



Submitted by McD
 Date 2/18/15
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 Date 2-18-15

TOWN OF CHARLTON
 Minutes of Regular Selectmen's Meeting
 Tuesday – January 20, 2015 at 6:30pm

COPY

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

NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary. Vice-Chairman Szafarowicz will be chairing the meeting.

I. Call to Order:

1. Chairman Szafarowicz called the meeting to order with the pledge to the flag.
2. Chairman Szafarowicz reminded everyone to treat each other courteously and be acknowledged by the Chair before speaking. Those in attendance are requested to turn off cell phones or put them on vibrate so as not to disrupt the proceedings and remove hats, if any.

II. Consent Agenda:

1. Minutes of Special Meeting – December 16, 2014. **Motion by Mr. McGrath to approve the Board of Selectmen meeting minutes of December 16, 2014, seconded by Mrs. Cooper, motion passes with Mr. Singer abstaining.**
2. Minutes of Regular Meeting – January 6, 2015. **Motion by Mr. Singer to approve the minutes, seconded by Mr. McGrath, motion passes unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Joshua Evans from the Cultural Council stated that they are putting on their 2nd annual grant gala at 7:00pm in Dexter Hall at the Library on Friday and he is inviting the board and residents. Mrs. Craver stated that she met with the Cultural Council at their meeting last week and they were discussing some of their possible future projects. One of the possible projects is “Music on the Common”, a summer concert series. They also talked about a possible “art in the park”.
- Chairman Szafarowicz wanted to disclose that he is currently working for McClure Engineering as an intern and when something comes up related to them, he will recuse himself from the discussion.

IV. Appointments/Resignations:

1. Re-appointment to Charlton Public Library Charitable Trust Fund. Mrs. Craver stated attached is a request from Sue Mielinski seeking to be re-appointed to the Charlton Public Library Charitable Trust Fund for another three year term. Ms. Mielinski's term expired December 31, 2014. Just for informational purposes, the Charlton Public Library Charitable Trust Fund is a committee of five members appointed for three year terms beginning on January 1 and ending on December 31 as follows:
 - 3 by the Charlton Public Library Trustees
 - 1 by the Friends of the Charlton Public Library and
 - 1 by the Selectmen

Mrs. Craver would recommend the board make the re-appointment of Sue Mielinski to the Charlton Public Library Charitable Trust Fund with an expiration date of December 31, 2017.

Motion by Mr. McGrath that we appoint Sue Mielinski to the Charlton Public Library Charitable Trust Fund as a trustee until December 31, 2017, seconded by Mr. Singer, motion passes unanimously.

- 2 Resignation from Police Department. Mrs. Craver stated that attached is a letter of resignation from Officer William J. Beaudry from the Charlton Police Department effective February 5, 2015. Officer Beaudry has been offered a position with the Town of Holden based upon a few pre-employment conditions. His start date is anticipated to be January 15, 2015 however, with his benefits and accrued time here in Charlton, his last day will be February 5, 2015. Officer Beaudry has been an officer for the Town of Charlton Police Department for over twenty-one years. Mrs. Craver would like to thank Officer Beaudry for all his work on the Police Department. He has been a great asset for this team and will be truly missed. The Board should vote to accept his resignation. A letter thanking him for his time has been prepared and is in your sign folder. **Motion by Mr. McGrath that we accept with regrets, Officer Beaudry's resignation from the Police Department, seconded by Mr. Singer.** Mr. Singer stated that losing Officer Beaudry is a big loss to the Town of Charlton. **Vote on motion: motion passes unanimously.**

V. Scheduled Appointments:

6:40pm – Highway Superintendent Foskett – Chapter 90 and disclosure. Mrs. Craver stated that Highway Superintendent Foskett has asked to be placed on the agenda to discuss two items with the Board. Chairman Szafarowicz recused himself from this discussion.

