roll call vote taken: Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Szafarowicz – aye, motion passes unanimously.**

6:45pm – J & E's Yankee Diner request for BYOB. Mrs. Craver stated that we have received a request from Jessica Melanson and Erin Hubbell, owners of J & E's Yankee Diner located at 16 Worcester Road for a BYOB license for use on Friday evenings until 8:00pm. Currently they are open daily from 6:00am until 2:00pm. They are asking the Board for two things:
#1 – to allow them to remain open until 8:00pm on Friday evenings starting October 3, 2014 and
#2 – to allow them a BYOB (policy attached) for use on Friday evenings. Previous owners of this establishment have held a BYOB and we have never heard of any issues or complaints. Mrs. Craver would recommend the Board allow J & E's Yankee Diner to remain open until 8:00pm on Friday evenings starting October 3, 2014 and to allow them to have a BYOB in their establishment provided they follow the guidelines in the BYOB policy. Mr. Singer asked for Chief Pervier's opinion. Chief Pervier stated that the previous owners had a byob without any issues. Mr. Singer stated that there is nothing in the policy about being TIP certified by the owners or whoever works there. Mrs. Craver would suggest the board add that as a requirement. Chief Periver would agree. **Motion by Mr. McGrath to approve J & E's Yankee Diner request for BYOB contingent upon TIP certification by the owners and to stay open until 8:00pm on Fridays, seconded by Mr. Singer, motion passes unanimously.**

6:50pm – Library Board of Trustees appointment. Mrs. Craver stated that we have been notified by the Library Trustees of a vacant seat on their board. This opening was placed on the cable channel, town's website and the Town Hall Bulletin Board since July 2014. The Library Trustees are recommending the appointment of Frances M. Mower to fill the vacant Library Trustee position until the Annual Election in May 2015. The vote for appointment must be done jointly and by roll call vote of both boards. Cheryl Meskus, Chairman of the Library Trustees came forward and said that Ms. Mower met

with the Library Trustees and the Trustees took a vote to appoint Ms. Mower as a Trustee. **Mrs. Meskus took a roll call vote to appoint Frances M. Mower as a Library Trustee: Mr. Sage – aye, Ms. Ryder – aye and Mrs. Meskus – aye. Motion by Mr. Singer to appoint Frances M. Mower to the vacant Library Trustee position, seconded by Ms. Cooper. Roll call vote taken: Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Szafarowicz – aye, motion passes unanimously.**

7:00pm – Road Layout Public Meeting – Lambs Pond Circle. Mrs. Craver stated that the Board has received a request to put the acceptance of Lambs Pond Circle on the Special Town Meeting warrant. You must hold a public meeting and vote to approve the layout as shown on the metes and bounds plan. Once approved, the vote approving the layout must be filed with the Town Clerk who within 10 days, must record the description in a book kept for this purpose. This needs to be done at least 7 days in advance of any Town Meeting action on the question of Acceptance of the Way. It should also be noted that all abutters have been notified of the public meeting scheduled for tonight. The Planning Board has reviewed and voted to recommend approval of the roadway layout request. They are very pleased to comment that the developer Blair Builders is actually ahead of schedule for completion of routine final roadway and infrastructure field items required to be completed prior to the upcoming October 21st Special Town Meeting. The Planning Board will work with the developer to assure completion of the final minor remaining items. Should the Board approve the layout of Lambs Pond Circle, the vote to do so will be filed with the Town Clerk. **Chairman Szafarowicz called the Public Meeting to order at 7:00pm by reading the notice as placed in the paper**. "The Charlton Board of Selectmen will hold a public meeting on their intention to layout Lambs Pond Circle as submitted by George P. Kiritsy P.C., Attorney at Law for Curtis Hill Estates on Tuesday, September 30, 2014 at 7:00pm in the Selectmen's Meeting Room, 37 Main St., Charlton MA. A copy of the proposed plan and legal description is available for viewing in the Selectmen's Office between the hours of 7:30am and 5:00pm, Monday, Wednesday, Thursday, and 7:30am – 7:00pm, Tuesday. Anyone wishing to be heard on this matter should appear at the date and time specified or submit concerns in writing. " Greg D'Amore, an abutter came forward and stated that there is a lot next to his that the contractor has put all kinds of items on it. He would like it to be cleaned up. The owner of the property was present. Mr. McGrath recommended the owner discuss the issue with Mr. D'Amore as this is a public meeting for acceptance of the road lay out. Chairman Szafarowicz asked if anyone had any further questions and there were none. **Motion by Mr. McGrath to close the meeting, seconded by Mr. Singer, motion passes unanimously. Public meeting closed at 7:05pm. Motion by Mr. McGrath to recommend acceptance of Lambs Pond Circle subdivision with all of the improvements in the public layout, seconded by Mr. Singer, motion passes unanimously.**

7:10pm – Diane Dabrowski, request for fencing. Mrs. Craver stated that attached is a request from Diane Dabrowski regarding two properties owned by her on each side of the town hall building. (31 & 41 Main St.). Ms. Dabrowski would like to talk to the board regarding a few areas of concern. She has been scheduled for 7:10pm. Mrs. Craver read Ms. Dabrowski's letter. (attached) Mrs. Craver discussed some of the plans that have been discussed. She stated that she forwarded this request to Town Counsel to ask for a legal opinion on the liability of the request. The deed was done in the 1800's and a requirement in that restriction, at the owners request, the town would have to put up a fence. Town Counsel said this is a grey area. He cannot give a determination if this requirement still exists. There are some state statues that state a restriction can only last so long. Mrs. Craver would recommend the Board consider her request by just being a good neighbor. Mrs. Craver would ask if Ms. Dabrowski would consider if and when we do the road, we could try to build that into the project. Mrs. Craver stated that we have no designs at this time, it's only conceptual. It was stated that the town would have to go through the Planning Board so Ms. Dabrowski would know about it. Mrs. Craver also invited Ms. Dabrowski to participate at the level of the Municipal Building Committee meetings. Ms. Dabrowski would also like to have the erosion fixed as well. Mrs. Crave feels it's important that

the Board has heard Ms. Dabrowski's concerns. She told Ms. Dabrowski that the next Municipal Building Committee meeting is on October 16, 2014 at 8:30am here if she would like to attend. Ms. Dabrowski stated that as far as the erosion, she asked if the board would consider eliminating the last parking spot to go down to the senior center. The trucks seem to end up on her lawn because of the vehicles parked and the hard access they have to turn. Mrs. Craver asked the Board to hold off on this until she can review the area. Mr. McGrath recommended asking Mr. Foskett to check it out and see if he could do anything. Mr. Meskus, Building Commissioner came forward and stated that he has looked at the property with Ms. Dabrowski and is hoping this process will clarify actual property lines to help. The Board thanked Ms. Dabrowski for coming forward.

