



TOWN OF CHARLTON
 Minutes of Regular Selectmen's Meeting
 Tuesday – July 21, 2015 at 6:30pm

Submitted by MCD
 Date 8/5/15
 Received by KL
 Date 8-5-15

 **COPY**

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

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 – July 7, 2015. **Motion by Mr. Singer to approve the minutes of July 7, 2015, seconded by Mrs. Cooper, motion carries with Mr. McGrath and Mr. Szafarowicz abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.

IV. Appointments/Resignations:

1. Government Study Committee – appointments. Mrs. Craver stated that as you know, the May 18, 2015 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:

- three members at large appointed by the Board of Selectmen
- * one appointee by the Bylaw Committee;
- one appointee by the Personnel Board;
- two appointees by the Moderator;

The Board of Selectmen received 3 letters of interest to be appointed as their appointees: Joshua Evans, Karen Spiewak and Steve Coleman. We have also received the following recommendations for appointment: The Bylaw Committee is recommending the appointment of Fred Pappalardo. The Personnel Board is recommending the appointment of Kathleen Walker. They had received two letters of interest and they forwarded the other applicant, Jean Vincent, for the board's consideration in case you did not have enough inquiries. We have not heard from the Town Moderator yet so we will put his recommendation on your next agenda for consideration. What is the board's wishes for appointments? **Motion by Mr. McGrath that we appoint the three people that requested for the Selectmen appointments which are Joshua Evans, Karen Spiewak and Steve Coleman and that we also appoint the bylaw recommendation of Fred Pappalardo and the Personnel Board recommendation of Kathleen Walker, seconded by Mr. Singer, motion carries.**

2. Tree Warden appointment – Seth Lemansky. Mrs. Craver stated that attached is a talent bank form from Seth Lemansky, 107 Sunset Drive, Charlton seeking to be appointed to the open position of Tree Warden. As you know, the elected Tree Warden declined the position and we have been advertising the position per the board’s direction. Mrs. Craver has spoken with him regarding the requirements per MGL Chapter 41, sec. 106 and he accepts that he will need to become licensed with the department of food and agriculture. He is also aware that he will perform the duties of Insect and Pest Control. Mrs. Craver would recommend the appointment. **Motion by Mr. McGrath that we appoint Mr. Lemansky as Tree Warden, seconded by Mr. Singer.** Mrs. Cooper asked if he is aware that this is until the next election and the answer was yes. **Mr. McGrath amended his motion to include until the next annual town election. Mr. Singer amended his second.** Mr. Szafarowicz asked if this would be effective immediately or do we keep the interim tree warden until this one is licensed and Mrs. Craver said the appointment would be right away. **Vote on motion: motion carries unanimously.**
3. ZBA Alternate – Robert McGrath. Mrs. Craver stated that attached is a talent bank form from Robert McGrath seeking to be appointed to the Zoning Board of Appeals as an alternate. Selectmen McGrath stated for information that this is not a relative. **Motion by Mr. McGrath to appoint Robert McGrath to the Zoning Board of Appeals as an alternate, seconded by Mr. Singer, motion carries.**

V. Scheduled Appointments:

6:45pm – Keith Arsenault – Town Treasurer – Tax Title. Mrs. Craver asked to hold this item until the next meeting.

7:00pm – Steve Coleman - Casella. Mrs. Craver apologized. There was a mix up and Mr. Coleman wasn’t provided with the time. She will work to get him scheduled on a future agenda. Chairman Swensen thanked the members of Casella that were present for coming.

7:15pm - Nexamp Community Shared Solar. Mrs. Craver stated that as the Board is aware, we have been searching for ways to save the town as well as residents money on their electricity bills. As voted by town meeting, we are in the process of aggregating our electric load with Hampshire County for Governments, but unfortunately, it is a long process. Tonight we bring you a program that might help residents right now through a Community Shared Solar Program. Nexamp is developing a project on Sampson Road. Businesses, town employees, and community residents are eligible to receive a share of this project and lower their electricity costs by 15%. After speaking to Joe Fiori from Nexamp, he proposed the following:

- Guaranteed 15% discount to every town employee and resident (consistent with our standard offer)
- \$50 bill credit to town employees who sign up
- \$25 bill credit to residents who sign up
- Tailored landing page for the Town of Charlton, where staff and residents can sign up:
www.solarizemybill.com
- 15 minute presentation at a Town Meeting or other public venue explaining the benefits of Community Shared Solar

He provided a one page flyer which is in your packet, with an FAQ on the back. Unfortunately, Joe was not able to make it tonight but we are happy to meet Ben Axelman who will answer any questions and, hopefully provide more information. Chairman Swensen asked if Mrs. Craver could hold a public meeting presentation. Mr. Singer asked if the residents could be given the \$50 like the employees because they are residents and Mr. Axelman said yes. **Motion by Mr. McGrath that we offer to the town employees and the residents of the Town of Charlton the Nexamp Community Shared Solar program, seconded by Mr. Singer, motion carries unanimously.**

VI. New Business:

1. Community Preservation Act in Charlton. Mrs. Craver stated that while at a meeting at CMRPC, she was approached by Tom Fitzgerald from Mass Audubon Society’s Advocacy Department. He asked if Charlton had the Community Preservation Act and she told him we had not passed it. He offered to come and speak to the Board about the merits of the program. He pointed out that this is the 15th anniversary of the CPA and they are looking for more communities to join. The Mass

Audubon is offering to come to a selectmen's meeting, but, since it did not pass at a town meeting, she wanted to find out if the board is interested in having them come before scheduling them. The Board is interested in this. Mrs. Cooper asked if there is a group that is opposed to this as well so all sides could be heard at the same time. Mr. McGrath stated that the Planning Board was very interested in this when it came out. There was a lot of mis-information out there. Mr. Szafarowicz asked if we could get a list of towns that have this. Mrs. Craver will get in touch with them to set up a meeting.

