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Date 10/15/15  
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Date 10.15.15

**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
Tuesday – September 29, 2015 at 6:30pm

Present: Chairman – Frederick C. Swensen, Vice-Chairman – Joseph J. Szafarowicz, Clerk – Cynthia B. Cooper and Members – David M. Singer and John P. McGrath. Absent: 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 at 6:30pm 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 – September 15, 2015. **Motion by Mr. Szafarowicz to accept the minutes of September 15, 2015, seconded by Mr. McGrath, motion carries.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Curt Meskus came forward and provided an update on the construction for the accessibility at the town hall. (pictures attached)

IV. Appointments/Resignations:

1. Appointment of Student Selectperson for the 2015-2016 school year. Chairman Swensen stated that attached is a letter from Mary A. Pierangeli, Principal at Shepherd Hill Regional High School asking the Board to accept Grade 11 student, Bailey Ross to be a non-voting student representative for the 2015 – 2016 school year. Ms. Ross was elected to the Student Advisory Council by students at Shepherd Hill in June of 2015. Should the Board accept the recommendation of Ms. Ross as the Student Selectperson for the 2015-2016 school year, her first meeting to attend will be October 13, 2015. **Motion by Mr. McGrath to appoint Bailey Ross as the Student Selectperson from Shepherd Hill Regional High School, seconded by Mr. Szafarowicz, motion carries.**
2. Appointment to Lakes & Ponds Committee – Chairman Swensen stated that Todd Girard is asking the Board to appoint Barbara J. Perron to the Lakes and Ponds Committee. **Motion by McGrath to appoint Barbara Perron to the Lakes & Ponds Committee, seconded by Mr. Singer, motion carries.**

V. Scheduled Appointments:

**6:45pm** – Old Home Day Committee. Kathleen Walker, Chase Courville and Chief Pervier came forward. Ms. Walker stated that the last time they came forward, they were in a quandary of whether they could do fireworks this year. Thanks to Mr. Singer's idea of a go fund me page, the event was

successful. They have a list of people to thank for their donations and will be placing the list on the website. Old Home Day went very well thanks to Rick Swensen. She wanted to thank the youngest member on the committee which is Chase. He had some great ideas to help and one was a raffle. She thanked everyone for their support. Chief Pervier thanked the Highway Department with some of the logistics to put in place. Boomba's towing provided the stage and platform and the vehicle to display the soap box cars. Brent Sellew and his crew were on hand. The Boy Scouts cleaned up the Old Home Day Common. Todd Girard did an outstanding job on laying out the mapping for the day. The Board thanked them for another successful year.

**6:50pm** - Emergency Management – Policy/NIMS/ICS – Terri Gough. While reviewing the Emergency Management Policy as one of his policies, Selectman Szafarowicz has no recommended changes to the policy but noticed within the policy that all Selectmen are required to take the NIMS (National Incident Management Systems) and ICS (Incident Command System) tests. He recommended inviting our Emergency Management Personnel (Carl Ekman and Terri Gough) to discuss the importance of emergency management, give an update on the current system in town and provide any feedback they may have on this policy. Terri Gough came forward and stated that Carl Ekman apologized for not being able to attend. Ms. Gough explained the policy to the Board and the importance of taking the tests in their roles as leaders of the town. These tests only have to be taken once. The information she provided to the board, states what you need and who should take it. She recommended the CERT program and its benefits. Chairman Swensen asked the Board members that when they can find some time, to please go on and take these tests.

VI. New Business:

1. Special Permit Application – GSMP Realty Trust. Attached is a copy of a special permit application submitted to the Planning Board by Robert Lemansky on behalf of GSMP Realty Trust to construct a 67 square foot multi-tenant commercial business sign on property located at 159 Worcester Road (Rte. 20) (Assessors Map 25, Block A, Parcel 5.1). Said property is zoned Community Business. The Board is asked to review the special permit application and provide comments, if any to the Planning Board office no later than Wednesday, September 30, 2015. No comments.