VI. New Business:

1. Charlton Public Library Long Range Plan. Mrs. Craver stated that attached is the Charlton Public Library Long Range Plan for FY2015 – FY2019 to review at your convenience. Cheryl Hansen, Library Director is present and explained how this was done and that it's a requirement that they present a five year plan. The Board thanked Mrs. Hansen for their work on this.
2. Request to declare Cruiser #38 as surplus vehicle. Mrs. Craver stated that attached is a request from Chief Pervier asking the Board to declare Cruiser #38 as a surplus vehicle. Cruiser #38 has been taken out of service and the registration transferred to Cruiser #22 which is a Ford Explorer, SUV that was recently purchased from M.H.Q. of Marlborough, MA. Cruiser #38 is a 2008 Ford Crown Victoria which has 138,370 miles. She would recommend the Board declare Cruiser #38 as a surplus vehicle. Mr. McGrath asked about the shape of the vehicle just to see if it would be good for another area. Chief Pervier stated that it runs and it did pass emissions. Mrs. Craver stated at this time she would not recommend this go to anyone else. She would recommend that if this is approved, that it is held until after town meeting in case there are other vehicles to go out. **Motion by Mr. McGrath to declare Cruiser #38 as a surplus vehicle, seconded by Mr. Singer, motion passes unanimously.**
3. Request for one day special license – Karl Storz. Mrs. Craver stated that attached is a request from Karl Storz for a special liquor license for Wine and Malt beverages to be used on Saturday, October 11, 2014 from 12:00pm – 5:00pm at 91 Carpenter Hill Road for their 25th Anniversary – Family Fall Festival. This request has been approved by the Building Commissioner, Fire Department and Police Department with the following stipulations: Keep fire lanes open at all times, do not block any exit way's from building and 5' diameter table max. Per the Board's policy, the license if approved, should be issued for two additional days for the following reasons:
   Day 1 – to allow delivery of alcohol to establishment (no sales allowed)
   Day 2 – For sale on the approved date and time as listed
   Day 3 – To allow for pick-up of any unused alcohol (no sales allowed)
   Mrs. Craver would recommend the Board approve the special license as requested with the dates on the license to be October 10, 2014 through October 12, 2014. **Motion by Mr. Singer that the Board approve the special liquor license for Karl Storz for Wine/Malt beverages to be used on Saturday, October 11, 2014 from 12:00pm – 5:00pm at 91 Carpenter Hill Road so long as the following stipulations so mentioned are met and that it be issued for three days with the first and last only for drop off and pick up, seconded by Mr. McGrath, motion passes unanimously.** Mrs. Craver reminded the Board they were invited to this event and the invitations were put in their mail boxes.
4. Request for one day special license – Wedding / Meghan Henry. Mrs. Craver stated that attached is a request from Meghan Henry for a special liquor license for Wine and Malt beverages to be used on Saturday, October 4, 2014 from 3:30pm – 9:00pm at Camp Joslin in the main hall, 150 Richardson Corner Rd. for a wedding. This request has been approved by the Building Commissioner, Fire Department and Police Department. Building Commissioner Meskus has

questioned whether alcohol will be allowed outside. The request is for alcohol in the Main Hall of Camp Joslin. Per the Board's policy, the license if approved, should be issued for two additional days for the following reasons:
Day 1 – to allow delivery of alcohol to establishment (no sales allowed)
Day 2 – For sale on the approved date and time as listed
Day 3 – To allow for pick-up of any unused alcohol (no sales allowed)
Mrs. Craver would recommend the Board approve the special license as requested with the dates on the license to be October 3, 2014 through October 5, 2014. **Motion by Mr. McGrath that we approve the one day liquor license for Saturday, October 4, 2014 for Meghan Henry wedding for 3:30pm – 9:00pm serving and for delivery and pick up of the product from October 3 through October 5, 2014, seconded by Mr. Singer, motion passes unanimously.**

5. Request for Abatements on Prindle Pond Dam. Mrs. Craver stated that attached is a request from Philip J. and Janet Zoppo seeking an abatement for the Prindle Pond Dam betterment for their property located at 12 Prindle Hill Road. The Board of Assessors have considered and approved the Zoppo's abatement application on their dam betterment assessment and state that they should only be charged $1,186.10 for the betterment as their land does not abut the waterfront. Mrs. Craver would recommend the Board approve Philip J. and Janet Zoppo's application for abatement of betterment and reduce the payment from $2, 372.21 to $1,186.10. **Motion by Mr. Singer that the Board approve Philip and Janet Zoppo's application for abatement of betterment and reduce the payment from $2, 372.21 to $1,186.10, seconded by Mr. McGrath, motion passes unanimously.**
6. Request to close Power Station Road for Fire Department Family Fun Day. Mrs. Craver stated that attached is a request from the Charlton Fire Department to close Power Station Road at 10:00am on Sunday, October 12, 2014 for the Fire Department Family Fun Day, 11am – 3pm. They will need to close the road at 10:00am to allow time to set up and will re-open when the event is over. They will notify their neighbors on Power Station Road as well. Chief Pervier has reviewed and approved this request. Mrs. Craver would recommend the Board approve the request. **Motion by Mr. McGrath to approve the closing of Power Station Road from 10:00am until the end of the event on October 12, 2014 for the Fire Department Family Fun Day, seconded by Mr. Singer, motion passes unanimously.**
7. Mass State Lottery Commission – Zorba's Pizzeria request for a KENO license. Mrs. Craver stated that we have received a letter from the Massachusetts State Lottery Commission stating that they have received an application for a KENO license from Zorbas Pizzeria Tavern. If the Board has any objections to the issuance of the KENO license to Zorbas Pizzeria Tavern, we must claim our right to a Hearing before the Massachusetts State Lottery Commission within twenty one (21) days of receipt of this letter. At the Selectmen's meeting on 5/28/13, the Board reviewed information from the Mass State Lottery Commission and the following were the businesses in town that had KENO: Charlton Country Store – 231 Stafford St.; Oxbow Variety – 3 Oxbow Road; Charlton City Package – 27 Worcester Road; and Charlton Gas & Market – 28 Worcester Road. Does the Board have any concerns or objections? No action taken.
8. Letter from the YMCA – Invitation to brainstorm and plan. Mrs. Craver stated that attached is a letter from the YMCA inviting the Board to join them on October 9, 2014 from 4-6pm to discuss issues facing today's youth and how we can match our communities resources to our young people's needs. In this meeting, they intend to create a venue for open sharing and discussion to identify the best ways to help our youth become productive citizens. They are asking for an RSVP by October 5th. If any members of the board are interested, please let her know and we will be happy to RSVP for you.
9. Site Plan Application – National Grid Staging/Dispatch Area. Mrs. Craver stated that the Planning Board has provided the Board with a copy of a site plan application submitted by McClure