2. Energy savings update – Town Hall and Library. Mrs. Craver stated that she hoped to have the calculations for heating and electricity savings ready for tonight regarding the closing of the town hall and library but they are not complete. In regards to heating, seems we need to perform a little research as to degree days and topping off which is appearing to mess with the data. Topping off means that in some years, funds were remaining in the heating oil and we filled the tanks in the previous year and began with full tanks. Other buildings and years did not top off and thus began with empty tanks. We will need to go back to FY13 to see how we began the year in FY14. She has attached the calculations for the electrical usage. In the FY14 - FY15 kw/h Usage Comparison chart, a decrease of 25,480 kwh in usage is shown in the Library and 8,142 kwh decrease in the Town Hall. During the time that we were using the Service Master blowers 3/2/15-4/2/15 to remediate from our water damage in the Town Hall due to a burst pipe, we used an additional 3,724.68 kw/h as estimated by Service Master. If we didn't have that occurrence we would have used 11,866.68 kw/h less than FY14. The electrical savings, in our best estimate, is \$5,192.78. Hopefully, we will have the heating savings at the next meeting.
3. Title VI / Nondiscrimination Assurance Requirement. Mrs. Craver stated that we received communication from Mass DOT that we need to execute a non-discrimination assurance in order to be eligible for federal funds as part of their Title VI Program. The documents are in your packet. She has asked Highway Superintendent Foskett if he would be able to meet the requirements and he reported he could but they may be somewhat burdensome. She would recommend the board approve the assurance and authorize the Chairman to sign the document.
Motion by Mr. McGrath that we assure Mass DOT that we are following the nondiscrimination assurance requirement and authorize Chairman Swensen to sign, seconded by Mr. Szafarowicz, motion carries.
4. Charlton Housing Authority amendment to existing MGL Chapter 40-B Comprehensive Permit. Mrs. Craver stated that attached is a copy of the amendment to the existing MGL Ch. 40-B Comprehensive Permit for the Charlton Housing Authority facility located at 1 Meadowview Drive (Assessors Map 42, Block A, Lot 6). The petitioner is asking for a variance to extend the garage 8 feet which will have the building be 7 feet in the sideline setback. The Zoning Board of Appeals has scheduled the application public hearing for their August 4, 2015 Board meeting agenda. You are asked to review and provide comments, if any, to the Zoning Board of Appeals no later than Tuesday, July 28, 2015. No questions or concerns.

VII. Old Business:

VIII Committee Reports:

IX BOS Policy Review:

X 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 – August 4, 2015 – 6:30pm

XIV Adjourn/Executive Session:

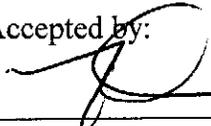
Motion by Mr. Szafarowicz to enter into executive session at 7:23pm under M.G.L. c. 30A, sec. 21, #1 – to discuss the reputation, character, physical condition or mental health, rather than professional competence of an individual or discuss the discipline or dismissal of, or complaints or charges against 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, Mrs. Cooper – 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 8:33pm, seconded by Mr. McGrath, motion carries.

Submitted by:

Mary C. Devlin
Administrative Assistant

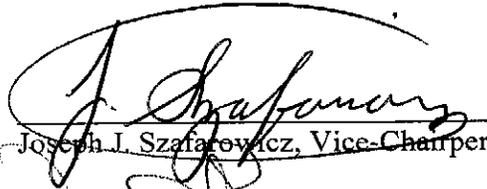
Accepted by:



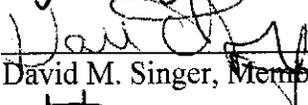
Frederick C. Swensen, Chairman



Cynthia B. Cooper, Clerk



Joseph I. Szafarowicz, Vice-Chairperson



David M. Singer, Member



John P. McGrath, Member

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Phone: (508) 248-2206

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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: July 13, 2015

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 7/21/15

State Budget for FY15/16: The Governor released his final budget with vetoes which now the legislature will see if they plan any overrides. In the Governor's budget, School regional transportation is funded at the higher recommended amount of \$59 million. Charlton will receive \$79,700 in snow and ice assistance from FY15. The \$30,000 grant earmarked for the water planning grant was vetoed but our representatives have said they will continue to advocate that with the legislature. The Governor added \$25 per student for education but cut the Kindergarten line item. He has increased the funding for the CPA to \$10 million. I will let you know if the legislature overrides any vetoes.

Inspectional Services: We have had concerns over the time it is taking to turn around building and accessory permits and the department is, at this time, telling people there is a 2-3 week wait time. I have asked the Building Commissioner about the wait time and he reports that due to an increase in permits and office vacation that permit review was delayed. This week he has reviewed 30 permits and hopefully, we will be back to a more reasonable wait time. We thank the public for their continued understanding. The good news is permits are increasing which means the town is having growth.

Employee Health Program: As you know, we are coming into the home stretch with our "Biggest Loser" program. To date, overall, employees have lost 37 pounds all together. We have 2 weeks left. We'd like to again thank our sponsor, Zorba's Restaurant for supplying weekly delicious and healthy meals.

IOD Services: The Chiefs and I met with Roy McNamee from Gowie Claims Services. We are in the process of getting assistance on managing IOD claims. This company will help with existing claims as well as work with us to put in new administrative standards and processing standards such as applications for IOD and incident reports. We will also bring to you any recommended policy changes for your review.