VII. Old Business:

VIII Committee Reports:

IX BOS Policy Review:

X Town Administrator Report:

- XII Other Business: (unknown at time of posting) Chief Pervier came forward. He stated that Christmas isn't to far off. On Sunday, December 6<sup>th</sup>, they will be holding the Christmas Concert and Tree Lighting at the Charlton Town Hall and Library at 4:30pm. He stated that the generator for the department has gone out for re-coring and has been completed. It is back up and functioning. The radio system will be worked on, on Thursday. Next week through MIIA, they are putting on a legal update and he has eighteen personnel attending. Mr. Singer stated that he and his daughter attend a 5k every year in Plymouth during their tree lighting ceremony and he said it might be an idea for the Chief to help raise more funds for the Tree Lighting or Old Home Day. Chief Pervier stated that a big problem for that might be the weather.

Mr. McGrath stated that he would like to have the Government Study Committee review how we handle money and how we account for it.

XIII Next Meeting Announcement:

- \* All Boards/Committees/Departments Meeting – October 6, 2015, 6:30pm, Charlton Library
- \* Next Regular Selectmen's Meeting – October 13, 2015
- \* Special Town Meeting – Tuesday, October 20, 2015, 7:00pm, Charlton Middle School

XIV Adjourn:

**Motion by Mr. McGrath to adjourn at 7:18pm, seconded by Mr. Szafarowicz, motion carries.**

Submitted by:

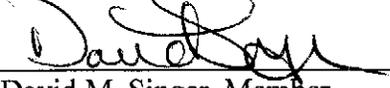
Mary C. Devlin  
Administrative Assistant

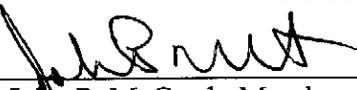
Accepted by:

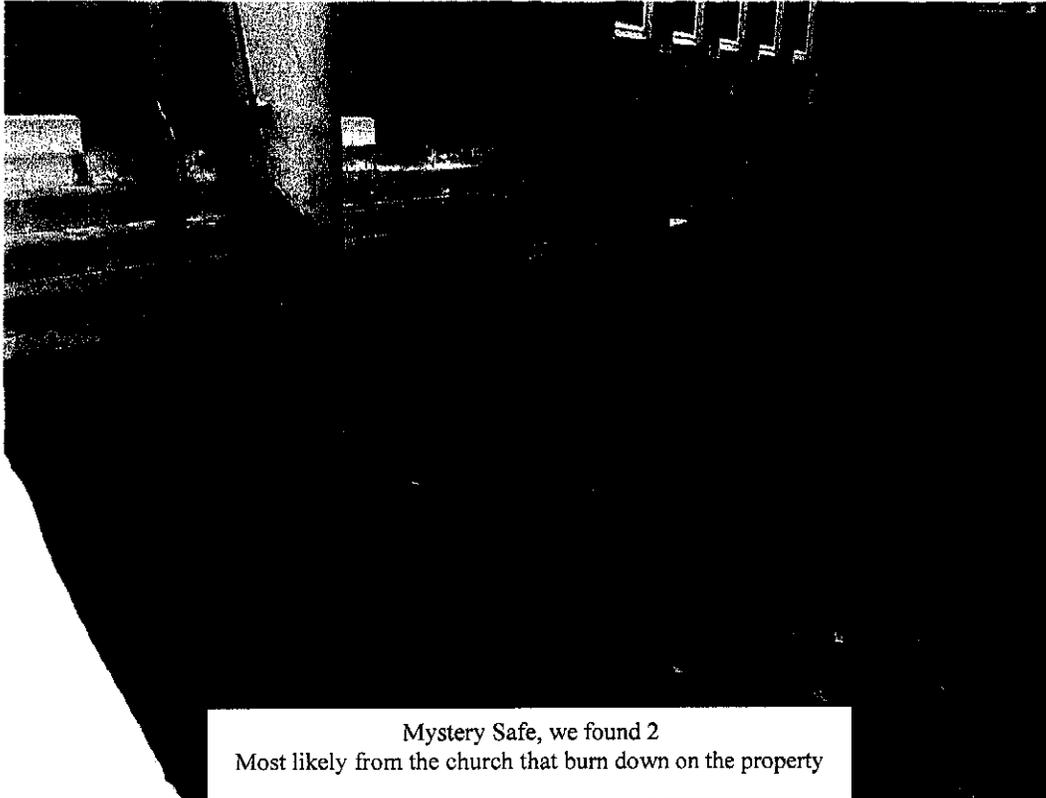
  
\_\_\_\_\_  
Frederick C. Swensen, Chairman

  
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Cynthia B. Cooper, Clerk

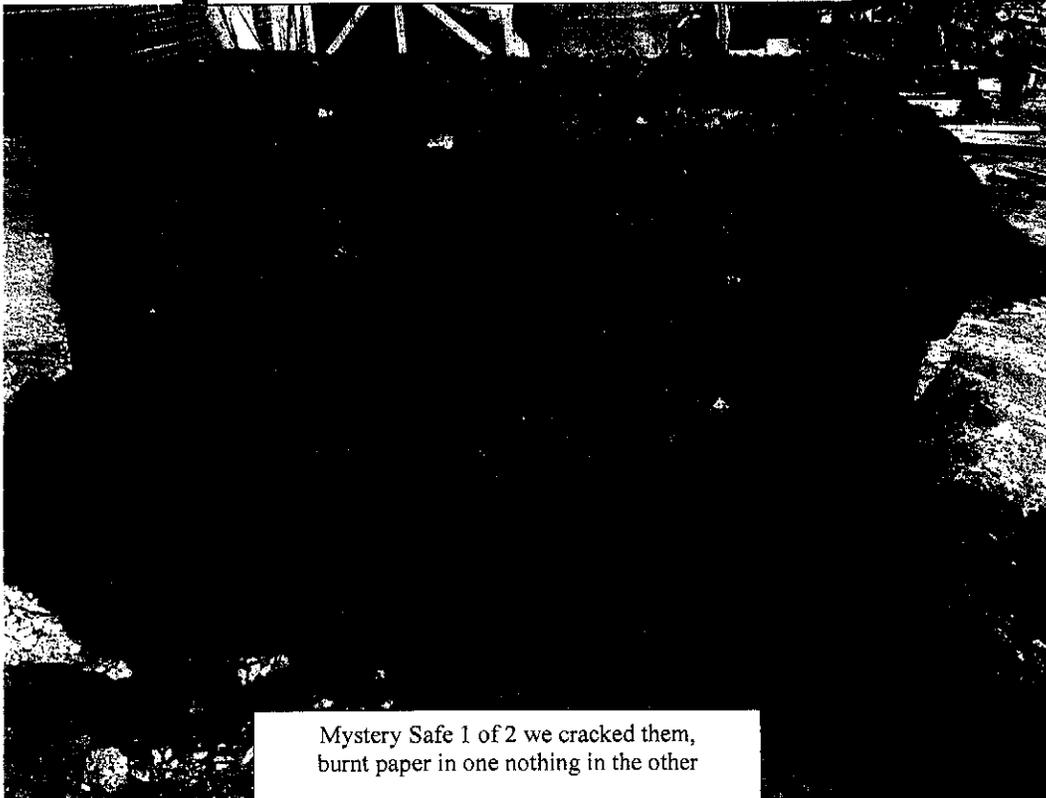
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Joseph J. Szafarowicz, Vice-Chairperson