1. Chapter 90 Project – Partridge Hill Road (replace culvert)

Mr. Foskett would like to make the Board of Selectmen and Charlton residents aware of a Chapter 90 project that he has initiated. The 6 foot metal culvert on Partridge Hill Road must be replaced as soon as possible. Superintendent Foskett and McClure Engineering, after considering all options, would like to remove the old steel culvert and replace with a 6 X 10 concrete box culvert. This culvert receives all the water that flows out of the South Charlton Reservoir and under Partridge Hill Road. It is their hope that the final design as well as the bidding process will be completed by the end of April 2015. This would allow the project to start the first week in July 2015. A road closure will be necessary but with school closed and the water flow at its lowest, this would be the ultimate time to complete the project. The approximate time to complete would be three (3) weeks. The engineers estimate for the project is \$147,000.00. Mr. Foskett came forward. He said it is customary for him to come to the Board for input and approval for the use of Chapter 90 funds. Todd Girard, Conservation Agent was present in case the board had any questions regarding the wetlands. **Motion by Mr. McGrath to approve Mr. Foskett's Chapter 90 project for Partridge Hill Road with the engineer's estimated cost of \$147,000, seconded by Mr. Singer, motion carries unanimously.**

2. Contractor Disclosure – Chairman Szafarowicz came back to the table.

Public Disclosure – Highway Superintendent Foskett has looked at the possibility of using his staff or sub-contractors to clear sidewalks and steps at the Town Hall, Library and 4 Dresser Hill Road after each storm. The Highway staff goes into sanding operations after plowing is completed therefore to expedite the process, he feels it would be better to use a sub-contractor for this job. After reviewing the contractors list, he chose A Cut Above Landscaping for this additional work. This disclosure form, as required, is to not only notify you but he needs to get your approval. *A Cut Above Landscaping* is owned by his son. Superintendent Foskett discloses that his son, an immediate family member, has a financial interest in the matter. The Board of Selectmen, as the Highway Superintendent's appointing official as required by G.L. c. 268A, §19, must review and determine that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may

expect from the employee. Mr. Foskett stated for more information, his son is not the only one for this project, he has all the other contractors as well. **Motion by Mr. Singer to approve his request, seconded by Mrs. Cooper, motion passes unanimously.**

6:45pm – Cable Committee – space. Mrs. Craver stated that she met with representatives from the Cable Committee and Library to discuss space. The Cable Committee is seeking a space they can use where they can set up a studio and leave it set up. They have talked to the Activities Council at 4 Dresser Hill and wish to move to the space over the Barn. It was discussed that the Cable Committee, although once met their needs, has now outgrown only reserving a Wednesday in the Library auditorium. They proposed to reduce the \$12,000 they pay to the Library as rent of space to \$8,000 and give \$4,000 to the Community Center as rent. They would still occupy both buildings. Mrs. Craver has informed the Library that their budget, since reducing services, should reflect and/or address the reduction of \$4,000 in their budget and not assume that the General Fund will make up the difference. The Cable Committee has made offers to stay but would require prime space in the Library, which at this time, the Library does not wish to give up. Bill Fontaine and Dick Vaughan came forward. Mr. Fontaine feels Mrs. Craver gave the summary on what they are looking at. Mrs. Craver stated that they are here before the board because the Board originally approved the \$12,000 to the Library and they are looking for your approval to give \$4,000 to the Community Center and the Library \$8,000 so they can budget properly for the next budget. Mr. Vaughan stated that TV Charlton is doing more and more programs and we are losing valuable opportunities for Charlton because we don't have the space. Mrs. Cooper asked how the library space will be used if the Cable Committee is moving. Mr. Vaughan stated that the library has programs that they hold in the room. Don Konopacki from the Activities Council said they are really welcoming the chance to have them become part of the Activity Center. They would like to see something written so each party knows what space is being used, etc. Mrs. Craver stated that with the Board being aware, we can wait for a contract to come back for your review.

