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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – October 14, 2014 at 6:30pm

Submitted by MCD  
Date 10/29/14  
Received by KC  
Date 10-29-14

Present: Chairman – Frederick C. Swensen, 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.

*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.
3. Chairman Swensen welcomed back Emily Sprague, Student Selectperson for her second year.

II. Consent Agenda:

1. Minutes of Selectmen's Regular Meeting – September 30, 2014. **Motion by Mr. Szafarowicz to accept the September 30<sup>th</sup> meeting minutes, seconded by Mr. Singer, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.

IV. Appointments/Resignations:

1. Appointment – Special Police Officer – Michael L. Domingues. Mrs. Craver stated that attached is a memo from Chief Pervier asking the Board to appoint Michael L. Domingues as a Special Police Officer for the Charlton Police Department. Mr. Domingues has been serving as an Auxiliary Police Officer for the Town of Charlton since March 20, 2012. During his tenure with the Charlton Police Department, Auxiliary Patrolman Domingues has been an exemplary officer, volunteering hundreds of hours to the Town of Charlton. Chief Pervier states that in addition, with the authorization of the Board, Officer Domingues entered the Worcester Police Department – Basic Recruit/Full time Police Academy on October 15, 2012 as a sponsored candidate representing the Town of Charlton and on April 4, 2013, successfully completed and graduated from said academy. Officer Domingues incurred all of the related costs of this training. He will be a great asset for the Police Department and this appointment will help offset staffing shortages and reduce the payment of overtime. Mrs. Craver would recommend the Board appoint Auxiliary Police Officer Michael L. Domingues as a Special Police Officer for the Town of Charlton Police Department. Chief Pervier introduced Officer Domingues. **Motion by Mr. Szafarowicz to appoint Officer Domingues as a Special Police Officer, seconded by Mr. McGrath, motion carries unanimously.** The Board welcomed Officer Domingues.
2. Resignation – Activities Council & Community Development Committee – Pauline Hague. Mrs. Craver stated that attached is a resignation from Pauline Hague from the Activities Council and the

Community Development Committee. Ms. Hague has stated that due to poor health and soon moving out of town, it keeps her from being active on these committees. Mrs. Craver would like to thank Ms. Hague for her hard work and dedication that she provided to both the Activities Council and the Community Development Committee. A letter of thanks has been completed and is in your sign folder. **Motion by Mr. McGrath to accept Ms. Hague's letter of resignation, seconded by Mr. Szafarowicz, motion carries unanimously.**

V. Scheduled Appointments:

**6:40pm** – Government Study Presentations – Mass Municipal Association. Mrs. Craver stated that at the Board's goals and objectives meeting on August 12, 2014, the Board had decided to look at Charlton's form of government. Charlton has no Charter and is guided by State Statutes and Bylaws. The conversation began because the Board had wanted to have the Town Administrator sign the payroll warrant due to our office frequently making repeated calls to selectmen to come in to sign payroll and often members are out of State for business, thus the Board thought it a good idea to start a process to look at the form of town government. At that meeting, Mrs. Craver informed the Board about MMA's form of government and the board had asked if she could contact them and ask them to come in and talk to you. Tonight we have Mark Fisher and Marilyn Contreas joining us. Mr. Fisher and Ms. Contreas came forward. They have provided the Board with some information on different forms of government. Ms. Contreas stated that she provided the board with some information which addresses the basic foundation of the board's form of government. Mr. Fisher stated that one of the provisions that a charter has is to set up a permanent committee to do reviews to see if they can be streamlined. He said it's easier to take small steps. There are different transitions that towns go through. Ms. Contreas stated that Charlton is eligible to be a city with a Mayor as we are over 12,000 people. That's a comfort level decision for the people. A charter can help establish uniformity between elected and appointed boards. Mr. Szafarowicz stated that after hearing about doing a special act to the legislatures about putting our current bylaws and our current town government into a charter may be the best path to choose going forward. Maybe we should talk to town counsel to see what we can do with that and to see what obstacles we would have to face and start having that conversation. In the future if we get that passed, we could set up a board maybe of ourselves so we can look at further recommendations to keep that process open. Mrs. Craver stated that the Board does have a warrant article for October 21 to see if town meeting would allow you to form a committee to study a charter. Mr. Fisher stated that they are here to help the board at any time. Ms. Contreas handed the Board some paperwork to help clarify the differences. The Board thanked them for coming.

**7:00pm** – Ye Olde Commons – update. Mrs. Craver stated that Chairman Swensen asked for this item to be placed on the agenda for discussion. As a reminder, Ye Olde Commons requested a Live Entertainment License from the Board in April of 2014. During the public hearings for this license, residents voiced concerns including noise and traffic. On May 13, 2014, the Board voted to meet with residents; representatives from Ye Olde Commons; officials from the board of health, police and fire. Chairman Swensen volunteered to coordinate the meeting and try to address some of the issues and to bring information back to the board. All concerns were addressed at that time. An event over the July 4th did not go as well as agreed and the group met again on July 8, 2014. Tonight is to address any lingering issues. Chief Cloutier has provided the Town of Mansfield's agreement with a venue that has similar issues and it has fines for music after the curfew. It is attached for your review as well as the minutes from the Board's April 29, 2014 meeting. Mr. McGrath asked what the continuing issues were. Chairman Swensen stated that there was a stipulation of no loud music after 11 and there was. He was told it did stop at 11pm but then started up again shortly after that. There are issues with speeding and traffic on Northside Road. Since that time, speed limit signs have been posted. Chief Pervier came forward and said when we all started meeting with Mr. Henning, we looked at all the aspects of the request. Chief Pervier reviewed the events of the weekend of July 4<sup>th</sup>. He would like to

see Mr. Henning continue to be successful but he also would like to protect the citizens. Harold Henning came forward. He thanked the board for taking the time to discuss this with him. He explained the type of events that take place at Ye Olde Commons. In 2012, they rented space to someone that held a rave event. This was loud and long. There were issues and troubles. In 2013, there was a similar event with a much smaller crowd that was controlled. The event in 2013, caused no interest from anyone at all. This year, during the discussion of the entertainment license, these events were brought up. In 2014, there was one event which is from someone that held his birthday party, and went a bit out of scope in the first year. Mr. Henning stated that during the discussions of his entertainment license and the stipulations being put forth, he had one big event cancel on him. They lost 60% of their proceeds for this year. He apologized if there was any noise that bothered the neighbors and woke them up. He did check on the area during events. He knows that this is a residential neighborhood and the neighbors want to see this business shut down. Mr. McGrath asked Chief Pervier if there were any other complaints for any of the other venues that he holds. Chief Pervier stated that they don't get calls to go there except for that one event. Mr. Singer stated that he feels Mr. Henning is trying to work with everyone. This one event is effecting his reputation and it is up to him as a business owner to take care of it. It's a painful decision but as a business owner, it needs to be dealt with. Karen Remian from Northside Road came forward. She stated that when the abutters came before the board last time and the license was granted, the board said if there were any issues that they would pull the license. Mrs. Remian said they want it pulled. She said she talked to the Chief about issues. The Board of Health had concerns about the trash, bathrooms and showers. He doesn't have the facility to man all the people. She also stated that in 2012, he came and apologized to the residents and said he wouldn't rent it to them again and he did. She stated that Mr. Henning is bad news. He lied to the chief that the music would be shut off at 11:00pm on Friday and Saturday and it wasn't. She said they made several calls to the police who never showed up. She said that the music woke her family up at 12:05am. She feels the license should be pulled but at the least, it needs to be amended more. Chairman Swensen stated that this board has to find a reasonable balance. The members of the Board will need to talk amongst themselves with the Chiefs and the Board of Health. Carl Remian came forward and said they called the police about the music and the truck that was revving in front of their house and no police responded. He stated that the Board promised if there were any violations to the entertainment license that the license would be pulled. He said they are not trying to put Mr. Henning out of business they just don't want the loud amplified music. Mr. Henning came back to the table. He clarified the trash issue which was trash bags that were put by the dumpster because they didn't fit but they were picked up a day or so later. He did have port a potty's there as well and said the board of health never talked to him. Chairman Swensen stated that the board will be having more discussions on the license renewals as they come. Mr. Szafarowicz asked if Mrs. Craver could provide the board with an update from the board of health.

