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Submitted by UCD
Date 12/9/15
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Date 12-9-15

TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting
Tuesday – November 24, 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. Also present: Town Administrator - Robin L. Craver and Student Selectperson – Bailey Ross.

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 – November 10, 2015. **Motion by Mr. Szafarowicz to accept the November 10, 2015 meeting minutes, seconded by Mr. McGrath, motion passes with Mr. McGrath and Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements. Mrs. Craver stated that she received communication from employees in the town hall asking if the Board would consider closing the town hall ½ day tomorrow. They have all agreed and said they would use either their personal time or vacation time. **Motion by Mr. McGrath to approve, seconded by Mrs. Cooper, motion carries**. Mrs. Craver thanked the board and said the town hall will be closing at 12:30pm tomorrow, Wednesday, November 25, 2015.
- Chief Pervier came forward and said in regards to the Christmas Tree Lighting, for the people that are coming, there is a limit of 200 that can fit in the library and that will be enforced. People will be let in as space allows. He also asked all to park behind the library or somewhere not in the way for the parade because of all the floats.
- Darlene Emco-Rollins from Chip-In came forward. She received a call last Thursday that we wouldn't be able to use the back of the building for Chip In to open on Saturday. With the help of Gerry Foskett and his men, Curt Meskus, Kyle Meskus and Ralph Fiske, they helped move all the baskets from Chip In to the Senior Center one by one so that Chip In could open on Saturday. They also directed traffic. If it wasn't for them, Charlton's Chip In wouldn't have opened. She thanked them. She also heard rumors that Charlton didn't have turkeys to give out. She said that is false. She has more than enough turkeys. If anyone needs help, contact Chip-In at 508-248-3292. Chairman Swensen thanked Mrs. Emco-Rollins for all her work that she does for the community.

IV. Appointments/Resignations:

1. Resignation – per-diem dispatchers. Mrs. Craver stated that attached are two letters of resignation from Keith Audette and Susan Dalton resigning as per diem dispatchers for the Charlton Police

Department. The Board should accept their resignations. Letters thanking them for their service have been completed and are in your sign folder. **Motion by Mr. McGrath to accept Mr. Audette's and Ms. Dalton's letters of resignation as per-diem dispatchers, seconded by Mr. Szafarowicz, motion carries.**

2. Appointment – per diem dispatcher – Amy Cardrant. Mrs. Craver stated that attached please find a letter from Chief Pervier requesting to add one additional per diem dispatcher due to the current staff's inability to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and would recommend the appointment of Amy Cardrant. A complete background check and reference check was conducted and revealed that Ms. Cardrant has a clean record and a solid background and should be considered for the per diem dispatcher position for the Charlton Police Department. Chief Pervier came forward and introduced Ms. Cardrant to the Board. **Motion by Mr. McGrath to appoint Amy Cardrant as a per diem dispatcher, seconded by Mr. Singer, motion carries.**
3. Appointment – Zoning Board of Appeals – Alternate. Mrs. Craver stated that attached is a talent bank form from Robert L. Howard, Sr. seeking to be appointed to the Zoning Board of Appeals. This request was forwarded to the Zoning Board and they are recommending the appointment of Mr. Howard as an alternate. His term of expiration would be June 30, 2017. **Motion by Mr. McGrath to appoint Robert Howard, Sr. to the Zoning Board of Appeals as an Alternate, seconded by Mr. Singer, motion carries unanimously.**

V. Scheduled Appointments:

6:40pm – Council on Aging – appointment. Mrs. Craver stated that we were notified by Council on Aging of a vacancy on their Board due to the resignation of Cheri Furtado in June. The opening was placed on the cable channel, town's website and the Town Hall Bulletin Board. One request for appointment has been received from Joan Malinowski. The vote for appointment must be done jointly and by roll call vote by both boards and the term expiration date would be June 30, 2016. George Butz came forward and said the Council on Aging is recommending the appointment of Mrs. Malinowski. **Motion by Mr. McGrath to appoint Joan Malinowski to the Council on Aging, seconded by Mr. Szafarowicz.. Roll call vote taken: Mr. Kolesnikovas – aye, Mr. Howard – aye, Mrs. Mansfield – aye, Mr. Butz – aye, Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Swensen – aye.**

6:45pm – Incom, Inc. – request for removal of property from Chapter 61. Mrs. Craver stated that attached is a request from Attorney Michael C. Meloche on behalf of Incom, Inc., 294 Southbridge Road, Charlton, MA to convert 17.17 acres of land located off Southbridge Road for intended commercial purposes of leasing the land for a solar array. (portion of Map 62-A-(6) and (8). The Planning Board, Board of Assessors and Conservation Commission have all reviewed the request and have no objection to the Town of Charlton choosing not to exercise their right of first refusal for this request. The Chairman should open the public hearing by reading the attached notice as placed in the paper. Chairman Swensen opened the hearing by reading the notice: Please be advised that the Board of Selectmen will hold a public hearing on Tuesday, November 24, 2015 at 6:45pm at the Charlton Town Hall, Selectmen's Meeting Room, 37 Main Street, Charlton MA to act on a request by Attorney Michael C. Meloche, on behalf of Incom, Inc., 294 Southbridge Road, Charlton MA to convert 17.17 acres of land located off Southbridge Road, Charlton MA for intended commercial purposes of leasing the land for a solar array. (portion of Map 62-A-(6) and (8). Anyone interested should appear at the date and time specified, or submit concerns in writing. Chairman Swensen declared the hearing open at 6:50pm. He asked if any comments were submitted to the office and the answer was no. No one in the audience had any comments. **Motion by Mr. McGrath to close the public hearing, seconded by Mr.**

Szafarowicz, motion carries. Hearing closed at 6:53pm. **Motion by Mr. McGrath that we release 17.17 acres of land located at map 62A-(6) and (8) owned by Incom, Inc. located at 294 Southbridge Road from Chapter 61, seconded by Mrs. Cooper, motion carries unanimously.**

6:50pm – Kaszowski – request for removal of property from Chapter 61. Mrs. Craver stated that attached is a request from Kenneth and Jeffrey Kaszowski, 53 Sturbridge Road, Charlton, MA to convert 13.87 acres of 42.76 acre property for use as a Solar Farm. The Planning Board, Board of Assessors and Conservation Commission have all reviewed the request and have no objection to the Town of Charlton choosing not to exercise their right of first refusal for this request. The Chairman should open the public hearing by reading the attached notice as placed in the paper. Chairman Swensen opened the hearing by reading the notice: Please be advised that the Board of Selectmen will hold a public hearing on Tuesday, November 24, 2015 at 6:50pm at the Charlton Town Hall, Selectmen's Meeting Room, 37 Main Street, Charlton MA to act on a request by Kenneth and Jeffrey Kaszowski, 53 Sturbridge Road, Charlton MA to convert 13.87 acres of 42.76 acre property for use as a Solar Farm. Anyone interested should appear at the date and time specified, or submit concerns in writing. Chairman Swensen declared the hearing open at 6:55pm. He asked if any comments were submitted to the office and the answer was no. No one in the audience had any comments. **Motion by Mr. Szafarowicz to close the public hearing, seconded by Mr. McGrath, motion carries unanimously.** Chairman Swensen declared the public hearing closed at 6:56pm. **Motion by Mr. McGrath that the town not exercise their right of first refusal for Chapter 61 for property located at 53 Sturbridge Road owned by Kenneth and Jeffrey Kaszowski, seconded by Mr. Szafarowicz, motion carries unanimously.**

7:00pm – Tax Classification Hearing. Mrs. Craver stated that the board is scheduled to hold the Tax Classification Hearing tonight at 7:00pm. The Board of Assessors have provided you with information to help you in making a decision on whether to establish different tax rates or to continue to tax all classes of property at the same rate by adopting a factor of "1". There are four items you will be asked to act on in order to set the tax rate:

1. Tax Rate – The Board of Assessors as in the past recommends that the town continue to use a single tax rate and not shift the burden to Commercial and Industrial Class.
2. Small Commercial Exemption – The Board of Assessors does not recommend adopting the Small Commercial Exemption.
3. Residential Exemption – The Board of Assessors does not recommend a Residential Exemption due to the small number of summer homes and apartments.
4. Open Space Discount – The Board of Assessors does not recommend an open space discount.

Chairman Swensen opened the hearing by reading the notice of public hearing as placed in the paper which reads The Charlton Board of Selectmen will hold a public hearing in the Selectmen's Meeting Room, 37 Main St., Charlton MA on Tuesday, November 24, 2015 at 7:00pm. The purpose of the hearing is to determine whether different or uniform rates of taxation will be applied to the various classification of real property. The Board of Assessors will be available at the hearing to answer any questions that you may have. Input from taxpayers will also be welcome at the hearing. Chairman Swensen opened the public hearing. Deborah Ceccarini, Principal Assessor and members of the Board of Assessors – Nancy Landry and Richard Vaughan were present. Ms. Ceccarini reviewed the packet she provided to the board. (attached). **Motion by Mr. Szafarowicz to set the tax rate at $13.78.** It was stated that we need to close the public hearing first. **Mr. Szafarowicz rescinded his motion. Motion by Mr. McGrath that we close the public hearing, seconded by Mrs. Cooper, motion carries.** Hearing closed at 7:10pm. **Motion by Mr. Szafarowicz that the Town of Charlton uses a single tax rate, seconded by Mr. McGrath, motion carries unanimously. Motion by Mr. McGrath that we do not adopt the small commercial exemption, seconded by Mrs. Cooper, motion carries unanimously. Motion by Mr. McGrath that we do not adopt a residential exemption, seconded by Mr. Szafarowicz, motion carries unanimously. Motion by Mr. McGrath that we do not adopt**

an open space discount, seconded by Mr. Szafarowicz, motion carries unanimously. Chairman Swensen thanked them for all their work on this. Chairman Swensen brought up that just before this meeting, they met with the Economic Development Commission and they had some ideas on how we could get more economic development in our community. One idea is that our boards will review the town bylaws on the TIF program and at one point they would like to have a meeting and involve the Board of Assessors to discuss different tax options. Dick Vaughan came forward and said one of the things that other towns he's been in, you have to be careful of what deals you make.

7:15pm – Highway Superintendent Foskett – (Public disclosures/Temporary seasonal part time plow drivers/Winter Parking Ban). Mrs. Craver stated that Highway Superintendent Foskett has asked to be placed on the agenda to discuss three items with the board.

(1) Public Disclosures - It is nearing snow plowing season and Highway Superintendent Foskett is about to make his appointments for outside drivers and contractors to help in removing snow from public and private roads. He is here before you tonight to disclose, per the MGL Ch. 268A, Section 19 and 23(b)(3) the appearance of a conflict of interest regarding the hiring of Family members. Attached are three disclosure forms being filed by Highway Superintendent Foskett. The first two disclosures indicate that they are relatives and he affirms that he can perform his official duties objectively and fairly. MGL requires him to make these disclosures to his appointing authority. The third disclosure he is filing, as required, is to not only notify you but he needs to get your approval. He would like to hire A Cut Above Landscaping which is owned by his son for the purpose of snow plowing. Superintendent Foskett discloses that his son, an immediate family member, has a financial interest in the matter. The Board of Selectmen, as the Highway Superintendent's appointing official as required by G.L. c. 268A,§19, must review and determine that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee. Mr. Foskett came forward and said this is just a formality that he needs to do. **Motion by Mr. McGrath that we reviewed Mr. Foskett's disclosure about A Cut Above Landscaping and as the Highway Superintendent's appointing official as required by Mass General Law, Chapter 268A, Section 19 that we reviewed it and determined that a financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, seconded by Mr. Szafarowicz, motion carries unanimously.**

(2) Temporary seasonal part time plow drivers – Superintendent Foskett is seeking the Board's approval to hire two (2) temporary part-time sander/plow operators who will assist his full time staff in snow and ice operations. They will be using town owned equipment to sand and plow town roads. Their rate of pay will be $25.06/per hour. Mr. Szafarowicz asked how the rate of pay was derived. Mr. Foskett stated that was the rate of pay for a truck driver a few years back. Mr. Szafarowicz asked if the hiring of these two individuals with decrease the amount of overtime. Mr. Foskett stated that his staff isn't big enough and this is a cost effective way to deal with the snow and ice because we need to have the coverage. It also helps to expedite the work. **Motion by Mr. Singer to approve the hiring of the two temporary seasonal part time plow drivers at $25.06/per hour, seconded by Mr. Szafarowicz, motion carries unanimously.**

(3) Winter parking ban – Highway Superintendent Foskett would like to remind everyone of the Winter Parking Ban which states: A winter parking ban will be in effect during and 48 hours following a snowstorm of over three inches for this upcoming and all ensuing winters on all streets in the Town of Charlton. Clearing of sidewalks, as approved in the Town's General Bylaws, state that every owner of land abutting a sidewalk shall cause all snow and ice to be removed to a width of not less than four feet from the portion of the sidewalk abutting his land. Removal of snow onto a public way (plowing) as approved in the Town's General Bylaws, no person shall plow or otherwise remove snow from private property onto a public way in such manner as to obstruct travel or snow removal operations on such way. The Board thanked Mr. Foskett for coming.