7:00pm – Casella Landfill – Charlton. Mrs. Cooper recused herself at 7:05pm for this discussion. Mrs. Craver stated that as you know, the Board was provided with a “conceptual design” from Casella who is looking for feedback from you regarding an expansion of the landfill on property they own in Charlton. The Board met with the Water/ Sewer Commission as well as the Board of Health regarding process and what to do. There was also a site walk on Saturday, January 3, 2015 for those that could attend. She asked Building Commissioner Meskus to review the Zoning By-laws regarding the possibility of Casella expanding into Charlton. Mr. Meskus has reviewed and has a few concerns. He states that the Use Regulations Schedule section 200-3.2 B; does not have any allowance for landfills or similar uses. There is a provision for site plan review for other municipal uses voted by Town Meeting section 200-3.2.B (3) (J) which does not seem to apply since the property owner/operator is not the Town of Charlton. In addition, hazardous waste disposal sites and resource recovery plants are marked No in sections 200-3.2 B (7) (1) & (m). He doesn't find a landfill fitting in either of these categories. Mr. Meskus states without a change to the use table which could be taken up at a future Town Meeting or some overriding state statute or regulation, at this time it does not seem that the landfill could expand into Charlton. Present from Casella: Brian Oliver, Tracy Markum and Chris Weaver. Ms. Markum stated that they brought conceptual designs that they would like to submit but wanted to speak with the town first. Matt Gagner and Nelson Burlingame from the Board of Health and Rob Lemasnky from the Water/ Sewer Commissioner were asked to come up to the table with the Board so they could be part of the discussion. This project if expanding is allowed, requires a site assignment. They are looking to build 5.2 acres in Charlton and 5.7 acres in Southbridge. Mr. Lemasnky asked how many more years would this add to the landfill? Ms. Markum stated that if they were to utilize the areas in Charlton and Southbridge it would be 1.7 years. Mrs. Craver stated that the Zoning Official stated that this area is not properly zoned at this time. She stated that the Board could consider changing the zoning by bringing it to the Town Meeting in May. Cheryl Meskus from 72 H.

Foot Road had a question about notifying the abutters in this area. A lot of the neighbors have not heard about this proposal. She asked when the Board of Health would be discussing this and Mr. Burlingame stated that they could advertise the meeting. Mrs. Craver would recommend that the Board take a look before the Board of Health has any meetings on this, she would recommend not having any meetings at this point until an application is in front of you. Kirstie Perry, an attorney in Sturbridge came forward. She agrees with Mrs. Craver. She would suggest a different form that all of those present can talk about and the abutters could watch. Ms. Markum thanked the Board for allowing them to come out and discuss this. Mr. Singer left the meeting at 7:50pm.

VI. New Business:

1. Site Plan Application – Borrego Solar. Mrs. Craver stated that the Planning Board has received a site plan application submitted by Borrego Solar for site plan approval to revise the previously approved proposed commercial solar energy array to be located at 29 Oxford Road (Assessors Map 54, Block A, Parcel 3.3). Said property is zoned Agricultural (A). The Planning Board has scheduled the public hearing for their February 4, 2015 Board meeting. You are asked to review and if you have any comments, we need to notify them no later than Wednesday, January 28, 2015. No comments.
2. Request for abatement - Attached is a request from Cheryl Burke seeking an abatement for the Prindle Pond Dam betterment for her property located at 75 Pumpkin Lane. Her intention is to combine her two lots 61C-A-26 and 61C-A-25 to become one lot. The Board of Assessors have considered and approved Ms. Burke's abatement application on her dam betterment assessment "if" the taxpayer does indeed combine her lots and record the new deed within the required timeframe under MGL to receive the abatement on a betterment. She would recommend the Board approve Ms. Burke's application for abatement of betterment contingent upon combining her lots 61C-A-26 and 61C-A-25 and record the new deed within the timeframe under MGL (February 12, 2015). **Motion by Mr. McGrath that we allow the betterment contingent upon combining the lots and recording the new deed, seconded by Mrs. Cooper, motion passes unanimously.**
3. FY2016 Budget and Annual Town Meeting – open warrant. Mrs. Craver stated that attached is the FY2016 Budget Calendar for the Board's consideration. As required by the Charlton By-Law, the Annual Town Election will be held on the first Saturday in the month of May – May 2, 2015 and the Annual Town Meeting will be held on the third Monday in May, May 18, 2015. Budget requests have been sent to Departments with the attached budget request forms including a 5-year Capital Budget Form. Mrs. Craver stated that the Board is requested to approve the FY2016 Budget Calendar as presented and if approved, open the Annual Town Meeting Warrant. The warrant is scheduled to close March 17th. **Motion by Mr. McGrath to approve the FY2016 calendar and open the warrant, seconded by Mrs. Cooper.** Chairman Szafarowicz asked Mrs. Craver if she could look into the warrant article for zoning that came up earlier. Mr. McGrath would agree.

