



TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting
Tuesday – December 9, 2014 at 6:30pm

Submitted by MLC
Date 1/7/15
Received by KL
Date 1/7/15

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.

II. Consent Agenda:

1. Minutes of Selectmen's Regular Meeting – November 25, 2014. **Motion by Mr. Szafarowicz to accept the November 25, 2014 meeting minutes, seconded by Mr. Singer, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Chief Pervier came forward and thanked everyone that came out for the annual Christmas tree lighting.

IV. Appointments/Resignations:

V. Scheduled Appointments:

6:40pm – Swearing in of New Firefighters. Mrs. Craver stated that Fire Chief Charles Cloutier has asked for time on tonight's agenda to introduce and swear in two new firefighters, Rob Barton and John Stone. Chief Cloutier came forward and introduced the new firefighters. Mr. Barton and Mr. Stone were asked to come forward. Karen LaCroix from the Town Clerk's office swore them in. Members of their families pinned them. The Board of Selectmen congratulated and welcomed them.

6:45pm – 2014 Tax Classification Hearing. Mrs. Craver stated that the Board is scheduled to hold the Tax Classification hearing tonight at 6:45pm. At the time of writing this memo, we have been told that the final certification has not been completed. The Board should open the hearing, explain the situation and recess the meeting to a date certain. Chairman Swensen read the public hearing notice as placed in the paper. (attached). He declared the hearing open at 6:45pm. Mrs. Craver stated that the Board of Assessors believe they will be ready next week so a meeting has been scheduled for next Tuesday, December 16, 2014 at 5:30pm. **Motion by Mr. McGrath that we continue the tax classification hearing until next Tuesday, December 16, 2014 at 5:30pm, seconded by Mr. Singer, motion carries unanimously.** Mrs. Craver stated that the meeting will be taped so viewers can see the tax classification hearing.

6:50pm – Fire Truck Contract. Mrs. Craver stated that Fire Chief Cloutier has provided the Board with a recommendation for the T-1 & E5 replacement fire engine. Both vehicles (the ladder and the engine) are being purchased through KME and we are receiving some great discounts for doing this. By also having the interior of the cab configuration the same, the Fire Department is reducing some costs there along with increasing personnel familiarity in operating the vehicle due to controls being in the same location in both vehicles. Another benefit of putting both vehicles through at the same time is that we will realize some cost savings with combined preconstruction meetings in PA. Both vehicles are on the state bid list and are going through the MAPC (Metropolitan Area Planning Council) collective purchasing process. This process has completed bid specs and multiple brands available. Fire Chief Cloutier has stated that the apparatus study committee has worked diligently to move both vehicles to this point and believe this is the best venue for our community. He recommends the Board of Selectmen and Town Administrator sign the contract to move this process along and Mrs. Craver would agree. The total contract price is \$365,400.00. Chief Cloutier stated that the apparatus study committee did an excellent job and he greatly appreciates their assistance. **Motion by Mr. McGrath that we award the contract for Tank 1 & E5 replacement to KME, seconded by Mr. Singer, motion carries unanimously.**

VI. New Business:

1. 2015 Annual License Renewals. Mrs. Craver stated that the following are the 2015 license renewals to be approved by the Board of Selectmen. Chairman Swensen read the list as follows:

Class I (Auto)

Patriot Buick GMC

Class II (Auto)

Basic Maintenance Truck Center, Inc.

Bay State Auto Sales

Bayne's Auto Body

William L. Walker, Jr., d/b/a Bill's Classic Cars

Larry McKissick, Sr., d/b/a Cindy's Auto Sales

Jeffrey W. Hesselton, d/b/a Jeff's Garage & Auto Sales

John P. Thomas, III, d/b/a John Thomas' Auto Service, LLC

Karl E. King, d/b/a Karl's Used Autos & Repairs

LaMountain's Construction, Inc.

Michael J. Nardone, d/b/a Michael's Service Station, LLC

Michael Cunningham, d/b/a New Car Alternatives

Thomas O'Malley, d/b/a O'Malley's Truck & Auto

Peter Millette, d/b/a Oxford Road Auto

Scott Hall, d/b/a Pottervillage Garage

Antoine Nassour Nassour, d/b/a Rt. 169 Car Sales

Ron Royer, d/b/a Variety Auto

Class III (Auto)

Karl E. King, d/b/a Karl's Used Autos & Repairs

ADT

Dick's Tire Barn

Stevens Auto, Inc.

