



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – June 23, 2015 at 6:30pm

Submitted by MCD
Date 7/9/15
Received by JLT
Date 7-9-15

 **COPY**

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

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 – June 9, 2015. **Motion by Mr. McGrath to approve the June 9, 2015 minutes as written, seconded by Mr. Szafarowicz, 3 ayes with Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Chief Pervier commended two of his offices for their work on a recent break in,
- Curtis Meskus, Building Commissioner came forward and said that the Municipal Building Committee is just about ready to start the work on the elevator in the town hall for the accessibility project. They are looking to mobilize July 6th with a tentative completion date of December 31st.

IV. Appointments/Resignations:

1. Appointment – two permanent/full time Police Officer positions. Mrs. Craver stated that as you are aware, there are two Permanent / Full time Police Officer openings due to one officer retiring and one lateral transfer to Holden. Chief Pervier along with Lieutenant Lewandowski and Sergeant Mason interviewed five eligible candidates. The interviews involved a review of each candidate's initial job application, their verbal responses to a series of eleven interview questions and a discussion about their individual career goals. All five candidates were found to be intelligent, mature, well-grounded and responsible individuals. The following two candidates were selected and you are being asked to appoint Daniel W. Hanks of 12 B Power Station Road and Christopher J. Birtz of 64 Smith Road to the two open Permanent / Full time Police Officer positions for the Town of Charlton Police Department. Chief Pervier is asking you to make the appointments contingent upon the approval and official certification by the Massachusetts Human Resource Division – Civil Service Unit and their successful passing of a full medical exam and drug test, a physical ability test, a psychological exam and successfully completing a Massachusetts full-time M.P.T.C. Police Academy. Chief Pervier came forward and reviewed the process they used to choose these candidates. Selectman Singer asked how long until these gentlemen will be on the road. Chief Pervier stated one in July and the other will be starting the academy in August which runs for 20 weeks, **Motion by Mr. Szafarowicz to appoint Daniel W. Hanks and Christopher J. Birtz as permanent full time police offices contingent upon approval and official certification**

as requested, seconded by Mr. Mr. McGrath, motion carries. The Board congratulated Mr. Hanks and Mr. Birtz.

2. 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. The re-appointment list is almost complete. There are a few more people that staff is trying to contact. She would ask the Board to approve the list as provided. The last two names are 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 re-appoint from the list provided, seconded by Mr. Szafarowicz, motion carries unanimously.**
3. Appointment – two Seasonal Full Time Highway Laborers. Mrs. Craver stated that each year, Highway Superintendent Foskett hires two (2) full time temporary highway laborers for summer help for 40 hours per week at \$12.00/per hour. After reviewing all applications received, Mr. Foskett is recommending the appointment of Joshua J. St. Laurent of Southbridge and Mitchell M. Stepien of Leicester. There were no applicants from Charlton. The start date for these positions would be June 29, 2015 and would have no benefits. **Motion by Mr. McGrath that we appoint Joshua J. St. Laurent and Mitchell M. Stepien to the two temporary highway laborer positions, seconded by Mr. Singer, motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – Shree Somnath, Inc., d/b/a Country Farms – change of ownership, manager and officers and directors. Mrs. Craver stated that attached is the paperwork required for Shree Somnath, Inc., d/b/a Country Farms request for a change of Officers and Directors, Change of Ownership and Change of Manager. The Board must hold a public hearing on this request which we have scheduled for 6:45pm. You should open the hearing by reading the notice as placed in the paper. Should the Board approve this request, a Form 43 has been completed as required by the ABCC and is in your sign folder. Chairman Swensen opened the hearing at 6:47pm by reading the notice as placed in the paper. Attorney Arthur M. Pearlman came forward and provided proof of legal notice to be included with the application. He introduced the new owners of the establishment. Mr. Pearlman reviewed the application with the board. Mr. McGrath stated that there was an issue with fake id's with the previous owner. He requested that if they get one, to notify the police department right away. Chairman Swensen stated that the board takes the alcohol issues very seriously. **Motion by Mr. McGrath to close the hearing at 6:52pm, seconded by Mr. Singer, motion carries. Motion by Mr. Szafarowicz to approve the transfer of license as requested, seconded by Mr. McGrath, motion carries.**