  
\_\_\_\_\_  
David M. Singer, Member

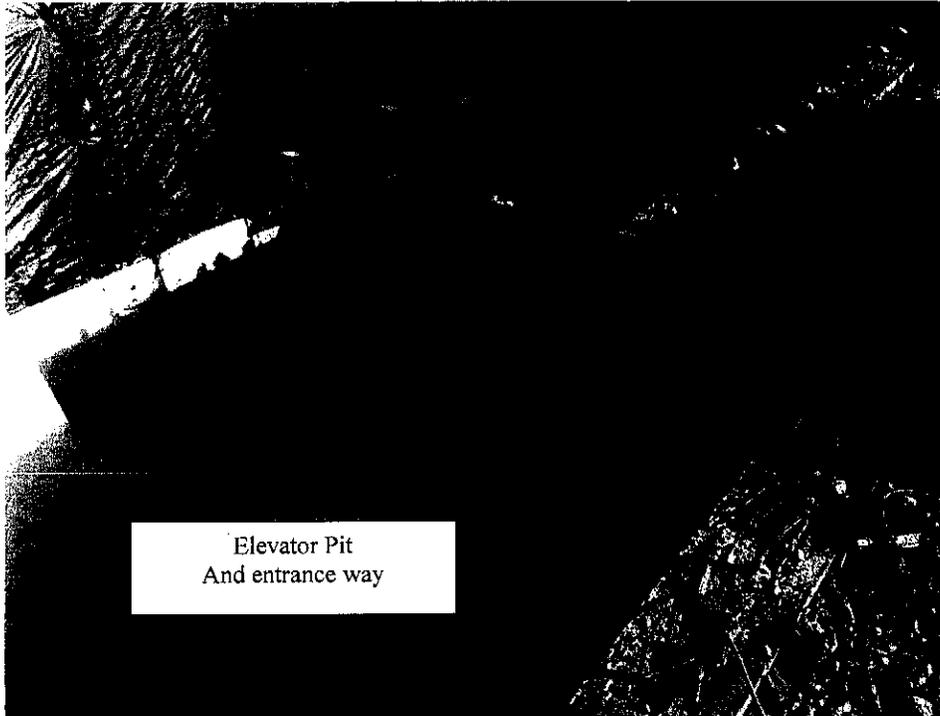
  
\_\_\_\_\_  
John P. McGrath, Member



Mystery Safe, we found 2  
Most likely from the church that burn down on the property



