

 **COPY**



**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
Tuesday – August 18, 2015 at 6:30pm

Submitted by MCD  
Date 9/2/15  
Received by dlt  
Date 9-1-15

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

*NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.*

I. Call to Order:

1. Chairman Swensen called the meeting to order at 6:37pm 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 – August 4, 2015. **Motion by Mr. Szafarowicz to accept the August 4<sup>th</sup> meeting minutes, seconded by Mrs. Cooper, motion carries.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.

IV. Appointments/Resignations:

V. Scheduled Appointments:

**6:40pm** – Bay Path School Committee appointment. Mrs. Craver stated that we received a letter dated July 1, 2015 from John Lafleche, Superintendent-Director of Bay Path Regional Vocational Technical High School stating that they had received a letter from Mr. Olaf Garcia, one of Charlton's school committee members, resigning from his position on the Southern Worcester County Regional Vocational School District School Committee. Staff had posted the open position as directed. At the time of posting we had received one letter of interest from Michael Tiberii of 27 H. Putnam Rd. Extension. Yesterday, there was another letter of interest from Patricia Boutillette of 109A Lelandville Road. Per the district agreement under Section I., Part D, it states "if a vacancy occurs among the members elected under subsection I, due to resignation or death, the remaining member and the members of the town council or selectmen of the member community shall each cast one vote to elect a new member to serve until the next annual town election and until the qualifications of his or her successor, at which election a successors shall be elected to serve for the balance of the expired term, if any." Clarence Bachand is the remaining Charlton member and has been invited to tonight's meeting to partake in the vote. We have also invited Mr. Michael Tiberii and Ms. Boutillette. Chairman Swensen asked the Town Administrator to draft a letter on behalf of the Board thanking Mr. Garcia for his time serving. He asked the two candidates to come up and introduce themselves. Ms. Boutillette came forward and said that she has been a member of the Dudley Lions Club for 23 years. She would be interested in serving on the committee as she knows the quality of the students coming out of Bay Path. Mr. Tiberii came forward. He is a licensed tradesman and has electrical background. He is on the building committee for the Bay Path project. Chairman Swensen asked what the wishes of the board are. **Mr. Szafarowicz** stated that both candidates are extremely qualified. He feels that Mr. Tiberii's engineering background is helpful and **would move to appoint Mr. Tiberii to the Bay**

**Path School Committee, seconded by Mrs. Cooper.** Chairman Swensen asked Mr. Bachand to come forward as he will be included in the vote. **Chairman Swensen called for a roll call vote: Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. Bachand – aye and Chairman Swensen – aye.**

**6:45pm** – Community Preservation Presentation – Kathy Roth. Mrs. Craver stated that the Board had expressed interest in receiving additional information regarding the Community Preservation Program and tonight Kathy Roth is here to speak with you. She is from the Community Preservation Coalition. Ms. Roth came forward and provided the board with a handout. (attached) Ms. Roth stated that her presentation takes about 20 – 25 minutes. She noticed the agenda is full and asked if the board wanted her to give a quick breakdown or possibly schedule at another time. All in attendance agreed to allow them to continue. Ms. Roth explained what this is. She explained that the Community Preservation Act enables cities and towns in Massachusetts to create a local dedicated fund for open space, historic preservation, community housing and outdoor recreation projects. Cities and towns that adopt the act also receive funds from the statewide Community Preservation Trust Fund each year to help fund these projects. CPA funds are generated through two sources: a voter approved surcharge of up to 3 percent on property tax bills and an annual disbursement from the statewide Community Preservation Trust Fund, which distributes funds each November to communities that have adopted CPA. After a town adopts the CPA, municipalities must establish a local Community Preservation Committee to review proposals for local CPA funded projects and recommend projects to the local legislative body for approval. All CPA projects must be approved by Charlton's Town Meeting to receive CPA funds. She explained the program must remain in place for five years after passage. Charlton residents will vote on which level of CPA surcharge to adopt, up to 3% on their local property tax bills with the option of exempting the first \$100,000 of assessed value of residential and/or commercial and industrial real estate. They may also choose to exempt low income homeowners and low and moderate income senior homeowners from the surcharge. The Board thanked Ms. Roth for coming in. Mrs. Craver asked her if she could email a copy of her presentation.