7:30pm – Electricity Aggregation – Good Energy. Mrs. Craver stated that John P. O'Rourke, Director of Marketing for Good Energy has asked to be placed on the agenda to discuss electricity aggregation. Mr. O'Rourke came forward. Mrs. Craver stated that town meeting approved us to move forward on electricity aggregation. We had begun to go with HCOGG and they were denied by the Department of Utilities. At first, the board wasn't going to pursue but at your last meeting due to the rate hike by National Grid, she was directed to keep going. Mr. O'Rourke stated that his company name is Good Energy and gave a description of what they do and who they service. They deal with numerous cities and towns. He provided the most current information on his company to the board. Mr. Singer asked if a resident has already signed up with a provider, can they piggyback or do they have to fulfill the contract with the provider? Mr. O'Rourke said they never tell anyone to cancel or break a contract. It is up to the resident. If they do wish to leave the contract, Good Energy will work with them on a contract. He stated that when contracts are over, residents can sign up with Good Energy. Mr. O'Rourke said that they do all the work for this. There is very little work the town or residents would have to do. Mrs. Craver asked if the Board is interested in starting this process and wish to go with Good Energy? If so, she will start the process. **Motion by Mr. Singer to authorize the Town Administrator to enter into discussions with Good Energy and start the documents, seconded by Mr. McGrath.** Chairman Swensen asked Mr. O'Rourke if his company would come in if we wanted to have a public meeting and he said absolutely. They are available for any type of public meeting. Chairman Swensen would like to have a public meeting for discussion. With no further discussion, **vote on motion: motion carries unanimously.** Mr. O'Rourke brought a set of plans with him that are modeled on the plans that were just passed by the DOER and DPU that he can leave for residents to review. He also has a procedure for citizen review.

7:45pm – Police Chief Pervier (Use of Force Policy and Electronic Control Weapons Policy/Police Detail Services – updated report). Mrs. Craver stated that Chief Pervier has asked to be placed on the agenda to discuss two items.

(1) Use of Force Policy and Electronic Control Weapons Policy. These two policies were approved on October 5, 2015 by Daniel Bennett who is the Secretary of the Massachusetts Executive Office of Public Safety and Security. They have also been reviewed and approved by the Charlton Police Alliance. The Charlton Police Department has purchased four (4) TASER X2 electronic control weapons and training and certification was conducted on November 12th & 13th for all full-time and special Charlton Officers. You are asked to review and approve these policies as well.

Electronic Control Weapons are utilized as an intermediate device to effectively bring an assaultive or violent individual under control, in an effort to reduce the risk of injury to the officer, the public and the subject in question. E.C.W.'s will also reduce the police departments and towns' exposure to excessive force claims and potential Injured on Duty claims. Area police departments such as Auburn, Leicester, Oxford, Sturbridge, Southbridge, Spencer and Webster have outfitted their officers with electronic control weapons. Chief Pervier came forward and stated that use of a taser, renders the person for a period of five seconds which allows the officers to subdue the subject. **Motion by Mr. McGrath that we approve the Use of Force Policy and Electronic Control Weapons Policy that the Chief has provided to us, seconded by Mr. Singer.** Mrs. Craver asked if the alliance has approved the policies and Chief Pervier stated that they have. **Vote on motion: motion carries unanimously.**

(2) Police Detail Services – updated report. Mrs. Craver stated that per the Board's direction, Chief Pervier has provided you with an updated list of companies owing for police detail services that are more than ninety (90) days past due. These include: Charlton Tree Warden, Town of Dudley, Town of Southbridge, Town of Millbury, Town of Brookfield, Muni-Tech and Advantage Tree. He has also updated the Police Detail and Procedure Policy as you asked. Chief Pervier reviewed the changes that he made. It was stated that the board would like to see

some mechanism of contact documentation and response. Chief Pervier will add that after the 30/60/90 days. Chairman Swensen asked if the Administrative Assistant or anyone following the policy has to read and sign the policy that they agree. Chief Pervier will add that. Chief Pervier stated that he and Mrs. Craver met with a person from a temporary agency today who has completed all the necessary paperwork and her CORI was fine. She came down to the station and met with the Administrative Assistant and Lieutenant and she said it would be no problem to do the work. Chief Pervier will keep Mrs. Craver informed if this person doesn't work out. Chairman Swensen brought up the software and noticed that our IT person cannot do what we were looking for. Chief Pervier stated that was correct. He contacted Quik Books. He is continuing to look for a software person that would be able to help us. It was suggested that he contact the Grafton Administrative Assistant and see if she can work with the employees on the program. Chairman Swensen thanked Chief Pervier for making progress with this. Chief Pervier stated that he will give an update in 30 days on the new person and provide the board with updated spread sheets. He will review the invoices that he provided to the board with corrections.

VI. New Business:

1. Special one day license request – REAS Foundation, Inc. Mrs. Craver stated that attached is a request from the Charlton REAS Foundation, Inc. for a special liquor license for Wine and Malt beverages to be used on Saturday – January 30, 2016 from 6:00pm – 9:30pm at St. Joseph's Church Hall, 10 H. Putnam Road, Charlton, MA for the Taste of the Towns event. This request has been approved by the Building Commissioner, Fire Department and Police Department. Per the Board's policy, the license if approved, should be issued for two additional days for the following reasons:
   Day 1 – to allow delivery of alcohol to establishment (no sales allowed)
   Day 2 – For sale on the approved date and time as listed
   Day 3 – To allow for pick-up of any unused alcohol (no sales allowed)
   She would recommend the Board approve the special license as requested with the dates on the license to be January 29, 2016 through January 31, 2016. **Motion by Mr. McGrath that we approve a special liquor license for wine/malt beverages to be used on Saturday, January 30, 2016 from 6:00pm – 9:30pm at St. Joseph's Church for the Taste of the Towns, seconded by Mr. Singer, motion carries.**
2. Site Plan Application – Michael Peters. Mrs. Craver stated that attached is a copy of a site plan application submitted to the Planning Board by Mr. Michael Peters to construct an 8,000 square foot garage accessory to his personal residence on property located at 391 Stafford Street to store a large commercial vehicle (Assessors Map 9, Block A, Parcel 2). Said property is zoned Agricultural (A). You are asked to review and provide comments if any, no later than Wednesday, December 2, 2015. No comments.
3. Site Plan Application – LSE Cygnus LLC Commercial Solar Array Network. Mrs. Craver stated that attached is a copy of a site plan application submitted to the Planning Board by Bertin Engineering on behalf of LSE Cygnus LLC to construct a commercial solar energy generation array network on approximately 33.3 acres of a 133-acre site owned by Kendal Nylin Estates and Jeffrey & Lori Richardson located off of North Sturbridge Road (Assessors Map 13, Block A, Parcels 4, 10 and 10.14). Said property is zoned Agricultural (A). You are asked to review and provide comments if any, no later than Wednesday, December 2, 2015. Mr. Singer would like to ask the Planning Board to require them to have a natural barrier so that it blocks it from resident's views.

VII. Old Business:

1. Job descriptions approval by Personnel Board. Mrs. Craver stated that as you know, Human Resources Services, Inc. has been reviewing the town's job descriptions and have completed this task. The job descriptions were forwarded to the Personnel Board to review. Chairman Rachel Hartwig has advised that the Personnel Board voted to approve the revised job descriptions which have been placed in your drop box should you wish to review.

VIII Committee Reports:
Mr. McGrath stated that the Building Committee is meeting again tomorrow. The project is moving along.

IX BOS Policy Review:

X. Student Selectperson Report – Bailey Ross reviewed her report. (attached)

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

XII Other Business:

XIII Next Meeting Announcement:
* Next Regular Selectmen's Meeting – December 8, 2015

XIV Adjourn: **Motion by Mr. Szafarowicz to adjourn 8:30pm, seconded by Mr. Singer, motion carries.**

Submitted by:

Mary C. Devlin
Administrative Assistant

Accepted by:

Frederick C. Swensen, Chairman

Joseph J. Szafarowicz, Vice-Chairperson

Cynthia B. Cooper, Clerk

David M. Singer, Member

John P. McGrath, Member

BOARD OF ASSESSORS

FISCAL YEAR 2016
TAX CLASSIFICATION HEARING

November 24, 2015

CHARLTON BOARD OF ASSESSORS

Nancy E. Landry
Richard H. Vaughan
Ron LeBlanc

TOWN OF CHARLTON
BOARD OF ASSESSORS

37 Main Street
Charlton, MA 01507
508-248-2203, Fax 508-248-2376

TO: Board of Selectmen
Robin Craver, Town Administrator

FROM: Deborah Ceccarini
Director of Assessing

DATE: November 10, 2015

RE: **Classification Hearing November 24, 2015**

Please review the attached Classification Hearing Packets. These packets are being provided prior to the annual classification hearing scheduled for November 24, 2015 @ 7:00 PM. It includes all the information necessary to assist the Board of Selectmen in making a decision on whether to establish different tax rates or to continue to tax all classes of property at the same rate by adopting a factor of "1".

The Board of Assessors stress the importance of reading the material in advance and directing any questions or concerns to the Assessors or myself *before* the hearing. This will enable the hearing to run smoother and more efficiently.

I hope this packet is helpful, please don't hesitate to contact me @ 508-248-2203 or Deborah.Ceccarini@townofcharlton.net. Thank you in advance for your cooperation in this matter.

Terminology

The following are definitions of the terms frequently used in the discussion of tax rates.

Levy: The tax levy (or levy) is the amount of property taxes to be raised. The levy amount is determined by the budget. The total amount of the approved budget less revenues from other sources like motor vehicle excise, municipal fees and state aid is the amount to be raised from property taxation.

Levy Ceiling: The levy ceiling is 2.5 percent of the full value of the town. Based on the Charlton aggregate valuation of $1,407,903,300, the town cannot levy taxes in excess of $35,197,583.

New Growth Revenue: Property taxes derived from newly taxable properties like new construction, additions, renovations, subdivisions and personal property.

Levy Limit: Also referred to as the "maximum allowable levy", this is calculated by adding 2.5 percent of the previous year's levy limit plus new growth revenue for the present fiscal year to last year's levy limit. Exceeding the levy limit requires an override of Proposition 2 ½.

Excess Levy Capacity: Excess levy capacity is the difference between the levy and the levy limit.

The Fiscal Year 2016 Levy Limit and Amount to be raised

The following is a calculation of Charlton's levy limit for fiscal year 2016.