Mystery Safe 1 of 2 we cracked them,  
burnt paper in one nothing in the other



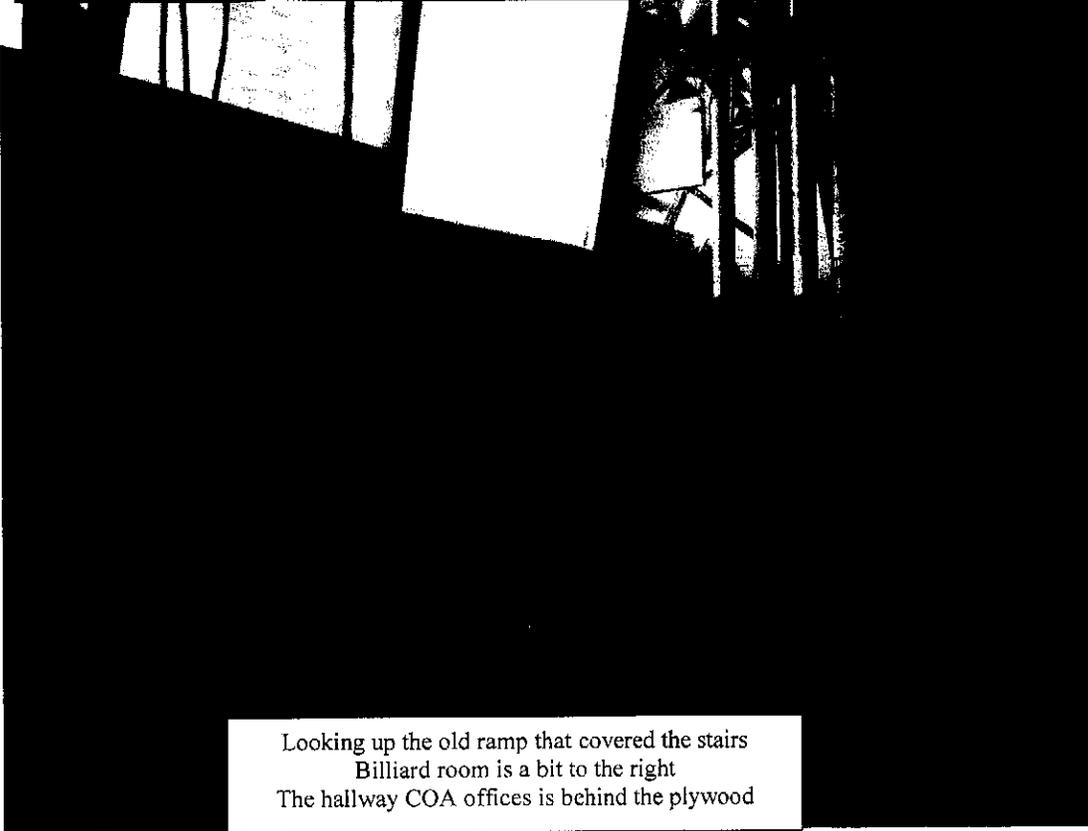
Elevator Pit  
And entrance way



Elevator pit is to the right  
Looking down the old ramp



Roof and footing  
Drainage work



Looking up the old ramp that covered the stairs  
Billiard room is a bit to the right  
The hallway COA offices is behind the plywood

**Incident Command System (ICS) Training Flowchart  
Massachusetts NIMS Advisory Group  
June, 2010**

Question One	Question Two	Question Three	Question Four	Question Five
<p>Are you a first responder? The ten (10) disciplines required to be NIMS compliant are: law enforcement, fire services, emergency management, emergency medical services, health care providers, hazardous material personnel, public safety communicators, public health, public works, and governmental administrators.</p>	<p>Are you <u>likely</u> to assume a supervisory position within the ICS?</p>	<p>Do you consider yourself as middle management <u>and</u> are you <u>likely</u> to assume any of the following ICS positions?</p> <ul style="list-style-type: none"> <li>• Strike Team Leader</li> <li>• Task Force Leader</li> <li>• Unit Leader</li> <li>• Division/Group Supervisors</li> <li>• Branch Directors</li> <li>• MACS / EOC staff</li> </ul> <p align="center"><b>OR</b></p> <p>Are you <u>likely</u> to be an Incident Commander for an operational period of greater than 24 hours?</p>	<p>Are you a senior-level response manager <u>and</u> would you consider yourself to be a select department head with multi-agency coordination responsibilities?</p> <p align="center"><b>OR</b></p> <p>Are you <u>likely</u> to be an Incident Commander under a Unified Command?</p>	<p>Are you an emergency management director, or is your primary responsibility emergency management?</p> <p>If 'yes', you are required to take <b>IS-800B</b> in addition to other ICS courses appropriate to your role within your organization and community. Individuals who have previously completed IS-800 or IS-800A are <u>not</u> required to complete IS-800B as part of NIMS compliance. However, FEMA and EOPSS encourage appropriate personnel to take IS-800B.</p>
<p>If your response is 'yes', you must complete IS 700 and ICS 100. IS 701 is <u>recommended</u> for chief municipal officials (elected and appointed).</p>	<p>If your response is 'yes', IS 700, ICS 100, and ICS 200 must be completed. IS 701 is <u>recommended</u> for chief municipal officials (elected and appointed).</p>	<p>If your response is 'yes', IS 700, ICS 100, ICS 200, ICS 300, IS 701, IS 702, IS 703, and IS 704 must be completed.</p>	<p>If your response is 'yes', IS 700, ICS 100, ICS 200, ICS 300, ICS 400, IS 701, IS 702, IS 703, and IS 704 must be completed.</p>	
	<p>If your response is 'no', then no additional training is needed.</p>	<p>If your response is 'no', then no additional training is needed.</p>	<p>If your response is 'no', then no additional training is needed.</p>	

The ICS Training Flowchart is intended to be used as a guide in determining the appropriate levels of ICS training for the ten (10) disciplines required to be NIMS compliant: law enforcement, fire services, emergency management, emergency medical services, health care providers, hazardous material personnel, public safety communicators, public health, public works, and governmental administrators.