Engineering on behalf of Jencent LLC for site plan approval to install and operate a National Grid staging and dispatch facility/area for the construction, repair and staging of power lines. The proposed site is the former AMREC facility located on a 45.62 acre parcel of land at 130 Sturbridge Rd., Rte 20. (Assessors Map 30, Block C, Parcel 16) The Board is asked to review this site plan and provide comments, if any to the Planning Board no later than October 9, 2014. No comments.

VII. Old Business:

1. FY15 Special Town Meeting – Tuesday – October 21, 2014
   1. BOS finalizes Special Town Meeting Warrant

      Mrs. Craver stated that the Board is scheduled tonight to finalize the warrant. She reviewed the following articles:

      Article 1. Appropriation of Funds for Unpaid Bills of a Prior Fiscal Year
      Article 2. Inter/Intra Departmental Transfers and/or Appropriations for FY2015 Budget
      Article 3. Capital Items and Related Contracts
      Article 4. Re-Authorization of Capital Debt Exclusion
      Article 5. Transfer to/from Stabilization Funds
      Article 6. Government Study Committee / Charter Commission
      Article 7. Municipal Aggregation of Electricity, Contracts for Electricity, etc.
      Article 8. Acceptance of Lambs Pond Circle
      Article 9. Zoning By-Law Revision; Allowing Golf Recreational Activities in the Industrial-General (IG) Zone
      Article 10. Petition

      Mrs. Craver would ask the Board to approve subject to any minor items that Town Counsel may come upon. **Motion by Mr. McGrath that we approve the Special Town Meeting Warrant for October 21, 2014, seconded by Mr. Singer, motion passes unanimously.**

   Mrs. Craver stated that there was some discussion of personnel articles and it was decided that some of those requests will come back to the board as policies and the others are still being reviewed by the Personnel Board.

VIII. Committee Reports:

Mrs. Cooper stated that she attended the Central Mass Metropolitan Planning Organizational meeting last week and they selected Selectmen from Oxford and Dudley to represent the Northwest region. Chairman Szafarowicz stated that the Municipal Building Committee met and are really busy and have a lot of projects coming up especially with the elevator.

IX. BOS Policy Review:

Mrs. Craver stated that Mrs. Cooper has reviewed and recommended changes to Policy #52 and Policy #57 of the BOS Policies.

Current # 57 Winter Parking Ban - Third paragraph is:

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

Recommendations:

- Remove the word plowing and parentheses ( ).
- Change the comma after plowing to a colon.

The new paragraph would then be:

Removal of snow onto public way: as approved in the Town's General Bylaws, no person shall plow or otherwise remove snow from private property onto a public way in such manner as to obstruct

travel or snow removal operations on such way.

Motion by Mr. McGrath that we accept the changes to Board of Selectmen's policy 57 as written, seconded by Mr. Singer, motion passes unanimously.

Current # 52 Town Common Parking-West Side Only

The Board of Selectmen shall allow parking on the West side of the street only, along the town common.

Recommendations:

- Clarify the meaning by rewording to the following:

On the portion of Main Street that is on the east side of the common, the Board of Selectmen shall allow parking only on the west side of the street.

What is the Board's wishes?

Motion by Mr. McGrath that we accept the changes to Board of Selectmen policy #52 as written, seconded by Mr. Singer, motion passes unanimously.

Mr. Szafarowicz has reviewed and recommended changes to Policy #7, BOS Workshop Meetings.

Current

A BOS Workshop shall:

- be held upon referral action from a regular BOS meeting;
- be an informal meeting of the BOS with no votes taken;
- be facilitated by the Chairperson or designee such as Town Administrator or Department Head depending on the topic or subject matter determined in advance;
- make a referral back to the BOS via a report from the Town Administrator after the issue/topic has been discussed.

Recommended:

1. Change "be held upon referral action from a regular BOS meeting" to "to be held every year after reorganization".
2. Strike 2nd bullet point "be an informal meeting of the BOS with no votes taken;"
   * Allows us to still take care of some miscellaneous business that we have historically done in the past (e.g. setup a meeting, vote on IOD approval, etc.)
   * Change language to: "be an informal meeting of the BOS with no major policy decisions to be voted on"
3. Change to "be facilitated by the Chairperson or designee, including outside facilitator, determined in advance;"
4. Change last bullet to: "have Town Administrator and Chairman organize goals and have follow up discussion during regular BOS meeting to prioritize goals and designate responsible parties/point person for each goal."

What is the Board's wishes?

Motion by Mr. McGrath to change the language in Board of Selectmen policy #7 as recommended, seconded by Mrs. Cooper, motion passes unanimously.

X. Town Administrator Report: Mrs. Craver reviewed her report. Mrs. Craver wanted to thank Senator Brewer for continuing to help us. He has stepped in to help us once again with a wetland issue.

