



COPY

Submitted by WCD  
Date 3/5/15  
Received by KL  
Date 3-9-15

TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – February 17, 2015 at 6:30pm

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

*NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.*

I. Call to Order:

1. Chairman Swensen called the meeting to order with the pledge to the flag. He asked for a moment of silence for Edward Gauthier who passed away on February 9, 2015. Mr. Gauthier was employed by the Town of Charlton working for the DPW for many years, he was part-time EMT, and firefighter for the Town of Charlton, and he was most proud to be the Hazardous Waste Commissioner for 20 years for Charlton.
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.

Consent Agenda:

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Chief Pervier came forward and stated that the Earth Day Committee met today and April 25<sup>th</sup> from 11 – 3 will be Earth Day. A formal notification will be provided when all the details are set. He also wanted to thank Gerry Foskett and his staff for working with them. He did ask citizens to please be careful on the roads. Some roads are still slick and caution should be taken.

IV. Appointments/Resignations:

1. Resignation – Charlton Auxiliary Police. Mrs. Craver stated that attached is a letter from Thomas J. Palmerino resigning his position on the Charlton Auxiliary Police Department. Mr. Palmerino has been offered a full time police officer position with the Town of Maynard. The Board should accept his resignation. A letter thanking him for his service has been completed and is in your sign folder. **Motion by Mr. Singer that we accept the resignation of Mr. Palmerino, seconded by Mrs. Cooper, motion carries.**
2. Resignation – Per Diem Dispatcher. Mrs. Craver stated that attached is a letter from Ashley Holden resigning her position as a per diem dispatcher for the Charlton Police Department effective February 20, 2015. Ms. Holden started working full time for the Paxton Police Department and has been unable to give the Charlton Police Department the time needed. The Board should accept her resignation. A letter thanking her for her service has been completed and is in your sign folder. **Motion by Mr. Singer that we accept the resignation of Ms. Holden, seconded by Mrs. Cooper, motion carries.**

V. Scheduled Appointments:

I. New Business:

1. Request for toll road – Ribbon Rockettes. Mrs. Craver stated to please find attached a letter from the Relay for Life Team: The Ribbon Rockettes requesting permission to hold a toll road in Charlton Center (intersection of Main Street and Masonic Home Road) on Saturday, May 2, 2015 from 8:00am – 2:00pm. This request was also forwarded to Chief Pervier who is in support of the toll booth 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 toll station. 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 Toll Booth 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, Mrs. Craver would recommend adding the stipulations from Chief Pervier to the motion. **Motion by Mr. Szafarowicz to approve the request with the stipulations in the memorandum, seconded by Mrs. Cooper, motion carries.**

2. Activities Council member request for exemption. Mrs. Craver stated that attached is a letter from Donald B. Konopacki, a member of the Charlton Activities Council as well as the President of the Pasture Prime Players, Inc., a 501c3 performing arts group which uses the Charlton Arts & Activities Center, which is an unpaid voluntary position seeking an exemption from Section 19 of the conflict of interest law for three upcoming instances:

1. Agreements for use/rental of the Charlton Arts & Activities Center with Charlton TV and the Central Mass Music Academy;
2. Agreement for the use of the Charlton Arts & Activities Center by Pasture Prime Players and
3. Partnering of Charlton Arts & Activities Center and Pasture Prime Players for the purpose of applying for grants for improvement of the Charlton Arts & Activities Center.

Mr. Konopacki states that in the three instances listed, it could be construed that Pasture Prime Players has a financial interest in the following matters:

1. Although the spaces in question for the agreement for use of the Charlton Arts & Activities Council by Charlton TV and Central Mass Music Academy are not in conflict with the Pasture Prime Players use of the space, Pasture Prime Players has the potential of a financial interest if the Main barn space which contains the stage were to be used by Charlton TV or Central Mass Music Academy. Use of the space is scheduled well in advance for theater productions and scheduling is based on a first come, first serve basis. Mr. Konopacki would request being allowed to negotiate and approve/disapprove agreements for use of space.
2. The Charlton Arts & Activities Council and the Pasture Prime Players would like to have a formal agreement in place for use of the facility. Mr. Konopacki would like to be able to render advice on the agreement and act as a liaison between the groups. He would not present the proposed agreement and would not recommend or approve/disapprove the agreement.
3. The Board of the Pasture Prime Players would like to partner with the Charlton Arts & Activities Council with the expressed purpose of writing grants for structural improvements to the main barn performance space. Mr. Konopacki would like to be able to participate in the grant writing process as well as make recommendations to and approve grant applications. Mr. Konopacki has contacted the State Ethics Commission and they have advised him that he may be able to get an exemption from the Selectmen which would allow him to participate in matters as stated above. He has also provided three disclosure forms with the same information for your approval. Mr. Konopacki was present to answer any questions the board may have. Mrs. Craver stated that there is no financial gain for Mr. Konopacki. **Motion by Mr. Singer that we**

**recommend Section 19 of the conflict of interest law as requested in the memo, seconded by Mr. Szafarowicz, motion carries.**