VII. Old Business:

1. B.Y.O.B. (Bring your own bottle) application. Mrs. Craver stated she was asked by the Board to review the B.Y.O.B. (bring your own bottle) application process. What we use presently is a guideline that we provide to those interested and they are only required to submit a letter in writing to request a BYOB for their establishment. Staff has reviewed the process and attached is a "NEW" application process for a B.Y.O.B. request. This was forwarded to Chief Pervier who reviewed and added what he felt necessary. This new process, she feels, makes all establishments that currently have and/or any new request to fall under the same guidelines. Some of the changes: all establishment times for this request would be limited to Thursdays, Fridays and Saturdays from 5:00pm – 10:00pm, all employees must be TIP certified and each establishment must undergo an

annual inspection by the Charlton Police Department. She has reviewed the New application and would recommend the Board approve. The following establishments currently hold permission for a B.Y.O. B.:

J & E's Yankee Diner
Charlton Center Café, Inc.

If the new application process is approved, it will be sent to the above establishments to make them aware of the renewal process and changes. Mrs. Craver thanked Mary Devlin for her work on the application. The items that the Board had asked for have been included. Chairman Szafarowicz asked what the reasoning is for limiting the days and times. Mrs. Craver will look into it. Mr. McGrath recommended tabling this item until the next meeting and bring it up under old business. Mrs. Cooper asked what the police would be inspecting? Mrs. Craver stated that they would be checking to make sure all employees are TIP certified and that this type of request could actually be allowed in the establishment.

VIII. Committee Reports:

Mr. McGrath stated that the Municipal Building Committee met and he thanked Chairman Szafarowicz for putting them in touch with two students from WPI and their advisor who did a study on the existing space in the town hall and how it's being used and did a visual on some changes that we could do.

IX. BOS Policy Review:

Mr. Craver stated that Mrs. Cooper has reviewed some of the policies assigned to her and has the following recommendations:

#13 – CORI (Criminal Offender Record Information) – no changes

#22 – Employment of Relatives – no changes

#28 = Highway Department Wetlands Operating Procedure – Chairman Szafarowicz recused himself from this discussion. Mrs. Cooper stated that after speaking with Highway Superintendent Foskett, it is recommended to change 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.” **Motion by Mr. McGrath to change #28 of the BOS policies to the language that Mrs. Cooper has provided to us, seconded by Ms. Cooper, 2 ayes with Chairman Szafarowicz abstaining.**

X. Student Selectperson Report: Emily Sprague reviewed her report.

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

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

Mr. McGrath wanted to make sure that everyone understands that the meeting the Board of Selectmen is having next Tuesday at the Middle School is not a public hearing. This is a meeting that the Selectmen were asked to get answers to some questions. Mrs. Craver stated that this is the process for site plan reviews. The Board received this request on December 18, 2014 but did not hold a meeting because of the holidays. This is the meeting for discussion.

Mrs. Craver stated that she had received a concern regarding the dock that is on town property. She went to review the area. She was told the owner of the dock was advised to remove it and has not. She would like direction from the board. Mr. McGrath asked what the process is and Mrs. Craver stated she does not know yet. Mr. McGrath would suggest that Mrs. Craver and someone from the Lakes &

Ponds Committee meet and see what they feel is the appropriate step for this.

XIII. Next Meeting Announcement:

- Selectmen's Special Meeting – 1/27/15 – 6:30pm – Charlton Middle School – Due to the amount of people expected to attend, the Selectmen have reserved the Charlton Middle School for a special meeting on the site plan application for Sunset City
- Next Regular Selectmen's Meeting – February 3, 2015

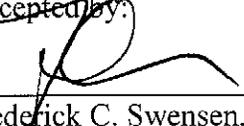
XIV. Adjourn/Executive Session:

Motion by Mrs. Cooper to enter into executive Session at 8:18pm under M.G.L. c. 30A, Sec. 21, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and Sec. 21 (a) (7) to comply with the act or under the authority of M.G.L. c. 4, sec. 7, Clause Twenty-sixth, for discussing and interagency letter relating to a policy position being developed by the Board of Selectmen, seconded by Mr. McGrath. The Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and that the board will reconvene to open session for the purpose of adjourning. **Roll call vote taken: Mrs. Cooper – aye, Mr. McGrath – aye and Chairman Szafarowicz – aye.**

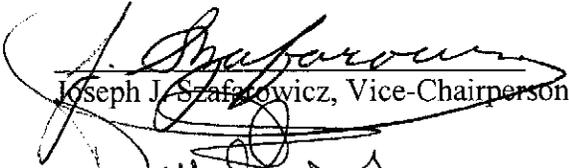
Motion by Mr. McGrath to adjourn at 8:48pm, seconded by Mrs. Cooper, motion passes unanimously.