**7:15pm** – Release of Chapter 61 – Millette. Mrs. Craver stated that attached you will find a request from Attorney Francis B. Fennessey representing and pertaining to property of Peter Millette located at 29 Oxford Road (Assessors map 54, Block A, Lot 3) to lease approximately 5 acres to Borrego SPV for use as a solar array for the generation of electricity and to convert the property from its present agricultural use. As the Board's policy states, this notice was sent to the Board of Assessors, Conservation Commission, Planning Board and Town Counsel for review. The Board of Assessors, Conservation Commission and Planning Board have no objection to the removal of said property. Attorney Cosgrove has also indicated that the information provided was correct. The Board should now review and decide whether to exercise or assign its right of first refusal. You must open the public hearing by reading the attached notice as it was placed in the paper. Chairman Swensen read the notice as placed in the paper and opened the hearing at 8:55pm. Attorney Fennessey and Peter Millette came forward. **Motion by Mr. McGrath to close the public hearing, seconded by Mrs. Cooper.** Chairman Swensen asked if this property abuts residences and have the abutters been notified and the

answer was yes. **Vote on motion: motion carries.** Hearing closed at 9:00pm. **Motion by Mr. McGrath to approve the removal of 29 Oxford Road, Assessors Map 54, Block A, Lot 3 from Chapter 61, seconded by Mr. Singer, motion carries unanimously.**

**7:30pm** – Brian Ceccarelli – Fire Inspector – MDA Boot Drive request and Bulk Storage License – Nichols.

1. Mrs. Craver stated that the Charlton Permanent Fire Fighters Association, IAFF Local 4023 and the MDA are requesting permission to host a “Boot Drive” near the intersection of Main Street and Masonic Home Road on Saturday, October 25, 2014 from 0900 hours to 1300 hours. This request was forwarded to Chief Pervier for his recommendations. Chief Pervier is in support of the boot drive contingent upon the following safety precautions:

- All volunteers must wear bright colored vests;
- Orange traffic cones must be set out on Main St. and Masonic Home Road for a distance of not less than 50 feet on each respective way prior to reaching the boot drive location. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
- Signs warning “Voluntary Boot Drive Ahead” must be erected on both Masonic Home Road and Main St. not less than 75 feet from the toll station. Should the Board approve this request, please consider adding the recommendations from Chief Pervier to the motion.

Mr. Ceccarelli stated that it’s been a few years since this has been done. It used to be through the union but now it’s through the Fire Department. Mrs. Craver asked if there has been any issues with other towns for firefighters in uniforms? Mr. Ceccarelli stated that these would be volunteer firefighters that are not on call. **Motion by Mr. Szafarowicz that we approve the request along with Chief Pervier’s recommendations, seconded by Mr. McGrath, motion carries unanimously.**

2. Bulk Storage License – Nichols Enterprise, Inc. Mrs. Craver stated that the Fire Department has received an application from Ralph Nichols of Nichols Enterprise, Inc. for the bulk storage plan located at 125 Southbridge Road. The application itself gets filed and approved by the Fire Department. The Fire Department has approved the application with the only comments of the permit is requesting that deliveries be performed between the hours of 9am – 5pm Monday thru Friday, if possible. The next step on the application is to have the Board of Selectmen approve and sign the permit so it can be sent to the State Fire Marshal’s Office for their approval of the design. Chief Cloutier would recommend the Board of Selectmen vote in the affirmative to approve the license and Mrs. Craver would recommend the same. Should the Board approve, Chairman Swensen would need to sign the forms. **Motion by Mr. Szafarowicz to approve the Bulk Storage license as requested, seconded by Mr. McGrath.** Chairman Swensen asked what they are storing and why is there a concern for time. Mr. Ceccarelli stated its for #2 fuel oil and he’ll have it on site so he’s not traveling to Rhode Island to get it. The hours are just a preference between himself and the Chief. **Vote on motion: motion carries.**

#### VI. New Business:

1. Winter Washed Sand Bid – award. Mrs. Craver stated that on October 1, 2014 at 11:00am, sealed bids marked “Winter Washed Sand” were opened and read. One bid was received from Hylka Construction Co., Inc. in the amount of \$14.20 per ton delivered. The recommendation from Highway Superintendent Foskett and Mrs. Craver would be to award the Winter Washed Sand Bid to Hylka Construction Co., Inc. in the amount of \$14.20 per ton delivered. Last year, Hylka Construction was awarded the bid in the amount of \$13.95/per ton delivered. **Motion by Mr. Szafarowicz to award the Winter Washed Sand bid to Hylka Construction, Co., Inc. in the amount of \$14.20 per ton, seconded by Mr. Singer.** Chairman Swensen asked Mr. Foskett how many tons he goes through in a typical winter. Mr. Foskett estimated about 4,000 ton. **Vote on motion: motion carries.**

- Private Snow Plow Contractor recommended increase. Mrs. Craver stated to please find attached a memo from the Highway Superintendent recommending the Board increase the rate for Private Snow Contractors for the fiscal year 2014-2015 snow season. This rate has not been adjusted since October 21, 2008. Mr. Foskett is suggesting an increase as follows:

A truck classified less than one ton with an eight (8) foot plow would increase from \$53.00 per hour to \$60.00 per hour.

A truck classified as a one ton or more with a nine (9) foot plow would increase from \$58.00 per hour to \$65.00 per hour.

Mr. Foskett has based the increase in rates by comparing to the following towns:

Southbridge	(1) rate \$78.00 per hr
Oxford	(1) rate \$64.00 per hr
Sturbridge	(1) rate \$70.00 per hr
Auburn	$\frac{3}{4}$ ton \$60.00 per hour 1 ton \$ 65.00 per hour
Webster	$\frac{3}{4}$ ton \$69.50 per hr 1 ton \$75.20 per hr
Spencer	$\frac{3}{4}$ ton \$58.00 per hr 1 ton \$70.00 per hr

Mrs. Craver would recommend the Board increase the rates as suggested by Mr. Foskett. Mr.

Foskett stated that it's been seven years since we've increased the rates. **Motion by Mr. Singer to approve the increases as recommended by Mr. Foskett, seconded by Mr. Szafarowicz, motion carries unanimously.**

- Appointment of Fire Department Provisional Officer. Mrs. Craver stated that Fire Chief Cloutier asked for this item to be placed on the agenda. He has provided some information regarding staffing and hours which is in your drop box. Chief Cloutier explained what was provided to the board. He is seeking the approval for two provisional officers where he sees fit to help defray the overtime costs in the department. He stated that he presented this same model to the Finance Committee to fill in the holes for the overtime shifts at a regular pay rate and they approved it and are recommending that the board fill two provisional officer positions. Mrs. Craver explained that these are not permanent positions. Once the employees come back, the provisional officers will be released. Chairman Swensen asked if Chief Cloutier would be able to get provisional officers under these conditions and he said they are going to try. It's happened in the past. Frank Morrill, Chairman of the Finance Committee came forward. He stated that at the Finance Committee meeting, they did discuss this issue and it was pretty much unanimous. **Motion by Mr. McGrath that we allow the Fire Chief to appoint two provisional firefighters, seconded by Mr. Szafarowicz, motion carries.**

- Application for Special License – Mary Combs – wedding. Mrs. Craver stated that attached is a request from Mary Combs for a special liquor license for Wine and Malt beverages to be used on Saturday, November 1, 2014 from 5:00pm – 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. All have approved with the Fire Department stipulating to keep fire exits clear. 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 31, 2014 through November 2, 2014. **Motion by Mr. Szafarowicz to**