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

Mrs. Craver stated that Chief Pervier has been corresponding with Joanna Terry and the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute to set up a training for Charlton Personnel and for teachers and staff from the Dudley/Charlton Regional School District and from Bay Path Regional Vocational Technical High School. He is trying to schedule this training for Thursday, December 11, 2014 (classroom instruction) in Dexter Hall at the Charlton Public Library and Friday,

December 12, 2014 (live scenario based training) at the Town Hall. He is asking for permission to use the town hall on Friday, December 12, 2014. Mrs. Craver would recommend the board approve Chief Pervier's request. Chief Pervier asked if we could ask MIIA if they would help with the training of other employees for this one. **Motion by Mr. McGrath to approve the Chief's request for Friday, December 12, 2014 for the A.L.I.C.E. training, seconded by Mrs. Cooper, motion passes unanimously.**

XII. Next Meeting Announcement:

- 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. McGrath to enter into executive session 8:03pm 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 if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Singer. Chairman Szafarowicz 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. **Roll call vote taken: Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Szafarowicz – aye.**

Motion by Mr. McGrath to adjourn at 9:02pm, seconded by Mrs. Cooper, motion carries unanimously.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

Frederick C. Swensen, Chairman (absent)

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
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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator

DATE: September 25, 2014

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 9/30/14

Chapter 43D designation – We have received notification from the Executive Office of Housing and Economic Development that they have approved the Town of Charlton's Priority Development Site at Sturbridge Road with the condition that the site remains in the control of a single land owner.

Council on Aging - Elaine Materas, Director of Council on Aging has applied for a Senior Aide through Catholic Charities (SCSEP – Senior Community Service Employment Program) operated under Title V of the Older Americans Act. They can work up to 20hours a week and they get paid through the sponsor agency (Catholic Charities). It's kind of like the Operation ABLE program, except that the Senior Aide can stay in one place from 1 – 4 years.

Charlton's Commemorative Bi-Centennial Plate – On September 22, 2014, we received a package in the mail from a Mr. Hubbard of Greenfield MA with a letter stating that he found a Town of Charlton commemorative Bi-Centennial Plate (1776 – 1976) on a rubbish removal hand truck. He sent it to us in the hopes we will find a new resting place. Staff has been doing research on this item and so far have not found out who purchased the plate. A request has been forwarded to the Historical Commission to see if they can help at all. If we receive further information, we will notify the board. A thank you letter has been prepared for Mr. Hubbard from the Board and it is in your sign folder.

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT
PERMIT REGULATORY OFFICE
ONE ASHBURTON PLACE, ROOM 2101
BOSTON, MA 02108
TELEPHONE: 617-788-3610
FAX: 617-788-3605
Internet: http://mass.gov/mpro

DEVAL L. PATRICK
GOVERNOR

GREGORY BIALECKI
SECRETARY OF HOUSING & ECONOMIC DEVELOPMENT

LAURENCE FIELD
STATE PERMIT OMBUDSMAN

September 24, 2014

Robin L. Craver
Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507

Dear Ms. Craver:

Congratulations. The Interagency Permitting Board has unanimously approved the Town of Charlton's Priority Development Site at Sturbridge Road, with the condition that the site remains in the control of a single land owner. Should ownership of the two parcels be separated in the future, the Town would have to reapply for Chapter 43D designation of Parcel D3.

Enclosed please find the site acceptance package including: Town's PDS application, Chapter 43D legislation, 400 CMR 2.00, a copy of the Interagency Permitting Board voting record, two signatory forms, and a copy of the MassEcon SiteFinder form. Please complete all of the documents and return the contract package in its entirety by October 24, 2014 to:

Victor Negrete
Permit Regulatory Office
Executive Office of Housing & Economic Development
One Ashburton Place, Room 2101
Boston, MA 02108

In accordance with MGL Chapter 43D and 400 CMR 2.00, upon the Town of Charlton's signature on the enclosed Chapter 43D Acceptance Form, the Town will be accepting the provisions of MGL Chapter 43D on the approved Priority Development Site referred to in the Town's Chapter 43D application as Sturbridge Road.

I commend the Town of Charlton for adopting the Chapter 43D Program and taking these steps to plan for the future growth of your community. Please do not hesitate to contact me directly at 617-788-3672 if you have any further questions.

Regards,

Laurence Field

Laurence Field
State Permit Ombudsman

September, 20 2014

SEP 2 2 2014

Charlton Municipal Offices
37 Main Street
Cherlton, Ma. 01507

To Whom It May Concern:

This commemorative Charlton, Ma. plate, was found resting on one the rubbish removal hand trucks. I took the liberty to save it found being disposed of in the wrong manner. I have sent it you people, in hopes it will find a new resting place. I sure you and the office staff will find some appropriate way of enjoying it. When it time to dust, find some way of being out of the office!
The residents of Elm Terrace, Greenfield, Ma.

Thank you,

Chris Hubbard

Charlton Public Library
Charlton, Massachusetts

Long Range Plan
FY2015-FY 2019

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Charlton Public Library
Long Range Plan
FY15-FY19

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Submitted to the Massachusetts Board of Library Commissioners

By Library Director, Cheryl Hansen
&
The Charlton Board of Library Trustees

September 18, 2014

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MISSION STATEMENT

The Trustees and Director of the Charlton Public Library present the following statement of purpose and policy:

The mission of the Charlton Public Library is to provide free and open access to the citizens of Charlton to the accumulated wisdom of the world. Recognizing that public libraries are one of the cornerstones of the American tradition of equal opportunity, the library's goal is to support an informed citizenry by serving their cultural, educational, and informational needs through the use of traditional and emerging technologies.

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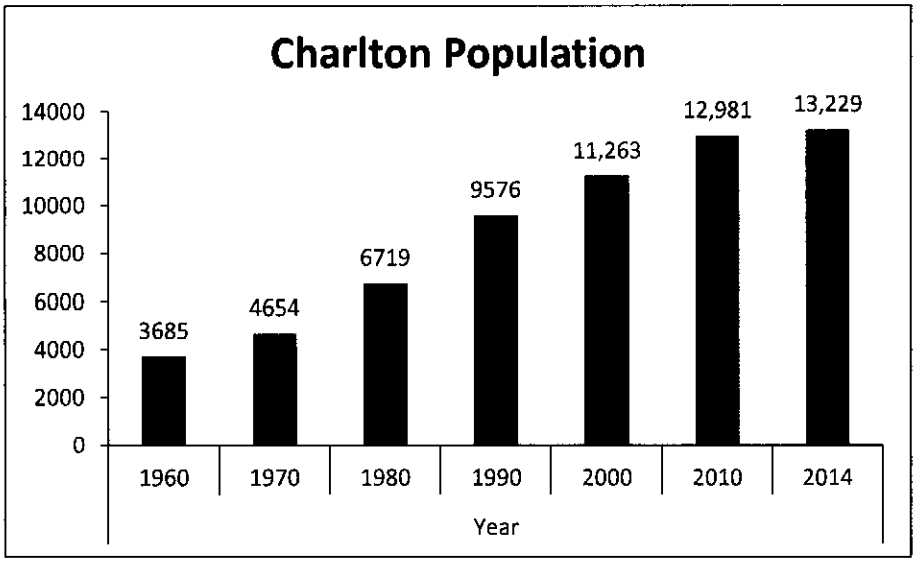
COMMUNITY DESCRIPTION