Miscellaneous Licenses (Storage of unregistered vehicles, Junk & Old Metals,

Manufacturing, Antique Autos and Transportation/Livery)

Charlton Well Co.

Storage of Unregistered Vehicles

Charlton Welding & Repair

Junk & Old Metals

PCK Realty, LLC

Junk & Old Metals

Otto Lundstrom, Inc.
O'Brien Truckers
A-Ride
Gander Limo & Transport
JSL Asphalt, Inc.
Joel E. Piekarczyk

Junk & Old Metals
Antique Autos
Transportation
Transportation
Manufacturing, Above Ground Storage
Earth Removal

Common Victualler (coffee/food)

Bay Path Vocational
Charlton Manor Rest Home
Charlton Center Café
Charlton Pizza Pie
Clifford's Golfland, LLC
Dad's
DNJ, d/b/a Dresser Hill Clam Box
Douglas Donuts, d/b/a Dunkin Donuts
Gulf Oil Limited Partnership, Gulf Express #9040
Gulf Oil Limited Partnership, Gulf Express #9045
J & E's Yankee Diner
J & O Donuts, d/b/a Dunkin Donuts
Masonic Home, Inc.
Joseph Spadea, Selia Corp., d/b/a McDonald's
Papa Gino's, Inc., Mass Pike East
Papa Gino's Inc., Mass Pike West
Ronnie's Seafood, Inc.

D& P Associates, McDonald's Corp - Auntie Annie's Pretzel (Westbound)
Fresh City (Westbound)
McDonald's (Westbound)
DKA - Pike, LLC, McDonald's Corp - Auntie Annie's Pretzel (Eastbound)
Ben & Jerry's Ice Cream
Fresh City
McCafe
McDonald's

Clifford's Golfland, LLC, d/b/a Practice Makes Perfect
Family House of Pizza & Seafood
Francesco's Italian Bakery
Honey Farms #88
Ye Olde Commons
Fay Mountain Farm

Mrs. Craver would recommend the Board approve the 2015 license renewals as presented pending all paperwork and fees are received. The 2015 Liquor License paperwork from the Fire, Police and Building Department have not been received yet. We will schedule these for the next board's meeting. **Motion by Mr. Szafarowicz that we approve all 2015 renewal licenses as presented pending all paperwork and fees received, seconded by Mr. Singer, motion carries unanimously.**

2. Request for support for Central Massachusetts Regional Stormwater Coalition. Mrs. Craver stated that the Central Massachusetts Regional Stormwater Coalition represents 28 Towns in Central Massachusetts, most of which are permittees under the United States Environmental Protection Agency's Massachusetts Small Municipal Separate Storm Sewer System (MS4) Permit. The Coalition participants recognize and share the USEPA's goal of maintaining water quality and

recognize that stormwater management is an important component in protecting the water resources of the Commonwealth of Massachusetts and beyond. The Coalition, as a group, has prepared comments on the 2014 Draft Massachusetts MS4 Permit published by the USEPA in the Federal Register on September 30, 2014 for submittal to the USEPA. The Town of Charlton is a member of this coalition. The Coalition would ask the Town to support the comments submitted by signing the signature page which the town hereby reserves the following rights:

-The right to submit individual comments on the 2014 Draft Massachusetts MS4 Permit and any and all revisions, in addition to these Coalition comments.

-The right to submit additional comments to any Response to Comments prepared by the USEPA after the close of the public comment period for the 2014 Draft Massachusetts MS4 Permit.

-The right to submit additional comments on the Final Massachusetts MS4 Permit to address any and all changes made by the USEPA subject to comments the agency receives on the 2014 Draft Massachusetts MS4 Permit.

-The right to appeal any provision of the Final Massachusetts MS4 Permit when it is issued, regardless of whether that provision has been specifically noted in these Coalition comments, in subsequent Coalition comments, or in any comments the Town submits to USEPA individually.