This Flowchart may be used in conjunction with materials developed by FEMA's NIMS Resource Center, which may be found on-line here: <http://www.fema.gov/emergency/nims/index.shtml>

When determining appropriate levels of ICS training, it is important to note that the functional criteria expressed in this Flowchart (e.g., are you likely to be an Incident Commander for an operational period of greater than 24 hours?) can be thought of this way: If your job duties and role in your organization and community would necessitate that you would assume the role described above, then ICS 300 would be appropriate for you.

IS 700, IS 800B, ICS 100, ICS 200, IS 701, IS 702, IS 703, and IS 704 may be taken on-line via FEMA's Emergency Management Institute here: <http://www.training.fema.gov/>

In Massachusetts, ICS 300 and ICS 400 are classroom-based and offered through the Massachusetts Emergency Management Agency. MEMA's on-line Training Registration System may be found here: <https://training.mema.state.ma.us/Mema/mmFrontPage.do>

Proposed on: January 31, 2006

Accepted/Approved on: January 31, 2006

Amended on:

EMERGENCY MANAGEMENT POLICIES

The ultimate responsibility for all emergency management activities is vested in the Chief Executive Official, which is the Board of Selectmen ("BOS") in the Town of Charlton. The BOS appoints an Emergency Management Director who will carry out the emergency responsibilities for the Board of Selectmen as the Chief Executive Official of the Town of Charlton.

- A. The Board of Selectmen hereby adopts National Incident Management System (NIMS) as the official all-hazards, incident response system.
- B. The Incident Command System (ICS) Concept shall be used to respond to Town emergencies, disasters and planned events that are of a scale to require coordination of multiple departments or agencies.
- C. A Deputy Emergency Management Director will also be appointed by the BOS to serve in a situation where the EMD is not available.
- D. The EMD or DEMD will notify the Chairperson of the BOS in the event of any emergency situation which will either cause a major disruption in the Town of Charlton or will require policy approval.
- E. If the EMD or DEMD cannot directly reach the Chairperson, a call will be made to the Vice Chairperson and then the Clerk and then the two remaining members in order of seniority. It is expected that the Chairperson (or follow up person) will notify the rest of the Board immediately.
- F. If the emergency situation occurs during normal working hours for the Town Offices, the Town Administrator will be notified.
- G. The BOS will be required to take the NIMS and ICS training for certification. All new Selectpersons will be required to take this training.

	CERT	EMPG	HMEP	CRHSAC
2016		\$ 3,220.00	Hazmat Project	
2015	\$ 3,698.85	Emergency Mtg \$ 3,220.00	Everbridge \$ 5,627.26	Tri-EPIC
2014	\$ 750.00	Tri-EPIC \$ 2,735.00	Everbridge \$ 4,527.00	Tri-EPIC
2013	\$ 7,450.00	Tri-EPIC \$ 2,789.90	Emergency Mtg \$ 2,724.00	Tri-EPIC \$ 16,472.08 Highway Emergency Mtg
2012	\$ 1,288.65	Emergency Mtg	\$ 3,376.44	Tri-EPIC
2011	\$ 2,950.00	Emergency Mtg \$ 3,450.00	Emergency Mtg \$ 2,442.68	Tri-EPIC
2010	\$ 7,444.77	Tri-EPIC \$ 2,750.00	Emergency Mtg	
	<u>\$ 23,582.27</u>	<u>\$ 18,164.90</u>	<u>\$ 18,697.38</u>	<u>\$ 16,472.08</u>
				\$ 76,916.63