**issue the special alcohol license as requested, seconded by Mr. McGrath, motion carries unanimously.**

5. ABCC Advisory for off Premise Retail License Sunday Opening time change allowed. Mrs. Craver stated that attached is an advisory from the Alcoholic Beverages Control Commission stating that effective October 23, 2014, off-premises retail alcoholic beverage licensees (package stores) will be permitted to sell alcoholic beverages beginning at 10:00am on Sundays. Although under the law, these licensees are entitled as a matter of right to open at 10:00am and as such DO NOT need the approval of the Local Licensing Authorities, licensees must notify the Local Licensing Authorities about the change of hours. We have received notice from Tomski Trading Corp, d/b/a Ted's Package Store that they will be changing their Sunday hours to 10:00am. We will advise you of any other notices that are received.
6. Mass Selectmen's Association Fall Conference. Mrs. Craver stated that attached is an invitation to the Board to attend the Fall Conference of the Massachusetts Selectmen's Association on Saturday, October 25, 2014 at the Tri-County Regional Technical Vocational High School in Franklin. This training is designed specifically for the board and will feature workshops on local government reform, community paramedicine, a discussion of the state wide ballot questions and best practices in searching for and hiring a town manager or administrator. She would encourage the Board to attend this training as it's very informative. The conference is free but pre-registration is required. If the Board would like, you can let either herself or staff know of your intention and we will sign you up. Mr. Szafarowicz stated that he attended an event put on by the Mass Selectmen's Association before and they do a great job. Chairman Swensen stated the same and asked for Mrs. Craver to sign him up. Mr. Szafarowicz would like to be signed up as well.

#### VII. Old Business:

1. Regional Dispatch. Mrs. Craver stated that per direction of the Board, we have researched the pros and cons of entering into a regional dispatch with the Southern Worcester County Communications Center including meeting with the Police Alliance to impact bargain. First, she reported that the Alliance, rightly so, focused on protecting the full time dispatchers presently employed by Charlton. They were concerned about the members being given positions at the regional dispatch as well as protecting their seniority, benefits and pay. She can report that, the wish of the dispatchers and police alliance is to keep the center in-house first, but if Charlton were to join the SWCCC, the union's demands can be met. We have received several letters and emails asking questions about the move. She would like to go through some questions and answers that may help to understand the intricacies of this issue. There are compelling reasons to both keep the dispatch in-house and to join a regional dispatch center. It is truly a community preference. There are no big costs savings at the present time, but she does clearly know that doing nothing is putting the Town at risk. The community needs to either fund the dispatch fully or enter a regional center. The State mandates are growing and it is only a matter of time before there is simultaneous medical calls that cannot be handled and the town may become liable. Much of this discussion has been motivated by the need to reduce potential risk. That risk is a resident being on the phone for a medical emergency and another call comes in for another medical emergency. The dispatcher cannot leave the first call to take the second one. The benefit of a regional dispatch is that there is more than one dispatcher available and call response time may be quicker to get help from a dispatcher and while one is walking you through the issue (like how to stop a baby choking) the other is calling the ambulance. Also, we have received 6 emails regarding the discussion tonight. They are attached for your review. Chief Cloutier sent an email discussing his support for joining a regional dispatch but questioned whether the SWCCC is a good match for Charlton. His email is also attached. Mrs. Craver reviewed the list of questions and answers. (attached) Mrs. Craver also reviewed a cost analysis which is also attached. Chairman Swensen thanked Mrs. Craver. He also

wanted to clarify a few things that he has seen in social media. The first being that this is not a public hearing. It's just a discussion for the board to review. He stated that this is something that's been in discussion for a couple of years. It's going quick now because the Webster Police Department is up and running and that's where the dispatch center would be located. We are moving quickly to ensure our staff has their positions. He also stated that the state is pushing for regionalization. Chief Pervier clarified how the E911 would work. Chairman Swensen has a few questions himself. #1 – the town of Charlton being as big as it is geographically, do we want to regionalize? #2 – If we do, or if we need to do this whether we want to or not, is Dudley/Webster/Oxford where we want to go or do we want to look at something along the Route 20 corridor like Sturbridge/Southbridge dispatch area? #3 – Is this our best option? He stated that he will make a decision whether good or bad but it will be an informed decision. Mr. Singer is not opposed to regional dispatch but he would like to hear what everyone else has to say. He said by looking at the information, if we keep full dispatch here, it's cheaper. Mr. McGrath stated that one of the things that the Board looked at during their goals and objectives meeting, they looked at the mandate that the town gave us at the ballot box, that they wanted to cut costs, run the town with the money you have and this is what the Board is doing. If people want services, they have to pay. If they don't want to pay, it hurts the services. Mr. McGrath stated that we have the lowest tax rate in the state and we need to do something about this. Mr. Singer stated that this is not only a financial issue, it's a safety issue as well. Mrs. Cooper appreciates all the work that went into the background information but feels there is a lot more that we need. There are questions that are unanswered as far the long term financial impact, have we received any input from our Finance Committee and we need to look at the safety of our residents. How does it affect our response times? Chief Pervier stated that just for the residents understanding, this discussion started back in 2010. He stated that we are here now because the 4<sup>th</sup> dispatcher was not funded. Chief Pervier stated that they have been looking at the costs. He provided the cost of what it was to fund the Police Department for last year. He explained that the purpose of requesting the 19<sup>th</sup> officer was to help maintain the staffing levels. He said there is a liability to the town if we are not able to take all of the calls and address them properly. We are looking for solutions. He also said that no matter what we do, it's going to be a cost to the town. Regardless of what is being contemplated, it is the taxpayers town. He, as Chief, wants to do what's best for Charlton. Chief Pervier has spoken with the Chief's in Southbridge and Sturbridge who sounded like they would be interested. Mr. Szafarowicz stated that a lot of this pertinent information hasn't been brought to us until recently. He is surprised at the lack of financial savings. Chairman Swensen asked if there was anyone in the audience that would like to come up and speak to please raise your hand to be recognized. Fire Chief Cloutier came forward. The facts can drive us into the right decision. He stated that he forwarded information earlier to show how many times we have called Webster and Dudley to our community and it came up to 8%. The towns of Sturbridge and Southbridge show that we called 49% of the time. He said that we should look at the duties of the regional dispatch which is to push out the calls. He is for regionalization but feels maybe this is not the right communities to be with. Southbridge and Sturbridge work more with Charlton. Cheryl McKissick from Griffin Road came forward and stated that if we are not going to take a vote on this tonight, she would ask that in the future we have the public come in so they can hear the future steps. **Motion by Mr. Szafarowicz that we take no action on Regional Dispatch, seconded by Mr. McGrath, motion carries.** Mr. Singer would ask what Mrs. McKissick stated that that these meetings are well publicized so these people can attend. Chief Cloutier stated that if there is a committee formed at some point, he would be glad to be part of that. Gail Foley, Dispatcher for the Police Department came forward and stated that if the dispatcher is on the phone and another call comes in, it gets forwarded to Southbridge so the call does get answered. Carolyn Wilson from Wamsutta Ridge Road came forward. She said there's a lot more to this than just picking up and moving to

Webster. The Officers and Dispatchers work as a team. Ed Knopf, Captain on the Fire Department has a couple of points of clarification. He had a "draft" description of regional dispatch and what he has is inaccurate. Mike McGrath, police officer and union president of the Charlton Police Alliance stated that he reviewed what he was given from the Chief. He explained what would happen at the Police Station if we went forward. Chairman Swensen thanked everyone for coming out.

2. Regional Veterans District. Mrs. Craver stated that as directed by the Board, we have negotiated a regional veteran's district with the Town of Southbridge. The Application to the Veteran's Services Division is included as well as the proposed IMA. Highlights and benefits of the district include:

- Full time Veteran District Agent – will have assigned office hours in Charlton and Southbridge
- Full Time Clerical Assistance – Kara will act as the Clerical for the District
- Each town shall employ one staff member and be responsible for associated benefits
- Charlton will pay the District \$16,000 toward the Full Time Agent
- The district is in the position to accept more towns thus, possibly creating a further saving for Charlton
- Mike Trembley, the Full Time District Agent is experienced and has an excellent reputation at the State Level. He will provide the Charlton Veterans with exceptional service and she is glad he will be working with our veterans.