Mrs. Craver would recommend the Board support the request for the Central Mass Regional Stormwater Coalition. **Motion by Mr. Szafarowicz that the Board support the request from the Central Mass Regional Stormwater Coalition, seconded by Mr. McGrath, motion carries.** Mrs. Craver asked the Board if they would authorize her to send a letter to the EPA asking for a 90 day extension. She attended a meeting this afternoon and this permit is 345 days and they have given us 90 days to make comments which doesn't seem like a lot of time so several towns are asking for an extension and have asked the MMA as well. **Motion by Mr. McGrath to give Mrs. Craver the authorization to send a letter to the EPA asking for a 90 day extension, seconded by Mr. Singer, motion carries.**

3. MMA Annual Meeting voter designation. Mrs. Craver stated that as you are aware, the Massachusetts Municipal Association's Annual Business Meeting will take place during the MMA Annual Meeting and Trade Show on January 24, 2015. Each MMA member town is entitled to one vote. In order to vote at the meeting, a local official must be:

The Mayor in a member city;

The Chair of the Board of Selectmen or the Chair of the Town Council in a member town.

If an official from one of these categories cannot attend the January 24th business meeting, a selectman or manager from that same town can vote in the person's place but only with written authorization from the Chair of the Board of Selectmen. Members Joseph Szafarowicz and Cynthia Cooper are signed up to attend the Annual Meeting. If the Chair will not be attending, Mrs. Craver would ask that you vote to designate one of these members to be the voting member as required by the Massachusetts Municipal Association bylaws. **Motion by Mr. Szafarowicz to designate Mrs. Cooper as the voting member, seconded by Mr. Singer, motion carries.**

VII. Old Business:

VIII. Committee Reports:

BOS Cable Committee Liaison. Mrs. Craver stated that Selectman Szafarowicz is interested in being appointed as a board member liaison to work with the Cable Committee on their search for a new location. She asked if the Board would be agreeable in appointing Mr. Szafarowicz as the Cable Committee liaison? **Motion by Mr. McGrath to nominate Mr. Szafarowicz to work as the Board's liaison with the Cable Committee, seconded by Mr. Singer, motion carries unanimously.**

IX. BOS Policy Review:

X. Student Selectperson Report: Not present.

XI. Town Administrator Report: Mrs. Craver reviewed her report. She stated that she received notice that Ellie Beaudry will be retiring from the Board of Health as of December 31, 2014. Chairman Swensen asked if Mrs. Craver could draft a letter from the Board thanking her for her service to the town.

Chairman Swensen asked Chief Cloutier to explain what a hearings officer is. Chief Cloutier stated that a hearings officer would allow us to get a ticketing book for those that should be fined for errors. This will be for three towns. Mr. Singer asked what kind of tickets would the Fire Officer write? Chief Cloutier stated that hood cleaning would be one which is in kitchens. There is a real problem trying to keep those establishments in compliance. These are tickets for Fire Code violations and would be written by the Fire Prevention Officer. Mrs. Craver asked Chief Cloutier if they will be inviting the Police to join. Chief Pervier stated that the Police Chiefs will be reviewing the commonalities. Mrs. Craver asked Chief Cloutier if he could get the dates together and let her know.

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

XIII. Next Meeting Announcement:

- Next Regular Selectmen's Meeting – December 23, 2014

XIV. Adjourn/Executive Session:

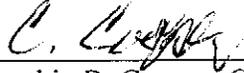
Motion by Mr. Szafarowicz to enter into executive session at 7:20pm under M.G.L. c. 30A, Sec. 21, #2 – to discuss strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, #3 – to discuss 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 and the chair so declares, seconded by Mr. McGrath. 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 8:05pm, seconded by Mr. McGrath, motion carries unanimously.

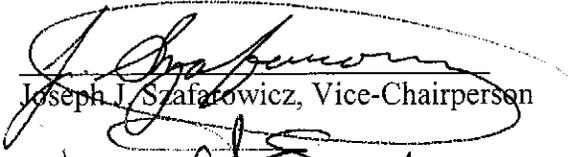
Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

Frederick C. Swensen, Chairman



Cynthia B. Cooper, Clerk



Joseph J. Szafarowicz, Vice-Chairperson



David M. Singer, Member

John P. McGrath, Member



**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: December 4, 2014
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 12/9/14

Board of Health Dept. Assistant Resignation – We have received notification from Ellie Beaudry, Department Assistant for the Board of Health that she will be retiring as of December 31, 2014. I would like to thank Ms. Beaudry for her years of service.

Cable Committee – I have been working with the Cable Committee regarding additional space and am in the process of setting up a meeting with them and the Library. Due to scheduling, I anticipate that to happen in January. As you know, this could have implications for the FY16 budget.