Fiscal year 2015 levy limit	$16,764,566
Levy increase allowed under Prop 2.5	$419,114
New growth revenue	$457,103
Fiscal year 2016 levy (note: exceeds levy	$17,640,783
Voted Debt Exclusions	$ 1,839,692
Total Tax Levy Limit	$ 19,480,475

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF REVENUE

FISCAL 2016 TAX LEVY LIMITATION FOR

CHARLTON

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2015 LEVY LIMIT

A. FY 2014 Levy Limit	16,100,831
A1. ADD Amended FY 2014 Growth	0
B. ADD (IA + IA1) * 2.5%	402,521
C. ADD FY 2015 New Growth	261,214
C1. ADD FY 2015 New Growth Adjustment	0
D. ADD FY 2015 Override	0
E. FY 2015 Subtotal	16,764,566
F. FY 2015 Levy Ceiling	34,533,589

I. $16,764,566
FY 2015 Levy Limit

II. TO CALCULATE THE FY 2016 LEVY LIMIT

A. FY 2015 Levy Limit from I.	16,764,566
A1. ADD Amended FY 2015 Growth	
B. ADD (IIA + IIA1) * 2.5%	419,114
C. ADD FY 2016 New Growth	457,103
C1. ADD FY 2016 New Growth Adjustment	0
D. ADD FY 2016 Override	0
E. FY 2016 Subtotal	17,640,783
F. FY 2016 Levy Ceiling	35,197,583

II. $17,640,783
FY 2016 Levy Limit

III. TO CALCULATE THE FY 2016 MAXIMUM ALLOWABLE LEVY

A. FY 2016 Levy Limit from II.	17,640,783
B. FY 2016 Debt Exclusion(s)	1,839,692
C. FY 2016 Capital Expenditure Exclusion(s)	0
D. FY 2016 Stabilization Fund Override	0
E. FY 2016 Other Adjustment	0
F. FY 2016 Water / Sewer	0
G. FY 2016 Maximum Allowable Levy	$19,480,475

NOTE : The information is preliminary and is subject to change.

Deborah Ceccarini, Dir Of Assessing, Charlton, 508-248-2233	11/2/2015 4:27 PM	Signed with approval on behalf of the Board of Assessors
(Board of Assessors)	(Date)	(Comments)

TAX RATE CALCULATION FOR FISCAL YEAR 2016

FY2016 Total Taxable Valuation.....**$1,407,903,300**

FY2016 LEVY LIMIT.....$ 19,480,475

LEVY LIMIT CALCULATION

FY 2015 Levy Limit.....$16,764,566
Plus 2.5%..... 419,114
New Growth FY16..... 457,103
FY16 Current Debt Exclusions..... 1,839,692

FY16 LEVY LIMIT.....$19,480,475

Base tax rate $12.53 plus Exclusions below:

DEBT	EXCLUDED NET DEBT SERVICE	IMPACT ON RATE
Phase II Sewer	$ 162,115.00	$ .11
Middle School	474,622.00	$ .32
Library	292,433.00	$ .20
Highway Facility	239,958.00	$ .17
Sewer Plant	199,353.00	$ .14
Phase II Sewer	162,874.00	$ .11
Vocational School Bldg.	192,852.00	$ .13
High School Athletic Fields	111,550.00	$ .07
Fire Truck	3,935.00	**$ .00**
		$1.25

Base rate $12.53 x $1.25 Debt excluded = $13.78 New Tax Rate

FY2016 $13.78 x average assessment $254,284 = $3,504.03
Vs
FY2015 $13.42 x average assessment $255,000 = $3,422.10

FY16 Average annual residential increase $81.93

MASSACHUSETTS DEPARTMENT OF REVENUE

DIVISION OF LOCAL SERVICES

ASSESSMENT/CLASSIFICATION REPORT FY2016

CHARLTON
City/Town/District

as of January 1, 2015

PROPERTY TYPE	ACCT/ PARCEL COUNT	CLASS 1 Residential Assessed Value	CLASS 2 Open Space Assessed Value	CLASS 3 Commercial Assessed Value	CLASS 4 Industrial Assessed Value	CLASS 5 Personal Property Assessed Value
101	4,031	1,025,423,200				
102	115	13,987,300				
MISC 103,109	20	5,924,670				
104	53	12,819,700				
105	9	2,286,100				
111-125	40	13,453,300				
130-32,106	1,333	55,136,200				
200-231	0		0			
300-393	135			54,220,425		
400-452	62				48,934,700	
CH 61 LAND	48		0	276,360		
CH 61A LAND	123		0	1,118,749		
CH 61B LAND	23		0	725,313		
012-043	53	69,382,298	0	19,642,225	5,178,280	
501	351					2,227,460
502	115					3,569,870
503	2					10,150
504,550-2	7					43,772,640
505	7					15,385,400
506	2					13,275,900
508	5					1,153,060
TOTALS	6,534	1,198,412,768	0	75,983,072	54,112,980	79,394,480
					REAL AND PERSONAL PROPERTY TOTAL VALUE	1,407,903,300
					EXEMPT VALUE	277,009,200

NOTE : The information has not been Approved and is subject to change.

Submitted by: Board of Assessors

Deborah Ceccarini, Dir Of Assessing, Charlton, 508-248-2233
(Board of Assessors)

11/2/2015 3:59 PM
(Date)

Signed with approval on behalf of the Board of Assessors
(Comments)

Date : 11/3/2015 9:14 am

LA-4 (6/98)

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF LOCAL ASSESSMENT

CHARLTON
COMMUNITY

TAX BASE LEVY GROWTH FY 2016 - LA13

Retain documentation for 5 years in case of DOR audit

PROPERTY CLASS	[A] FY 2015 VALUE BY CLASS (Committed/LA4)	No.	[B] FY 2015 REVISED & OMITTED VALUES	No.	[C] ABATEMENT VALUES	No.	[D] OTHER ADJUSTMENT VALUES	[E] FY 2015 ADJ VALUE BASE
RESIDENTIAL	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
SINGLE FAMILY (101)	1,015,987,400	0	0	8	604,900	1	205,900	1,015,588,400
CONDOMINIUM (102)	14,223,400	0	0	0	0	2	-236,100	13,987,300
TWO & THREE FAMILY (104 & 105)	15,324,200	0	0	1	7,600	3	-210,800	15,105,800
MULTI - FAMILY (111-125)	13,424,200	0	0	0	0	1	29,100	13,453,300
VACANT LAND (130-132 & 106)	59,052,400	4	40,100	45	2,554,400	14	-2,135,600	54,402,500
ALL OTHERS (103, 109, 012-018)	79,670,018	0	0	0	0	0	0	79,670,018
TOTAL RESIDENTIAL	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
OPENSPACE	0	0	0	0	0	0	0	0
OPEN SPACE - CHAPTER 61, 61A, 61B	0	0	0	0	0	0	0	0
TOTAL OPEN SPACE	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
COMMERCIAL	74,201,450	0	0	1	236,300	1	-102,500	73,862,650
COMMERCIAL - CHAPTER 61, 61A, 61B	2,051,200	0	0	0	0	2	69,222	2,120,422
TOTAL COMMERCIAL	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
INDUSTRIAL	49,027,730	0	0	0	0	1	66,350	49,094,080
PERSONAL PROPERTY	58,381,570	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
TOTAL REAL & PERSONAL	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Actual ( )
Pro Forma ( )

Date : 11/3/2015 3:00 pm

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF LOCAL ASSESSMENT

CHARLTON
COMMUNITY

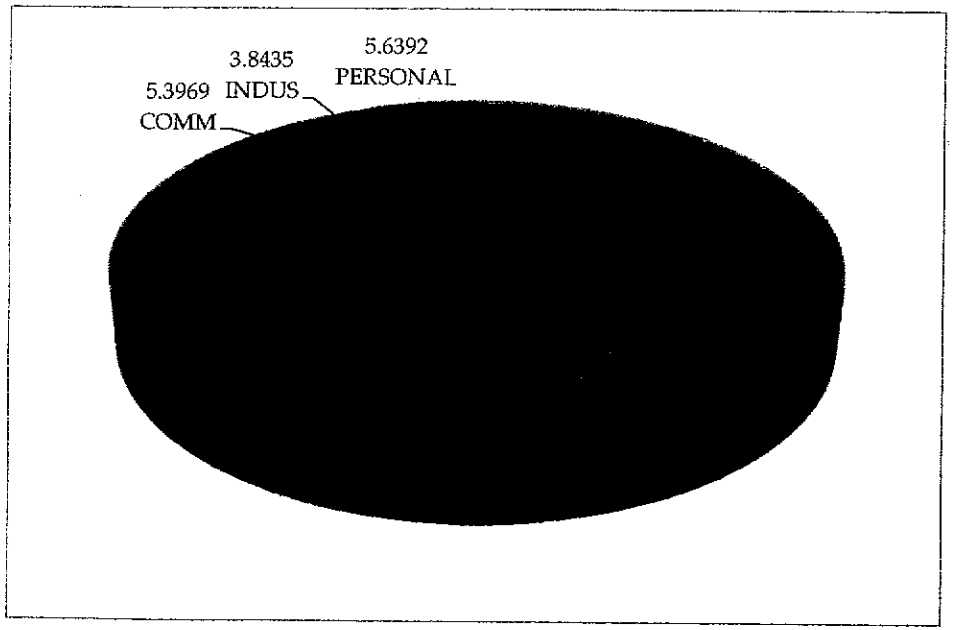
TAX BASE LEVY GROWTH FY 2016 - LA13

Retain documentation for 5 years in case of DOR audit

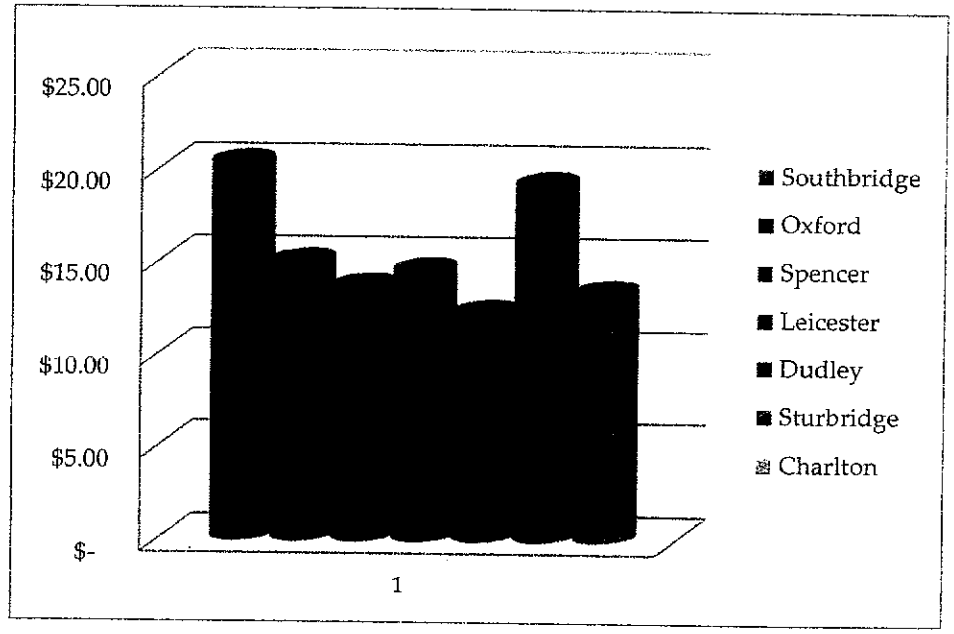
PROPERTY CLASS	REVAL %	[F] + or - REVAL ADJUSTMENT VALUES	[G] TOTAL ADJUSTED VALUE BASE	[H] FY 2016 PROPOSED VALUES	[I] NEW GROWTH VALUATION	[J] PRIOR YEAR TAX RATE	[K] TAX LEVY GROWTH
RESIDENTIAL							
SINGLE FAMILY (101)	0.00000	0	1,015,588,400	1,025,423,200	9,834,800		
CONDOMINIUM (102)	0.00000	0	13,987,300	13,987,300	0		
TWO & THREE FAMILY (104 & 105)	0.00000	0	15,105,800	15,105,800	0		
MULTI - FAMILY (111-125)	0.00000	0	13,453,300	13,453,300	0		
VACANT LAND (130-132 & 106)	0.00000	0	54,402,500	55,136,200	733,700		
ALL OTHERS (103, 109, 012-018)	-0.05476	-4,363,050	75,306,968	75,306,968	0		
TOTAL RESIDENTIAL	-0.00366	-4,363,050	1,187,844,268	1,198,412,768	10,568,500	13.42	141,829
OPENSPACE	0.00000	0	0	0	0		
OPEN SPACE - CHAPTER 61, 61A, 61B	0.00000	0	0	0	0		
TOTAL OPEN SPACE	0.00000	0	0	0	0	0.00	0
COMMERCIAL	0.00000	0	73,862,650	73,862,650	0		
COMMERCIAL - CHAPTER 61, 61A, 61B	0.00000	0	2,120,422	2,120,422	0		
TOTAL COMMERCIAL	0.00000	0	75,983,072	75,983,072	0	13.42	0
INDUSTRIAL	0.00000	0	49,094,080	54,112,980	5,018,900	13.42	67,354
PERSONAL PROPERTY				79,394,480	18,473,956	13.42	247,920
TOTAL REAL & PERSONAL				1,407,903,300	34,061,356		457,103