7:00pm – Request to remove property from Chapter 61 – Charlton Orchards Group. Mrs. Craver stated that attached you will find a request from Attorney Donald C. Cournoyer, Jr. on behalf of Charlton Orchards Group, LLC to convert 6 acres of property at 44 Old Worcester Road, Charlton MA for the purpose of solar development. (Parcel ID N. of 36-C-10). As the Board's policy states, this notice was sent to the Board of Assessors, Conservation Commission, Planning Board and Town Counsel for review. All have no objection to the removal of said property and purpose. The Board should now review and decide whether to exercise or assign its right of first refusal. You must open the public hearing by reading the attached notice as it was placed in the paper. Chairman Swensen opened the hearing by reading the notice as placed in the paper and declared the hearing opened at 7:08pm. No questions or concerns were heard. **Motion by Mr. McGrath to close the public hearing, seconded by Mr. Szafarowicz, motion carries. Motion by Mr. Szafarowicz to not exercise our right of first refusal, seconded by Mr. McGrath, motion carries unanimously.**

7:15pm – Coalition for Responsible Retailing. Mrs. Craver stated that we have been asked by CRR (Coalition for Responsible Retailing) for time on the Board's agenda to discuss keeping tobacco products out of the hands of teenagers. Attached are two letters we received from them in May and June. We have scheduled them for 7:15pm. Matt Lelaucher, Co-Director for New England Service Station and Auto Repair and Thomas Briant, Executive Director for National Association of Tobacco Outlets Assoc. came forward. They provided the board with information. Mr. Lelaucher stated that they are here representing the gasoline and convenience store retailers. Recently there has been movement to limit the sales of tobacco to minors and to utilize tobacco products. They have been looking to increase the age and/or limit the flavored alcohol. They are trying to show to the Boards of Selectmen and Boards of Health that there are other ways to prevent sales to minors. They are adult products and would like to keep them as adult products. They are happy to report that Charlton

establishments have all been in compliance with the checks that have been performed as required by the FDA. They are looking to work with Boards of Health to address the issue of underage sales of tobacco and asked that when the Board of Health evaluates their policies that the Selectmen support them. The Board thanked them for coming. Mrs. Craver asked if they would like us to forward the information to the Board of Health. Mr. Lelaucher stated that they received the same information that the Selectmen have but would ask the Board of Selectmen to pass along this information as well.

7:30pm – Treasurer Arsenault – OPEB (other post employment benefits – group health insurance for retirees). Mrs. Craver stated that she wanted to thank Mr. Arsenault first because we had a meeting today with Standard & Poors on our bond rating and she was very pleased with the outcome. She stated that Town Treasurer Arsenault has asked for time on the agenda to discuss the OPEB (other post employment benefits) as stated in the Auditor’s management letter. (attached) Mr. Arsenault introduced Charles Patterson who is part of the Bartholomew group. Mr. Patterson stated that his company helps cities and towns manage their trust funds. He explained what they do and reviewed the information he provided. He said one of the questions is where do you find the money to invest. He said most towns use new sources such as meals tax that haven’t been used in the budget yet. Some towns use money from free cash. He stated that solar arrays would be a new funding source. He said once the town starts putting money aside, you need to have a strong policy. Mr. Szafarowicz asked if this money could be taken out if an emergency arose. Mr. Patterson said that no, you could not use that. He did state that you could take it out and pay for the pago (health insurance) for the year. This can only be taken out to use for retiree health insurance. It was suggested to put this on the Board’s goals and objectives for discussion. Mrs. Craver stated as a reminder that we would have 1.8 million from the MTBE but we had debt to pay. She asked if the board would like her to take action on the 1.8 million that we put into debt into the letter she was asked to write? The Board agreed. Mr. Patterson stated that there’s no reason why each entity could do something such as the Water/Sewer Enterprises. The Board thanked Mr. Arsenault and Mr. Patterson for the information.

