



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – April 14, 2015 at 6:30pm

Submitted by NOT
Date 5/14/15
Received by KL
Date 5/14/15

COPY

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 and Student Selectperson – Emily Sprague. 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.
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 stated that we are in the Senior Center for now due to a burst pipe in the attic that flooded the Town Clerk's office who is now located in the Selectmen's meeting room. This is temporary.

II. Consent Agenda:

1. Minutes of Regular Meeting – March 31, 2015. **Motion by Mr. Szafarowicz to accept the minutes of March 31, 2015, seconded by Mrs. Cooper, motion carries with Mr. Szafarowicz abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Todd Girard, Conservation Agent and Chief of Police – James Pervier came forward to discuss the upcoming Earth Day Festival on Saturday, April 25th. This is a two fold operation in town. In the morning is clean up and in the afternoon is the Earth Festival on the common. Mr. Girard reviewed the events that will take place. There is a sign up sheet in the senior center for the road you'd like to clean and you can pick up the yellow bags there as well. There will also be a child safety seat check starting at 10:00am.
- Russ Jennings came forward and wanted to bring to the Board's attention a potential problem to light. There is a potential realty for town residents not being able to get into town meeting if it's flooded by out of town guests this year. He wanted to bring it to the Board's attention. He thought the board could talk about policies to be implanted earlier. It was stated that no one is turned away from town meetings. Mrs. Craver stated that the Moderator should be made aware of this. She said if the Moderator and Town Clerk were both agreeable, that one process to make sure voting members are allowed into the room first, then anyone from outside of town. We can also prepare to have a room adjacent to the meeting room for the overflow. Mr. Anderson our cable coordinator was asked if we could be live in both rooms and he said no but we could put a monitor in there for them to see. Chairman Swensen asked Mrs. Craver if she could send word to the Town Clerk and the Moderator to see if they could join us at the next meeting to discuss this. Chief Pervier recommended the same thing and said that normally we have one officer at the town meeting

provided by the department. If we have another room so people have the oversight of what's going on, if there are any issues, there might be a need for a second officer. Chairman Swensen asked Chief Pervier to provide the extra officer. Chief Pervier stated that if there are residents in the room that have questions, there need to be rules and procedures for this.

IV. Appointments/Resignations:

1. Appointment – Conservation Commission. Mrs. Craver stated that we have been notified by the Conservation Commission of a vacancy on their board. This opening was placed on the cable channel, town's website and the Town Hall Bulletin Board. One request for appointment has been received from Robert J. Hartwig. The Conservation Commission is recommending the appointment of Mr. Hartwig to fill the open position. As the Board appoints the Conservation Commission, you are asked to appoint Robert J. Hartwig to the Conservation Commission with an expiration date of June 30, 2018. **Motion by Mr. Singer to appoint Mr. Hartwig to the Conservation Commission with an expiration date of June 30, 2018, seconded by Mr. Szafarowicz.** Mr. Singer thanked Mr. Hartwig as he gets involved in so much. **Vote on motion: motion carries unanimously.**
2. Resignation – per-diem Dispatcher. Mrs. Craver stated that attached is a notice from Daniel Cahill resigning from his position as a per-diem dispatcher for the Town of Charlton Police Department. The Board should vote to accept his resignation. A letter thanking him for his service to the town has been completed and is in your sign folder. **Motion by Mr. Szafarowicz to accept Mr. Cahill's resignation, seconded by Mr. Singer, motion carries.**

