



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – June 9, 2015 at 6:30pm

Submitted by UCD
Date 6/24/15
Received by KL
Date 6-24-15

 **COPY**

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

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 stated that the Town Clerk is back in their office and the Board is back in their meeting room. He thanked everyone involved in getting them back in their office.
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 26, 2015. **Motion by Mr. Szafarowicz to accept the May 26, 2015 minutes, seconded by Mrs. Cooper, motion carries with Mr. McGrath abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Peter Cooper, Jr., Town Moderator stated that there are two openings on the Finance Committee that he appoints. One is for a one year term and one for an alternate member. Anyone interested should contact him. Mrs. Craver stated that currently all the members of the Finance Committee are males and she would put a shout out to females as well.
- Barry Grondin from 10 Schoolhouse Road came forward. He said he has two outs on his property. On one side his neighbor was building his pool on Mr. Grondin's property. He told his neighbor and the neighbor said he wasn't on his property. He met with officials who told him he was not on his property. He paid someone \$3,500 to remove the trees. He's been asking for help from the Building Inspector for four years. He said he was advised to take the neighbor to court and he did. The court didn't recognize the sticks placed in by a surveyor. He said he is going to sue the Town and his neighbors. Mr. Meskus came forward. He stated that the neighbor did erect a pool without a permit which did offend the setbacks. That issue was dealt with by the Zoning Board of Appeals and a fence was supposed to be erected. This is strictly between neighbors. This is not something the town can get involved in. Mr. Grondin doesn't feel he should have to pay again. Chairman Swensen stated that this is a civil matter and the town can't get involved. Mr. Grondin stated that the town gave his neighbor the permit without checking the markers so he is holding the town responsible. Chairman Swensen asked him to give this board something in writing and suggested that he talk to an attorney. Mr. Meskus stated that there is still a possibility of a property line dispute. The Board thanked him for coming forward.

IV. Appointments/Resignations:

1. Re-appointments for terms expiring June 30, 2015. Mrs. Craver stated that attached is a list of re-appointments for terms that will be expiring on June 30, 2015 that are made by the board each year. Staff has been contacting current members to see if they will be seeking re-appointment. The list attached are the ones that have responded at this time. Mrs. Craver would ask the Board to approve the list as provided. The last page is a list of persons not seeking re-appointment. Letters thanking them for their service to the town have been completed and are in your sign folder. No action is needed for these from the Board. **Motion by Mr. McGrath to accept the list of appointments for committees, commissions and boards, seconded by Mr. Szafarowicz.** Mrs. Cooper asked if any of the full time employees on this list have a performance review? Mrs. Craver has done them in the past but the Board has not. Mrs. Cooper would like to have them come and give an update at where their at in the course of the next few months. Mr. Szafarowicz stated that this might be a good idea to bring this up at the goals and objectives meeting and come up with a policy on it. Chairman Swensen asked Mrs. Craver if she could work with the full time employees that are on the list and set them up for future meetings. **Motion carries.**
2. Resignation from Council on Aging. Mrs. Craver stated that attached is a letter of resignation from Cheri M. Furtado from the Council on Aging effective June 30, 2015. Ms. Furtado's term expires on June 30, 2016 therefore we will post the opening for one year to finish this term. The Board should vote to accept Cheri M. Furtado's resignation. A letter thanking her for her service has been completed and is in your sign folder. **Motion by Mr. McGrath to accept Sheri M. Furtado's resignation from the Council on Aging for June 30, 2015, seconded by Mr. Szafarowicz, motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – Keith Arsenault – Town Treasurer – Bond. Mrs. Craver stated that Town Treasurer Arsenault has asked for time on the agenda to review the results of bids for borrowing that he received on June 4th. He states that we will be awarding to the lowest bidder a BAN (bond anticipation note) to fund the phone system at \$55,000 and fire truck at \$365,000. These notes will mature July 23rd. This BAN allows the capital expenditure to cross the end of the fiscal year without impacting Free Cash certification. He will be recommending to award to the lowest bidder for the five year bond for the fire truck at \$365,000, town hall elevator and architectural barrier removal project at \$450,000 and the refunding of the library bond at \$1,200,000. Mr. Arsenault stated that the lowest bid is for 4 percent for bond anticipation notes for \$420,000. **Motion by Mr. McGrath to award the lowest bid for 4 percent for bond anticipation notes for \$420,000 as suggested by Mr. Arsenault, seconded by Mr. Szafarowicz, motion carries.**