Established in 1754, the Town of Charlton is forty-four square miles in area and as such is one of the largest towns in area in Massachusetts. Located in south central Worcester County, Charlton is fifty miles or less from five major New England cities: Boston, Worcester, Springfield, Hartford and Providence. The town's central location, rural atmosphere and abundant available land as well as easy access to major highways (I 90, I 84, I 290, and I 395) have led to a rapid change in the population and the character of the Town.



While rapid growth and changing demographics is common in rural towns outside of metropolitan areas in Massachusetts, the rate of growth in Charlton has been substantially higher than in most other towns in central Massachusetts. From 1970-2014 Charlton's population has almost tripled.

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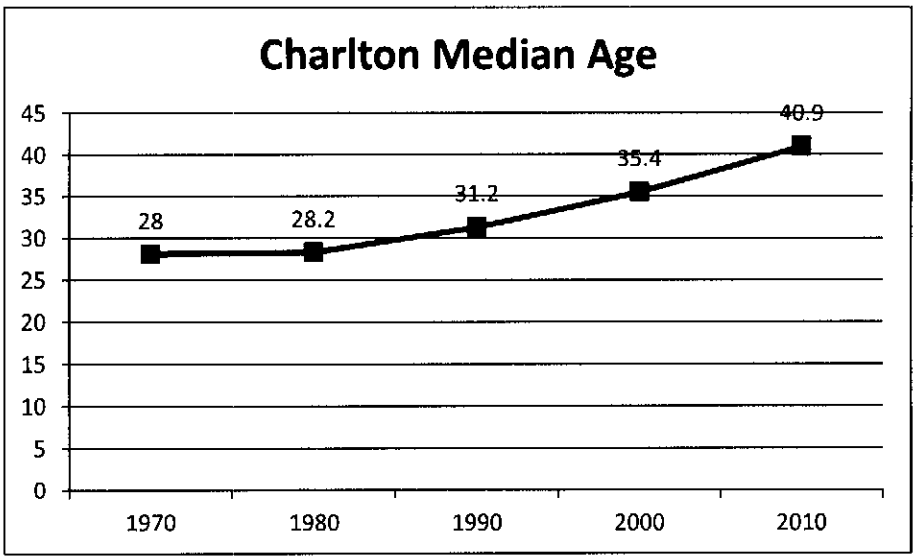
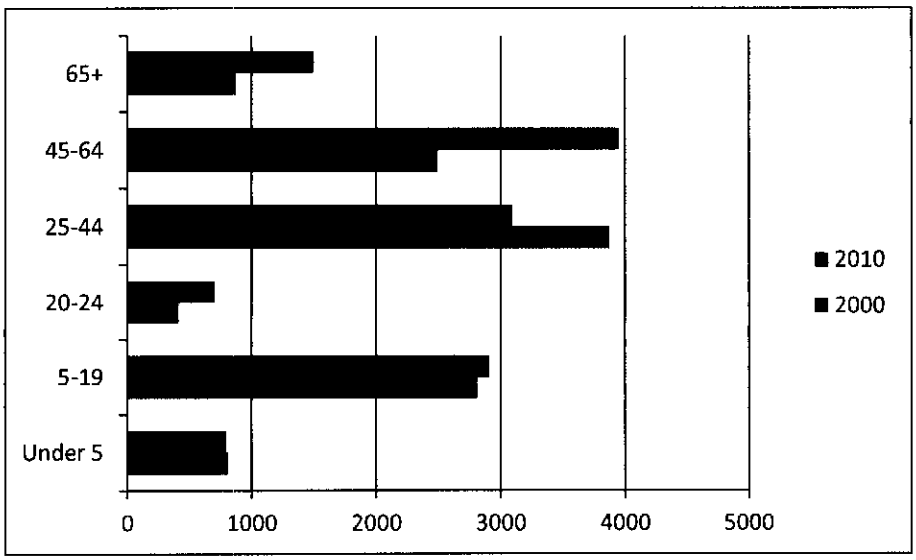


United States Census Bureau statistics for 2010 report 4,608 households in Charlton with a median household income of $95,058. The median age has increased dramatically in the past few decades as seen in the chart above. The median age in Charlton is 40.9.

Age of Population



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At 30.4%, people aged 45-64 are the largest population group in town. 94.6% of the population in this age group have a high school education or higher and 28.5 % of those people have a bachelor's degree or higher.

However, one of the more interesting findings from the chart above is the increase in the 65 and over population. It has almost doubled in the past ten years. Much of the boom in elderly population may be attributed to residents living at the Overlook Masonic Health Center. In 2006 the Overlook added independent living apartments and cottages to the complex.

In 2014, the average single family home value was $265,000.00. Home values in Charlton have dropped more than 14% since 2007. In 2012, residents 25 years and over who had earnings had a median income of $52,442.00.

Charlton is part of a regional school system with the neighboring town of Dudley. The regional high school is located in Dudley. There is also a regional/vocational high school located in town. According to 2010 Census statistics, 50.5% of households in Charlton have children under the age of eighteen. There are 3,462 children living in Charlton that are under the age of eighteen. The majority of children attend the public schools in town.

The community is not only rapidly increasing in size, it has changed demographically. The population is no longer dependent upon limited and low-paying rural jobs in town. Charlton has become a predominately white collar community with 65% of the employed population working in management, professional, and/or office positions.

Population growth in Charlton has contributed to the construction of several town buildings in the past ten years. A new middle school was built and the elementary school was expanded. The library was granted a MA Library Construction Grant and was renovated and expanded in 2007. A new highway department building was constructed in 2012. The Town's Long Range plan addresses the need for a new fire station and senior center.