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 Highway – transfer from Highway Expense the amount of \$350.00 to the uniform account. For Treasurer – transfer from Treasurer Salary the amount of \$327.00 to the Treasurer Expense for reimbursement to Treasurer for attending the MCTA Conference. For Board of Health – transfer from BOH Expense the amount of \$101.80 to the Health Inspector Expense Account for consulting. 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 the requests. **Motion by Mr. McGrath to approve the end of year budget transfer requests, seconded by Mr. Singer, motion carries unanimously.**
2. Site Plan Application – Zero Point Development, Inc. Solar Array (re-application). Mrs. Craver stated that attached please find a copy of a site plan application submitted to the Planning Board by Zero Point Development, Inc. to develop a 2.3 Megawatt commercial ground mounted solar array on twelve acres of a 127-acre site located at 28 Curtis Hill Road. This application is a re-submittal of a previous application that was withdrawn from Planning Board consideration and redesigned per National Grid utility connection requirements. The Board reviewed the original request at your meeting on March 31, 2015 and offered the following comment: Ask the Planning Board to take into consideration the neighbors and ensure some sort of natural barriers are put up to protect the view from surrounding areas. The Planning Board has scheduled the application for their July 15, 2015 Board meeting agenda. You are asked to review and submit any comments no later than Wednesday, July 9, 2015. Mr. Singer would ask that the same comments be relayed.
3. Surplus Vehicle bid award recommendations. Mrs. Craver stated that the surplus vehicle bids were opened and read on Wednesday, June 10, 2015 at 2:00pm for the 2005 Ford Crown Victoria and the 2008 Ford Crown Victoria. Neither bid met the minimum requirement of \$2,000. We contacted the State Procurement Board to ask if we had to re-bid and they stated that it was up to the town whether to award at the prices provided or re-bid. Chief Pervier has reviewed the bids and is recommending the Board award the bid as follows: For the 2008 Ford Crown Victoria with

138,370 miles to Chicago Motors, Inc. for the bid price of \$907.00 and the 2005 Ford Crown Victoria with 147,404 miles to Chris Foley for the bid price of \$585.26. Mrs. Craver would agree with Chief Pervier. **Motion by Mr. McGrath to award the bids for the 2008 Ford Crown Victoria to Chicago Motors, Inc. for the bid price of \$907.00 and the 2005 Ford Crown Victoria to Chris Foley for the bid price of \$585.26, seconded by Mr. Singer, motion carries unanimously.**

4. Westwell's Web Works

(a) Hostgator

(b) Contract – request for increase

Mrs. Craver stated that the Board renewed the Hostgator hosting service for www.townofcharlton.net in 2012 for three years which has recently expired. This service was paid by Westwell's Web Works credit card because it must be renewed online. We have been notified by Westwell's Web Works that the hosting service has been automatically renewed for three years on their credit card with no notice, although they have informed her that they would reimburse her if that was the Board's wishes. You are being asked to approve the renewal of the hosting service for three years. If you approve, the Town will have to reimburse Westwell's Web Works for the cost which is \$286.20 broken down at \$95.40 a year or \$7.95/mo. Also, Lisa Westwell, d/b/a /Westwell's Web Works, has maintained the town's web site at www.townofcharlton.net since 2001. She is requesting a monthly rate of \$250.00 which represents a \$50.00 increase. The last time there was a rate increase was in 2010. What is the Board's pleasure? **Motion by Mr. McGrath to continue the services of Westwell's Web Works and reimburse her for monies that went to Hostgator for \$286.20 and also to increase the monthly rate by \$50.00 to \$250.00, seconded by Mr. Szafarowicz.** Chairman Swensen asked if we know how many hours she spends maintaining the website on a weekly or monthly basis. Mr. Szafarowicz asked if we know what the increase was in 2010. Mrs. Craver said she didn't have the information with her. It was recommended to ask Mrs. Westwell to come to the next meeting and provide an update on the services on the web. **Mr. McGrath amended his motion to reimburse Westwell's Web Works \$286.20 for the monies for Hostgator. Mr. Szafarowicz amended his second, motion carries.**