Mrs. Craver has spoken to the Veterans Services Division and there is support for this district. She would recommend that the Board vote to join the Charlton-Southbridge Regional Veterans District and authorize her or the Chairman to sign the application and agreement. **Motion by Mr. Szafarowicz that we join the Charlton-Southbridge Regional Veterans District and authorize the Chairman or Mrs. Craver to sign the application and agreement, seconded by Mr. McGrath, motion carries unanimously.**

3. FY15 Special Town Meeting – Tuesday – October 21, 2014

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

Article 1. Appropriation of Funds for Unpaid Bills of a Prior Fiscal Year. **Motion by Mr. Szafarowicz to support the motion for the article as printed, seconded by Mr. McGrath, motion carries.**

Article 2. Inter/Intra Departmental Transfers and/or Appropriations for FY2015 Budget. Chairman Swensen would ask that we direct the Town Administrator to put the \$50,000 in Article 2 for the Fire Truck as our primary goal. If there's a reason that doesn't work, then to go to Article 3. Mrs. Craver stated that if Article 4 does not pass at Town Meeting or at ballot, then we wouldn't do anything. **Motion by Mr. Szafarowicz to accept Article 2 motion as printed with the stipulation if Mrs. Craver can find the \$50,000, seconded by Mr. McGrath, motion carries.**

Article 3. Capital Items and Related Contracts. **Motion by Mr. Szafarowicz to accept the motion for Article 3 with the stipulations as laid out before, seconded by Mr. Singer, motion carries.**

Article 4. Re-Authorization of Capital Debt Exclusion. **Motion by Mr. Szafarowicz that we support the motion for Article 4, seconded by Mr. Singer, motion carries.**

Article 5. Transfer to/from Stabilization Funds. **Motion by Mr. Szafarowicz to support the motion for Article 5 with the stipulation as laid out before, seconded by Mr. McGrath, motion carries.**

Article 6. Government Study Committee / Charter Commission. **Motion by Mr. Szafarowicz to support the motion for Article 6, seconded by Mrs. Cooper, motion carries.**

Article 7. Municipal Aggregation of Electricity, Contracts for Electricity, etc. **Motion by Mr. Szafarowicz to support the motions for Articles 7, 8 and 9, seconded by Mr. McGrath, motion carries.**

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. **Motion by Mr. Szafarowicz that we support the motion for Article 10, seconded by Mr. McGrath, motion carries.**

VIII. Committee Reports:

IX. BOS Policy Review:

X. Student Selectperson Report: Chairman Swensen welcomed back Emily Sprague. Ms. Sprague reviewed her report.

XI. Town Administrator Report: Mrs. Craver reviewed her report. She was asked to review the BYOB and bring it back to the board in the future.

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

XIII. Next Meeting Announcement:

- Special Town Meeting – October 21, 2014 – Charlton Middle School – 7pm
- Next Regular Selectmen's Meeting – October 28, 2014

XIV. Adjourn/Executive Session:

**Motion by Mr. Szafarowicz to enter into executive session at 10:02pm under M.G.L. c. 30A, Sec. 21, #2 – to discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and #6 – to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mrs. Cooper.** 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. **Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Swensen – aye.**

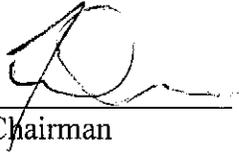
**Motion by Mr. Szafarowicz to adjourn at 10:28pm, seconded by Mrs. Cooper, motion carries unanimously.**

Submitted by:

Mary C. Devlin

Administrative Assistant

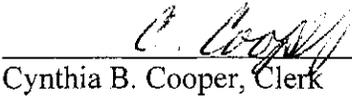
Accepted by:



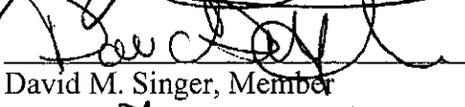
Frederick C. Swensen, Chairman



Joseph J. Szafarowicz, Vice-Chairperson



Cynthia B. Cooper, Clerk



David M. Singer, Member



John P. McGrath, Member

**Devlin, Mary**

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**From:** Lori <rn58lori@aol.com>  
**Sent:** Tuesday, October 14, 2014 5:32 PM  
**To:** Devlin, Mary  
**Subject:** Dispatchers

Dear Selectperson's,

Last month at 3 a.m. my husband was having a heart attack. I can't thank the Police and Paramedics enough for their rapid response! They were there very quickly and able to administer oxygen, start an I.V., do an EKG, give him pain med and Nitroglycerine spray all before the ambulance moved. Their quick action helped to save his life! I can't help but think that the outcome could have been very different if our Charlton police dispatcher was not on the other end of the line. I think this would be a terrible mistake! The town of Charlton has more land miles than most towns in Mass. To have someone who is unfamiliar with the town and it's roads dispatching police and emergency personnel to someone in need is dangerous!!

Sent from my iPhone

## Devlin, Mary

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**From:** Linda Collins <bballtwins2@gmail.com>  
**Sent:** Tuesday, October 14, 2014 5:03 PM  
**To:** Devlin, Mary  
**Subject:** Plans To Regionalize 911 Dispatch with Webster

To the Selectmen:

What benefit is this to the residents of Charlton? What do we get out of it that makes it worth considering in the first place? Are there going to be appreciable savings in costs to the town and / or taxes to the residents?

How is this going to affect response time to 911 calls when our station is unmanned?

Unless the answers to these questions indicate a substantial benefit to the Town of Charlton and it's residents my husband and I are totally against it.

Linda & Harry Collins  
114 Lelandville Rd

## Devlin, Mary

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**From:** Lisa Diezel <lisadiezel@aol.com>  
**Sent:** Tuesday, October 14, 2014 1:35 PM  
**To:** Swensen, Frederick  
**Cc:** Devlin, Mary  
**Subject:** Charlton Board of Selectmen: BOS Meeting - Regionalization of 911 Dispatch Services

Mr. Swensen:

We are writing in response to the plans/discussion surrounding regionalization of emergency dispatch services for the town of Charlton. We have been residents of Charlton for 27 years, raising two children in that time. While no one wants to imagine ever requiring a call to 911, the availability of the 911 system and dispatch services is a critical component of any community. It is not simply a service. Too often, dispatch is the sole link between life and death.

Our family learned this first hand on January 21 of this year when our then 24 year old daughter, Kristin, suffered a cardiac episode. Initially, she was alert and Lisa's call to 911 was for emergency transport to UMass Medical Center; within minutes of the call being placed, however, Kristin's condition deteriorated, she became non responsive, and stopped breathing. We by no means question the capability nor professionalism of a trained dispatcher within a regionalized dispatch center; however, in a critical care situation such as Kristin's on January 21, capability and professionalism alone are not enough. Dispatcher knowledge of the town, the community, and the personnel they are dispatching are absolute necessities in an emergency situation. The Charlton dispatcher, knowledgeable of Charlton and having an established working relationship with the responding officers, was assessing the information coming in over the phone, the weather conditions (as we were in the early hours of a snowstorm), the availability of Charlton services, and the proximity of EMS services in Oxford, and ultimately requested services from Oxford.

A decision to consolidate emergency services must involve examination of more than the financial benefits; it must also examine the degree to which such consolidation maintains or enhances public safety. Companies commonly outsource services for monetary efficiencies: services like catering, custodial staff, deskside support, and even IT development. Oftentimes, they also outsource those services for which they cannot provide a certain level of expertise relative to their primary industry. However, these companies also assess the risk inherent in such arrangements. For this reason, many do not outsource the services related to their primary point of contact with the individuals to whom they provide services. These companies understand the importance of their representatives having direct experience with their company, their customers, and the services they provide to their customers.

It is our hope that a decision on this matter not be made without a comprehensive feasibility study. What are the driving factors for moving into regionalization? What would be the impact to services currently delivered? Would they be enhanced? Will emergency response times be impacted? What is the proposed timing for Charlton joining the South Worcester County Communications Center? How far can regionalization (or would it) be taken?