VI. New Business:

1. End of Year Budget Transfer Requests. Mrs. Craver stated that attached are three requests asking the Board to approve end of year budget transfer requests as follows:
For Veterans – transfer from Contract Obligations to Veterans Benefits the amount of \$700.00 for the purpose of Veterans Benefits. For Highway – transfer from Contract Obligations to Highway Expense the amount of \$5,000 for the purpose of repairs. For Assessors – transfer from Assessors Property Revaluation to Appraisal & Attorney Services the amount of \$500 for the purpose of increased costs of annual appraisal update for overlook. Once the Board takes action, the Finance Committee will be notified so that they can take action on these requests. Mrs. Craver would recommend the Board approve. **Motion by Mr. Szafarowicz to approve the end of year budget transfers as requested, seconded by Mr. McGrath, motion carries.**
2. Guardrail Removal & Installation bid award. Mrs. Craver stated that Guardrail Removal & Installation bids were opened and read on May 6, 2015 at 2:00pm. After review, Highway Superintendent Foskett is recommending the bid be awarded to the lowest bidder for the removal and installation of 2,445 ft of guardrail to Cosco, Inc., 707 Park East Drive, Woonsocket RI. I would recommend the board award the bid as requested. **Motion by Mr. Szafarowicz to award the bid as requested, seconded by Mrs. Cooper, motion carries unanimously.**

VII. Old Business:

1. Tree Warden appointment. Mrs. Craver stated that at the Board's last meeting, discussion was held regarding the Tree Warden vacancy. You voted 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. Mrs. Cooper would like to ask the Board to reconsider that vote and to have discussion on the topic. Mrs. Cooper stated that after the meeting she got to thinking that in general, we have a process such as posting the position asking if anyone is interested. **Motion by Mrs. Cooper to rescind the vote of the last meeting concerning the tree warden and that we post it and go through the process we have, seconded by Mr. Szafarowicz, motion carries.** Mr. McGrath stated that this has been a hard position to fill. He asked if we would advertise with a salary or as the budget shows as nothing, Mrs. Cooper would recommend waiting for the Finance Committee recommendation. Chairman Swensen reminded the board that the tree warden would be able to take the wood and sell it. He's doesn't think it's proper if Mr. Foskett did that. He read the job description from MGL for the Tree Warden. He would recommend we post the position with the qualifications needed and provide Mr. Foskett with a pro-rated monthly stipend. **Motion by Mr. Szafarowicz to post the appointment of Tree Warden as discussed with the appropriate qualifications and to provide Mr. Foskett with a pro-rated stipend until the position is filled, seconded by Mr. McGrath, motion carries unanimously.**

2. Community Sign – Policy. Mrs. Craver stated that as you know, Kyle Meskus provided the town with a Community Sign Board as his Eagle Scout project. He also provided you with a draft policy which was emailed to the Board to review by Chairman Swensen. Does anyone have any comments or suggestions for this policy? A few things to consider:
Do you want uniform lettering?
Do you wish to specify a sign shop to do the lettering?
Have a sign shop provide blank panels or have the town provide them?
Have the requestor place and remove their sign or have the town remove?
Mr. Meskus recommended a \$25.00 fee for the panel. She would recommend any group requesting use of the sign, refer to a sign shop for the panel and lettering. What does the board wish to do? Chairman Swensen would recommend uniform lettering and would recommend to see a sign shop but not one designated from the town, we would give them the dimensions. He would also like to see the requestor place and remove the sign. Mr. Szafarowicz would like a liability form signed stating that we are not responsible for any injuries that might happen. Mr. Meskus came forward and stated that his son thanked everyone for their kind words and donations for this project. He stated that there is another type of design that they have been looking at which might be a little more palpable. He is concerned for the upper bracket on the sign because it's very high and they didn't make any recommendations for prohibitions to other signs which was the purpose of this project. Mr. Szafarowicz would propose that they use the metal signs as proposed by Mr. Meskus or specify the corrugated sign so they could use either. Chairman Swensen asked the board to review each section of the policy.