3. Town Treasurer – borrowing recommendation. Mrs. Craver stated that attached is a letter from Town Treasurer – Keith Arsenault. Mr. Arsenault states that in 2010, we refinanced the Sewer Plant USDA loan at the same time we bonded the Highway Facility and the first Landfill Capping. We shortened the period from twelve to six years. The last principal and interest payment is in FY2016. Mr. Arsenault states that we need to borrow funding for the fire truck and town hall elevator. He recommends a five year term that would require the first principal payment in FY2017. As the sewer plant drops off the funding schedule the new bond will take its place without noticeable impact on the tax rate as excluded debt. Mr. Arsenault further states that it has been recommended that we refund the last five years of library debt. The average coupon rate is 3.75%. By including the refunding with the other two capital purchases the interest rate on all three should be 2.25% or less. The projected savings from refunding should be approximately \$52,000 after the library piece pays for its share of bond issuance costs. Because the town has already up fronted the money for the fire truck to take advantage of prepayment discount and need to borrow \$55,000 for the telephone system, we will issue a BAN this spring. The fire truck portion will be paid off with proceeds from the bond in July. The telephone will be paid in July with Local Access funds. **Motion by Mr. Singer that we approve Mr. Arsenault’s recommendation and authorize the refinancing, seconded by Mrs. Cooper, motion carries.**
4. Site Plan application – Powersecure Solar. Mrs. Craver stated that the Planning Board has received a site plan application submitted by Kleinfelder Engineering on behalf of Powersecure Solar for a site plan approval to construct a proposed 1.0 Megawatt commercial ground mounted solar energy array to be located on 8.64 acres of a 64.15 acre site located northerly off of Snake Hill Road, westerly of Carpenter Hill Road (Assessors Map 44, Block B, Parcel 9). Said property is zoned Agricultural (A). The Planning Board has scheduled the public hearing for their March 4th meeting. You are asked to review and if you have any comments, we need to notify them no later than Wednesday, February 25, 2015. Mr. Singer asked that they consider requiring as part of their site plan that anything that is a part of this solar site that could be potentially visible from the residents or the road, that they take steps to make sure it is not an eyesore.

#### VII. Old Business:

1. Sunset City Site Plan Application – Review comments. Mrs. Craver stated at the Board’s meeting on February 10, 2015, we were asked to compile a list of comments made from the Sunset City Site Plan Application discussion for your review for tonight’s meeting. We are working on establishing this list and will have it for your next meeting.
2. ATM – Warrant and budget – no update

#### VIII. Committee Reports:

Mr. Szafarowicz stated that at the last meeting he brought up transparency and he met with the Town Administrator today. While they were discussing items, they realized that the Selectmen are the transparency committee. Mr. Szafarowicz stated that one thing the board could do is at the next All Boards/Committees meeting is ask them what they would like to see the Board’s Goals and Objectives be. The Town Administrator will work with the Finance Committee to come up with a visual budget for citizens to see where their money is going. Mrs. Craver stated that with the discussion of the All Boards/Committees meeting, we need to set the date. March 24<sup>th</sup> was decided. She also mentioned that Mr. Szafarowicz brought up focus groups. Does the board wish for her to put that together? It would be helpful for staff to put on the invitations.

#### IX. BOS Policy Review:

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)

XIII. Next Meeting Announcement:

- Next Regular Selectmen's Meeting – March 3, 2015

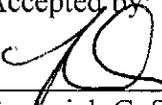
XIV. Adjourn/Executive Session:

**Motion by Mr. Szafarowicz to enter into executive Session at 7:20pm under M.G.L. c. 30A, Sec. 21, #2, to conduct 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. Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. Singer – aye and Chairman Swensen – aye. 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.**

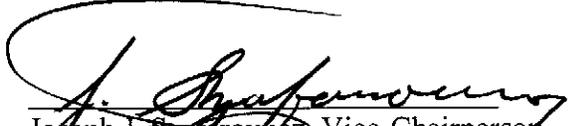
**Motion by Mr. Szafarowicz to adjourn at 9:10pm, seconded by Mr. Singer, motion passes unanimously.**

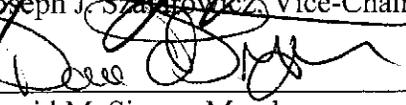
Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

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

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

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

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

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



**TOWN OF CHARLTON**  
**OFFICE OF THE TOWN ADMINISTRATOR**  
**37 Main Street**  
**Charlton, MA 01507**  
WWW.TOWNOF CHARLTON.NET

Phone: (508) 248-2206

Fax: (508) 248-2374

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: February 11, 2015

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 2/17/15

---

**2014 Town Report** – this is a friendly reminder that all department/boards/committees town reports are due in our office no later than Thursday, February 26, 2015 to allow staff time to put the books together.

**Snow Days** – As you know, this winter so far has dumped an extraordinary amount of snow. The extreme amount of storms depleted our salt reserves and we have, for safety sake, had several days where non-essential employees were told not to come in and, if possible, to work from home. The January storm alone cost the town approximately \$85,000 in labor, equipment and materials which we are in the process of submitting to MEPA for reimbursement if State or Federal monies become available. We will continue to track costs as we move thru the rest of the winter months. Again, I want to thank Gerry Foskett and his department for making the community safe and passable by plowing the roads and shoveling out the town hall. Carl Ekman and Terri Goff also were ready to open a shelter but fortunately, it was not needed. We still have some issues to address such as snow removal for the Police and Fire Stations, but all in all, things went pretty well. You have very good, competent staff that definitely put the town first in difficult times.

**Senate Town Hall Listening Tour** – Joined by Selectman Cooper, and Finance Committee members Frank Morrill and Peter Cooper, I attended a meeting hosted by the Senate at UMass in Worcester February 11. It was very informative, especially regarding issues that affect many groups in the area such as domestic violence, brain trauma, housing, services for the disabled and struggling residents who can't seem to make ends meet. I had an opportunity to speak to the Senate Speaker and ask him to please work on a joint budget resolution. As you know, we are in the process of developing a budget and local aid in a critical component. Hopefully, we will get local aid numbers we can rely on in March.

**Water** – I am still working diligently with the Water/Sewer Commission, Exxon and the Town of Southbridge to bring water to the schools.