More information must be available as to the long term costs, risks, and benefits - both monetary and non monetary. The residents of Charlton require, and should expect, nothing less when it comes to public safety. Thank you for your attention.

Sincerely,

Gregg and Lisa Diezel  
47 Morton Station Rd  
Charlton MA

## Devlin, Mary

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**From:** Kristin Diezel <kdiezel@bankstreet.edu>  
**Sent:** Tuesday, October 14, 2014 12:09 PM  
**To:** Swensen, Frederick  
**Cc:** Devlin, Mary  
**Subject:** Regionalization of Charlton Dispatch Board of Selectmen Meeting

Dear Mr. Swensen,

My name is Kristin Diezel and I am writing in regards to the discussion that will be taking place tonight about the regionalization of the Charlton Dispatch. This issue is something that I would like to voice my thoughts on, but due to work commitments I am unable to make it to the meeting tonight. Below I have enclosed a letter of appeal in regards to my thoughts on the issue. As the Chairman of the Board of Selectmen I believe that you are the appropriate person to send the letter to in order to ensure that it is heard by the board and the town. Please let me know if there is another appropriate place to send it as well or if you have any questions. Thank you for your time.

Sincerely,

Kristin Diezel

To Whom It May Concern,

My name is Kristin Diezel and I am writing to express my concern with the intent to join the South Worcester County Communication Center for the purpose of police, fire, and EMS dispatching. I am a twenty five year old individual with congenital heart defects who was born and raised in Charlton. On January 21, 2014 I went into atrial fibrillation in my home in Charlton. Upon my going into atrial fibrillation my mother called 911 in Charlton and spoke with dispatcher Gail Foley, who assured her that help was on the way. During this time my atrial fibrillation conducted more rapidly than any of my doctors would have anticipated; I became unresponsive and stopped breathing. Ms. Foley was aware of my condition and the location of my house within the town of Charlton. Her training and knowledge of the town of Charlton allowed for her to assist my mother with what to do helping resuscitate me and she quickly called for additional assistance from the surrounding town which was closest to my home, Oxford. With the knowledge and assistance of Ms. Foley, Charlton police and Oxford EMS arrived at my home and were able to provide the appropriate CPR and transport to UMASS to treat my atrial fibrillation. If the 911 call that my mother placed on January 21<sup>st</sup> was outsourced to a surrounding town who did not know the roads of Charlton and was not as aware of the resources that were available in Charlton my story today might be very different and the extra time it might have taken to get help to my house because the dispatcher was not as aware of the town as Ms. Foley was could have resulted in the loss of my life.

While I understand that in today's economy looking at saving money is something that is important for institutions, you cannot, and should not put a price on someone's life. By removing the dispatching center from the Charlton Police department the Town of Charlton and its residents will suffer. From a young age we are taught that the police station will always have someone on staff that can help you. We teach our children that if they are unsafe, or lost, they will always find at least a dispatcher at a police station that can help them. We teach young drivers that if they feel unsafe and are being followed when driving that they should drive to a police station for help. By removing the police dispatcher we are putting these children and young drivers at risk, especially if a police officer is out on a call and not in the station when these individuals arrive. When someone calls 911 they expect that they are talking to someone who is familiar with the town and the dynamics of the area in which they are living; this can be crucial in any emergency. By removing dispatching services we are putting our children and residents at a higher risk.

I cannot put into words the amount of gratitude that I have for the care and quick actions that were provided by Ms. Foley and the Charlton Police Department on January 21<sup>st</sup>. Because of the knowledge and quick actions that Ms. Foley exercised I am still here today to talk about it, and for that I am incredibly thankful every day. The actions of Ms. Foley and the Charlton police department on that day caused them to be the recipients of the Tri-Community Service award, which is given to those who go above and beyond their call of duty. Ms. Foley went above and beyond her call as a 911 dispatcher, for this Charlton should be grateful and should know the dedication that their dispatchers have. While I am sure that all dispatchers in other towns have similar willingness to help others, the passion is different when it strikes closer to home. I believe that moving the dispatch services would be a mistake and would hinder the safety of Charlton residents who call 911 in an emergency.

Thank you for your attention to this matter.

Sincerely,

Kristin Diezel  
47 Morton Station Rd, Charlton

Daytime Operations				
Group 1	Group 3	Group 4	Group 1	Group 3
Sunday	Tuesday	Wednesday	Thursday	Saturday
3	4	4	4	3

Min. Staffing Level

Daytime Operations				
Group 1	Group 3	Group 4	Group 1	Group 3
3	3	3	3	3
FPO - 1	FPO - 1	FPO - 1	FPO - 1	FPO - 1

Staffing per Group  
FPO works M-F Days

Nighttime Operations				
Group 1	Group 3	Group 4	Group 1	Group 3
Sunday	Tuesday	Wednesday	Thursday	Saturday
3	3	3	3	3

Min. Staffing Level

Currently have 13 positions  
 Currently down 1 member from Group 3, Group 4 and Group 1 = 126 hours per week  
 Days position was not funded FY15  
 Every shift that is short is filled with overtime  
 Projected Group 3 member out till Feb 2015      672 hrs X \$39.71 = 26,685.00  
 Projected Group 4 member out indefinitely      500 hrs X \$39.71 = 19855.00  
 Projected Group 1 member out till December 31, 2014      420 hrs X \$39.71 = 16678.20  
 Totaling      \$63,218.20

If we had the "Days" person there would be a savings of \$21,072.65

Charlton Fire - Extra Time Calendar

Week Beginning: 7/6/2014 Week Ending 7/12/2014

	Sunday 7/6/2014	Monday 7/7/2014	Tuesday 7/8/2014	Wednesday 7/9/2014	Thursday 7/10/2014	Friday 7/11/2014	Saturday 7/12/2014
	3	1	4	2	1	3	2
Shift / Detail:	Kimball (Off)	Ouellette (Vac)	Robertson (Sick)	Betts (Swap)	Ouellette (Vac)		
Time:	0800 - 1000	0800 - 1300	0800 - 1800	1100 - 1500	0800 - 1800		
Working:	Bjorn	*** Open***	Mason	Bjorn	Babineau		
Shift / Detail:	Kimball (Off)	Ouellette (Vac)	Robertson (Sick)				
Time:	1000 - 1800	1300 - 1800	1800 - 0800				
Working:	*** Open***	Mahan, K.	Mason				
Shift / Detail:	Kimball (Off)	Ouellette (Vac)					
Time:	1800 - 0800	1800 - 0800					
Working:	*** Open***	Babineau					
Shift / Detail:	Cupoli (Vac)						
Time:	0800 - 1800						
Working:	*** Open***						
Shift / Detail:	Cupoli (P-time)						
Time:	1800 - 0800						
Working:	*** Open***						
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 7/13/2014 Week Ending: 7/19/2014

7/13/2014 7/14/2014 7/15/2014 7/16/2014 7/17/2014 7/18/2014 7/19/2014

	Sunday 7/13/2014	Monday 7/14/2014	Tuesday 7/15/2014	Wednesday 7/16/2014	Thursday 7/17/2014	Friday 7/18/2014	Saturday 7/19/2014
	4	3	1	4	2	1	3
Shift / Detail:	Knopf (Vac)	Kimball (Vac)		Robertson (Sick)		Ladder Tst	Harris (Vac)
Time:	0800 - 1800	0800 - 1800		0800 - 1800		0800 - 1400	0800 - 1800
Working:	Babineau	Betts		Betts		Babineau	Babineau
Shift / Detail:	Knopf (P-time)	Kimball (Vac)		Robertson (P-time)		Mason (Sick)	Harris (Vac)
Time:	1800 - 0800	1800 - 0800		1800 - 0800		0800 - 1800	1800 - 0800
Working:	Ouellette	Bjorn		Mason		***Open***	Betts
Shift / Detail:	Robertson (Sick)	E2 - Greenwood				Mason (Sick)	Kimball (Vac)
Time:	0800 - 1800	0800 - 1000				1800 - 0800	0800 - 1600
Working:	Cupoli	Bjorn				Ceccarelli	Ouellette
Shift / Detail:	Robertson (Sick)	E2 - Greenwood					Kimball (Vac)
Time:	1800 - 0800	0800 - 1000					1600 - 1800
Working:	Cupoli	Ouellette					Meskus, C.
Shift / Detail:							Kimball (Vac)
Time:							1800 - 0800
Working:							Meskus, C.
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 7/20/2014 Week Ending 7/26/2014