**7:00pm** – Steve Coleman – Casella. Mrs. Cooper recused herself from the discussion and sat at the back of the room. Steve Coleman came forward. He lives on Berry Corner Road. He stated that Casella came before the Board a few months ago as well as the Board of Health. He is asking the Board to keep the residents informed. As Casella's project moves forward, he would ask the Board to be creative and to notify the residents with a possible email chain. He said there are a lot of odor complaints. He's called their hot line on really bad days. He said within 15 minutes of the phone call, a representative comes and stands outside and says yes it smells and that's it. It's on record. He said the representative told him one of the reasons for the smell is that they take trash on a Friday and it stays in the truck until Monday. He also knows this is a decision of the Board of Health as the project moves forward, he would hope they recognize that it's time to put this chapter to bed. Mrs. Craver stated that she would recommend that anyone that would like to be notified to contact our office to be added to the list. John Farese, Division Manager and Tracy Markum, Site Manager for the landfill came forward. Mr. Farese stated that they are trying to do everything that they can. At this time of year, the heat and humidity doesn't help. They don't take any MSW after noon time. Ms. Markum stated that they have a third party odor respondent who is Bertin Engineering that fulfills that task for them. Ms. Markum likes the idea of the email and she would be more than happy to add any abutters to the list. The Board thanked them all for coming. Mrs. Cooper returned to the table.

**7:15pm** – Public Hearing – Petition for Joint Pole Location – Oxford Road. Mrs. Craver stated that attached you will find a request from Verizon New England, Inc. and Massachusetts Electric Company requesting permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures along and across the following public way: Oxford Road. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Chief of Police and Highway Superintendent. Chairman Swensen opened the hearing by reading the notice as sent to the abutters. He declared the public hearing open at 7:30pm. Thomas Blicharz from UC Sinergetic on behalf of Verizon came forward. He explained what they want to do. This pole will be in a public way. It will be used as the break off pole and go up the hill to the solar. Chairman Swensen closed the hearing at 7:35pm. **Motion by Mr. Szafarowicz to approve the request, seconded by Mrs. Cooper, motion carries.**

**7:30pm** – Christopher Thompson – Geocaching. Mrs. Craver stated that we received a request from Christopher Thompson asking for permission to place a geocache on the town common. She suggested that he make a presentation to the Board to explain and demonstrate what geocaching does. Attached for your information, is a brief description and history of geocaching. Mr. Thompson came forward. He is an active and avid geocaches.

He is looking for permission to put geocaches on town property in different locations. He explained that geocaching are small containers that hold the treasurer. Inside the container there is a log and you go on line and add it. He said it's a great way to learn the history of the town. It was asked if digging was involved and Mr. Thompson said that's not allowed. Chairman Swensen stated that the only other thing he would ask that if anyone was geocaching, that they are respectful of the property. **Motion by Mr. Szafarowicz to grant the Town Administrator to approve and review each site on town land, seconded by Mrs. Cooper.** Mr. Thompson was asked to submit his contact information to the office and inform the Town Administrator where the locations would be. **Vote on motion: motion carries.**

VI. New Business:

1. Knights of Columbus – tootsie roll drive. Mrs. Craver stated that the Knights of Columbus – Charlton Council #11379 is seeking to conduct a “Tootsie Roll Drive” to benefit the Special Needs Children of the town, state and nation. They would like to set up a “Voluntary Toll Road” on Saturday, October 3, 2015 from 8am – 2pm at the corner of Main St. and Masonic Home Road. This request has been forwarded to Chief Pervier for his recommendation and approval. Chief Pervier is in support of this request contingent upon the following safety precautions:
  - All volunteers must wear bright colored vests (yellow, orange, green or red) while soliciting donations;
  - Orange traffic cones must be set out on Main St. and Masonic Home Rd. for a distance of not less than 50 ft on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
  - Signs warning “Voluntary Toll Ahead” must be erected on both Masonic Home Rd. and Main St. not less than 75 ft. from the toll collection area.Should the Board approve this request, she would ask that you consider including Chief Pervier's recommendations into the motion. **Motion by Mr. Szafarowicz to approve the voluntary toll road on October 3, 2015 from 8 – 2 as requested with the Chief's recommendations, seconded by Mrs. Cooper, motion carries unanimously.**
2. Special Town Meeting – Calendar Approval. Mrs. Craver stated that attached is a proposed calendar to hold the Special Town Meeting on Tuesday, October 20, 2015. She will confirm the date with the School, Town Counsel, Moderator and Town Clerk. Tonight, if you have no revisions, you are asked to approve the STM calendar and she will inform Department Heads and ask them to begin the process with their Boards and Committees. As usual, if departments want a warrant article and do not have the exact wording, she would encourage them to request a placeholder so that appropriate language can be developed. **Motion by Mr. Szafarowicz to accept the calendar for the Special Fall Town Meeting, seconded by Mrs. Cooper, motion carries.**

VII. Old Business:

VIII Committee Reports:

IX BOS Policy Review:

Remote participation policy. Mrs. Craver stated that at the Board's meeting on January 11, 2012, the Board approved the Remote Participation Policy. At that time, a memo was provided to you with instructions on how to proceed. Attached is an updated policy for your review so that it can be added to the Board of Selectmen policy book. **Motion by Mr. Szafarowicz to approve the remote participation policy as written, seconded by Mrs. Cooper, motion carries.** Mr. Szafarowicz asked if an updated list of policy per board member could be sent out so we know where we are at.

