



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – May 26, 2015 at 6:30pm

Submitted by UCD
Date 6/11/15
Received by gex
Date 6/15/15

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 and Student Selectperson – Emily Sprague.

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 Regular Meeting – May 12, 2015. **Motion by Mr. Szafarowicz to accept the May 12, 2015 meeting minutes, seconded by Mrs. Cooper, 3 ayes with Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.

IV. Appointments/Resignations:

V. Scheduled Appointments:

VI. New Business:

1. Recommendation of Award for Accessibility Contract. Mrs. Craver stated that the Municipal Building Committee met on Thursday, May 21, 2015 and voted to recommend the contract for the Charlton Town Hall Accessibility Improvements be awarded to Nadeau Corporation, 727 Washington Street, South Attleboro, MA in the amount of One Million One Hundred Sixty One Thousand, One Hundred Sixty Dollars (\$1,161,160.00) provided the documents needed are provided after receiving the notice of award and the execution of the contract between the Town of Charlton and Nadeau Corporation. She commended the Municipal Building Committee for their work on this project and recommend the Board approve the contract. **Motion by Mr. Szafarowicz to award the bid as requested, seconded by Mrs. Cooper.** Mr. Meskus provided a broad overview of the project. **Vote on motion: motion carries unanimously.**
2. Site Plan Application – Niche Hospitality Group. Mrs. Craver stated that the Planning Board has provided you with a copy of a site plan application submitted by McClure Engineering on behalf of Niche Hospitality Group to operate a light manufacturing facility for the retrofitting and manufacturing of restaurant furniture and restaurant equipment in the existing vacant building located at 288 Southbridge Road (Route 169) (Assessors Map 62, Block A, Parcel 7). Said

property is zoned Industrial-General (IG). The Board is being asked to review and provide comments, if any, to the Planning Board no later than Wednesday, May 27, 2015. No comments.

3. End of Year Budget Transfer Request. Mrs. Craver stated that attached is a request from Town Treasurer Arsenaault asking the Board to approve an end of year budget transfer request as follows: Transfer from Treasurer-Salary Account to Banking Services the amount of \$800.00 for the purpose of Harpers Payroll Services for Payroll preparation. Once the Board takes action, the Finance Committee will be notified so that they can take action on this request. I would recommend the Board approve this request. **Motion by Mr. Singer to approve, seconded by Mrs. Cooper, motion carries.**
4. BOS goals and objectives – workshop meeting. Mrs. Craver stated that now that the annual town meeting and elections are over, the Board has generally taken time to review the past goals and objectives and plan a workshop to create the upcoming FY16 new goals and objectives. Please find attached the FY15 goals and the status of them. I asked the facilitator you have used over the past 3 years and he has Wednesday June 17th or Thursday, June 18th available. Would you like to have him work with you this year and if so, what date is best for you? Discussion of what day would work due to everyone’s schedule. Mrs. Craver was asked to see if a Monday would be available.
5. Health Program – Biggest Loser. Mrs. Craver stated that as you know we were awarded a Health Grant in the amount of \$750.00 which is to provide healthy programs for employees. The first program we provided was Yoga and seven employees were able to reap the rewards. Staff reached out to employees to see what their other interests were. The “Biggest Loser” was one of interest. We have put that together for all employees to join if they wish. The deadline to sign up is June 2nd. The program will run for eight weeks starting June 9th and ending July 28th. We have a balance in the health grant of \$400.00 which we are able to use to provide healthy meals for the employees. Mrs. Craver reached out to Zorbas Pizzeria who will be partnering with us on presenting the program by providing the weekly healthy meals throughout the contest. Some funds will come from the health insurance budget. The prizes for the winners include a \$300 grand prize and 5, \$20 40th Anniversary Millions scratch tickets. She also had a banner made which is hanging in front of the town hall. This is a very exciting event and she is pleased that the employees are joining in on this health challenge. She would like to thank Zorba’s for their support of our employees and their health.
6. Highway Department – Summer Hours. Mrs. Craver stated that attached is a memo from Highway Superintendent Gerry Foskett recommending the implementation of summer hours for the Highway Department which would allow the department to complete summer projects in a much more efficient and cost effective manner. The Union has already voted to approve the MOU. Mr. Foskett feels that as in the past, the summer hours have been very successful and it would be beneficial to the town. You are requested to approve the MOU for summer hours. Mr. Singer asked if someone would still be in the office on Friday’s? Mrs. Craver would recommend that they do close on Friday’s which would help conserve energy. She is not comfortable with the Administrative Assistant being by herself. **Motion by Mr. Szafarowicz to accept the MOU and authorize the Town Administrator to sign it, seconded by Mr. Singer, motion carries.**