No comments on 1.0, 2.0, 2.1

- 2.2 – Mrs. Cooper feels 45days is a long time. She would think 2 or 3 weeks would be a more appropriate time. (21 days which includes the up to 5 days to remove) Chairman Swensen would be more comfortable with 21 days leaving the sign up there. Chief Pervier asked if there could be a designated space in front of it for political signs so the sign is not blocked. Chairman Swensen stated that the board could add something like that into the policy. He stated that in 3.4 we could add "no sign can be placed as to obstruct the view of the community sign board". Mrs. Craver had a thought that we could add a section 5 which states that applications will be made to the Inspectional Services office and will be approved on a first come first serve except for town wide priority events.

3.0 – font type. We can add a line that says lettering will be times new roman. Chief Pervier asked if logo's will be allowed. Mr. Szafarowicz stated that it's already in the policy.

3.1 – Mrs. Craver recommended putting her comments here then adding what's in it so it will read: Applications will be made to the Inspectional Services office and will be approved on a first come first serve basis except for town wide priority events. Installation and removal of the sign panels will be the responsibility of the organization. Chairman Swensen also added failure to remove the sign within the designated time could result in the loss of use in the future.

4.0 – Mrs. Craver would like to work on that and marry it into the language. The Board thanked Mr. Meskus and Kyle Meskus on their work on this sign. They have all heard positive words on it.

3. Charlton, Oxford – Route 20 Reconstruction update. Mrs. Craver stated attached is a letter from Mass DOT Highway District Highway Director, Jonathan L. Gulliver stating that on May 20, 2015, the CMMPO voted to move forward a draft list of Major Infrastructure projects under the Plan that does not include the Charlton, Oxford – Route 20 Reconstruction project. If the CMMPO finalizes the plan as proposed, it removes the funding needed for the project to progress. MassDOT cannot continue to work on the design until a funding source is identified. The CMMPO will vote at a public meeting on June 10, 2015 to release a draft of the Plan which includes the list of recommended Major infrastructure projects for public comment. A final vote is scheduled for July 15, 2015. She contacted Senator Anne Gobi, Representative Peter Durant and Representative Paul Frost and asked them to assist us in getting the project put back on the list on May 27, 2015. June 2nd there was an article in the Telegram and Gazette (see attached). On June 2nd, I sent a copy of the communication to Larry Adams of CMRPC asking for reconsideration. All of these communications have been cc'd to the Oxford town officials. Chief Cloutier and Chief Pervier both sent letters as well as the Oxford Fire Chief. At this time, we are communicating with our representatives to get a meeting with the MCMPO and Oxford is committed to attending as well. Does the board wish to attend a meeting with all involved? Mrs. Craver stated that she heard that the letters are helping. The meeting is tomorrow night and she would recommend if any of the board members can attend, that would be helpful. Chairman Swensen recommended to residents to send letters as well to our representatives to get this project back on the list. Mr. McGrath even recommended to send to congress. Chief Pervier stated that he has seen many accidents in this area since he's been here.
4. Electricity Aggregation Agreement. Mrs. Craver stated to please find attached the final Electricity Aggregation Agreement as negotiated by Special Counsel Rick Holland appointing Hampshire Council of Governments as the Town's Administrative Agent for the aggregation of electricity. In this agreement we have maintained the ability to purchase electricity from Millennium if you choose thus preserving Section 20 of the PILOT Agreement. The term of the agreement is 5 years after final approval by the MA Department of Public Utilities. The agreement provides that Hampshire Council for Governments shall:
 - a) Analyze the electrical load data for all consumers of electricity in the Town;
 - b) Prepare the Request for Proposals for a competitive provider of electricity ("Provider");
 - c) Prepare and implement a public education plan and consumer outreach program;
 - d) Solicit bids from qualified Providers who are willing to provide electrical power under terms and conditions agreeable to the Town and Hampshire Council;
 - e) Prepare and negotiate agreements with Providers on terms favorable to the Town;
 - f) Prepare and submit all filings with the DPU, the Massachusetts Department of Energy Resources (hereafter "DOER") and the Inspector General;
 - g) Monitor all aspects of the aggregation plan and any resulting agreements;
 - h) Continually analyze the development of market and regulatory issues, advising the Town on any proposed changes in law or regulation, including those offered by ISO New England and any pending at the Federal Energy Regulatory Commission ("FERC");
 - i) Represent the Town in all issues related to municipal aggregation for the life of the Agreement;

- j) File any resulting contract with the DPU, DOER and the Inspector General as may be required by statute or regulation, including but not limited to G.L. c. 30B, s. 1(b)(32)-(33);
- k) Prepare reports on the Aggregation Plan, as directed;
- l) Communicate with customers on behalf of the Town as necessary, including at public meetings or hearings; and
- m) Prepare and distribute one or more informative newsletters updating the Town and Plan customers on pricing or other matters relating to the administration of the Plan.