X Town Administrator Report: Mrs. Craver reviewed her report.  
Mrs. Craver reviewed what was happening with Fay Mountain Farm. Mr. Szafarowicz asked if an updated list could be sent to the Selectmen with what committees they are on.

XII Other Business: (unknown at time of posting)

XIII Next Meeting Announcement:  
\* Regular Selectmen's Meeting – September 1, 2015

XIV Adjourn/Executive Session:  
**Motion by Mr. Szafarowicz to enter into executive session at 8:15 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: Mr. Szafarowicz – aye, Mrs. Cooper – 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.**

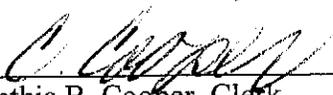
**Motion by Mrs. Cooper to adjourn at 8:50pm, seconded by Mr. Szafarowicz, motion carries.**

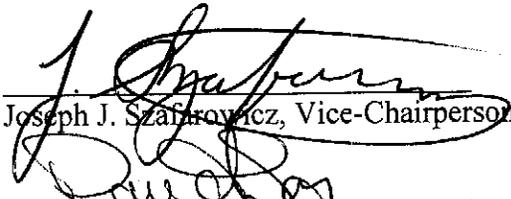
Submitted by:

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 (absent)

# Preserving Charlton

with the

## Community Preservation Act



### WHAT IS THE COMMUNITY PRESERVATION ACT (CPA)?

The CPA enables cities and towns in Massachusetts to create a local dedicated fund for open space, historic preservation, community housing, and outdoor recreation projects. Cities and towns that adopt the act also receive funds from the statewide Community Preservation Trust Fund each year to help fund these projects.

### HOW IS CPA FUNDING GENERATED?

CPA funds are generated through two sources: a voter-approved surcharge of up to 3 percent on property tax bills, and an annual disbursement from the statewide Community Preservation Trust Fund, which distributes funds each November to communities that have adopted CPA. The Trust Fund's revenues are derived from fees collected at the Registry of Deeds, and from state budget surplus funds. Because Charlton has not adopted CPA, it has not been receiving these annual funds.

### HOW ARE CPA FUNDS SPENT?

Each fiscal year, CPA communities must spend, or set aside for future spending, the following share of their annual CPA revenues on three core areas:

- 10 percent for **open space and recreation**
- 10 percent for **historic resources**
- 10 percent for **community housing**

The remaining 70 percent of the revenues may be spent or reserved for future projects in any of these three programmatic areas. CPA funds may never be directed to the general town fund; they may only be spent on the CPA core areas of open space, historic preservation, community housing, and outdoor recreation.

### WHAT PROJECTS CAN CHARLTON FUND WITH CPA?

- Restore and preserve historic town halls, documents, libraries, schools, and other structures
- Create new (or restore run-down) ball fields, playgrounds, and trails for walking and biking
- Preserve land to protect drinking water, local agriculture and wildlife habitat
- Develop a housing plan to determine the housing needs of local residents and then use CPA to address those needs (i.e., support housing for seniors and veterans; rehabilitate old apartments to serve young families)
- Leverage additional dollars from state, federal, and foundation grants

**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: August 11, 2015

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 8/18/15

---

**Town of Oxford- Solar Net Metering Credits**- I met with representatives from the Town of Oxford and National Grid last week. It appears that Oxford has unused net metering credits that they can provide to another municipality. As you know, we have signed a contract to accept the credits from the Shirley Landfill which is under construction now and until then, we may be able to accept Oxford's credits. I will let you know how this proceeds. I did inform them of our Community Program and suggested that they look to see if this program might be able to funnel the credits to there residents. They will look into that as well.

**Veteran's District** – We held a meeting with Southbridge, Oxford and Auburn to finalize the expansion of the district. We expect approval shortly.

**Fay Mt Farm** – I have been assisting the Fay Mt Farm Committee in getting the 22 acres ready for hay. Todd found a farmer who is happy to barter reading the field for two cutting seasons. We also have someone who would like to open and run a Farmer's Market. I am putting together contracts for both. Since the value is under \$5,000 we can use good business practices. I will keep you informed as the negotiations progress.

**Blueberry Festival** – I attended the Blueberry Festival at 4 Dresser Hill Road on Saturday, August 8<sup>th</sup> and am happy to say it was a terrific success. They had pie eating contests, blueberry cooking contest, crafts, singing contests and other events. I'm hoping this will become a tradition. Thank you to all the volunteers who made it possible.