VII. Old Business:

1. Environment Bond Bill / Water Master Plan. Mrs. Craver stated that she had given the board a memo but is asking at this time that no further action be taken until the Water/Sewer Commission decides on what they want to do. It was recommended to have Mrs. Craver set up a joint meeting so both boards could have discussion on this.

VIII. Committee Reports:

Mr. Szafarowicz stated that the Municipal Building Committee is moving along. He was able to attend a Mass. Selectmen's Association meeting in Boston. It was quite informative. They are working on their website so it will be more informative for boards to look for information.

IX. BOS Policy Review:

1. BYOB Policy. Mrs. Craver stated that on January 20, 2015, we brought the B.Y.O.B. Policy to you for consideration. At that time there were some questions and we have been researching some of the items. The questions asked at that time were:

What is the reasoning for limiting the days and times for the BYOB. The reasoning is to limit the amount of time someone can have a BYOB so it does not take away from businesses that have an liquor license issued by the Board of Selectmen and ABCC. (ex. If BYOB were for no limit, restaurants that have a license might lose out on business)

What is the purpose of the Police Department doing inspections? What would they be looking for. The Police Department would be checking the TIP certification list to make sure it's updated by the list of employees. They would also complete an inspection of the premises like they do for liquor license renewals to make sure everyone is in compliance.

One other question that was posed after the meeting was food. Are they required to have food. We contacted the ABCC who has no guidelines for a B.Y.O.B. request but also stated that there is no state regulation for requiring food. We have a new establishment in town that is requesting a B.Y.O.B. for paint nights. Since we have not given permission to an establishment that does not serve food before, would the board consider asking the licensee to have "snacks" on hand for these nights? We do not want to add costs to an establishment but would like to ensure the safety of all. We have also provided the policy to Attorney Cosgrove for his recommendations which are included. Joshua Evans and Lina Bifano, owner was present. He is the one requesting the BYOB for Cold Spring Craft Company. Ms. Bifano stated that they have talked about offering pizza along with the byob night. She also has the insurance for this type of business. The board discussed their concerns of checking id's and serving food which both seem to be taken care of.

Motion by Mr. Szafarowicz to accept the B.Y.O.B. policy as presented to us, seconded by Mr. Singer. Mrs. Craver stated that the board can add to their policy to include food. **Mr. Szafarowicz withdrew his motion. Mr. Singer withdrew his second. Motion by Mr. Singer to approve the B.Y.O.B. Policy with the addition of food and water being available for byob nights and that the policy be posted in the establishment, seconded by Mr. Szafarowicz.** Mrs. Craver stated that they might want to have the people drinking sign a release. She recommended they seek legal counsel. **Vote on motion: motion carries unanimously.** Mrs. Craver stated that since the Board has approved the policy and the owners of The Cold Spring Craft Company are present, she would ask the board to consider their request for a B.Y.O.B. **Motion by Mr. Szafarowicz to approve The Cold Spring Craft Company's request for a B.Y.O.B. application subject to all recommendations by the Building Commissioner and Chiefs, seconded by Mr. Singer, motion carries unanimously.**

X. Student Selectperson Report: Not present.

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

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

1. Mrs. Craver stated that with the election that just passed, there were several seats that were not filled. The Tree Warden was filled by a write in and they declined the position. According to Mass Law, you cannot offer it to the next in line. You would need to have another election if you want to fill it. She has spoken with Gerry Foskett, Highway Superintendent about taking that on to give

us time to figure out what to do with this position. He would be required to answer calls 24/7. She would like to ask the Board to give him \$3,500 to do these tasks. She did call the Finance Committee chairman and he agreed. Mr. Singer had a few questions regarding the cost and how much savings there would be. He asked if it's something to look at for the future. Mrs. Craver was able to answer all his questions. Mrs. Cooper asked that in the past, there was no stipend for this position. Why are we giving a stipend? Mrs. Craver stated that the Tree Warden used to take the wood. The Highway Superintendent is an employee and will be taking on additional duties.