LIBRARY HISTORY

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The Charlton Public Library began in 1816 as a private library association known as the Female Social Library. One hundred and eight women paid a one dollar subscription fee; there is no indication that the library was used by men. A member was entitled to borrow one book or up to three pamphlets at a time. The books were housed at the home of one of the members; presumably the home of the librarian. Among the duties of the librarian, in addition to housing, collecting and cataloging books, was to deliver the books to the subscribers.

In 1860, a group of young men founded their own library known as the Charlton Young Men's Library Association or the Charlton Agricultural Library Association. As farming was the primary occupation in town, the latter name is understandable. This library registered fifty-eight men and nine women who each paid a one dollar subscription fee and annual charge of twenty-five cents.

In 1882, the members of both libraries voted to merge the two libraries and transfer the library to the town to be a public library. The transfer agreement stated the following conditions: the town shall make an annual appropriation of not less than one hundred dollars for new books each year and the library shall be kept in the "Center" Village. Should the town fail to meet the requirements, the agreement declared that the library would revert to the Young Men's Library Association. At the time of the transfer the library contained 493 books. One member voting in favor of the transfer wrote, "I like very much the idea of a good library free to all citizens of the town and the Young Men's Library would I think reach a larger number under the proposed plan than the present."

The town voted to accept the transfer and in 1882 the Charlton Public Library was founded. The library was originally kept in the home of the first librarian and then in a room in the Centre School.

In 1905, a Charlton native, William Henry Dexter, presented a Memorial Hall to the town. The building included a room for the library as well as space to house all town offices. In his speech at the dedication of Dexter Memorial Hall, Mr. Dexter noted that at first he had "thought only of erecting a library building." However, the need for town offices was clear and he built a Hall

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encompassing space for both.

The library stayed in that same 1,100 square foot room for the next ninety-three years. In 1998, town offices were moved across the street to the old high school building and a town meeting vote transferred custody of Dexter Memorial Hall to the Board of Library Trustees. The library then expanded into the rest of the approximately 3,100 square foot building. This was still not enough space.

The need for a new, enlarged library had been apparent for many years; a master plan prepared for the town in 1970 noted that "the library is considered to be deficient with regard to total volumes, reading space, and total floor space, and expansion of facilities is recommended." In 1979, a building committee was formed to study the feasibility of adding on to Dexter Hall to enlarge the library and police department. An architect was hired, plans were drawn up. The year the project was to be voted on at Town Meeting, proposition 2 ½ was passed and the project was tabled for lack of sufficient local funding. In 1983, an LSCA Title II Grant application was prepared but not submitted because it was learned that the library was ineligible to receive the grant due to the fact that library staff did not meet state minimum qualification requirements. In 1990, a Charitable Trust Fund was established to raise money to renovate and furnish a new library. Eight years later architectural plans for an addition/renovation were designed.

In December of 2001, an application for the Massachusetts Public Library Construction program was submitted to the Massachusetts Board of Library Commissioners. In 2004, the library was granted 2.4 million dollars subject to the completion of securing local funding and other grant requirements. All requirements were met, and in July of 2007 the newly renovated and expanded 7.2 million dollar building was open to the public.

The newly renovated library is approximately 27,000 square feet. It features three meeting rooms; including the newly renovated 2500 sq. ft. *Dexter Hall Meeting Room* on the third floor. All meeting rooms may be reserved for public use. The main level features a comfortable seating area, quiet study rooms, a local history room, a book sale room, and a café area where patrons may purchase freshly brewed coffee. Twenty-one computers are available for public use as well as

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wireless access throughout the building.

The lower level Children's Room is a hub of activity with story times, programs, and special performances scheduled throughout the year. The outdoor Reading Garden was completely built with privately raised funds and is a great place to get some fresh air, read a book or magazine, or just watch the world go by.

LIBRARY USE

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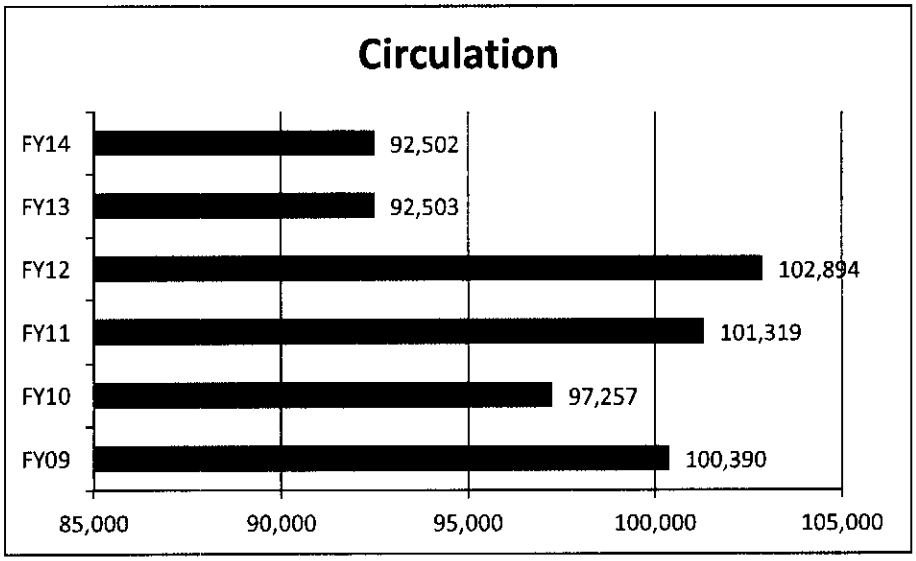