	Sunday 7/20/2014	Monday 7/21/2014	Tuesday 7/22/2014	Wednesday 7/23/2014	Thursday 7/24/2014	Friday 7/25/2014	Saturday 7/26/2014
	2	4	3	1	4	2	1
Shift / Detail:		Robertson (Swap)	Harris (Vac)	Mason (Vac)	Robertson (Sick)	Babineau (Vac)	Mason (Vac)
Time:		0800 - 1800	0800 - 1800	0800 - 1800	0800 - 1800	0800 - 1800	0800 - 1800
Working:		Betts	Betts	Kimball	Hopkins	Meskus, C.	Bjorn
Shift / Detail:		Robertson (Sick)	Harris (Vac)	Mason (Vac)	Robertson (Swap)	Babineau (P-time)	Mason (Vac)
Time:		1800 - 0800	1800 - 0800	1800 - 0800	1800 - 0800	1800 - 0800	1800 - 0800
Working:		Ouellette	Bjorn	Bjorn	Betts	Ouellette	Bjorn
Shift / Detail:		Detail - Scope		Mahan (Vac)			Mahan (Vac)
Time:		0800 - 1000		0800 - 1800			0800 - 1800
Working:		Ouellette		Cupoli			Hopkins
Shift / Detail:		Detail - Scope		Mahan (Vac)			Mahan (Vac)
Time:		0800 - 1000		1800 - 0800			1800 - 0800
Working:		Babineau		Robertson, Do.			Betts
Shift / Detail:							
Time:							
Working:							
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 7/27/2014 Week Ending: 8/2/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7/27/2014	7/28/2014	7/29/2014	7/30/2014	7/31/2014	8/1/2014	8/2/2014
	3	2	4	3	1	4	2
Shift / Detail:	Kimball (Vac)	Babineau (Vac)		Harris (IOD)	Mahan (Mtg)		Babineau (Swap)
Time:	0800 - 1800	0800 - 1800		0800 - 1800	0830 - 1130		0800 - 1800
Working:	Hanks, D.	Kimball		Ouellette	Bjorn		Robertson*
Shift / Detail:	Kimball (P-time)	Babineau (Swap)		Harris (IOD)	Ouellette (Mtg)		Babineau (Vac)
Time:	1800 - 0800	1800 - 0800		1800 - 0800	0830 - 1130		1800 - 0800
Working:	Ouellette	Knopf*		Bjorn	Kimball		Mason
Shift / Detail:	Harris (IOD)						
Time:	0800 - 1800						
Working:	***Open***						
Shift / Detail:	Harris (IOD)						
Time:	1800 - 0800						
Working:	Ceccarelli						
Shift / Detail:							
Time:							
Working:							
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 8/3/2014 Week Ending 8/9/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8/3/2014	8/4/2014	8/5/2014	8/6/2014	8/7/2014	8/8/2014	8/9/2014
	1	3	2	4	3	1	4
Shift / Detail:	Mason (Vac)	Cupoli (IOD)			Cupoli (IOD)	Mason (Vac)	Knopf (Vac)
Time:	0800 - 1800	0800 - 1800			0800 - 1800	0800 - 1800	0800 - 1800
Working:	Zamis	Bjorn			Bjorn	Babineau	Mason
Shift / Detail:	Mason (Vac)	Cupoli (IOD)			Cupoli (IOD)	Mason (Vac)	Knopf (P-time)
Time:	1800 - 0800	1800 - 0800			1800 - 0800	1800 - 0800	1800 - 0800
Working:	Zamis	Betts			Knopf	Ceccarelli	Mason
Shift / Detail:	Ouellette (Vac)	Harris (IOD)			Harris (IOD)	Ouellette (Vac)	Bjorn (Sick)
Time:	0800 - 1400	0800 - 1800			0800 - 1800	0800 - 1800	0800 - 1000
Working:	Babineau	Bouellette			***Open***	Betts	Mahan (Hold)
Shift / Detail:	Ouellette (Vac)	Harris (IOD)			Harris (IOD)	Ouellette (Vac)	Bjorn (Sick)
Time:	1400 - 1800	1800 - 0800			1800 - 0800	1800 - 0800	1000 - 1800
Working:	Bjorn	Ceccarelli			Bjorn	Betts	Mahan, K.
Shift / Detail:	Ouellette (Vac)					Babineau (Swap)	Bjorn (Sick)
Time:	1800 - 0800					1600 - 1800	1800 - 2200
Working:	Bjorn					Ceccarelli*	***Open***
Shift / Detail:	Mahan (Vac)	Mahan (Vac)					Bjorn (Sick)
Time:	1800 - 0000	0000 - 0800					2200 - 0800
Working:	Ceccarelli	Robertson, Do.					Babineau

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 8/10/2014 Week Ending 8/16/2014

	Sunday 8/10/2014	Monday 8/11/2014	Tuesday 8/12/2014	Wednesday 8/13/2014	Thursday 8/14/2014	Friday 8/15/2014	Saturday 8/16/2014
	2	1	3	2	4	3	1
Shift / Detail:			Harris (IOD)	Babineau (Swap)		Harris (IOD)	Mason (Vac)
Time:			0800 - 1800	0800 - 0900		0800 - 1800	0800 - 1800
Working:			Robertson, Da	Cupoli*		Knopf	Mahan, K.
Shift / Detail:			Harris (IOD)	Meskus (Sick)		Harris (IOD)	Mason (Vac)
Time:			1800 - 0800	0800 - 0900		1800 - 0800	1800 - 0800
Working:			Mason	***Open***		Ceccarelli	Mahan, K.
Shift / Detail:			Ceccarelli	Meskus (Sick)		Kimball (Vac)	
Time:			0800 - 1200	0900 - 1800		0800 - 1800	
Working:			Babineau	Cupoli		***Open***	
Shift / Detail:				Meskus (Sick)		Kimball (P-time)	
Time:				1800 - 0800		1800 - 0800	
Working:				Bjorn		Ouellette	
Shift / Detail:						Cupoli	
Time:						0800 - 1230	
Working:						Robertson (Hold)	
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 8/17/2014 Week Ending 8/23/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8/17/2014	8/18/2014	8/19/2014	8/20/2014	8/21/2014	8/22/2014	8/23/2014
	4	2	1	3	2	4	3
Shift / Detail:	Knopf (Vac)	Ceccarelli	Ceccarelli	Harris (IOD)	Meskus (Sick)	Knopf (Swap)	Harris (IOD)
Time:	0800 - 1800	0800 - 1630	0800 - 1200	0800 - 1800	1400 - 1800	0800 - 1800	0800 - 1800
Working:	Zamis	***Open***	Babineau	Ouellette	Ouellette	Cupoli*	Mason
Shift / Detail:	Knopf (Vac)		Mason (P-time)	Harris (IOD)	Meskus (Sick)	Knopf (Swap)	Harris (IOD)
Time:	1800 - 0800		1800 - 2200	1800 - 0800	1800 - 2200	1800 - 2200	1800 - 0800
Working:	Mason		Robertson, Dani	Betts	Robertson, Do	Cupoli*	***Open***
Shift / Detail:	Bjorn (Swap)			Cupoli	Meskus (Sick)		
Time:	0800 - 1800			0800 - 1800	2200 - 0800		
Working:	Cupoli*			Messier	Mason		
Shift / Detail:	Bjorn (Swap)			Cupoli	Bjorn (M&M)		
Time:	1800 - 0800			1800 - 0000	1800 - 2100		
Working:	Cupoli*			Ouellette	***Open***		
Shift / Detail:				Cupoli	Babineau (Swap)		
Time:				0000 - 0800	1800 - 0800		
Working:				Mason	Bjorn		
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 8/24/2014 Week Ending 8/30/2014