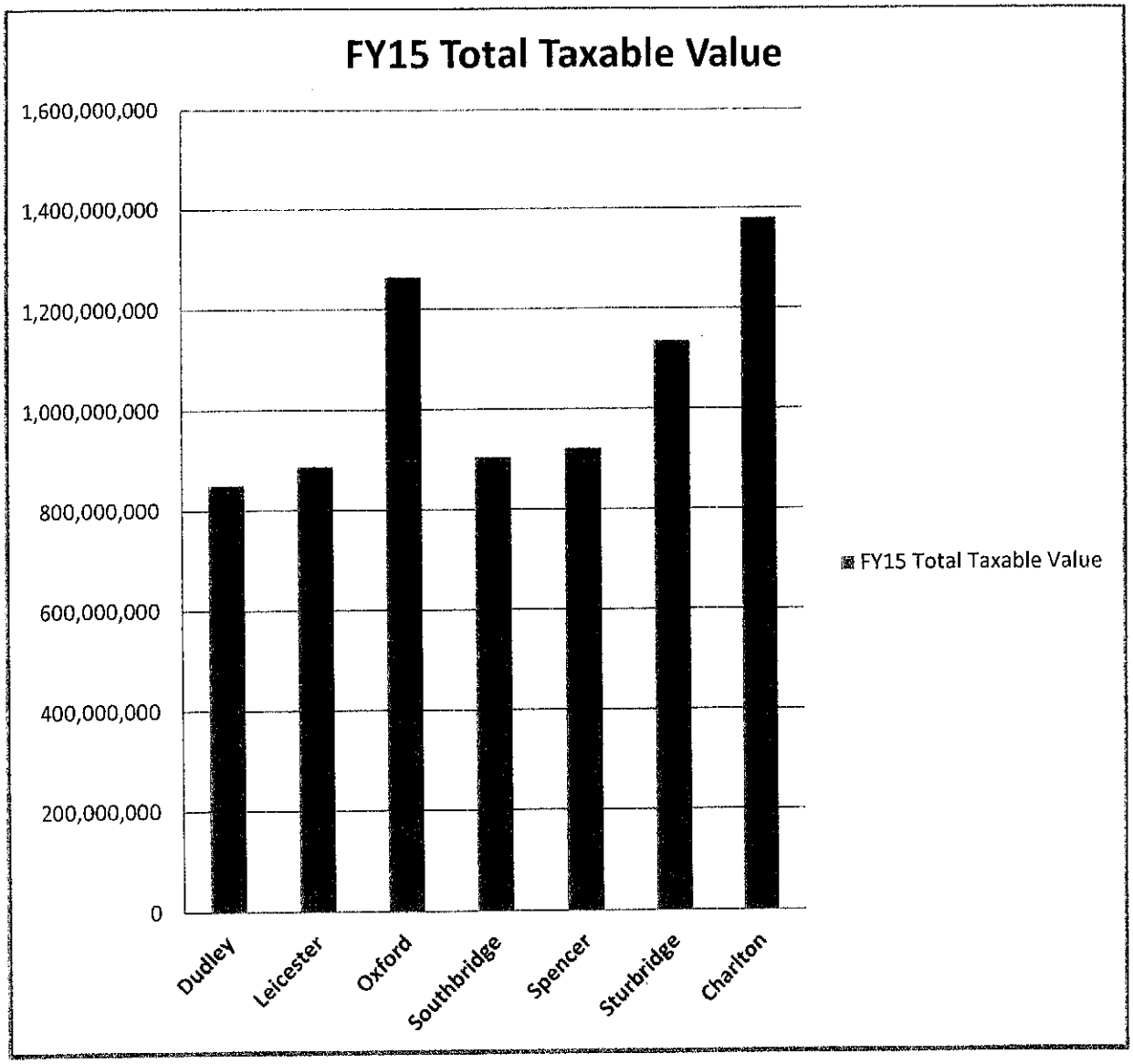
Actual ( )
Pro Forma ( )

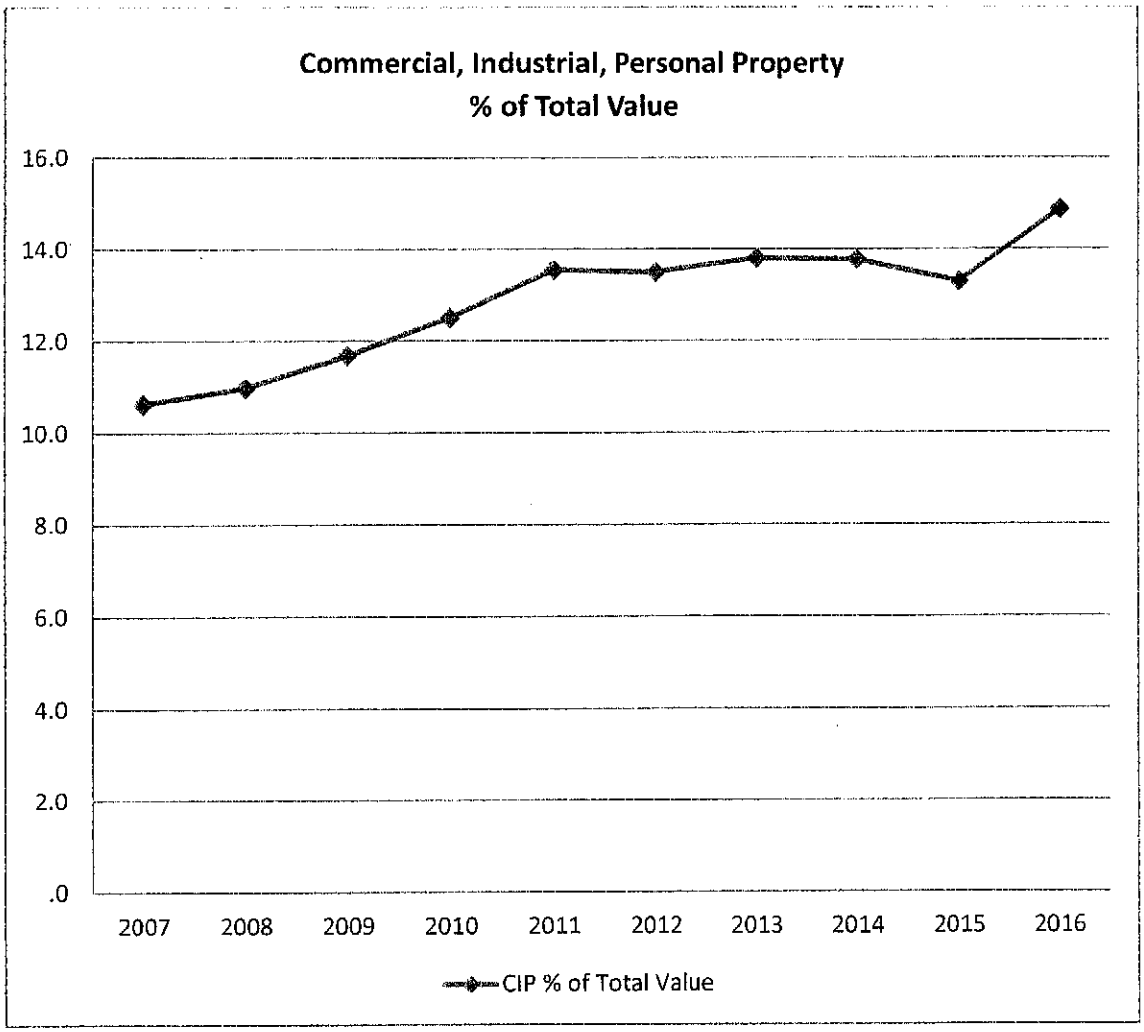
PERCENTAGE OF VALUE BY CLASS
FY2016



SURROUNDING TOWNS TAX RATE FY2015




FY15 Total Taxable Value
1,600,000,000
1,400,000,000
1,200,000,000
1,000,000,000
800,000,000
600,000,000
400,000,000
200,000,000
0
Dudley
Leicester
Oxford
Southbridge
Spencer
Sturbridge
Charlton
FY15 Total Taxable Value


Commercial, Industrial, Personal Property
% of Total Value
16.0
14.0
12.0
10.0
8.0
6.0
4.0
2.0
.0
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
CIP % of Total Value

Tax Classification: 110 Communities

Tax Classification allows cities and town to have different tax rates for different types of property and give the Board of Selectmen the decision to shift the burden from one type of property to another. The statute provides a maximum allowable portion of the tax levy (up to 150%) to be borne by Commercial, Industrial and Personal Property (CIP Class) and a minimum allowable portion to be borne by the Residential Class.

The adoption of different rates does not change the total property tax levy: rather it determines the share of the total levy to be borne by each class. The share of the levy raised by the commercial and industrial classes and personal property may be increased 150% as long as the residential and open space classes' raise at least 65% of what they would have raised without the shift.

The "minimum residential factor" established by the Commissioner of Revenue is used to make certain that the shift of the tax burden complies with the Classification Act. If the minimum residential factor is less than 65% the community cannot make the maximum shift and must use a CIP factor less than 1.5.

Residential Exemption 14 Communities

Classification also allows the Board of Selectmen to grant an exemption of up to 20% on all residential property categorized as the principal residence of the taxpayer, excluding summer or vacation homes and apartments.

Communities taking advantage of this are those with a lot of summer homes, NANTUCKET for instance where 80% of residential properties are vacation homes and or apartments. This exemption allows the town to shift a portion of the tax burden off the year round resident and onto non-residential who own summer homes or apartment.

Small Business Exemption 10 Communities

Chapter 110, SS, 112 and 187 of the Acts of 1993-
The Small Commercial Exemption permits local officials to give an exemption of up to 10% of assessed value to Commercial Properties valued less than $1,000,000 occupied by small business. If adopted it has the effect of reducing real property taxes on properties occupied by Small Businesses and shifts those taxes onto other Commercial and Industrial properties. Eligible are those with an average annual employment of no more than 10 people during the calendar year and this figure is certified by the Dept. of Employment and Training D.E.T. The commissioner provides us with a list before July 1 of each year.

Open Space Discount 1 Community

Maximum allowable discount of 25% to land which is not otherwise classified and which is not taxable under the provision of chapters 61,61A, 61B, or taxable under permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition an which contributes significantly to the benefit and enjoyment of the public.

ASSESSORS RECOMMENDATIONS

1. TAX RATE

Historically the town has maintained a system of using a single tax rate for all classes of property. A split rate is generally used in cities or large communities that have a majority or large percentage of taxable value classified as Commercial, Industrial and Personal Property (CIP).

Charlton's combined C.I.P. of 14.8796 % of the total taxable value vs. residential total taxable value of 85.1204 %.

- Charlton is not the typical dual tax rate town.
- Only 110 of 351 communities in Massachusetts have a dual tax rate
- Average CIP portion of total assessed value in these communities is 22%
- The average CIP portion of total assessed value for uniform rate cities and towns is around 13.0% more in line with Charlton.

The Board of Assessors as in the past recommends that the town continue to use a single tax rate and not shift the tax burden to the Commercial and Industrial Class.

2. SMALL COMMERCIAL EXEMPTION

The Small Commercial Exemption often goes hand in hand with a split tax rate to give relief to small business properties owner paying their higher CIP rate.

The Board of Assessors does not recommend adopting the Small Commercial Exemption.