Motion by Mr. Singer to appoint Gerry Foskett as the Tree Warden and to set an annual stipend for him in the amount of \$3,500 to be annually prorated until the next town election and contingent upon the Finance Committee providing a reserve fund transfer, seconded by Mr. Szafarowicz, motion carries. Mrs. Craver thanked Mr. Foskett for his work and for taking this on.

2. Mrs. Cooper said she's had some people ask her about the sign on Old Worcester Road and how they can use it. Has there been any procedures written for this yet? Mrs. Craver stated that we have a policy that we are working on. Now that we have a custodian, we should be able to finalize that policy.

XIII. Next Meeting Announcement:

* Next Regular Selectmen's Meeting – June 9, 2015

XIV. Adjourn/Executive Session:

Motion by Mr. Szafarowicz to enter into executive Session at 7:31 pm under M.G.L. c. 30A, Sec. 21, #1 – to discuss the reputation, character, physical condition or mental health, rather than professional competence of an individual or discuss the discipline or dismissal of, or complaints or charges against a public officer, employee, staff member or individual, #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 Mr. Singer. Roll call vote taken: Mrs. Cooper – aye, Mr. Szafarowicz – 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 7:45pm, seconded by Mrs. Cooper, unanimous.

Submitted by:

Mary C. Devlin
Administrative Assistant

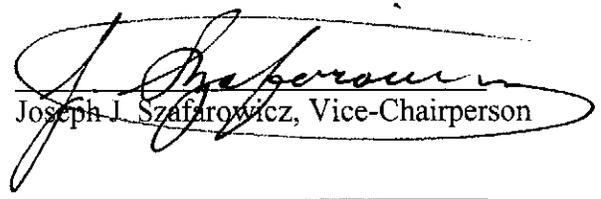
Accepted by:



Frederick C. Swensen, Chairman



Cynthia B. Cooper, Clerk



Joseph J. Szafarowicz, Vice-Chairperson

David M. Singer, Member

John P. McGrath, Member (absent)

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Phone: (508) 248-2206

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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: May 19, 2015

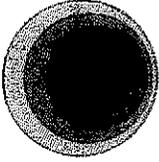
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/26/15

Re-appointments – Requests are being sent from our office to those who are appointed by the Board of Selectmen and whose terms are ending on June 30, 2015 to see if they will be seeking re-appointment. I would also state that if any Charlton citizen is interested in serving on any committees, to please fill out a talent bank form found on the town's website at www.townofcharlton.net.

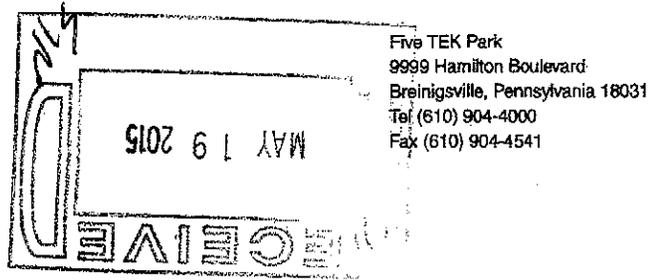
ExxonMobil pipeline – We received a letter from Buckeye Partners, L.P. stating that they recently became the owner and operator of an existing petroleum products pipeline in our community which was previously owned and operated by ExxonMobil Pipeline Company. Buckeye conducted a maintenance procedure during the week of May 18, 2015 that purged the pipeline of the petroleum product that it contains. They said that property owners near the pipeline may have noticed workers and equipment on the pipeline right of way at any time of the day or night. Should anyone have any questions, they can contact Buckeye's pipeline control center which is staffed 24/7 at 800-331-4115.