	Sunday 8/24/2014	Monday 8/25/2014	Tuesday 8/26/2014	Wednesday 8/27/2014	Thursday 8/28/2014	Friday 8/29/2014	Saturday 8/30/2014
	1	4	2	1	3	2	4
Shift / Detail:	Mason (Vac)		Betts (Training)	Mahan (Sick)	Knopf (Mtg)		Cover Knopf (Harris IOD)
Time:	0800 - 1800		0800 - 1600	0800 - 1500	0800 - 1130		0800 - 1800
Working:	Cupoli		Ouellette	***Open***	Fournier		Mason
Shift / Detail:	Mason (Vac)		Ceccarelli (Training)	Mahan (Sick)			Cover Knopf (Harris IOD)
Time:	1800 - 0800		0800 - 1630	1500 - 1800			1800 - 0800
Working:	Babineau		Mason	Kimball			Zamis
Shift / Detail:	Ouellette (Vac)			Mahan (Sick)			EA Detail
Time:	0800 - 1800			1800 - 0800			1830 - 2230
Working:	Bjorn			Kimball			Hopkins / Fournier
Shift / Detail:	Ouellette (Vac)						F-1 Detail
Time:	1800 - 0800						1830 - 2230
Working:	Zamis						Kimball / Cupoli
Shift / Detail:							Fireworks Cmnd
Time:							1830 - 2230
Working:							Meskus, Curt
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Week Beginning: 8/31/2014 Week Ending: 9/6/2014

	Sunday 8/31/2014	Monday 9/1/2014	Tuesday 9/2/2014	Wednesday 9/3/2014	Thursday 9/4/2014	Friday 9/5/2014	Saturday 9/6/2014
	3	1	4	2	1	3	2
Shift / Detail:			Bjorn (P-time)	Meskus (Sick)	Mason (Vac)	Ceccarelli	
Time:			1800 - 0800	2030 - 0000	0800 - 1800	1100 - 1600	
Working:			Ceccarelli	Ouellette	***Open***	Babineau	
Shift / Detail:			Cover Knopf Harris IOD	Meskus (Sick)	Mason (Vac)		
Time:			0800 - 1500	0000 - 0800	1800 - 0800		
Working:			Knopf	Mason	Ceccarelli		
Shift / Detail:			Cover Knopf Harris IOD		Ouellette (Train)		
Time:			1500 - 1800		1800 - 2100		
Working:			Fournier		Robertson, Do.		
Shift / Detail:			Cover Knopf Harris IOD				
Time:			1800 - 0800				
Working:			Babineau				
Shift / Detail:			Scope Detail				
Time:							
Working:			Ouellette				
Shift / Detail:							
Time:							
Working:							

Full time members can only work three (3) shifts in a row.

Charlton Fire - Extra Time Calendar

Full time members can only work three (3) shifts in a row.

Week Beginning: 9/7/2014

Week Ending: 9/12/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9/7/2014	9/8/2014	9/9/2014	9/10/2014	9/11/2014	9/12/2014	9/13/2014
	4	3	1	4	2	1	3
Shift / Detail:	Cover Knopf Harris IOD	Cupoli (Sick)	Ceccarelli (Train)	Cover Knopf Harris IOD	Ceccarelli (Train)	Ceccarelli (Train)	
Time:	0800 - 1800	0800 - 1400	0800 - 1630	0800 - 1800	0800 - 1630	0800 - 1500	
Working:	Robertson, Do.	Ouellette	Betts	Ouellette	Knopf	Bjorn	
Shift / Detail:	Cover Knopf Harris IOD	Cupoli (Sick)	Mason (Training)	Cover Knopf Harris IOD		Ceccarelli (Train)	
Time:	1800 - 0800	1400 - 2200	0800 - 0900	1800 - 0800		1500 - 1600	
Working:	Ouellette	***Open***	Knopf	Knopf		***Open***	
Shift / Detail:	Bjorn (Vac)	Cupoli (Sick)	Mason (Training)	Bjorn (Vac)		Mason (Training)	
Time:	0800 - 1800	2200 - 0800	0900 - 1730	0800 - 1200		0800 - 1600	
Working:	Betts	Mason	Babineau	Babineau		Betts	
Shift / Detail:	Bjorn (P-time)			Bjorn (Vac)			
Time:	1800 - 2200			1200 - 1800			
Working:	***Open***			***Open***			
Shift / Detail:	Bjorn (P-time)			Bjorn (Swap)			
Time:	2200 - 0800			1800 - 0800			
Working:	Babineau			Babineau*			
Shift / Detail:	Youth Football			Ceccarelli (Train)			
Time:	1015 - 1415			0800 - 1630			
Working:	Hopkins, L.			Kimball			
Shift / Detail:	Youth Football			Bay Path (Sports)		Bay Path (Sports)	SHRHS Sports
Time:	1415 - 1830			1500 - 1800		1500 - 2200	0945 - 1200
Working:	Babineau			Babineau		Bjorn	Mason

Charlton Fire - Extra Time Calendar

Full time members can only work three (3) shifts in a row.

Week Beginning: 9/14/2014

Week Ending: 9/20/2014

	Sunday 9/14/2014	Monday 9/15/2014	Tuesday 9/16/2014	Wednesday 9/17/2014	Thursday 9/18/2014	Friday 9/19/2014	Saturday 9/20/2014
	2	4	3	1	4	2	1
Shift / Detail:	Babineau (Vac)	Cover Knopf Harris IOD	Ceccarelli (Train)	Mason (Vac)	Cover Knopf Harris IOD	Babineau (Swap)	
Time:	0800 - 1800	0800 - 1800	0800 - 1630	0800 - 0900	0800 - 1200	0800 - 1800	
Working:	Bjorn	Babineau	Bjorn	Knopf	***Open***	Robertson*	
Shift / Detail:		Cover Knopf Harris IOD		Mason (Vac)	Cover Knopf Harris IOD	Babineau (P-time)	
Time:		1800 - 0800		0900 - 1800	1200 - 1800	1800 - 0800	
Working:		Ouellette		Babineau	Fournier	Zamis	
Shift / Detail:				Mason (Vac)	Cover Knopf Harris IOD		
Time:				1800 - 0800	1800 - 0800		
Working:				Bjorn	Zamis		
Shift / Detail:				Ceccarelli (Train)	Ceccarelli (Train)		
Time:				0800 - 1630	0800 - 1630		
Working:				Bjorn	Knopf		
Shift / Detail:							
Time:							
Working:							
Shift / Detail:							
Time:							
Working:							
Shift / Detail:		Bay Path (Sports)	Bay Path (Sports)	Bay Path (Sports)			
Time:		1500 - 1800	1500 - 1800	1500 - 1800			
Working:		Boulette	J.Clem (Oxford FD)	Boulette			

Charlton Fire - Extra Time Calendar

Full time members can only work three (3) shifts in a row.