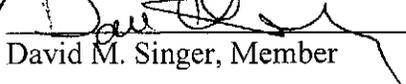
Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:


Frederick C. Swensen, Chairman (absent)


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
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Phone: (508) 248-2206

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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator

DATE: January 12, 2015

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/20/15

New Parental Leave Law – On January 7, 2015, one day prior to leaving office, Governor Deval Patrick signed into law the Parental Leave bill which expands the scope of the Massachusetts Maternity Leave Act (MLA). The MLA provides female employees with eight weeks of job-protected leave in connection with the birth or adoption of a child. The new Parental Leave law extends this right in two key respects. First, male employees are also entitled to eight weeks of job protected leave in connection with the birth or adoption of a child, however, the Parental Leave law makes clear that if both parents work for the same employer, the employees are entitled to only eight weeks of leave in the aggregate for the same child. Second, an employee may take leave in the event of the placement of a child with the employee pursuant to a court order. The Parental Leave law also clarifies employees job protection rights for the first eight weeks. This law will take effect on April 7, 2015. We will need to adjust our Personnel Bylaws to reflect the change.

2014 Annual Town Report – Notices have been sent to all Departments/Boards/Committees and Commissions for their 2014 Annual Town Report which must be received in our office no later than February 26, 2015.

Veterans Services District – The Department of Veterans Services has completed its sufficiency review of our application for formation and establishment of a veterans' services district. They have granted the towns of Charlton and Southbridge conditional approval for a period of one year commencing on the date hereof to operate the South Central Massachusetts Veterans Services District under the terms presented in our application and in compliance with all applicable laws, regulations and directives of DVS. During the conditional approval period, the South Central Massachusetts Veterans Services District must demonstrate to DVS the district's ability to adhere to all legal requirements, meet DVS' uniform standards and demonstrate that sufficient veterans' benefits and services are being provided adequately to veterans and their eligible dependents residing in the towns of Charlton and Southbridge. This conditional approval shall expire on January 31, 2016. If we wish to continue to operate the District of South Central Massachusetts Veterans Services after this expiration date, then we must make re-application for continued veterans' services district status and every two years thereafter.

Chapter 90 funds – We have received notice from newly appointed Governor Charles D. Baker that Chapter 90 local transportation aid funding for Fiscal Year 2015 has increased from \$200 million to \$300 million statewide. Charlton's Chapter 90 apportionment has been increased from \$637,602 to \$956,403. This increase will be automatically incorporated into our existing 10 year Chapter 90 contract. Highway Superintendent Foskett has received a copy of the notice.



Employment Bulletin

January 9, 2015

New Parental Leave Law Expands the Massachusetts Maternity Leave Act

On January 7, 2015, one day prior to leaving office, Governor Deval Patrick signed into law the Parental Leave bill, which expands the scope of the Massachusetts Maternity Leave Act ("MLA"). The MLA provides female employees with eight weeks of job-protected leave in connection with the birth or adoption of a child. The new Parental Leave law extends this right in two key respects. First, male employees are also entitled to eight weeks of job protected leave in connection with the birth or adoption of a child. However, the Parental Leave law makes clear that if both parents work for the same employer, the employees are entitled to only eight weeks of leave in the aggregate for the same child. Second, an employee may take leave in the event of the placement of a child with the employee pursuant to a court order.

The Parental Leave law also clarifies employees' job protection rights. Under the MLA, an employer must restore a female employee to her previous or a similar position upon her return from leave. In 2010, the Supreme Judicial Court held in *Global NAPs, Inc. v. Awiszus*, that the MLA's job protections only applied to the first eight weeks of leave. Effectively reversing that decision, the Parental Leave law creates a presumption that leaves exceeding eight weeks are also job-protected. This presumption can be overcome only if the employer clearly informs the employee in writing prior to his or her leave, and prior to any subsequent extension of that leave, that taking a leave in excess of eight weeks will result in the denial of reinstatement or loss of other rights and benefits.