Government Study Committee – On May 18, 2015, the Annual Town Meeting authorized the Board of Selectmen to create a purely advisory government study committee and to report back to Town Meeting with any recommendation for possible improvements to the current form and processes of Charlton Town Government. The Committee shall have seven members and appointees will be recommended as follows: one appointee by the Bylaw Committee, one appointee by the Personnel Board, two appointees by the Moderator and three members at large appointed by the Board of Selectmen. Attached is the memo that was emailed to all town users. It was also sent to our webmaster for the web and our cable coordinator for the cable channel. I anticipate that these recommendations for appointments will be brought to you at your meeting on July 7, 2015.

Town Meeting- – Lastly, for those at home who could not make the town meeting and read in the Telegram and Gazette that town meeting “nixed the splitting of the Planning Director and the EDC Director”, to set the record straight, the article was wrong. The Town meeting did vote to split the two positions as well as provide the opportunity for the current employee who holds the two positions to remain in both. Town Meeting approved a classification plan that contained a Planning Director and EDC Coordinator. There is a new EDC Coordination position under the Economic Development department which was funded at \$1.00. At this time, so there is no confusion, the current employee holds both positions and the pay is split between two departments albeit that the balance of the salary was shifted to the Planning Director line item. As I see it, the Planning Board was supported by town meeting by making sure the current employee would continue to be paid his current salary as the Planning Director and the Board of Selectmen and Finance Committee were also supported by town meeting in splitting the positions.



BUCKEYE PARTNERS, L.P.



May 2015

Dear Neighbor:

Buckeye Partners, L.P. is pleased to inform you that we recently became the owner and operator of an existing petroleum products pipeline in your community. The pipeline, which connects facilities in Springfield, Massachusetts, and East Providence, Rhode Island, was previously owned and operated by ExxonMobil Pipeline Company. As one of the nation's largest independent operators of petroleum pipelines, Buckeye is engaged in constant activity to maintain our facilities and keep our neighbors safe. We have a strong safety record and a commitment to raising the public's awareness of pipelines.

Buckeye will be conducting a maintenance procedure during the week of May 18th, 2015 that will purge the pipeline of the petroleum product that it contains. During this procedure, property owners near the pipeline may notice workers and equipment on the pipeline right of way at any time of the day or night. The procedure involves injecting nitrogen into the pipeline, which is safe and non-flammable. Property owners in certain locations may hear loud noises coming from the vicinity of the pipeline and related facilities; these noises are normal and no cause for concern.

Should you observe what may appear to be a pipeline leak or rupture, please contact Buckeye's pipeline control center, which is staffed 24/7, at (800) 331-4115. If you have any questions regarding the pipeline, this maintenance procedure, or Buckeye in general, you may contact me at (610) 904-4139 or jgeneroso@buckeye.com. Additionally, you may visit our website at www.buckeye.com.

Sincerely,

James R. Generoso, SR/WA
Senior Right of Way Specialist



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MEMORANDUM

TO: All Town Departments, Residents, Businesses

FROM: Robin L. Craver, Town Administrator 

DATE: May 20, 2015

SUBJECT: Government Study Committee

On May 18, 2015, the Annual Town Meeting authorized the Board of Selectmen to create a purely advisory government study committee and to report back to Town Meeting with any recommendations for possible improvements to the current form and processes of Charlton town government.

The Committee shall have seven members and appointees will be recommended as follows:

- one appointee by the Bylaw Committee; (Chairman Fred Pappalardo 508-878-1757)
- one appointee by the Personnel Board; (Chairman Rachel Hartwig- 508-248-5573)
- two appointees by the Moderator; Peter Cooper; (peter.cooper@townofcharlton.net)
- three members at large appointed by the Board of Selectmen (robin.craver@townofcharlton.net)

The Committee will be appointed for one year, thereafter, they will make a recommendation to the Annual Town Meeting in May of 2016.

Anyone interested in being considered for this Committee must be a registered voter in the Town of Charlton. Interested persons should contact the Board/Committee or Moderator and ask to be considered. Letters of interest can be sent directly to the Selectmen's office for forwarding.

We anticipate the Board of Selectmen will make appointments and form the Government Study Committee at their July 7th meeting.