Water Source – I have continued to work with the Water/Sewer Commission on putting in place an agreement for water with the Town of Southbridge and to increase users. I am encouraged by the negotiations and think that setting up a meeting between the Water/Sewer Commission and your Board would be advantageous in the next couple weeks.

Rt 169 Repaving – I am working with MA Department of Transportation to coordinate water infrastructure with the repaving of Rt. 169.

Department Head Meeting – I received a letter from the Fire Chiefs from Charlton, Southbridge and Sturbridge asking to meet with myself and the other managers to review options for a regional dispatch and shared Hearings Officer. It is my understanding that the Board has decided that a regional dispatch with the Town of Webster is not advantageous and, thru some of your comments, a center consisting of Charlton, Southbridge and Sturbridge would be a better match. I will meet with them and bring any new information back. I am assuming you are still interested in more information.

Personnel Issues – We are managing several personnel issues and I will report more in executive session.

Trans
Acc
065

DEC 3 2014

December 1, 2014

Charlton Board of Health
37 Main Street
Charlton, MA 01507

Gentlemen:

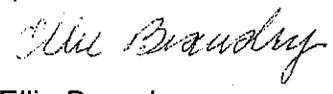
This will serve as notice of my termination of employment with the Charlton Board of Health. This will be effective on December 31, 2014.

I have enjoyed the opportunity of working with you as a Board, along with Jim Malley and Jim Philbrook and especially Lani.

I believe it is time to retire from the work force and take life as it comes, although I will miss you all.

Thank you for accepting my resignation.

Sincerely,



Ellie Beaudry
Office Assistant

To: The Town Administrators of the Town of Charlton Southbridge and Sturbridge

From: The Fire Chiefs of the Town of Charlton Southbridge and Sturbridge

Date December 3, 2014

DEC 8 2014

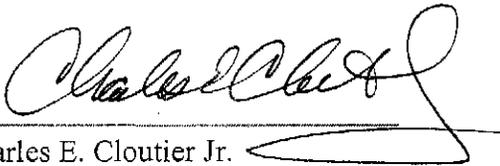
RE: Regional approached to Dispatch and Hearings Officer

Dear Town Administrators,

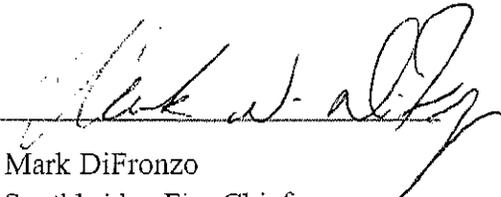
In An effort to continue to expand upon the concept of regional systems, let it be known that the Fire Chiefs from the communities named above are interesting in investigating the concept of Regional Dispatching and a Regional Hearings Officer. We would be interested in the regional approach to share costs and a concept of non-duplication of efforts and resources.

If you would like to meet with us to discuss this concept please let us know.

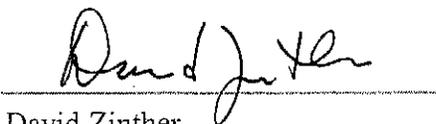
Sincerely,



Charles E. Cloutier Jr.
Charlton Fire Chief



Mark DiFronzo
Southbridge Fire Chief



David Zinther
Sturbridge Fire Chief

Devlin, Mary

From: Craver, Robin
Sent: Thursday, January 01, 2015 5:18 PM
To: Devlin, Mary
Subject: Fwd: policies
Attachments: License Fees comparison.docx; ATT00001.htm

Hi, take a look at the recommendations and let me know your thoughts.

Sent from my iPhone

Begin forwarded message:

From: Cooper.Cynthia <Cynthia.Cooper@townofcharlton.net>
Date: January 1, 2015 at 4:07:40 PM EST
To: "Craver, Robin" <robin.craver@townofcharlton.net>
Subject: RE: policies

Robin:
One more policy to consider at Tuesday's meeting, #34 Licenses. Please see attached.
Cindy

From: Craver, Robin
Sent: Monday, December 29, 2014 3:01 PM
To: Cooper.Cynthia
Subject: RE: policies

Hi Cindy, sorry for the delay to your question. I was out last week and started this morning with 237 emails. Regarding the license fees. They are added to the General Fund as a local receipt and in turn fund services such as administration. The fees are generally set by surveying surrounding towns. The last time the fees were updated was 2002 which was before I got here.