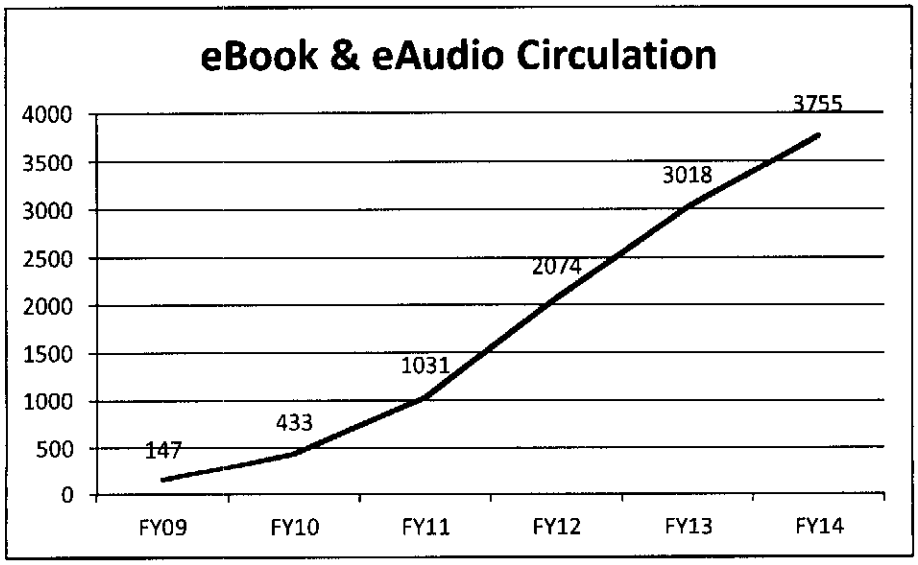

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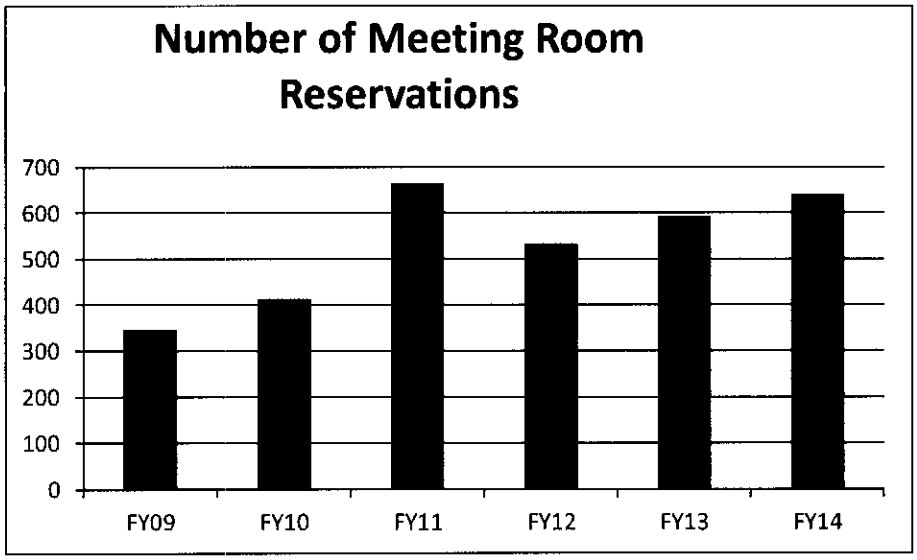

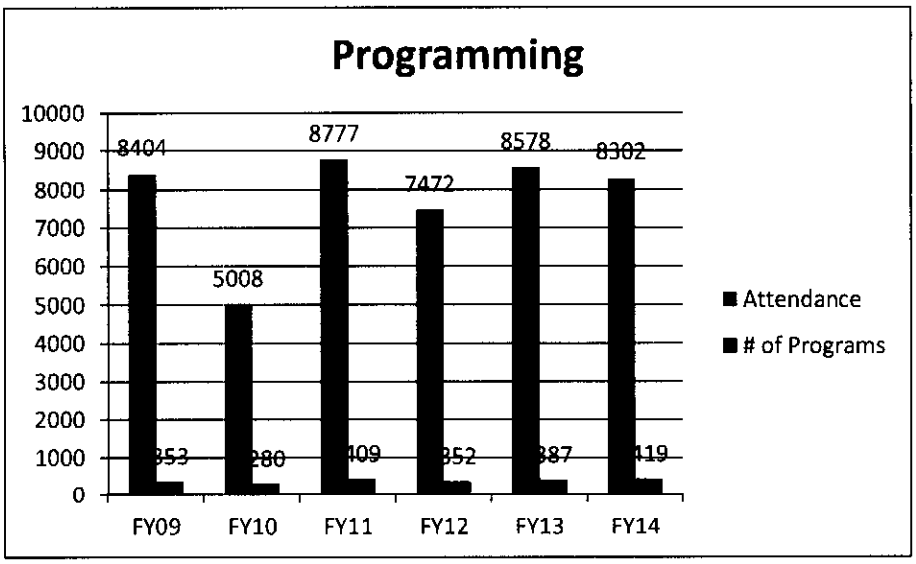

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Process/Planning Methodology

In September of 2013, a library survey was developed. Surveys were dispersed in the library and were available online via the library's website and Facebook page, and were emailed to our mailing list subscribers. One hundred and ninety-one surveys were completed. Results of the survey were used to determine what library services the community valued and what was envisioned for the future. Survey results were used as a basis for library long range planning. *The New Planning for Results* was used as a tool for developing the library's Long-Range Plan.

Statistical information about the community was provided from census data, the MA Department of Housing and Community Development, and the Central Massachusetts Regional Planning Commission.

The Board of Library Trustees formally adopted the Long Range Plan on September 18, 2014.

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ASSESSMENT OF USER NEEDS

Survey results:

- The majority of respondents were 35-64 years old; 80% were female
- 54% surveyed visit the library at least once a week
- The vast majority of people get information about library programs and services from the library website, social media, and by subscribing to library email distribution lists
- 60% use an eBook device with 50% of those borrowing eBooks from the library; 95% of eBook users continue to read print material also

When asked what they want from the library (listed in order of importance):

1. friendly and helpful staff
2. wide choice of books and materials
3. staffing levels sufficient for quick service and the ability to have both adult and children's floors open during regular hours
4. website/online services/Wi-Fi availability
5. more open hours
6. computers

When asked how they would rate the services listed above (excellent, good, could be better, poor) "staff friendliness and helpfulness" was ranked "excellent" by 82% of respondents with all other categories being ranked "good" by the majority of people.

When asked what change would most increase their satisfaction with the Charlton Public Library, 60% answered "more hours of service." Every other choice was chosen by fewer than 20% of the respondents.

A majority of respondents did not know that the library offered services such as homebound delivery service, Wowbrary (weekly email showcasing the library's newest material), Freading (eBooks) or Mango (online language program).