5. Request for approval of disclosure forms – Ronald LeBlanc. Mrs. Craver stated that as you know, Ronald LeBlanc was elected to the Board of Assessors at the Annual Town Election in May. On March 14, 2014, the Board voted to make the Board of Assessors Special Municipal Employees. Mr. LeBlanc's company, Quality Contracting also does work for the town. As a Special Municipal Employee, as required by M.G.L. c. 268A, sec 20(c), he has completed the disclosure form required which states that by the classification of his position by the municipal agency or by the terms of a contract or his conditions of employment, that he is permitted to have personal or private employment during normal business hours and that he has a financial interest in a Municipal Contract. It is required by law that the Board also approve under M.G.L. c. 268A, sec. 20(d) which states, "We have received a disclosure under G.L. c. 268A, sec 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under sec. 20(d) regarding the financial interest identified by the special municipal employee" [underlining added]. Mrs. Craver would recommend the board approve this request. **Motion by Mr. McGrath to approve Mr. Ronald LeBlanc as a special municipal employee under M.G.L., c. 268A, sec 20(c), seconded by Mr. Szafarowicz.** Discussion was that the board does not have to vote him as a special municipal employee as that's already been done. **Mr. McGrath withdrew his motion. Mr. Szafarowicz withdrew his second. Motion by Mr. McGrath that we have received a disclosure from Ronald LeBlanc under G.L. c. 268A, sec 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal**

employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under sec. 20(d) regarding the financial interest identified by the special municipal employee, seconded by Mr. Szafarowicz, motion carries.

6. Massfiscal.org – Pacheco Law. Mrs. Craver stated that attached is a letter from Rick Green, Chairman for Massachusetts Fiscal Alliance which is a non-profit organization that advocates for better fiscal policies and increased transparency in the Massachusetts legislature. His letter states that the next time we hear from legislative leaders that there just isn't enough money to fund local aid adequately, you know that overspending caused by the Pacheco Law is a big part of the reason why. Pacheco Law was passed in 1993. This law sought to clarify the process for approving proposals to privatize state service. The law imposes the strictest series of tests in the nation before a service can be privatized.
 1. Agencies seeking to contract out a service must prove not only that the move would save money, but that it would save money even if state employees were to work in the “most cost-efficient manner.”
 2. Firms cannot win business if they'll pay less than the lowest amount the state pays its employees for similar services.
 3. Every privatization contract must contain provisions requiring the contractor to offer positions to qualified regular employees of the agency whose state employment is terminated because of the privatization contract.
 4. The contractor must add lost tax revenues to the cost of the bid if any work is to be performed outside Massachusetts.
 5. Private bids must also include estimated costs of monitoring contractor performance.
 6. Public employees have the opportunity to submit bids to keep the work in-house and “the agency shall provide adequate resources for the purpose of encouraging and assisting present agency employees to organize and submit a bid to provide the subject services.”Mr. Green is urging the board to contact Senator Pacheco and ask that he embrace changing the failed law. What is the board's wishes? Mrs. Craver stated that this law is so strict, it's hard to save money. Discussion was what rights do the Selectmen have. The Board can send a letter to Senator Pacheco. Chairman Swensen stated that what we would need to do is contact Senator Pacheco and ask him to embrace changing the law. **Motion by Mr. Singer to contact our constituents to contact Senator Pacheco as well and that the Board contact Senator Pacheco as well, seconded by Mr. Szafarowicz, motion carries unanimously.** Mr. Szafarowicz read Senator Pacheco's number in case anyone wanted to call. It's 617-722-1551.
7. Police & Fire – Selectman Singer. Mr. Singer stated that first responders have a difficult job and he wanted to thank them for what they do. He would like to request a copy of the photograph of the fire personnel that's hanging in the Fire Department and have the police department do one as well and put copies of these photos in the town hall hallway. He thinks the people should be able to see the faces that protect them. The Board agreed. Chief Pervier will work with Mr. Singer to get that done.

VII. Old Business:

1. Revised Veterans District Agreement. Mrs. Craver stated that as requested, she has been working with the Towns of Southbridge, Oxford and Auburn on an agreement to expand the Veteran's District. Please find attached the final agreement and cover letter to the Veteran's District. At this time there will not be any changes to how the Town of Charlton serves our Veterans except that there will be more opportunities. Oxford and Auburn will retain their staff. Additionally, the Auburn Veteran's Agent has weekend and evening hours so if one of our residents needed such an accommodation, it would be available. She would recommend that the Board approve the amended Veteran's District Agreement to include the Towns of Oxford and Auburn. **Motion by**

Mr. Szafarowicz to approve the amended Veterans District Agreement as presented, seconded by Mr. McGrath, motion carries unanimously.