What would be the pleasure of the Board? **Motion by Mr. McGrath that we move forward with the Electricity Aggregation agreement as negotiated by Special Counsel Rick Holland and to authorize the Town Administrator to sign on the Board's behalf, seconded by Mr. Szafarowicz, motion carries unanimously.** Mrs. Craver stated that this was voted at a town meeting. It will still be some time before residents get notices with their bills.

VIII Committee Reports:

IX BOS Policy Review:

X Student Selectperson Report: Emily Sprague reviewed her final report for the year. Chairman Swensen stated that this is Emily's last meeting with us. She's been a great asset on the Board and presented her with a certificate from the Board.

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 – June 23, 2015

XIV Adjourn/Executive Session:

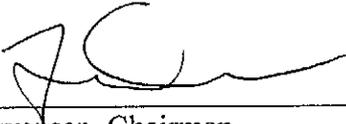
Motion by Mr. Szafarowicz to enter into executive Session at 8:03 pm under M.G.L. c. 30A, Sec. 21, #1 – to discuss the reputation, character, physical condition or mental health, rather than professional competence of an individual or discuss the discipline or dismissal of, or complaints or charges against 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 Mrs. Cooper. Roll call vote taken: Mrs. Cooper – aye, Mr. Szafarowicz – aye, Mr. McGrath – 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 9:30pm, seconded by Mrs. Cooper, unanimous.

Submitted by:

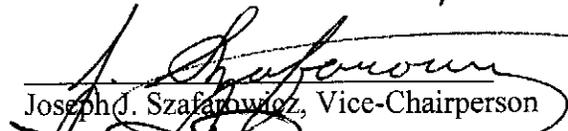
Mary C. Devlin
Administrative Assistant

Accepted by:

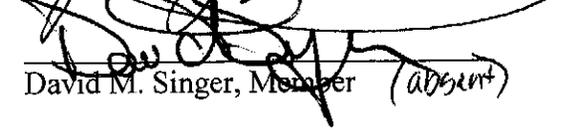


Frederick C. Swensen, Chairman

Cynthia B. Cooper, Clerk



Joseph J. Szafarowicz, Vice-Chairperson



David M. Singer, Member (absent)

John P. McGrath, Member

**TOWN OF CHARLTON
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Phone: (508) 248-2206
Fax: (508) 248-2374

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: May 19, 2015

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 6/9/15

Veteran's District- I have been working with Southbridge, Oxford and Auburn to expand the Veteran's District and plan to have a contract ready for you at your next meeting.

Millennium PILOT Agreement- Deb and I held a phone conference with representatives from Millennium yesterday and are planning on scheduling a Millennium Committee meeting at 5:30pm prior to your next meeting.

Biggest Loser Program- We had our kick off today for the town employees' the Biggest Loser Competition. I am pleased by the interest. We had 26 sign up and 23 employees weighed in this afternoon. I'd like to send out a big thank you to Mary and Kara for organizing it the past week and to Zorba's Restaurant for being our sponsor and providing their support. I will be working with Zorba's to provide healthy lunches for the weekly weigh-ins. The program's focus is "Living Healthy Everyday".

Government Study- As you know, July 2nd is the deadline for submittals for the Government Study Committee. Our office has received 2 inquiries so far. You have 3 appointments. We anticipate providing you with the list of applications for appointment by you along with the recommendations from the Bylaw Committee (1), Moderator (2) and Personnel Committee (1).