V. Scheduled Appointments:

VI. New Business:

1. Charlton Lions Club – request for toll road. Mrs. Craver stated to please find attached a letter from the Charlton Lions Club requesting permission to hold a toll booth at the intersection of Rt. 31 and Masonic Home Road on Saturday, May 9, 2015, (rain date – May 16, 2015) from 9:00am – 1:00pm. This event is being held to raise money to support Mass Lions Eye Research and other community causes. 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. Mrs. Craver would recommend the Board approve the request with the stipulations by Chief Pervier. **Motion by Mr. Szafarowicz to approve the Charlton Lions Club request to hold a toll booth at the intersection of Rt. 31 and Masonic Home Road on Saturday, May 9, 2015 (rain date – May 16, 2015) from 9:00am – 1:00pm contingent upon the following safety precautions as laid out in the memorandum, seconded by Mrs. Cooper, motion carries unanimously.**

VII. Old Business:

1. Water Damage Update / color scheme. Mrs. Craver stated that Building Commissioner Meskus has asked for time on the agenda to provide an update on the water damage and present requested color scheme for the Town Clerk's office, flooring and wall color. Mr. Meskus came forward and said the repairs are moving along and updated the board where it's at. The Town Clerk's office and the Council on Aging have both asked to have input on the colors of their offices. The flooring being recommended by the company doing the work is a blonde finish. The Town Clerk

would like the darker color based on the color scheme of their furniture. They also asked for a light green color for their office. Mr. Meskus stated that the Veterans Office which is now storage for the Clerk's office was recently painted and he would recommend keeping the color that's in there because that can be used as a stand alone office. Mr. Meskus thought the lighter color would show scratches less than the darker color. Motion by Mr. Szafarowicz to use the blonde flooring, seconded by Mrs. Cooper, motion carries. **Motion by Mr. Singer to approve the Clerk's office request of paint for their scheme, seconded by Mr. Szafarowicz, motion carries.** Mrs. Craver thanked Mr. Meskus for his work on this.

2. Town Hall Custodian Hours. Mrs. Craver stated that as you know, the Town Hall Custodian, Sharon Carlson's last day was Thursday, April 9, 2015. She is working on a schedule that will allow her to come back and help a few days a week while we post the position. But first, before posting, she is looking for direction on whether to advertise for another full time position or reduce the hours. Presently, the position is scheduled for 40 hours per week at \$15.58 per hour. She asked the Building Commissioner who has been overseeing this position, to identify duties that would be completed if the custodian were to be hired at 19.5 hours. Please see the attached list of duties of what would and most likely would not be done if the hours are reduced. At this time, we recommend reducing the hours from 40 to 30 hours. After review of the custodial duties, **motion by Mr. Szafarowicz that the Board reduce the hours from 40 to 30 subject to future evaluations for any changes in hours, seconded by Mr. Singer, motion carries.**

3. Town Owned Land. Mrs. Craver stated at your last meeting, you were provided with a list of recommended properties to sell. The Board voted to approve that list and to also have a forester come up with a forestry plan so that we can harvest them before they go out to auction. Town Treasurer Arsenault has stated that his office foreclosed on two parcels in late 2013 which should be included on the list:

20A-A-8	foreclosed 8/15/2013	waterfront on Nuggett Pond	
(note we are out of pocket about \$30k on this piece)			Assessed - \$93,800
78-B-1	foreclosed 12/31/2013	near town line	Assessed - \$95,000

These properties were sent to Department Heads for comments and it is recommended to sell them. Does the Board wish to include these two parcels on the list approved for sale? **Motion by Mr. Singer to include both parcels on the list for sale, seconded by Mrs. Cooper, motion carries.**

4. ATM (Post warrant by April 23, 2015)
- Articles – Government Study Committee
- Solar Bylaw
- Budget

Mrs. Craver stated that attached is the Annual Town Meeting warrant for your review and approval. She needs to have the warrant posted by April 23, 2015 and would ask the Board to finalize it tonight. The Board held a placeholder for Selectman Singers request to add a Solar Bylaw. He has provided the language. This is Article 19. After consulting the Conservation Agent and representatives from the Lakes and Ponds Committee, it is requested to remove the dam reconstruction betterments until the Fall town meeting when we will have a better sense of the actual work to be completed and give the residents a chance to be part of the process. We were also notified by the Planning Board regarding Article 20 – citizen petition, that the Planner spoke with Mr. Peters and his Attorney regarding the zoning by-law revision petition that was submitted to the Selectmen on March 16, 2015 to amend Section 2.1 Accessory Buildings. The applicant wishes to withdraw the petition and instead, work with the Planning Board on a revised version that would be resubmitted in the Fall for consideration. The Planner suggested the applicant give the Board a letter. We received a letter from Attorney Lane to withdraw the petition. He has been notified that in order to withdraw the petition from the warrant, the applicant must have everyone