Week Beginning: 9/21/2014

Week Ending: 9/27/2014

	Sunday 9/21/2014	Monday 9/22/2014	Tuesday 9/23/2014	Wednesday 9/24/2014	Thursday 9/25/2014	Friday 9/26/2014	Saturday 9/27/2014
	3	2	4	3	1	4	2
Shift / Detail:	Knopf (Swap)		Cover Knopf Harris IOD	Knopf (Vac)	Mason (Vac)	Cover Knopf Harris IOD	Babineau (Vac)
Time:	0800 - 1800		0800 - 1800	0800 - 1200	0800 - 1800	0800 - 1800	0800 - 1800
Working:	Bjorn*		Boulette	Babineau	Bjorn	Knopf	Bjorn
Shift / Detail:			Cover Knopf Harris IOD	Knopf (Vac)	Mason (Vac)	Cover Knopf Harris IOD	Babineau (P-time)
Time:			1800 - 0800	1200 - 1800	1800 - 0800	1800 - 2200	1800 - 0800
Working:			Babineau	Ouellette	Babineau	Robertson, Do.	Bjorn
Shift / Detail:				Knopf (Vac)	Ceccarelli (Vac)	Cover Knopf Harris IOD	Betts (Vac)
Time:				1800 - 0800	0800 - 1200	2200 - 0800	0800 - 1800
Working:				Zarnis	Knopf	Mason	Mason
Shift / Detail:				Ceccarelli (Vac)	Ceccarelli (Vac)	Bjorn (Swap)	Betts (Vac)
Time:				0800 - 1630	1200 - 1630	0800 - 1000	1800 - 0800
Working:				Robertson	***Open***	Mahan*	Boulette
Shift / Detail:					Cvr Officers Mtg		
Time:					0830 - 1130		
Working:					Kimball / Cupoli		
Shift / Detail:							
Time:							
Working:							
Shift / Detail:	Youth Football	Bay Path (Sports)	Bay Path (Sports)	Bay Path (Sports)			Bay Path (Sports)
Time:	0915 - 1400	1500 - 1800	1500 - 1800	1500 - 1800			1300 - 2200
Working:	Boulette	Bjorn	Knopf	Bjorn			Hopkins

Charlton Fire - Extra Time Calendar

Full time members can only work three (3) shifts in a row.

Week Beginning: 9/28/2014

Week Ending: 10/4/2014

	Sunday 9/28/2014	Monday 9/29/2014	Tuesday 9/30/2014	Wednesday 10/1/2014	Thursday 10/2/2014	Friday 10/3/2014	Saturday 10/4/2014
	1	3	2	4	3	1	4
Shift / Detail:	Mason (Vac)	Cvr Cupoli Ride Time	Betts (Swap)	Cover Knopf Harris IOD	Cvr Cupoli Ride Time	Mason (Vac)	Cover Knopf Harris IOD
Time:	0800 - 1800	0800 - 1600	0800 - 1800	0800 - 1800	0800 - 1600	0800 - 1800	0800 - 1800
Working:	Meskus (Hold)	Ouellette	Knopf*	Boulette	Ouellette	Babineau	Robertson, Do.
Shift / Detail:	Mason (Vac)	Cvr Cupoli Ride Time	Betts (P-time)	Cover Knopf Harris IOD	Cvr Cupoli Ride Time	Mason (Vac)	Cover Knopf Harris IOD
Time:	1800 - 0800	1600 - 1800	1800 - 0800	1800 - 0800	1600 - 1800	1800 - 0800	1800 - 0800
Working:	***Open***	Robertson, Do.	Bjorn	Ceccarelli	***Open***	Ceccarelli	Zamis
Shift / Detail:						Babineau (Swap)	Robertson (P-time)
Time:						1630 - 1800	1800 - 0800
Working:						Ceccarelli*	Knopf
Shift / Detail:							
Time:							
Working:							
Shift / Detail:							
Time:							
Working:							
Shift / Detail:	Youth Football	Bay Path (Sports)		Bay Path (Sports)	Bay Path (Sports)	Bay Path (Sports)	
Time:	0915 - 1530	1500 - 1800		1500 - 1800	1500 - 1800	1500 - 1800	
Working:	Hopkins	Boulette		Fournier	Hopkins	Boulette	

Charlton Fire - Extra Time Calendar

Full time members can only work three (3) shifts in a row.

Week Beginning: 10/5/2014

Week Ending: 10/11/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10/5/2014	10/6/2014	10/7/2014	10/8/2014	10/9/2014	10/10/2014	10/11/2014
	2	1	3	2	4	3	1
Shift / Detail:	Betts (Vac)	Mason (Vac)	Cupoli (Swap)	Betts (Vac)	Cover Knopf Harris IOD	Cupoli (Vac)	Karl Storz (EA)
Time:	0800 - 1800	0800 - 1800	0800 - 1800	0800 - 1800	0800 - 1800	0800 - 1800	1100 - 1700
Working:	Bjorn	Babineau	Bjorn*	Ouellette	Boulette	Meskus, C.	Zamis
Shift / Detail:	Betts (Vac)	Mason (Vac)	Cupoli (Swap)	Betts (Vac)	Cover Knopf Harris IOD	Cupoli (Vac)	Karl Storz (EA)
Time:	1800 - 0800	1800 - 0800	1800 - 0800	1800 - 0800	1800 - 0800	1800 - 0800	1100 - 1700
Working:	Bjorn	Ceccarelli	Bjorn*	Boulette	Knopf	Zamis	Boulette
Shift / Detail:					Robertson (Train)		Mahan (Vac)
Time:					1530 - 2030		0800 - 1800
Working:					***Open***		Babineau
Shift / Detail:							Mahan (Vac)
Time:							1800 - 0800
Working:							Zamis
Shift / Detail:							Open Shift
Time:							0800 - 1800
Working:							Bjorn
Shift / Detail:							Open Shift
Time:							1800 - 0800
Working:							Bjorn
Shift / Detail:	Youth Football	Bay Path (Sports)				Bay Path (Sports)	
Time:	0915 - 1700	1500 - 1800				1500 - 2200	
Working:	Boulette	Knopf				Hopkins	



**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: October 7, 2014  
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 10/14/14

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**Charlton Planning Board workshop** – The Charlton Planning Board will be holding a public planning workshop specific to the Charlton Village Center on Wednesday, October 15, 2014 at 7:30pm in the Senior Center. This workshop is aimed at advancing the Village Center planning effort that began as part of the 2008 Charlton Master Plan and continued through adoption of the Village District zoning by-law.

**Clarification on BYOB application in Charlton** – At the Selectmen's meeting held on Tuesday, September 30, 2014, during the discussion of a byob request, Selectman Szafarowicz mentioned another establishment in town had a byob that he went to a few years back. At that time, we didn't think there was another establishment but have found out that on June 3, 2008, Charlton Center Café was given approval for a byob. Because this isn't an actual license, there is no expiration date. The Board may wish to make the BYOB guidelines a policy and provide an expiration date for these types of requests which can be written into their letters of approval.



## CHARLTON PLANNING BOARD CHARLTON VILLAGE CENTER PUBLIC WORKSHOP

Please join the Charlton Planning Board on **Wednesday, October 15, 2014 at 7:30 p.m.** in the Council on Aging (COA) / Senior Center (Basement) of Charlton Town Hall (37 Main Street Charlton, MA 01507) for a Public Planning Workshop specific to the Charlton Village Center.

The Planning Board is hosting this meeting with representatives from the Central Massachusetts Regional Planning Commission (CMRPC) to facilitate and gather information as part of preparing a Charlton Village Center Priority Development Area (PDA) Plan. This planning process involves a review of the current Village District zoning boundaries and consideration of boundary expansion, as well as planning brainstorming related to Village-style Smart Growth associated with future Village Center build-out of undeveloped privately-owned parcels within the neighborhood. In addition, the workshop will discuss ideas for making the Charlton Village Center a destination area, including planning for a Wayfinding Signage System.

This public workshop is aimed at advancing the Village Center planning effort that began as part of the 2008 Charlton Master Plan and continued through adoption of the Village District zoning by-law; attendees will review existing conditions (land use, zoning, etc.), environmental conditions and explore potential development opportunities, including planning opportunities of four (4) significant undeveloped privately-owned Village Center parcels in a manner that is economically viable, environmentally sensitive & complementary to the existing Charlton Village Center.



Your input will be incorporated into the ideas that form the basis of the Charlton Village PDA Plan, which will be presented to the Planning Board later this year (December 2014).

Questions concerning this public workshop and other land use planning and economic development planning initiatives within the Town of Charlton may be directed to Alan I. Gordon, Planning Director at (508) 248-2237 or by email at [alan.gordon@townofcharlton.net](mailto:alan.gordon@townofcharlton.net).

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The Town of Charlton has received a District Local Technical Assistance (DLTA) award from the Central Massachusetts Regional Planning Commission to assist in the Priority Development Area (PDA) assessment for Charlton Village. Funding for the DLTA Program is provided by the Commonwealth of Massachusetts.