3. RESIDENTIAL EXEMPTION

The Board of Assessors does not recommend a Residential Exemption due to the small number of summer homes and apartments. The Residential Exemption was designed primarily for resort/vacation communities and large cities. The only taxpayers that would benefit from a residential exemption are those with a very low property value in Charlton.

4. OPEN SPACE DISCOUNT

Open Space discount and Residential Exemption basically is calculated in a very similar manner. There is only a 25% maximum discount allowed. The Board of Assessors does not recommend an open space discount. The town has many ways currently in place to lower valuation fairly on open land without further burdening the residential class.

CLASSIFICATION CONSIDERATIONS

1.) Consider the percentage of Commercial, Industrial and Personal Property (C.I.P.) as compared to Residential (R).
Residential = 85.1204% and C.I.P = 14.8796%

2.) Will an increased tax burden on Commercial and Industrial significantly lower the residential tax burden? (see options table - "What if" Scenario)

3.) What is the mix of C. I. & P. properties?

16 Commercial Properties	> $1M	13 Commercial Properties	>$500 <$1M
15 Industrial Properties	> $1M -	11 Industrial Property	>$500 <$1M
10 Personal Property Accts	> $1M	4 Personal Property	>$500 <$1M

4.) Will it adversely affect small business and drive them out of the community?

5.) Will it slow big business development?

6.) Does business significantly contribute in a non-tax way to the community?

7.) Are the businesses of the type that require extraordinary municipal services?

8.) Is the timing proper for the Commercial and Industrial base to maintain or increase the relative or historical share of the tax burden?

9.) Will a shift to the Commercial and Industrial maintain or increase the relative or historical share of the tax burden?

10.) Is it a matter of principle or economics?

BOS Meeting Agenda

November 24 2015 6:30 PM

Bailey Ross Student Selectsperson

This past week has been a happy time for the school as students decked out in their favorite spirit week clothes.

- Pep Rally concludes the week tomorrow with pie eating contests, tug of war contests, Mr Shepherd Hill appearances, performances from our national champion band & also our talented cheerleaders, and a tribute to our football team that always brings the school together.
- Thursday morning at 10 am: Shepherd Hill @ home takes on Tantasqua like every year on Thanksgiving.
- Last Tuesday, SH football captains met with Tantasqua captains at the Sturbridge Rotary organized by Rotary members. The game was discussed amongst other football topics.

Mr SH

- Mr Shepherd Hill went fantastic, and the group of boys was said to be the most talented and dedicated group the committee has seen in years.
- Miss Massachusetts was a great guest judge, and was a fun addition to the usual festivities.
- Jack Bugan was the winner, who drummed a song for his talent and is a great citizen at Shepherd Hill and in the Dudley-Charlton community.
- The runner up was Ben Lawson, who wrote his own poem and read it to the audience in the talent portion. Ben is a great kid who is a football player at the hill.
- Both the Upperclassmen contestants and the junior Mr Shepherd contestants which consisted of the freshmen and the sophomores will perform their group dances at pep rally.

There isn't much news for sports because it is the off season.

- Cross country had States on Saturday & Freshman Rebekah James from Dudley placed 8th in the state.

Thanksgiving News:

- NHS finished collecting for the food drive today and will be donated to local families in need. The toy drive will begin after Thanksgiving break.
- Tomorrow is a half day concluding his short week and leaving students with a four and a half day break to spend time with family.

Extracurriculars:

- It is almost the time of year when the auditorium is sold out twice in one weekend!

- Show Choir & choruses from SH present the 6th Holiday Spectacular on Fri Dec 11th and Saturday December 12th at 7 pm.
- Tickets can be reserved through Ms Galli the chorus teacher or getting them online on the shepherd hill chorus website.

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: November 3, 2015
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 11/24/15

Community Compact Application – As you know, we submitted a Community Compact application. We received a notice from the Department of Local Services that it has been approved and are waiting for the Lieutenant Governor to provide for a signing date. Three things that we asked for: Financial Plan, Water Plan and an Open Space Plan. I will keep you updated as I know more.

Regional Dispatch – Kevin Paicos filed our grant application on Tuesday, November 10, 2015 well before the deadline. He spoke with Frank Pozniak and was advised that the 911 Commission expects to review the applications over the next few weeks and make grant awards right after January 1, 2016. I will keep you updated.

NEC Future Tier 1 Draft Environmental Impact Statement – NEC Future is the Federal Railroad Administrations comprehensive plan for improvements to the Northeast Corridor rail line from Washington, D.C. to Boston, MA. The plan will define a long term vision and incremental approach for improving passenger rail service. The FRA has prepared a Tier 1 Draft Environmental Impact Statement and is currently seeking public comments on these documents. They will be holding public hearings this winter in each state as well. For more information, visit www.necfuture.com.

Conferences and Meetings – I attended the MMA Managers' Fall Conference last week and one of the subjects pertained to employee engagement. There were some great ideas and I'm hoping to bring a couple of them to Charlton. One would be an employee survey and the other would be a video which would include town employees. I also attended a conference at Holy Cross call *Elevating Municipal Partnerships: New Tools and Resources*. They highlighted the Community Compact Initiative and had all the State Secretaries attending and sharing new programs. I also spoke Wednesday night at WPI for the MA Watershed Coalition's annual meeting on stormwater. That slide presentation is in your packet. Please let me know if you have any questions. Lastly, I have been asked to be on the Advisory Committee on NPDES Authorization in MA by DEP's Commissioner Martin Suuberg. The first meeting was yesterday.

Ethics Training – I am pleased to inform you that we had a good turnout for the State Ethics Division's training. Many employees attended. Unfortunately, the second session, which was reserved for Board and Committee members was not well attended. It is extremely important to get this info out as the laws have changed and it is up to each individual is responsible. There is no indemnity if a board member breaks this law and fines are up to $25,000. You can be assured that the Town has made an effort to train our municipal officials. I would like to thank Mary Devlin for all the extra effort she put in to make the class happen. She is a hard worker and we are fortunate to have her as an employee.

Grant – Lastly, as you know we received a CDBG grant in partnership with the Town of Leicester for the town hall renovations. We are gearing up to write another one with Leicester for additional work. I will keep you informed.

ELEVATING MUNICIPAL PARTNERSHIPS: NEW TOOLS AND RESOURCES

A Statewide Conference for Municipal Officials and Staff

Thursday, November 12, 2015
8:00 a.m. – 12:30 p.m.
at
College of the Holy Cross
Hogan Campus Center – 4th Floor
One College Street; Worcester, Massachusetts

CONFERENCE PROGRAM AND TIMETABLE

8:00 – 8:45 a.m.	Doors Open – Coffee, Continental Breakfast and Networking
8:45 – 9:00 a.m.	Conference Welcome and Opening Remarks • Representative of MARPA – Janet Pierce, Executive Director, Central Massachusetts Regional Planning Commission
9:00 – 9:15 a.m.	Conference Kickoff Remarks by Lt. Governor Karyn Polito
9:15 – 9:30 a.m.	The Community Compact Initiative – An Overview Presentation of this New, Better Government Venture • Sean Cronin, Senior Deputy Commissioner, Division of Local Services
9:30 – 10:15 a.m.	Community Compact Cabinet Dialogue Spotlighting Resources Available to Assist Cities and Towns Across Massachusetts • Jay Ash, Secretary, Executive Office of Housing and Economic Development • Stephanie Pollack, Secretary and CEO, Massachusetts Department of Transportation • Jim Peyser, Secretary, Executive Office of Education • Kristen Lepore, Secretary, Executive Office of Administration and Finance • Matthew Beaton, Secretary, Executive Office of Energy and Environmental Affairs
10:15 – 10:25 a.m.	**** BREAK – 10 MINUTES ****
10:30 – 11:25 a.m. 11:30 – 12:25 p.m.	Concurrent Best Practice Workshops – Round #1 Concurrent Best Practice Workshops – Round #2

Workshop Topics

Workshop A – Financial Management

Workshop B – Housing and Economic Development

Workshop C – Information Technology

Workshop D – Regionalization and Shared Services

Workshop E – Transportation and Citizen Safety

Workshop F – Energy and Environment

12:30 p.m. CONFERENCE ENDS

MARPA Massachusetts Association of Regional Planning Agencies

Conference Sponsored and Organized by the Massachusetts Association of Regional Planning Agencies (MARPA)

TB/9-30-15

Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

November 6, 2015

Robin Craver
Town Administrator
37 Main Street
Charlton, MA 01507

Re: Advisory Committee on NPDES Authorization in Massachusetts

Dear Robin,

I am writing to invite you to be a member of an advisory committee that is important to the future of water quality management in Commonwealth. MassDEP is evaluating the opportunity to seek authorization from the U.S. Environmental Protection Agency (EPA) to oversee and implement the federal Clean Water Act National Pollutant Discharge Elimination System (NPDES) program. I am very interested in building on the work done to date on this topic and to fully discuss the benefits, challenges and work needed for pursuing delegation. I believe MassDEP would greatly benefit from your input and advice on this issue.

The NPDES program, which includes permit issuance, compliance and enforcement activities for facilities that discharge pollutants into surface waters in Massachusetts, is currently administered by EPA. Forty-six (46) states across the country have obtained authorization from EPA to administer the NPDES program, and one state is in the process of receiving delegation. Massachusetts is considering pursuing this authority. In the past nine months, a number of organizations have requested MassDEP to request delegation.

As you may recall, in 2013, at the direction of the legislature, MassDEP convened a stakeholder group and prepared a report about the feasibility, cost, advantages, and disadvantages of being authorized to run the federal NPDES program. The 2013 study estimated that annual costs to run the program. The report also discussed options for funding the program. That report is available on our website at http://www.mass.gov/eea/docs/dep/water/wastewater/a-thru-n/npdesdel.pdf.

To make sure that we have the most up-to-date thinking, MassDEP would like to reconvene an advisory committee and work with you and others with expertise and experience in this program.

We welcome your input and ideas. Among the areas we are seeking discussion on are the needed elements of a successful program, re-examining the staffing needs and cost estimates including consideration of additional comparisons of our agency to other states that are delegated, and the best method for funding, an important element of any request for delegation. We also plan to spend time discussing needs associated with implementing a robust water quality monitoring and assessment effort, for development of surface water quality standards and watershed studies known as Total Maximum Daily Loads (TMDLs), which guide how permitting decisions are made.

I hope we can count on your involvement in this Committee. The first meeting of the Committee will be held from 2:00pm – 4:00pm on November 23, 2015 at the MassDEP Offices on Winter Street in Boston. We expect that the group will meet several times to ensure a full discussion of the issues. Please find attached a list of individuals who have been invited to participate. An agenda for the first meeting will be distributed via email in the next few weeks. In the meantime, please do not hesitate to contact me or Beth Card at 617-292-5748 if you have any questions. We look forward to working with you on this important committee.