who signed the petition sign the withdrawal letter as well. Since the applicant did not get all the signatures needed, Attorney Cosgrove has recommended the following motion: “to postpone consideration of the article indefinitely”. The Planning Board has stated that they will recommend the postponement at Town Meeting. Mr. Szafarowicz asked if there has been any consideration in rearranging the articles so that the most important are at the end. Chairman Swensen stated that the Board could rearrange the articles if they wanted to. It was discussed to consider this as one of the Goals of the board. Mrs. Craver stated that she has provided the information for the Board on the government study committee for the Board’s review. Mr. Singer would recommend removing the article. At the last town meeting, it was made known this wasn’t wanted. Chairman Swensen thinks it’s a good thing to have on especially with the way the town is growing. Mrs. Cooper asked if the Board of Selectmen has the authority to create a committee like this without a town meeting vote and the answer was yes. Mr. Szafarowicz would think the Selectmen would like to be involved in this committee and he would recommend changing the amount of members at large from 3 to 2 so that two members of the Board will be on the committee and one member would be appointed by the Planning Board and increase the amount of the committee to nine. Motion by Mr. Singer to remove Article 15, no second. **Motion by Mr. Szafarowicz to change the members as he said before, to change the members at large and the Board of Selectmen from 3 to 2 including two current members of the Board of Selectmen and one representative appointed by the Planning Board, seconded by Mrs. Cooper.** After discussion, **vote on motion: 2 ayes with Mr. Singer and Chairman Swensen – opposed, motion does not carry without a majority. Chairman Swensen made an alternate motion to put the article forth as is, seconded by Mrs. Cooper, motion passes with Mr. Singer opposed.** Mrs. Cooper would like to talk about the solar bylaw and is wondering if the wording may have to be changed some. The way it’s worded it sounds like a solar farm needs to be shielded from the neighbors as opposed to the neighbors from the solar farm. She also stated that nowhere in our zoning book is a solar farm listed, it’s listed as a large scale ground mounted solar photovoltaic installation. She thinks it should be a little more consistent. Mr. Singer said he would be glad to make that change because that’s the way it was originally done. As far as shielding, he’s used that wording from other towns. Mrs. Cooper would suggest leaving out the page number, include the words solar photovoltaic installation instead of solar farms and clarify that this is not another use that would be added to the table but is part of an existing one. She would prefer that this be postponed and not discussed at this meeting if the wording isn’t going to be accurate in order to make it consistent with what the regulations read. Mr. Singer doesn’t have a problem with changing the wording but he does not want to remove it. **Motion by Mr. Singer that Article 16 read Solar Photovoltaic Installation bylaw and to remove the words on page 21, remove the word placeholder and for the purpose of this vote, the Board of Selectmen would be the sponsor, seconded by Mr. Szafarowicz, motion passes with Mrs. Cooper opposed. Motion by Mr. Singer to accept the warrant in its entirety, seconded by Mrs. Cooper, motion carries unanimously.**

VIII. Committee Reports:

IX. BOS Policy Review:

Chapter 61 – lands policy. Mrs. Craver stated that Attorney Cosgrove has recommended a few minor changes to the Lands Policy and Process – Chapter 61, 61A and 61B (attached) for clarity due to conversions taking place to make room for solar projects. In short, he is recommending the following: Second paragraph, add the word “for” after “sold” and change “for” after the word “converted” to “to” and make “other uses” singular. Mrs. Craver would recommend the Board approve his recommendation. **Motion by Mr. Szafarowicz to accept Town Counsel’s recommendations, seconded by Mrs. Cooper, motion carries.**

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 – April 28, 2015

XIV. Adjourn/Executive Session:

Motion by Mr. Singer to adjourn at 7:45pm, seconded by Mr. Szafarowicz, motion passes unanimously.