Many employers already provide some leave to men in connection with the birth or adoption of a child. Oftentimes, though, that leave is shorter or different

If you would like additional information on this topic, please contact Robert A. Fisher, Lyndsey M. Kruger or Rebecca Sivitz of the firm's Labor & Employment practice, or your lawyer at Foley Hoag.

For alerts and updates on other topics, please visit www.foleyhoag.com.



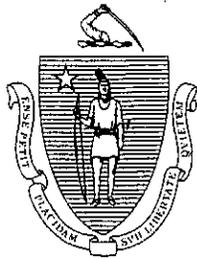
than what is provided to female employees. Thus, employers may need to revise their leave policies to reflect the requirements of the Parental Leave law. Further, the enactment of the Parental Leave law is a reminder that employers may run afoul of state and federal discrimination laws if they treat male and female employees differently in connection with parental leave rights. For example, the U.S. Equal Employment Opportunity Commission has explained in guidance regarding pregnancy discrimination that new fathers must have the opportunity to take any parental leave that an employer extends to new mothers beyond the period of recuperation from childbirth. In revising their leave policies, larger employers need to keep in mind their obligations under the federal Family and Medical Leave Act. The new Parental Leave law will take effect on April 7, 2015.

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THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
 DEPARTMENT OF VETERANS' SERVICES
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RECEIVED
 JAN 11 2 2015
 BOARD OF SELECTMEN
 CHARLTON, MASS.

BOS
 K-1114

DEVAL L. PATRICK
 GOVERNOR

TIMOTHY P. MURRAY
 LIEUTENANT GOVERNOR

January 6, 2015

JOHN J. PULANOWICZ
 SECRETARY, EOHHS
 COLEMAN NEE
 SECRETARY, DVS

Town of Charlton
 c/o Rick Swensen
 Chair, BOS
 31 Main Street
 Charlton, MA 01507

Town of Southbridge
 c/o Kevin Paicos
 Town Manager
 41 Elm Street
 Southbridge, Ma.01550

Dear Town Officials:

The Department of Veterans' Services (DVS) has completed its sufficiency review of your application of November 25, 2014 for formation and establishment of a veterans' services district. I am pleased inform you that the towns of Charlton and Southbridge hereby are granted my conditional approval for a period of one year commencing on the date hereof to operate the South Central Massachusetts Veteran Services' District under the terms presented in your application and in compliance with all applicable laws, regulations, and directives of DVS.

During the conditional approval period, the South Central Massachusetts Veteran Services' District must demonstrate to DVS the district's ability to adhere to all legal requirements, meet DVS' uniform standards, and demonstrate that sufficient veterans' benefits and services are being provided adequately to veterans and their eligible dependents residing in the towns of Charlton and Southbridge. If it is determined by DVS that the South Central Massachusetts Veteran Services' District is being operated under terms other than those presented in your application or is being operated not in compliance with any applicable law, regulation, or directive of DVS, then I may, in my sole discretion, revoke this conditional approval and deem the district dissolved.

This conditional approval is effective for one year from the date hereof, and shall expire on January 31, 2016. If you wish to continue to operate the District of South Central Massachusetts Veteran Services after this expiration date, then you must make re-application for continued veterans' services district status, and every two years thereafter.

Congratulations! My staff and I look forward to serving our veterans and their eligible dependents with you. Please feel free to contact me if you have any additional questions concerning veterans' benefits.

Very truly yours,

Coleman Nee

SOUTH CENTRAL MASSACHUSETTS VETERANS' SERVICES DISTRICT

December 1, 2014

OBJECTIVE

The following is a proposal by the towns of Charlton and Southbridge seeking to consolidate formally their Chapter 115 operations to promote efficiencies to establish and operate a "Veterans' Services District."

CURRENT OPERATION

The Town of Southbridge has a fulltime Veteran's Agent who also serves as the COA Director. It is the intention of the Town of Southbridge to combine the duties of a COA Director with the duties of a Recreational Director, leaving the Veteran's Agent as a full-time District Agent. The Town of Charlton has a part time clerk who has been working with an agent from another town while researching the possible formation of a district. Charlton's full time Veteran's Agent left the town after only 6 months for a better paying job with the Social Security Administration.