Sincerely,

Martin Suuberg
Commissioner

NPDES Invitee List:

Tom Philbin
Mass Municipal Association

Honorable Arthur Vigeant
Mayor of Marlborough

Tom Walsh
Upper Blackstone Water Pollution Abatement District

Bob Cox
Bowditch & Dewey

Bill Taylor
Pierce Atwood

Robin Craver
Town Administrator

Honorable Carolyn Dykema
State Representative

Honorable Minority Leader Bruce Tarr
State Senator

Tim Wilkerson
Executive Office of Housing & Economic Development

Tom Tilas
AECOM

Julia Blatt
Mass Rivers Alliance

Bob Zimmerman
Charles River Watershed Association

Mark Smith
The Nature Conservancy

Andy Fisk
CT River Watershed Council

Jack Clarke
Mass Audubon

Allison Field-Juma
Organization for the Assabet River

CMRSWC
Regional Stormwater Effort to Share Results of Stormwater Compliance

CMRSWC

Community Stormwater Solutions- Worcester, MA

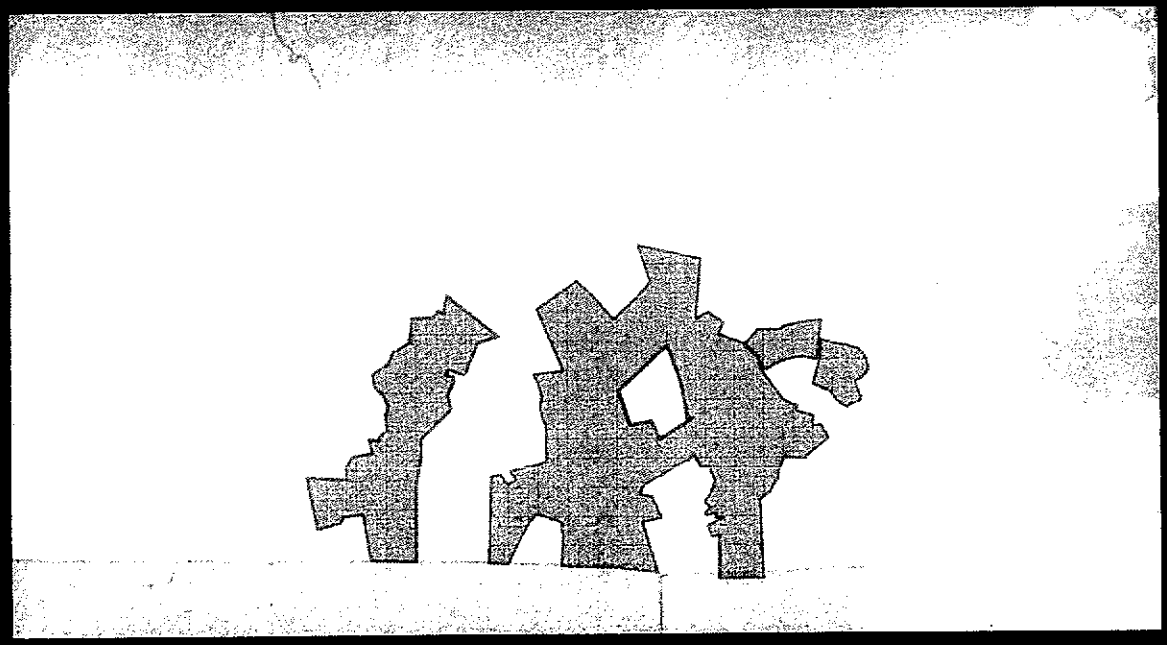
November 18, 2015

Robin Craver
Town Administrator, Charlton

Aubrey Strause, P.E.
Verdant Water, PLC

Central Massachusetts Regional Stormwater Coalition (CMRSWC)

Auburn, Charlton, Dudley, Framingham*, Grafton, Hardwick, Holden, Hopkinton, Leicester, Marlborough*, Millbury, Northborough, Northbridge, Oxford, Palmer, Paxton, Rutland, Shrewsbury, Southbridge, Spencer, Sterling, Sturbridge, Upton, Uxbridge, Ware, Webster, West Boylston, Westborough, and Wilbraham



* Joining in FY2016!

CMRSWC

Community Stormwater Solutions- Worcester, MA – November 18, 2015

Goals and Objectives

Initial idea = November 2011

- Achieve a common benchmark: compliance with 2003 MS4 Permit
- Incorporate elements/needs common to all towns
- Be forward-thinking: Prepare communities for future permit requirements ("grow with the needs")
- Include something for everyone

CMRSWC

CMRSWC "Rules"

- All tools and products are owned by MA towns!
- Products shall be shared widely and freely
- Steering Committee decides direction & provides review
  - 1 technical, 1 administrative lead per Town
  - Two Town leads (Spencer and Charlton)
- Be self sustaining as much as possible- use consultants for certain tasks
- Internal town-to-town mentoring

CMRSWC

What Has the CMRSWC Done?

1. **Saved money for our Community members**
   - Introduced consistency into inspections and procedures
   - Used economy of scale to secure competitive pricing
   - Developed easy-to-use, integrated mapping and inspection platform that looks across watersheds.
   - Provided training on core concepts of the MS4 Permit

CMRSWC

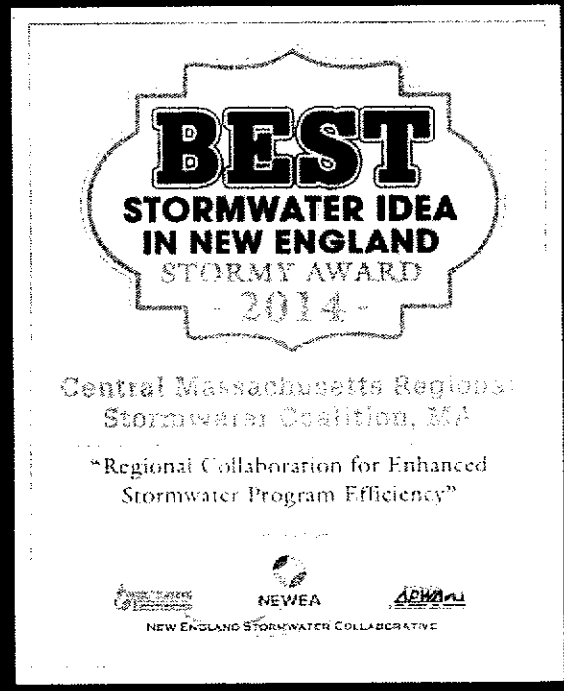
What Has the CMRSWC Done? (continued)

2. Served as a model for other regional coalitions in Massachusetts
3. Looked forward at (and planned for) major challenges in new permit
4. Connected with resources in New England
5. Developed partnerships with MassDEP, USEPA, MassDCR, and other groups

CMRSWC

What Has the CMRSWC Done?

6. Been recognized by the New England Stormwater Collaborative as a "**Best Stormwater Idea in New England**"!
7. Provided a forum for collaboration between Towns
8. Submitted thoughtful, constructive comment on 2014 Draft MA MS4 Permit.
9. Provided comment on national issues, such as during the "Waters of the US" rulemaking process.



CMRSWC

FY2015 Work Wrapping Up

1. Working with each Town to understand actual expenditures on stormwater program and project into new Permit.
2. One-on-one time to help Towns get what they need most out of the Coalition.
3. Providing ideas about how to fund future stormwater programs.
4. Working with USEPA to identify grants appropriate for the work we do.

CMRSWC

Funding Since Year 1

Fiscal Year	# of Towns	CIC Grant	Town Funds	Total
2012	13	$310,000	$0	$310,000
2013	30	$120,000	$2,666	$200,000
2014/ 15	28	$80,000	$4,000	$192,000
2016	29	$0	$4,000	$116,000

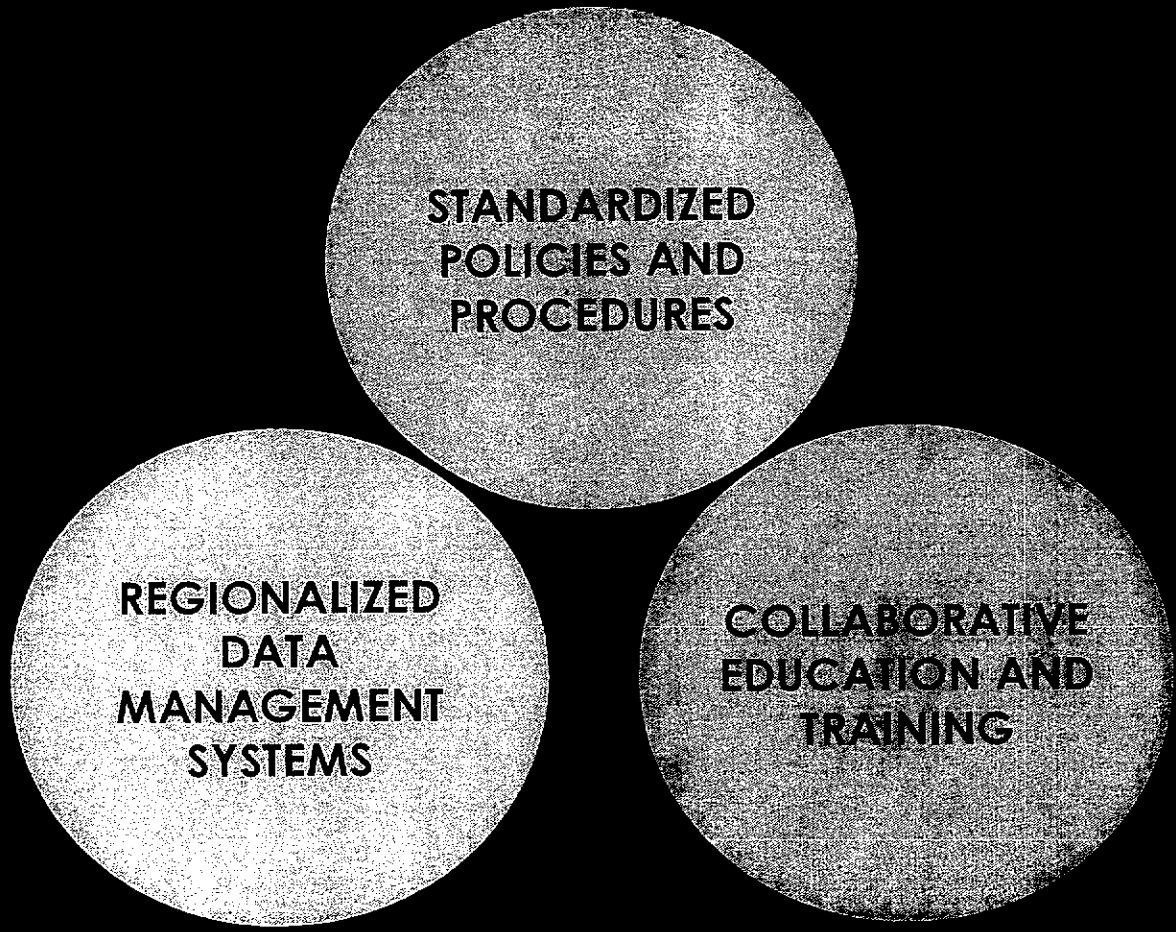
CMRSWC

CMRSWC PRODUCT CAVEATS

- Products will not be 100% applicable for all facilities or communities.
- Products are not 100% perfect.
- Products are not ready to go "off the shelf".
- Products were developed in 2012 & 2013 and may require update per the 2014 MA MS4 Permit.
- Products are not intended to replace any tools already in use by any CMRSWC member.
- Use of CMRSWC tools is voluntary.

CMRSWC

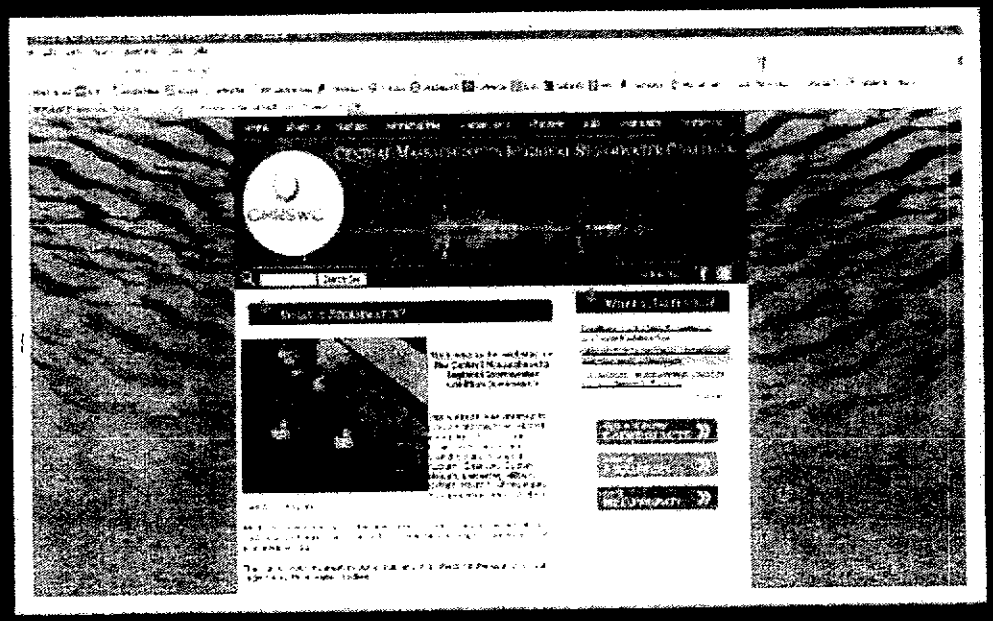
ORIGINAL TASKS FIT INTO THREE CATEGORIES



CMRSWC

COLLABORATIVE EDUCATION AND TRAINING

1. Develop an Educational Website
   www.CentralMAStormwater.org
   We used Virtual Town Hall
   Self-administered by CMRSWC members



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Community Stormwater Solutions- Worcester, MA – November 18, 2015

STANDARDIZED POLICIES AND PROCEDURES (CONT.)