Re-appointments requested

BOS Meeting June 9, 2015

Committee/Commission/Board	Name	Term Expiration	runs for
Activities Council	Bacon, Sandra	6/30/2018	3 years
Animal Control Officer	Sellew, Ann	6/30/2016	1 year
Animal Control Officer - Assistant	Sellew, Brent	6/30/2016	1 year
Animal Control Officer - Assistant	Westwell, Lisa	6/30/2016	1 year
Boston post Cane Committee	Ciesluk, Debra	6/30/2016	1 year
Boston post Cane Committee	Devlin, Mary	6/30/2016	1 year
Boston post Cane Committee	Kuehl, Cathleen	6/30/2016	1 year
Boston post Cane Committee	Materas, Elaine	6/30/2016	1 year
Boston post Cane Committee	Pervier, James	6/30/2016	1 year
Building Inspectional Services			
Building Commissioner/Zoning Enforcement Off	Meskus, Curtis	6/30/2016	1 year
Wiring Inspector	Ostrowski, Joseph J.	6/30/2016	1 year
Assistant Wiring Inspector	Keller, Thomas	6/30/2016	1 year
Gas & Plumbing Inspector	Starkus, Peter D.	6/30/2016	1 year
By-Law Committee	Burnham, Robert L.	6/30/2016	1 year
By-Law Committee	Pappalardo, Fred	6/30/2016	1 year
Cable Access Committee	Fontiane, Bill	6/30/2016	1 year
Cable Access Committee	Wilmot, Ronald	6/30/2016	1 year
Cable Access Committee - Alternate	Ekman, Carl	6/30/2016	1 year
Council on Aging	Stokes, Gail	6/30/2018	3 years
Council on Aging	Howard, James	6/30/2018	3 years
Cultural Council	Cummings, Mark	6/30/2016	1 year
Cultural Council	Drury-Boote, Heath Ms.	6/30/2016	1 year
Cultural Council	Evans, Joshua	6/30/2016	1 year
Cultural Council	Gorzynski, Don	6/30/2016	1 year
Cultural Council	Stepien, Sylvia	6/30/2016	1 year
Cultural Council	Theriault, Pierre	6/30/2016	1 year
Emergency Management Director	Ekman, Carl	6/30/2016	1 year
Deputy Emergency Management Director	Gough, Terri	6/30/2016	1 year
Emergency Medical Service Coordinator	Gough, Terri	6/30/2016	1 year
Fire Chief	Cloutier, Charles	6/30/2016	1 year
Forest Warden	Cloutier, Charles	6/30/2016	1 year
Historical Commisison & Historic District Comm	Hultgren, William	6/30/2018	3 years

Lakes & Ponds Task Force	McMahan, Andrew	6/30/2016	1 year
Lakes & Ponds Task Force	Moran, Tim	6/30/2016	1 year
Lakes & Ponds Task Force	Waraskiewicz, Ziggy	6/30/2016	1 year
Lakes & Ponds Task Force	Westwell, Lisa	6/30/2016	1 year
Lakes & Ponds Task Force	Zappulla, Frank	6/30/2016	1 year
Memorial Day Committee	Bachand, Clarence	6/30/2016	1 year
Memorial Day Committee	Parker, Peter	6/30/2016	1 year
Memorial Day Committee	Pranaitis, Joseph	6/30/2016	1 year
Old Home Day Committee	Clements, Heather	6/30/2016	1 year
Old Home Day Committee	Frisella, Jennie	6/30/2016	1 year
Old Home Day Committee	Kuehl, Cathy	6/30/2016	1 year
Old Home Day Committee	Lally, Mike	6/30/2016	1 year
Old Home Day Committee	Pervier, James	6/30/2016	1 year
Old Home Day Committee	Seifert, Bonnie	6/30/2016	1 year
Old Home Day Committee	Thomas, Rob	6/30/2016	1 year
Old Home Day Committee	Walker, Kathleen W.	6/30/2016	1 year
Personnel Board	Sage, Nancy	6/30/2018	3 years
Police Chief	Pervier, James	6/30/2016	1 year
SCM Elderbus	Ciesluk, Debra	6/30/2016	1 year
Sealer of Weights & Measures	Valinski, Jr., Ronald W.	6/30/2016	1 year
Technology Committee	Ceccarini, Deborah	6/30/2016	1 year
Technology Committee	Cloutier, Clifford	6/30/2016	1 year
Technology Committee	Ekman, Carl	6/30/2016	1 year
Technology Committee	Meskus, Curtis	6/30/2016	1 year
Technology Committee	Pervier, James	6/30/2016	1 year
Town Counsel	Cosgrove & Blatt	6/30/2016	1 year
Veterans Grave Marker	Bachand, Clarence	6/30/2016	1 year
Zoning Board of Appeals	Fisher, Barry	6/30/2020	5 years
Not seeking re-appointment:			
Old Home Day Committee	Doble, Gerald		
Old Home Day Committee	Wilmot, Ronald		