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Service Targets for Charlton Public Library

The *Wisconsin Public Library Standards* are considered to be an essential tool for libraries in evaluating current library services and in planning for future services. The Wisconsin Standards benchmarks for basic, moderate, enhanced, and excellent levels of service. When comparing Charlton services with the standards; the Charlton Library falls well below basic standard levels in all categories.

The service targets listed below are based on quantitative standards included in the *Wisconsin Public Library Standards.* The chart compares the basic level of standards for a municipality with a population of 13,000, the current Charlton Library standards, and data from 2009 when the last Long Range Plan was written. We have made progress.

	Basic	Charlton 2009	Charlton 2014
Staff (Full Time Equivalency)	9	6.5	8
Volumes Held (Print)	62,400	28,191	42,050
Periodical Titles Received	130	95	100
Audio Recordings Held	3,640	2,708	2,901
Video Recordings Held	3,770	2,568	3,155
Hours Open per Week	58	41.5	41.5
Materials Expenditures	$70,843	$39,000	$53,836
Collection Size (Print, Audio & Video)	71,500	34,540	48,302
eContent Available	undefined	3,985	81,652

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GOALS, OBJECTIVES, AND ACTIVITIES

Service

GOAL: The Charlton Public Library will have a strong commitment to exemplary customer service.

Objective: All staff will strive to make each library experience a positive one for each patron.

Activities :

- Staff members will greet everyone who enters the library in an appropriate manner. (FY15-FY19)
- Staff members will adjust levels of help to meet individual needs. (FY15-FY19)
- Staff members will be proactive by asking patrons if they need assistance and by encouraging questions. (FY15-FY19)

Objective: Increase library hours and staffing to better serve the community.

Activity:

- Procure municipal funding to increase current staff hours and add additional staff so that the library may be open a minimum of 7.5 hours more per week. (by FY19)

Objective: The library will provide opportunity for professional development so that staff may better serve the community.

Activities:

- Library staff will attend educational workshops and trainings (FY15-FY19)
- Provide opportunity for staff to attend local, state, regional, and national conferences (FY15-FY19)

GOAL: The Charlton Public Library will be an exemplary place to work.

Objective: Build a capable and proud team who enthusiastically provide excellent services, programs, and resources to the community.

Activities:

- Create an annual employee satisfaction survey and institute it as part of the annual evaluation process that measures the level of employee satisfaction. (FY15)
- Expand and enhance new staff orientation procedures on both the adult and children's services floors. (FY15)
- Develop an enhanced employee recognition program. (FY16)

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- Introduce and implement a town-wide staff wellness initiative. (FY15)
- Staff work together cooperatively in decision-making, creative problem-solving, and innovation. (FY15-FY19)
- Compensate staff competitively by ensuring that the Town of Charlton adopt and implement the proposed "Compensation and Classification Plan." (FY15, FY16)

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Community

GOAL: Generate public awareness of services, collections, and activities.

Objective: Use of library resources will increase each year.

Activities:

- Post about a library program, service, resource, etc. every day on the Library's Facebook page. (FY15-FY19)
- Start a Library twitter account. (by FY16)
- Continue writing newsletter columns for the Overlook. (FY15-FY19)
- Submit information regularly to local newspapers. (FY15-FY19)
- Youth Services staff will promote library services via the school system's newsletters, through flyers sent home with students, etc. (FY15-FY19)
- Expand use of patron subscribed email lists to disseminate information about library programs and services. (FY15-FY19).
- Create a list of library services that can be read in one minute or less. (FY16)

GOAL: Offer a wide choice of library materials.

Objective: Total annual library holdings will increase by 5% each year for the next 5 years.

Activities:

- The Library Director, with the support of the Library Trustees, will attempt to increase local funding for books and other materials as we work to meet basic standards of collection size. (FY15-FY19)
- Earmark supplemental monies for collection development. (FY15-FY19)

GOAL: Promote the Library as a primary community gathering place for cultural, informational, and recreational meetings and events.

Objective: Meeting Room Use will increase each year.

Activities:

- Review Meeting Room Policy. (FY16)
- Implement an online meeting room reservation system. (FY16)

Objective: Provide developmentally appropriate programs for children and their caregivers.

Activities:

- Procure outside sources of funding and allocate money for programming from the library's state aid account. (FY15-FY19)

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- Contract with special performers/speakers at least 4 times per year to provide children's programs. (FY15-FY19)
- Continue weekly Story Times and other ongoing programs servicing children of all ages. (FY15-FY19)
- Continue the Summer Reading Program for children. (FY15-FY19)
- Continue outreach program so that all first graders in the Charlton Public School System receive library cards. (FY15-FY19)

Objective: Implement cultural and recreational programs for young adults.

Activities:

- Procure outside sources of funding for young adult programs and allocate money for programming from the library's state aid account. (FY15-FY19)
- Offer at least 4 programs per year for young adults. (FY15-FY19)
- Continue the Summer Reading Program for young adults. (FY15-FY19)

Objective: Provide cultural and recreational programs for adults.

Activities:

- Procure outside sources of funding for adult programs and allocate money for programming from the library's state aid account. (FY15-FY19)
- Offer at least 15 programs per year for adults. (FY15-FY19)
- Continue the Adult Summer Reading Program. (FY15-FY19)

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Technology

GOAL: Use Technology to promote efficiency and effectiveness in the delivery of library services to the public.

Objective: Support and enhance library website resources.

Activities:

- Work with our website design company to redesign the library website to make it more user friendly. (FY15)
- Add an interactive web calendar to the library's website so that patrons may register for events, reserve rooms, and reserve museum passes online. (by FY17)

Objective: Subscribe to a varied collection of electronic resources to respond to the increased demand for digital content.

Activities:

- Monitor use of current electronic resources to determine resource use versus cost and patron demand for the resource. (FY15-FY19)
- Participate in the Massachusetts eBook project. (FY16)
- Allocate more library materials funds to digital content. (FY15-FY19)
- Train staff to use and how to help the public use new technology. (FY15-FY19)

Objective: Develop a Library Technology Plan.

Activities:

- Inventory current technology. (FY15)
- Implement a replacement/update plan. (FY16)
- The Library Director will attend the Town of Charlton Technology Committee meetings to ensure that the library's technology needs are included in the Town's fiscal plan. (FY 15-FY19)

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