2. 15 Standard Operating Procedures (SOPs)
   - Outfall inspections (wet & dry weather)
   - Catch basin inspections
   - IDDE Tracking & documentation
   - Oil/water separator maintenance
   - Vehicle washing
   - Using field kits and meters
   - …and many more!

Integrated fully into online mapping & inspection platform!

Location:
www.centralmastormwater.org/Pages/crsc_toolkit.aspx

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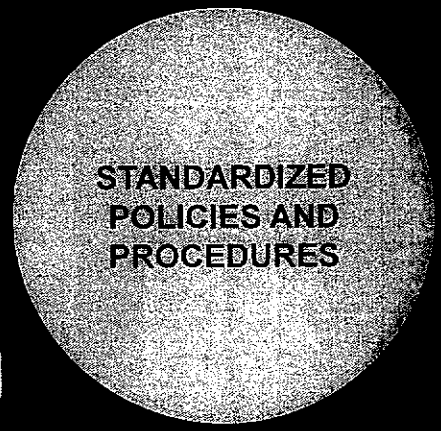
STANDARDIZED POLICIES AND PROCEDURES (CONT)

3. Stormwater Pollution Prevention Plan (SWPPP) Template
   - Appropriate for any municipal facility
   - Interactive Word document= total customization
   - Some appendices included; others will be site-specific



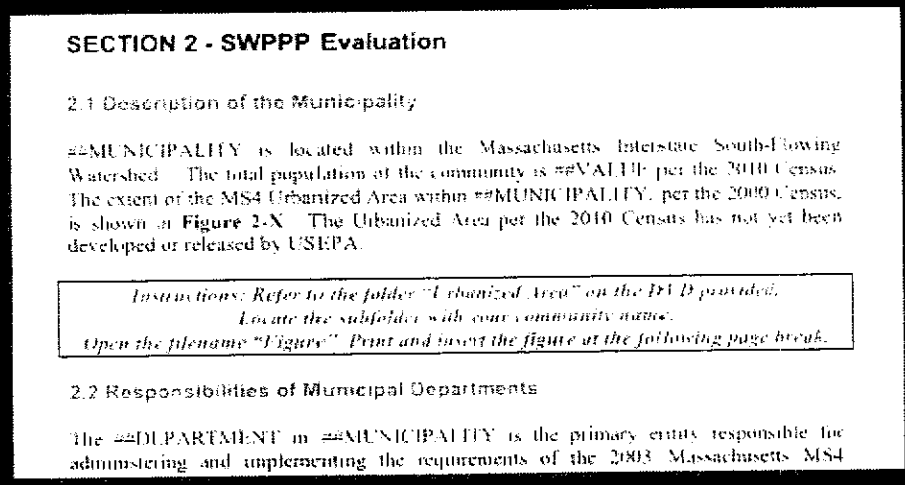
Location:
www.centralmastormwater.org/Pages/crsc_toolbox/SWPPPtemplate

FORMAT OF THE SWPPP TEMPLATE

Word Document:

- # indicates where site or Town-specific information is needed
- Delete what you don't need.
- TOC will automatically update

Instructions: directly in text inside boxes; purple font.



SECTION 2 - SWPPP Evaluation

2.1 Description of the Municipality

##MUNICIPALITY is located within the Massachusetts Interstate South-Flowing Watershed. The total population of the community is ##VALUE per the 2010 Census. The extent of the MS4 Urbanized Area within ##MUNICIPALITY, per the 2000 Census, is shown at **Figure 2-X**. The Urbanized Area per the 2010 Census has not yet been developed or released by USEPA.

Instructions: Refer to the folder "Urbanized Area" on the DVD provided. Locate the subfolder with your community name. Open the filename "Figure". Print and insert the figure at the following page break.

2.2 Responsibilities of Municipal Departments

The ##DEPARTMENT in ##MUNICIPALITY is the primary entity responsible for administering and implementing the requirements of the 2003 Massachusetts MS4

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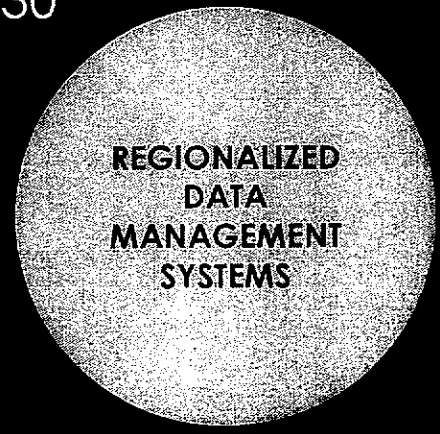
REGIONALIZED DATA MANAGEMENT SYSTEMS

8. Online Database for Data Management
   - Integrated forms developed under "Common Benchmark task"
   - Municipalities can share data
9. Integrated Stormwater Mapping System
   - Existing mapping varied by Town
   - Defined & converted to project standard
   - Integrates stormwater mapping done by all 30 communities.

These two tasks were *envisioned* and *implemented* in two very different ways.



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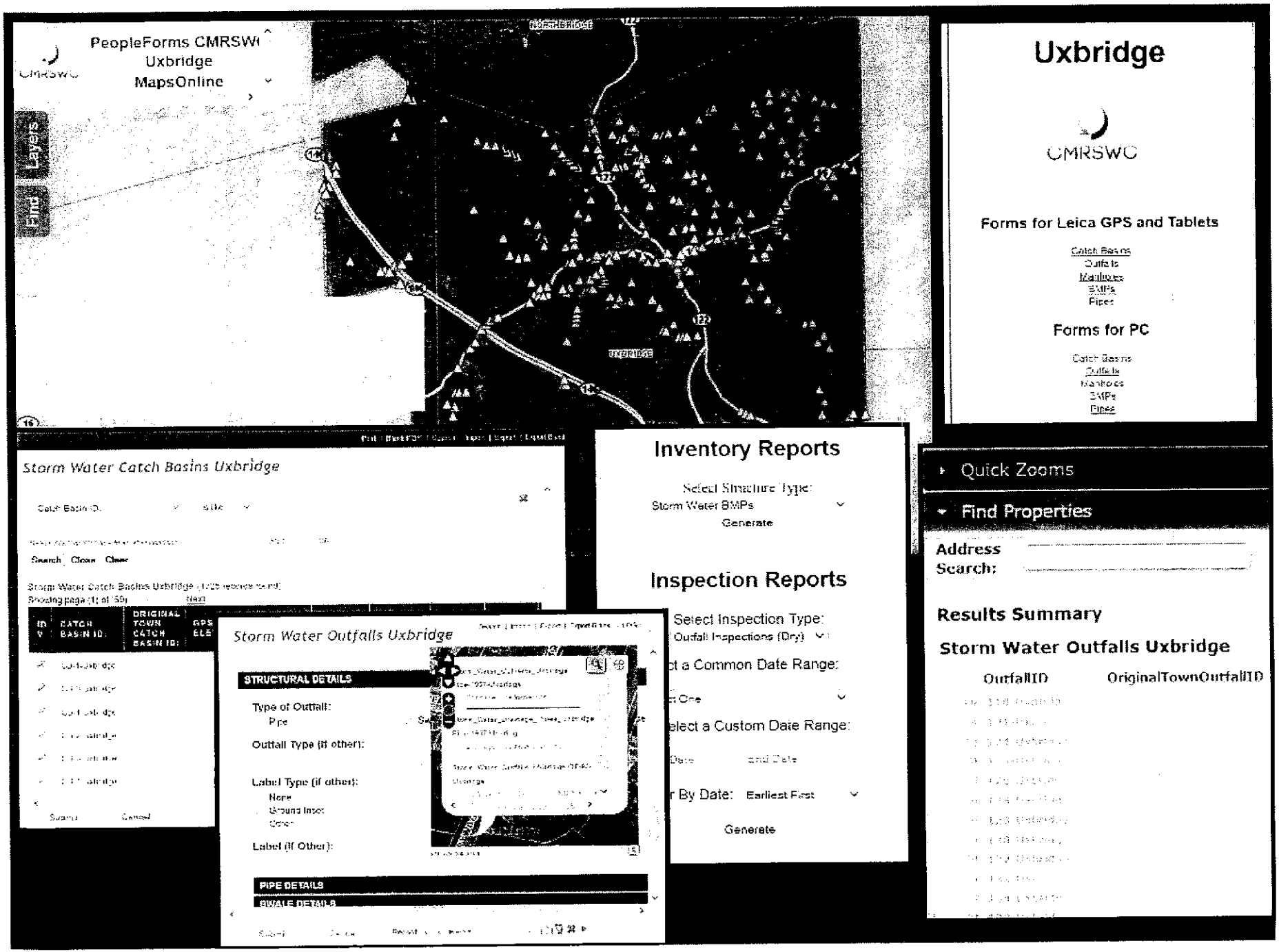
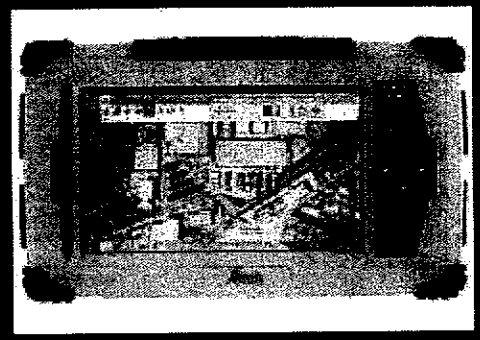

PeopleForms CMRSWC
Uxbridge
MapsOnline
Layers
Find
Uxbridge
CMRSWC
Forms for Leica GPS and Tablets
Catch Basins
Outfalls
Manholes
BMPs
Pipes
Forms for PC
Catch Basins
Outfalls
Manholes
BMPs
Pipes
Storm Water Catch Basins Uxbridge
Search
Clear
Close
Inventory Reports
Select Structure Type:
Storm Water BMPs
Generate
Inspection Reports
Select Inspection Type:
Outfall Inspections (Dry)
Select a Common Date Range:
Select a Custom Date Range:
Generate
Quick Zooms
Find Properties
Address Search:
Results Summary
Storm Water Outfalls Uxbridge
OutfallID
OriginalTownOutfallID
Storm Water Outfalls Uxbridge
STRUCTURAL DETAILS
Type of Outfall:
Pipe
Outfall Type (if other):
Label Type (if other):
None
Ground Inset
Other
Label (if Other):
PIPE DETAILS
SWALE DETAILS

ADDITIONAL PURCHASES

- Leica CS25 GIS devices (2)
  - Connected to RTK satellite network for high accuracy (service paid in advance)
  - Integrated WiFi = connects directly to PeopleGIS platform for real time mapping & inspection



- Field inspection tools
  - Tablet computers: ASUS (Year 1) and Samsung (Year 3)
  - Portable WiFi devices (30)
- Enviroscape displays and educational water quality kits

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EXPANDING COLLABORATION WITH OTHER REGIONAL GROUPS

Collaboration with Other Organizations

1. Informal coordination during first few years
2. In June 2015, five CIC Grant funded groups and the Connecticut River Stormwater Committee (through Pioneer Valley Planning Commission) decided to create a forum for their municipal members to get together
   - Supported by MassDEP
   - A "safe" place to discuss challenges
3. Held a second meeting in September 2015, with many watershed groups in attendance.