The number and amount of veterans receiving Chapter 115 benefits in each of the two communities as of October, 2014:
Town of Charlton: 5 cases - \$34,580 annually (current FY '15 case load projected to 6/30/2015);
Town of Southbridge: 14 cases - \$145,000 (FY '14 actual).

The towns do not have any complaints on file nor have been informed that they are not meeting their responsibilities under the law.

STATE REQUIREMENTS

In April 2011, the Department of Veterans Services issued a new handbook entitled "A Guide for Establishing Veterans' Services Districts under Chapter 115." In addition to providing for the role and duties of personnel in a District, the handbook has established minimum personnel staffing requirements for such districts. Following is the town's population based on the new census data provided by the Massachusetts Secretary of State's Office.

Town Population Percentage

Southbridge - 16,799 (56%)

Charlton - 13,119 (43%)

TOTAL POPULATION: 29,918

With a total population of 29,918 the following positions are required under the staffing chart for districts with a population of 20,001 to 35,000:

Full-Time Director of Veterans Services District
1 Full-Time Clerical Staff

- Based on this scenario, the budget will be negotiated annually by the Board of Directors and will be subject to annual appropriation. The Veteran's Agent shall remain an employee of the Town of Southbridge and the Clerical employee will remain an employee of the Town of Charlton. Charlton shall pay a portion of the salary of the District Veteran's Agent to the Town of Southbridge and will be determined annually by the Board of Directors and proposed to each community for appropriation.
- Each Town will assume the cost of providing space and equipment and will appropriate an amount to cover all benefits for veterans on an annual basis.

TOWNS MEETING THE NEED

For the towns, the issue comes down to providing a service that meets the need and can also fit within the budget constraints of the time. Southbridge and Charlton have had to address tightening of their budgets over

the last several fiscal years. These towns do not have the financial room to take on additional positions. There would have to be a discussion on what to eliminate in order to do so in some cases. The District is willing and able to add other towns.

PROPOSAL FOR MOVING FORWARD

Based on the discussion above, the Towns of Charlton and Southbridge are making the following proposal as a way to be able to move forward. We will continue the services of Mike Trombley, the current Veteran's Agent in Southbridge and the clerical services of Kara Hmielowski in Charlton. Adequate office space will be provided in each Town Hall and each will keep its own records. We anticipate, as other Towns join, a more centralized system will be developed by the Board of Directors.

CONCLUSION

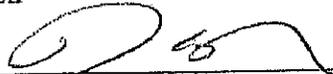
Our proposal recognizes the need to attempt a different approach to outreach. With an enhanced program of outreach, we can then evaluate as to whether a need exists in the communities. If it shows that we have needs that have not been exposed in the past, we can then review what the next steps should be to addressing those needs. If the next steps are to increase our administrative support, we will then address that.

In light of our current fiscal constraints, the towns believe that this step is a reasonable way in moving forward. We need to understand whether a need exists prior to having to choose between an existing public safety or education employee and additional administrative staff in the veterans' services area.



Charlton

DATE: 11/25/14



Southbridge

DATE: 11/26/14

**Agreement By and Among the Towns of Charlton and Southbridge for Veterans'
District and Apportionment of Expenses**

Agreement made this 10th day of JANUARY ²⁰¹⁵~~2014~~ by and among the Towns of Charlton and Southbridge to formalize the creation of the South Central Massachusetts Veterans' District, Acceptance of its bylaws attached herewith as Attachment A and to apportion expenses for the fulfillment of veterans' services to member towns according to the District budget, the fiscal year 2015 budget is incorporated herewith as Attachment B.

The Board of Selectmen in Charlton, acting through its Town Administrator and the Town Manager in Southbridge from the District's participating communities will act as the Board of Directors pursuant to statute (MGL c.115, §11). Any new towns entering the District will have their Town Manager/Administrator join the Board of Directors.

The District agrees to appoint a District Veterans' Services Director, and one (1) full-time clerk to support the Director's fulfillment of his duties. Staff will have a presence in each of the communities to ensure a proper level of service to the District's constituents.

The District Board of Directors will set the compensation of the above positions, determine the expenses of the department and said positions and apportion the expenses among the municipalities as determined by the population of each municipality based on the most recent federal census.

The member communities will pay the annual assessment as determined by the Board of Directors to the District Treasurer on a quarterly basis. These payments will represent compensation for the administrative, clerical and other costs incurred by the District's Veterans' Services Department.