Submitted by:

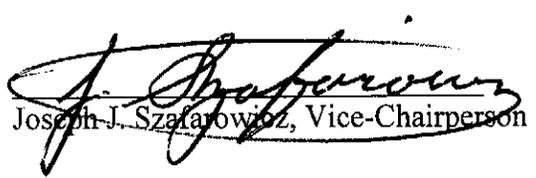
Mary C. Devlin

Administrative Assistant

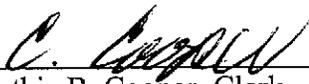
Accepted by:



Frederick C. Swensen, Chairman

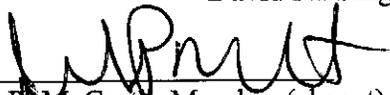


Joseph J. Szafarowicz, Vice-Chairperson



Cynthia B. Cooper, Clerk

David M. Singer, Member



John P. McGrath, Member (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: April 14, 2015
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 4/14/15

BOS Community Sign Board – We are working on recommendations for the policy and will bring it back for your review and approval as soon as it's complete.

FY16 Chapter 90 Funds – We received a letter from Governor Baker's office stating that the Town of Charlton will receive \$637,039 in Chapter 90 funds for road work. As you know, FY15 was supposed to allocate \$637,602 but Gov Patrick reduced that amount. Gov Baker has said he will restore the funds, but we have not received any direct communication from his office on that amount. FY14 we received \$635,994.

Insurance Dividends – We received a dividend credit from our insurance company in the amount of \$669.00 which we will apply to next year's balance.

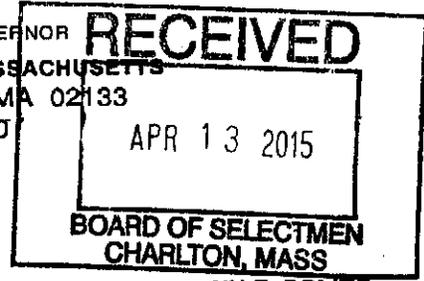
Clerical Union – The Clerical Union is changing its name and representative from SEIU 888 to the United Professional Alliance of Charlton and will be represented by Scott Dunlap. They will be having an election on April 23, 2015 to determine whether to make the change or not including whether to be in a union at all.

Bay Path Regional Voc High School – We have received a copy of Bay Path's Fiscal Years 2014 Audit. It is on your desk for review and we will also place on the website.



CHARLES D. BAKER
GOVERNOR

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000



KARYN E. POLITO
LIEUTENANT GOVERNOR

*copy
Always
Joan*

April 9, 2015

Mr. Rick Swensen, Chairman
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 2016 will total \$200 million statewide.

This letter certifies that the **Town of Charlton's** Chapter 90 apportionment for Fiscal Year 2016 is **\$637,039**. This apportionment will automatically be incorporated into your existing 10-Year Chapter 90 contract, which will 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.

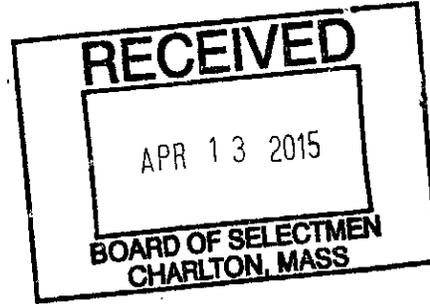
Sincerely,

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor



One Winthrop Square, Boston, MA 02110
617-426-7272 or 800-882-1498
Facsimile 617-426-9546 • www.emiia.org