VIII Committee Reports:

IX BOS Policy Review:

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

XII Other Business: (unknown at time of posting)

Chief Pervier stated that a few of us went to the meeting at Mass DOT to urge them to put Rt. 20 back on their listing. Lisa and Kyle Brodner attended as well and they agreed to put the project back on the list.

Mrs. Craver stated for those watching that they are predicting bad weather. If needed, seek shelter. She also stated that the reverse 911 was not budgeted this year. She asked the board if they had any thoughts on this. As of right now, for July 1st we will not be moving forward. The Board thought waiting for Special Town Meeting. Chief Pervier asked if there is a way to purchase a few more months until the fall town meeting to keep it running. It costs \$6,000 annually. Mr. Singer is in favor of reverse 911. Mrs. Craver will talk to department heads to see how much they use it. Mr. Singer asked if she could also inquire if they know they have access to it.

XIII Next Meeting Announcement:

* Next Regular Selectmen's Meeting – July 7, 2015

* Special Selectmen's Meeting – July 14, 2015

* Town Hall will be closed on Thursday, July 2, 2015 in observance of the 4th of July

XIV Adjourn/Executive Session:

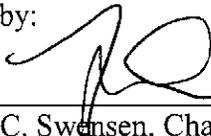
Motion by Mr. Szafarowicz to enter into executive Session at 8:38 pm under M.G.L. c. 30A, Sec. 21, #1 – to discuss the reputation, character, physical condition or mental health, rather than professional competence of an individual or discuss the discipline or dismissal of, or complaints or charges against 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. McGrath. Roll call vote taken: Mr. Szafarowicz – aye, Mr. McGrath – 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 9:15pm, seconded by Mr. McGrath, unanimous.

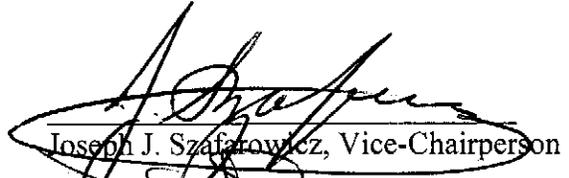
Submitted by:

Mary C. Devlin
Administrative Assistant

Accepted by:

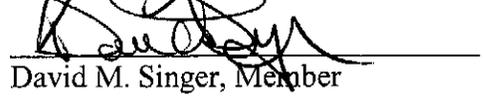


Frederick C. Swensen, Chairman



Joseph J. Szafarowicz, Vice-Chairperson

Cynthia B. Cooper, Clerk (absent)



David M. Singer, Member

John P. McGrath, Member

**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: June 22, 2015

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 6/23/15

Hampshire Council of Government – The contract has been signed by all parties for the electricity aggregation. They will be seeking reduced prices for electricity supply to residents and for better service. It will still be some time so I will keep you updated as information is received.

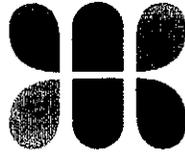
Brookfield Rd. & Stafford St. – previously we met with National Grid regarding a series of complaints that we received for a pole that should be moved because it's a hazard. National Grid has confirmed that the bollard installation is complete and they are waiting for a quote for the guardrail from Muni-Tech.

Personnel Board / Job Classification – The Personnel Board was asked to review the job description for the Head of Youth Services Director/Assistant Director for the Charlton Public Library. They met on June 9, 2015 and reviewed the position. They used a scoring mechanism provided to them by HRS Consultants and found that the position is listed as a N5 and should be the upper end of N6. They will be placing an article on the October Town Meeting Warrant to reclassify this position.

Water Infrastructure Advisory Committee – I was recently nominated by the Massachusetts Municipal Association to serve on the Massachusetts Water Infrastructure Advisory Committee. I will keep you updated if I am chosen to serve on this committee.

Flint Road Landfill – CDM Smith, Inc. has been working with the Board of Health on the Flint Road landfill and will be submitting a final report to Mass DEP.