Sincerely,

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

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

From: Cooper.Cynthia
Sent: Saturday, December 20, 2014 1:48 PM
To: Craver, Robin
Subject: policies

Hi Robin,
I have been reviewing a few of the BoS policies. I have a question about the license fees (# 34). Are they used for administration? How were they determined?

Below are the ones I have finished reviewing.

Selectmen Policy Recommendations

No change recommended for # 1, CORI.

No change recommended for #22 Employment of Relatives.

28 Highway Department Wetlands Operating Procedure recommend changing item #4 from
“All culverts will be engineered by a professional engineer and stamped with his/her approval.”
to the following:

“All new culverts and those recommended by the Highway Superintendent will be engineered
by a professional engineer and stamped with his/her approval.”

Thanks,
Cindy

BoS Policy 34 Licenses

General License Fees Comparison

Fee in dollars:

	Comment	Charlton	Leicester	Southbridge	Sturbridge
Class I		100	100	100	100
C140 s58,59 Class I,II,II		Max 200			
Class II (same)		100	100	100	100
Class III (same)		100	100	100	100
Junk & Old metals		75			
C140 s54,55, (junk collectors or dealers)	(20 fine for no license)				
(junk, old metals, second hand articles) C140 s202	Fee in amount board considers reasonable				
Coin operated amusement machines		45	35 (games)	100 each (video machine)	50/device (automatic amusement device)
C140 s177A (automatic amusement devices)	Max 20/device, unless vote by TM to max 100 each				
All Alcoholic Bev. (on premise) C138 s2	Fee set by licensing authority	750	1250	1000 (restaurant)	2000 (restaurant)
All Alcoholic Bev. (not on premise)	*	650	1150		2500 (retail)

Wine & Malt (on premise)	*	500	750	900 (restaurant)
Wine & Malt (not on premise)	*	400	750	600 (package store) 1000 (retail)
All Alcoholic Club	*	550	750	600
Druggist				1200 (all alcohol)
Public Entertainment on Sunday (Sunday Entertainment, sport, or public diversion [for which attendees are charged] C136 s4)	20/event or 400/year	400	125	100 (live entertainment)
Sales of Antiques C140 s54		25		75
(Dealer in second hand articles c140 s202)	Fee in amount board considers reasonable			50 (second hand dealer)
Repairing and selling antique lamps		25		
Welding		20		
Miscellaneous		20		
Common Victualler (coffee)		20	35	100
C140 s 2	Max 25			40
Auctioneer Permit				
C100 s10	Reasonable fee: special or annual			30

*Alcoholic categories: permit fee set by licensing authority

Recommendation

Fee in dollars

	Category Name Recommendation	Current fee	Fee Recommendation	Comment
All Alcoholic Bev. (on premise)	All alcoholic beverages (on premise)	750		Discuss fee, nearby towns 1000-2000
All Alcoholic Bev. (not on premise)	All alcoholic beverages (retail sales)	650		Discuss fee, nearby towns 1150-2500
All Alcoholic Club	All alcoholic club	550		Discuss fee, nearby towns 600-1200
Auctioneer Permit	Auctioneer permit			Establish category per MGL c100 s10; set two fees, one for special and one for annual
Class I	Class I, II, II	100	100	All are the same fee
Class II	Delete as separate	100		Same fee as other classes
Class III	Delete as separate	100		Same fee as other classes
Coin operated amusement machines	Automatic amusement devices	45	20/device	Category wording and fee consistent with MGL c140 s177A
Common Victualler (coffee)	Common Victualler	20		Discuss fee, nearby towns 35-100
Sales of Antiques	Dealer in second hand articles	25		Wording consistent with MGL c 140 s 202 Discuss fee, nearby towns 50-75
Druggist	Delete category			Category falls in all alcohol (retail sales)
Junk & Old metals	Junk & Old Metals	75	20	20 is fine for no license in MGL c140 s54,55
Miscellaneous	Public safety	20		Clarifies reason for category

Public Entertainment on Sunday	Sunday Entertainment, Sport, or Public Diversion	400	20/event or 400/ year	Wording consistent with MGL c.136 s4; 20 is for special event; year is for frequently scheduled on a site
Repairing and selling antique lamps	Delete category	25		Category falls in dealer in second hand articles
Welding	Delete category	20		Not found in MGL
Wine & Malt (on premise)	Wine & Malt (on premise)	500		Discuss fee, nearby towns 750-900
Wine & Malt (not on premise)	Wine & Malt (retail, farm)	400		Discuss fee, nearby towns 600-1000