April 8, 2015

Re: MIIA Dividend, 2015

Dear MIIA Member:

At our recent annual meeting, MIIA announced that the Board of Directors of the MIIA Property and Casualty Group, Inc. had declared \$500,000 in Dividends. Enclosed is a facsimile check showing the dividend amount awarded to you. You may use this as a premium credit or, if you prefer, you may request a check for this amount. In either case, please make your request in writing. Contact Greg McGrath at gmcgrath@mma.org (1-800-882-1498 ext. 256). If you wish to publicize the dividend award, please let us know and we will send you a sample press release.

Thank you for your loyalty and for your part in maintaining the excellent loss control and safety records that allow MIIA to provide these dividends and credits to our members.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Willis-Jackson". The signature is written in a cursive style with a long horizontal stroke at the end.

Martin Willis-Jackson
Accounting and Finance Manager



March 25, 2015

Pay to the
order of

Charlton

\$669

Six Hundred Sixty Nine Dollars

[Handwritten Signature]
Geoffrey C. Beckwith, President

[Handwritten Signature]
Stanley J. Corcoran

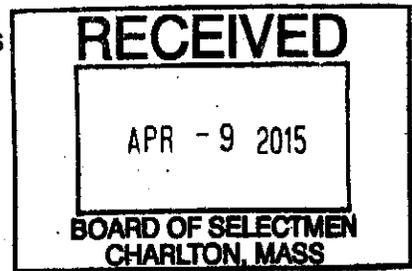
Stanley J. Corcoran
Executive Vice President

Re: Dividend

NOT NEGOTIABLE



THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF LABOR RELATIONS
19 STANIFORD STREET, 1ST FLOOR
BOSTON, MASSACHUSETTS 02114
Email: efile.dlr@state.ma.us
Telephone: (617) 626-7132
FAX: (617) 626-7157
www.mass.gov/dir



CHARLES D. BAKER
GOVERNOR
KARYN E. POLITO
LIEUTENANT GOVERNOR
ERICA F. CRYSTAL
DIRECTOR

April 7, 2015

COMMONWEALTH EMPLOYMENT
RELATIONS BOARD
MARJORIE F. WITTNER
CHAIR
ELIZABETH NEUMEIER
BOARD MEMBER
HARRIS FREEMAN
BOARD MEMBER

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

RE: MCR-15-4280 - TOWN OF CHARLTON

Dear Ms. Craver:

Enclosed herein please find copies of Notices of Election and Specimen Ballots which the Department requests that you have posted in certain places relative to the election to be conducted on THURSDAY, APRIL 23, 2015.

The Notices and Specimen Ballots should be posted in places where the affected employees will have an opportunity to observe them before the election date.

Thank you for your courtesy and cooperation in this matter.

Very truly yours,
DEPARTMENT OF LABOR RELATIONS

Edward B. Srednicki
EDWARD B. SREDNICKI
EXECUTIVE SECRETARY

COMMONWEALTH OF MASSACHUSETTS
BEFORE THE DEPARTMENT OF LABOR RELATIONS

APR 15 PM 3:30

In the Matter of

TOWN OF CHARLTON

and

UNITED PROFESSIONAL ALLIANCE OF CHARLTON*

Case No.: MCR 15-4280

**AGREEMENT OF CONSENT ELECTION
UNDER**

Section 4 of Chapter 150E of the General Laws, as Amended

Pursuant to the Stipulation of the Parties in this case, the Employee Organization:

United Professional Alliance of Charlton

and the Employer:

Town of Charlton

agree to waive a hearing and to have the DEPARTMENT OF LABOR RELATIONS (Department) conduct an election in accordance with General Laws Chapter 150E, Section 4, as amended, and the Rules and Regulations of the DEPARTMENT, by secret ballot, to determine whether or not a majority of the employees in the bargaining unit described as follows:

All full-time and regular part-time clerical employees employed by the Town of Charlton including, but not limited to the classifications listed in Appendix A, and excluding all managerial, confidential, casual and other employees.

desire to be represented by:

**United Professional Alliance of Charlton
or by
No union or employee organization**

for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment or other conditions of employment.