Fay Mountain Farm Lease – We have received notice from Ben Wilson who is leasing the Fay Mountain Farm property that he will be terminating his lease effective July 3, 2015.



HAMPSHIRE COUNCIL
OF GOVERNMENTS

ELECTRICITY

June 15, 2015

Ms. Robin Craver
Town Manager
Town of Charlton
37 Main Street
Charlton, Massachusetts 01507

Thank you for your support as we continue to make residential and business electricity aggregation a reality here in Central and Western Massachusetts. By signing our agreement, we move forward together to bring lower prices and more control to the people of Charlton. Welcome!

Our first group of 35 towns has been blazing the trail for the largest multi-town aggregation in Massachusetts. They were joined by Charlton and eight additional towns, with which we are continuing our efforts with the Department of Energy Resources for their required consultation. The signed agreement also allows us to begin communications for Charlton with National Grid.

We look forward to working together for reduced prices for electricity supply and for better service in Central and Western Massachusetts. I am writing separately to your Town Clerk for additional documentation.

We will keep you informed of the progress of the program.

Thank you again!

Sincerely,

Kenneth Elstein
kelstein@hampshirecog.org

cc. Board of Selectmen



Devlin, Mary

From: Craver, Robin
Sent: Thursday, June 18, 2015 11:07 AM
To: Devlin, Mary
Subject: FW: Charlton
Attachments: IMG_0063.JPG; IMG_0064.JPG

Please add to TA Report

Sincerely,

Robin Leal Craver, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507
508-248-2206 office
508-243-3905 cell

Effective July 1, 2014, new town hall hours:
Monday, Wednesday, Thursday – 7:30am – 5:00pm Tuesday – 7:30am – 7:00pm Friday - closed

-----Original Message-----

From: Pervier, James
Sent: Thursday, June 18, 2015 10:37 AM
To: Craver, Robin
Cc: Devlin, Mary; Hmielowski.Kara
Subject: FW: Charlton

FYI

-----Original Message-----

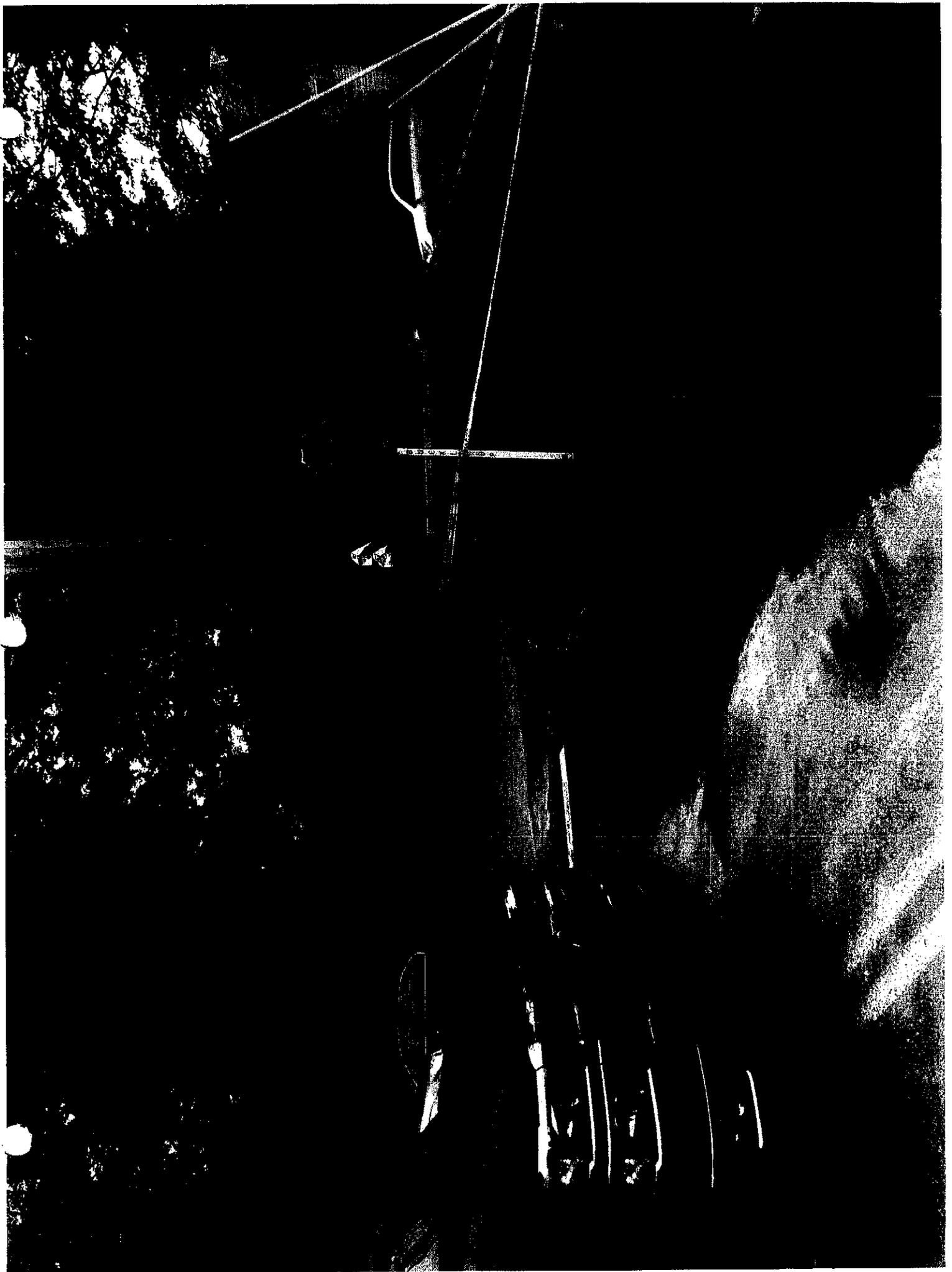
From: Shaughnessy, Kevin F. [<mailto:Kevin.Shaughnessy@nationalgrid.com>]
Sent: Thursday, June 18, 2015 9:47 AM
To: Pervier, James
Cc: Foscett, Gerry; 'Bowler, John J'
Subject: FW: Charlton