The District Board of Directors will appoint a District Treasurer from among the Town Treasurers of the member communities.

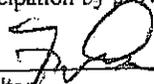
The District Board of Directors will direct the appointed Director of Veterans' Services to perform the duties of his office in each of the municipalities comprising the District.

The duties of the Veterans' Director and staff will be performed principally during regularly scheduled business hours in the town halls of each municipality, and by appointment. Hours of operation will be duly posted at each office location.

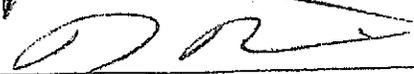
Distribution of benefits payable under Massachusetts General Law Chapter 115 to veterans of each community will be paid by the Treasurer of the community in which the veteran resides.

The seventy-five percent (75%) reimbursement of veterans' benefits from the state will be credited to that community which issued such benefits.

This agreement will be subject to renewal on an annual basis. The member communities may terminate participation by providing one-hundred and twenty (120) days' notice to the District Board of Directors.



Charlton



Southbridge

**Agreement By and Among the Towns of Charlton and Southbridge for Veterans'
District and Apportionment of Expenses**

Agreement made this 1st day of JANUARY ²⁰¹⁵/~~2014~~ by and among the Towns of Charlton and Southbridge to formalize the creation of the South Central Massachusetts Veterans' District, Acceptance of its bylaws attached herewith as Attachment A and to apportion expenses for the fulfillment of veterans' services to member towns according to the District budget, the fiscal year 2015 budget is incorporated herewith as Attachment B.

The Board of Selectmen in Charlton, acting through its Town Administrator and the Town Manager in Southbridge from the District's participating communities will act as the Board of Directors pursuant to statute (MGL c.115, §11). Any new towns entering the District will have their Town Manager/Administrator join the Board of Directors.

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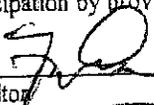
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Charlton



Southbridge

Draft Budget for Veteran's District - Southbridge and Charlton

	Southbridge	Charlton
Estimate		
Veterans Department	74,000	16,000
Veterans Agent Salary	39,417	39,417
Clerical	40,820	20,410
Employee Benefit-Health Insurance	154,237	75,827
Total Department Salaries/Bene	200,274	145,664
Veterans Benefits	2,000	0
Travel	1,500	0
Expenses & Equipment	3,500	0
Total Department Expenses	7,000	0
Total Veterans Department	207,274	145,664
percent	51.9%	48.1%

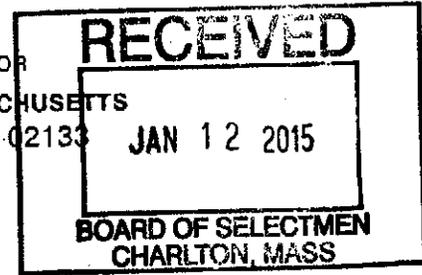
Benefits	Per Emp
Health	14,160
WRRS	5,400
Medicaid	650
W/C	200
TOTAL	20,410

	Population	percent	Assessment
PERCENTAGE/DUES BASED ON POPULATION			
Southbridge	16,799	56.15%	88,569.55
Charlton	13,119	43.85%	69,167.45
Total	29,918	100.00%	157,737.00

each town carries their own benefit line item.



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COMMONWEALTH OF MASSACHUSETTS
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BOS
Highway

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 8, 2015

Mr. Rick Swensen, Chairperson
Town of Charlton
37 Main Street
Charlton, MA 01507

Dear Mr. Swensen:

We are pleased to inform you that the Chapter 90 local transportation aid funding for Fiscal Year 2015 has increased from \$200 million to \$300 million statewide.

This letter certifies that the Town of Charlton's Chapter 90 apportionment for Fiscal Year 2015 has been increased from \$637,602 to \$956,403. This apportionment will automatically be incorporated into your existing 10-Year Chapter 90 contract, which will soon be available on the MassDOT website. <http://www.massdot.state.ma.us/chapter90>.

We look forward to working closely with your community to ensure the continuing success of the Chapter 90 program in the years to come.

Please feel free to contact Matthew Bamonte at (857) 368-9151 with any questions you may have regarding the Chapter 90 program.

Sincerely,

Governor