Consent Election Agreement

MCR-15-4280

The parties agree that the election will be conducted by the DEPARTMENT for employees in the bargaining unit on the payroll of the Employer for the pay period ending:

March 7, 2015

Day of Election: To be determined
Month, Date, and Year: To be determined
Hours: To be determined
Location: To be determined

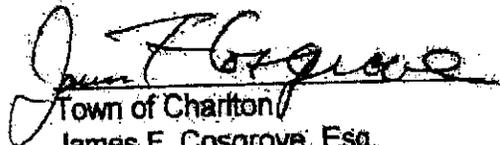
In order to assure that all eligible voters will have the opportunity to be informed of the issues in the exercise of their statutory right to vote, it is agreed that all employee organizations which participate in this election should have access to a list of voters and their addresses which may be used to communicate with them.

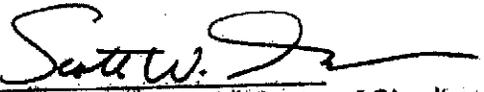
Accordingly, IT IS HEREBY FURTHER AGREED that an alphabetized election eligibility list, containing the names and addresses of all eligible voters, must be filed by the Employer with the Executive Secretary of the Department by either mail, to 19 Staniford Street, 1st Floor, Boston, Massachusetts 02114, or electronically, to Ed.Srednicki@massmail.state.ma.us, no later than seven (7) days from the date this agreement is approved by the Department of Labor Relations. The list must be either electronic (e.g. Microsoft Access or Excel) or in the form of mailing labels.

The Executive Secretary shall make the list available to all parties to the election.

Date Approved: 4/1/15


Department of Labor Relations
Ed Srednicki, Executive Secretary


Town of Charlton
James F. Cosgrove, Esq.


United Professional Alliance of Charlton
Scott Dunlap, Esq.

APPENDIX A

Head of Circulation - Library
Youth Services Assistant - Library
Circulation Clerk - Library
Head of Technical Services - Library

Administrative Assistant - Board of Health
Part Time Assistant - Board of Health

Administrative Assistant - Board of Assessors
Department Assistant - Board of Assessors

Administrative Assistant - Planning Board

Department Assistant - Water and Sewer Department

Assistant Town Clerk

Assistant Town Collector

Assistant Treasurer

Administrative Assistant - Highway Department

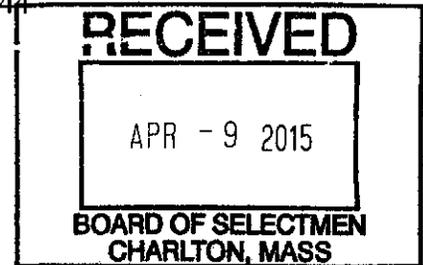
Administrative Assistant - Inspection Services



AUBURN • CHARLTON • DUDLEY • NORTH BROOKFIELD • OXFORD • PAXTON
RUTLAND • SOUTHBRIDGE • SPENCER • WEBSTER
Southern Worcester County Regional Vocational School District
BAY PATH REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
57 OLD MUGGETT HILL ROAD
CHARLTON, MASSACHUSETTS 01507-1331
(508) 248-5971 - (508) 987-0326
FAX (508) 248-1644

BOS
File
computer

Dean J. Iacobucci
Business Manager



April 7, 2015

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

Dear Ms. Craver:

Enclosed is a copy of Bay Path's Fiscal Year 2014 Audit. The Audit was performed by Scanlon & Associates.

Should you have any questions please feel free to call me at 508 248-5971, Extension 1752.

Sincerely,

Dean J. Iacobucci
Business Manager

DJI/kms
Enclosures