Good morning Chief Pervier,

You may already be aware, but we have completed the bollard installation at Brookfield Rd and Stafford St. and we are waiting for a quote for the guardrail from Muni-Tech.

Best Regards,

Kevin





CHARLTON PERSONNEL BOARD

To: Robin Craver/Town Administrator
Board of Selectmen

Date: June 15, 2015

Re: Job Classification – Head of Youth Services Director/Assistant Director

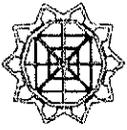
Please be advised that the Personnel Board at their meeting of June 9, 2015 reviewed the job description of the above position. In the newly adopted Classification Plan (May 18, 2015 Town Meeting), this position was listed as N5. At the request of the Library Board of Trustees and the Library Director, the Personnel Board reviewed the job description and applied the scoring mechanism provided to us by HRS Consultants. As a result, this position was scored on the very upper end of N6.

The Personnel Board will place an article on the October Town Meeting Warrant to reclassify this position.

If you have any question, please give me a call at 248-5573 or e-mail me at rahartw@msn.com.

Rachel A. Hartwig/Chair
Nancy Sage/Clerk
Ron DeBellis/Member
Bev Daoust/Member

cc: Charlton Library Board of Trustees
Cheryl Hansen/Library Director



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

June 15, 2015

The Honorable Matthew A. Beaton
Secretary
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Dear Secretary Beaton,

On behalf of the cities and towns of the Commonwealth, the Massachusetts Municipal Association is pleased to nominate Ms. Robin Craver, the Town Administrator of Charlton, and Chair of the MMA's Committee on Energy and Environmental Policy, for appointment to serve on the Massachusetts Water Infrastructure Advisory Committee established by Section 14 of Chapter 259 of the Acts of 2014.

Ms. Craver can be reached at Charlton Town Hall, 37 Main Street, Charlton, MA 01507. Her telephone number is 508-248-2202, and her email address is robin.craver@townofcharlton.net.

We are confident that Robin will be an outstanding member of the Water Infrastructure Advisory Committee, and are delighted to forward her nomination to you.

Thank you very much for your consideration and leadership.

Sincerely,

Geoffrey C. Beckwith
Executive Director & CEO

cc: Ms. Robin Craver, Town Administrator, Town of Charlton



75 State Street
Boston, Massachusetts 02109
tel: 617 452-6000
fax: 617 345-3901
cdmsmith.com

May 11, 2015

Mr. James McQuade
Section Chief – Solid Waste
Central Regional Office
Massachusetts Department of Environmental Protection
627 Main Street
Worcester, Massachusetts 01608

Subject: Certification Report for Corrective Actions Approach
Charlton Landfill, Charlton, Massachusetts
MassDEP Transmittal #: X253986

Dear Mr. McQuade:

Attached please find a copy of a Certification Report prepared by CDM Smith Inc. (CDM Smith) summarizing the corrective actions performed by the Town of Charlton (Town) at the Charlton Landfill located off Flint Road. The corrective actions were implemented by the Town as required by the Unilateral Administrative Order (UAO) dated August 27, 2009 issued by the Massachusetts Department of Environmental Protection (MassDEP). The specific work completed was as described in several subsequent technical submittals required by the UAO and approved by MassDEP. Copies of pertinent documents related to the closure are provided in the appendices to the attached Report.

The UAO was issued after a private contractor retained by the Town to complete the closure abandoned the project partially completed. At that time, the project was significantly out of compliance with the Corrective Action Design (CAD) permit approved by MassDEP in 2006. In addition to the use of the financial assurance funds set aside by the private operator, the Town had to appropriate an additional \$1 million to cover the costs of constructing the final cap and actions related to the impacts on the surrounding wetland resource areas.

The final corrective action for the Charlton Landfill provides a capped landfill that meets the General Design Standards outlined in the MassDEP's Solid Waste Management Regulations (310 CMR 19.000, the Regulations). Specifically, the final cap will comply with the Standards outlined in Section 19.112 (2) of the Regulations for a landfill final cover system as follows:

- The FML and associated capping system over the former landfilled waste will minimize infiltration into the underlying landfilled waste. Groundwater monitoring at the site shows only arsenic exceeding primary drinking water standards in three downgradient monitoring wells.





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- The final cap design includes an extensive series of intermediate side-slope swales and down chutes that promote the proper drainage of precipitation away from the cap and towards the existing detention basin;
- The combination of the FML and the drainage geocomposite adequately isolates the landfilled wastes from the environment;
- The final cap design even on the steeper slopes along with the drainage system minimizes erosion of the final cap. The final cap system has remained in-place and stable since the completion of construction in 2012;
- The gas vents installed by the prior operator provide adequate venting for landfill gases generated by the historic landfilled waste; and,
- The final cap system as installed is stable and will accommodate future settlement and subsidence adequately so that the other criteria described above will continue to be met.

We have conducted a few brief site walks since closure. The cap was observed to be in good condition. A complete post-closure inspection will be conducted in the spring 2015 to assess the condition of the entire site and identify any maintenance items that need to be addressed.

We specifically request that MassDEP approve the attached Certification Report summarizing the closure of the Charlton Landfill and approve the closure as complete in accordance with 310 CMR 19.140. We are also requesting on behalf of the Town that the prior technical submittals made in response to the UAO be considered as revisions to the CAD permit approved by MassDEP in 2006. We believe that these supplemental submittals have already been approved by MassDEP in accordance with the Regulations and the UAO. We are also requesting that MassDEP provide the Town with correspondence stating that the requirements of the UAO have been fulfilled.

Once MassDEP approves the attached certification report, the Town will record the required Notice of Landfill Operations as required by section 310 CMR 19.141 of the Regulations. CDM Smith will also provide separately a Post-Closure Environmental Monitoring and Site Maintenance Plan to MassDEP for review and approval.





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Please do not hesitate to contact me at (617) 452-6589 if you have any further questions or to arrange for a meeting to discuss this project further.

Very truly yours,

A handwritten signature in black ink, appearing to read "Laura Bugay".

Laura Bugay, P.E.
Project Manager
CDM Smith Inc.

Attachment

c: Robin Craver, Charlton
Board of Health, Charlton
Bruce Haskell, Langdon Environmental
File: 75398/72037/03/05