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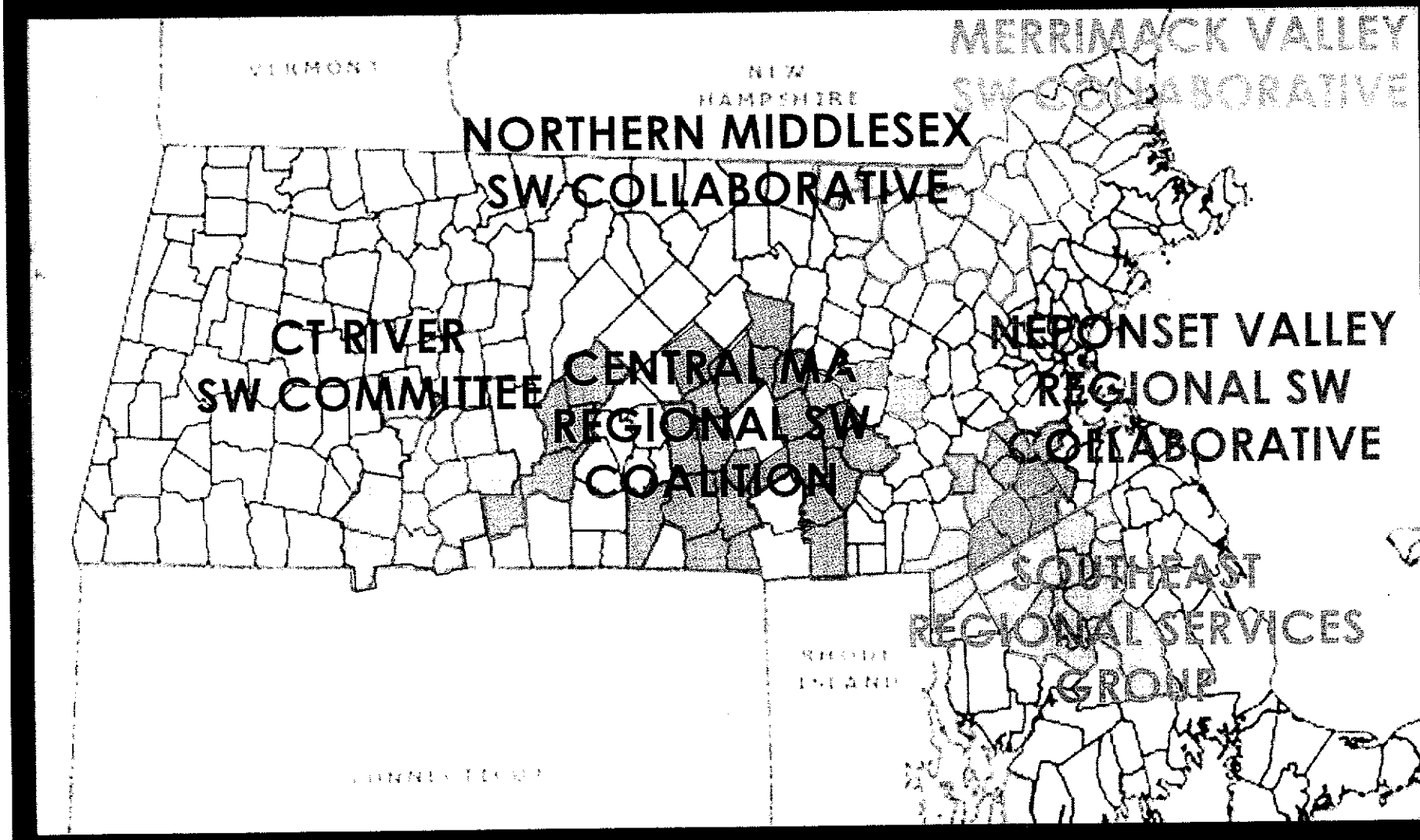
Regional Stormwater Coalitions



DRAFT Goals of the Stormwater Group

Regional Stormwater Groups collaborate to:

1. Share cost information, technical products, field procedures, public education tools, documentation, training opportunities, and other resources.
2. Maximize opportunities to connect with the public about the value of water quality.
3. Eliminate redundant tasks for optimum financial efficiency.
4. Present a powerful, consistent voice on regulatory, legislative, and/or education issues.
5. Strengthen relationships with local and regional stakeholders, non-profits, and professional organizations.
6. Seek and secure appropriate grants and funding.

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Collaboration with Other Regional Efforts

- Presently working to:
  - Define goals/ mission
  - Identify funding for a coordinator
  - Create a charter, operating structure, and decision-making process
  - Get feedback from partner organizations
  - Connect with national resources, like NACWA's National Stormwater Advocacy Network
  - Understand where permit provisions can effectively be tackled as a group

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CONTACT INFORMATION

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Town of Spencer
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agaudette@spencerma.gov

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Ricker
BOS

TA Report

U.S. Department of Transportation
Federal Railroad Administration
One Bowling Green, Suite 429
New York, NY 10004

NEC FUTURE

RECEIVED
NOV 12 2015
BOARD OF SELECTMEN
CHARLTON, MASS

November 10, 2015

Town of Charlton
Rick Swensen
Selectman - Chair
37 Main St.
Charlton, MA 01507

Re: NEC FUTURE Tier 1 Draft Environmental Impact Statement

Dear Rick Swensen:

NEC FUTURE is the Federal Railroad Administration's (FRA) comprehensive plan for improvements to the Northeast Corridor (NEC) rail line from Washington, D.C., to Boston, Massachusetts. The plan will define a long-term vision and incremental approach for improving passenger rail service. As part of this effort, the FRA has prepared a Tier 1 Draft Environmental Impact Statement (Tier 1 Draft EIS), in compliance with the National Environmental Policy Act, and a Draft Programmatic Agreement, in compliance with the National Historic Preservation Act. The FRA is currently seeking public comments on these documents, and will be holding public hearings this winter in each state between Washington, D.C., and Massachusetts.

A priority for the FRA is the participation of the many NEC stakeholders, and in particular, the affected communities, in this historic decision-making process. The selection of a long-term vision and investment program for the NEC will have far-reaching effects on transportation in your community and the entire Northeastern U.S. I would like to invite you to learn more about NEC FUTURE. The enclosed brochure provides an overview of NEC FUTURE. More information, including the full text of the Tier 1 Draft EIS, detailed descriptions of the Tier 1 Draft EIS Action Alternatives, and a list of public hearing dates and locations, can be found on the website at www.necfuture.com.

Finally, I hope you will consider commenting on the Tier 1 Draft EIS by January 30, 2016. NEC FUTURE offers a historic opportunity to shape the future of passenger rail transportation in the Northeast, and input from all sectors of the public is critical to the FRA's decision-making process. We look forward to hearing from you and your constituents during the comment period. Meanwhile, if you have any questions about NEC FUTURE, please contact us at info@necfuture.com.

Sincerely,

Rebecca Reyes-Alicea
NEC FUTURE Program Manager

Enclosure

ICMA UNIVERSITY

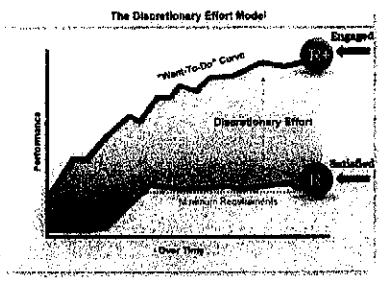
Engagement , Motivation and the Leadership Challenge

Felicia Logan,
Director of Leadership Development
MMMA
November 19, 2015

What is engagement?

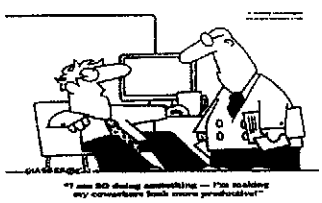
- Engaged employees work with passion and feel a profound connection to their company. They drive innovation and move the organization forward.

Why engage employees?



What is not engaged?

Not engaged employees are essentially "checked out." They may be at the office but are not putting energy or passion into their work.



What is actively disengaged?

- Actively Disengaged employees aren't just unhappy at work; they're busy acting out their unhappiness. Every day, these workers undermine what their engaged coworkers accomplish.

Write the first word that comes to mind when you think about someone at work who is:

- Engaged,
- Not Engaged,
- Actively Disengaged?

®GALLUP'S Q12

01	I know what is expected of me at work.	07	At work, my opinions seem to count.
02	I have the materials and equipment I need to do my work right.	08	The mission or purpose of my company makes me feel my job is important.
03	At work, I have the opportunity to do what I do best every day.	09	My associates or fellow employees are committed to doing quality work.
04	In the last seven days, I have received recognition or praise for doing good work.	10	I have a best friend at work.
05	My supervisor, or someone at work, seems to care about me as a person.	11	In the last six months, someone at work has talked to me about my progress.
06	There is someone at work who encourages my development.	12	This last year, I have had opportunities at work to learn and grow.

As we talk about engagement
what do you notice

1.About the indicators of engaged employees?

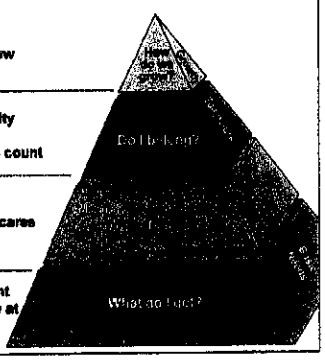
2. Circle the words that stand out for you.

3. What surprises you?

4.What do the indicators make you think about in terms of the kind of organization you want to create?

5.What will the leadership challenges be?

Gallup's Q$^{12®}$ Questions Are Broken Into Four Key Areas Of Engagement



Gallup's Q12
Indicators of Employee Engagement

Q1. I know what is expected of me

Q2. I have the materials and equipment that I need to do my work right

Gallup's Q12 Indicators of Employee Engagement continued

Q3. At work, I have the opportunity to do what I do best every day

Q4. In the last seven days I have received recognition or praise for doing good work

Q5. My supervisor, or someone at work seems to care about me as a person

Q6. There is someone at work who encourages my development

Gallup's Q12 Indicators of Employee Engagement continued

Q7. At work my opinions seems to count

Q8. The mission or purpose of my company makes me feel important

Q9. My associates or fellow employees are committed to doing quality work

Q10. I have a best friend at work

Gallup's Q2 continued

Q11. In the last six months, someone at work has talked to me about my progress

Q12. This last year, I have had opportunities at work to learn and grow

SOME OF GALLUP'S MOST IMPORTANT FINDINGS

Supervisors, Managers and 'Leaders' Play a Critical Role:

- Gallup found that managers who focus on their employees' strengths can practically eliminate active disengagement and double the average of workers who are engaged.
- The generations near the end of their careers and at the beginning tend to be more engaged than those in the middle.

State of the American Workplace Report © 2013 Gallup, Inc.

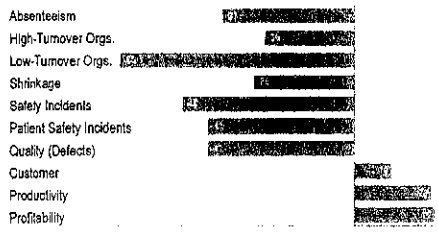
SOME OF GALLUP'S MOST IMPORTANT FINDINGS

Different Types of Workers have Different Issues:

- Millennials are most likely of all to say they will leave their jobs in the next 12 months if the market improves.
- Women have slightly higher overall engagement than men.
- Employees with college degrees are not as likely as those with less education to report having a positive, engaging workplace experience.

State of the American Workplace Report © 2013 Gallup, Inc.

ENGAGEMENT'S EFFECT ON KEY PERFORMANCE INDICATORS



State of the American Workplace Report © 2013 Gallup, Inc.

How do we create the environment that will encourage engagement?

DRIVE: The Surprising Truth About What Motivates Us by Daniel Pink

3 Key Factors:

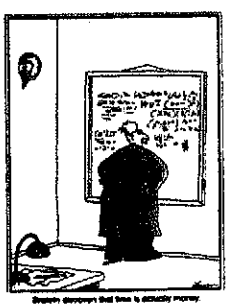
- **Autonomy**
- MASTERY
- Purpose

Autonomy Factors
When, How, Whom, What

- **When they do it** (time) – Consider switching to a ROWE (results-only work environment) which focuses more on the output (result) rather than the time/schedule, allowing employees to have flexibility over when they complete tasks.
- **How they do it** (technique) – Don't dictate how employees should complete their tasks. Provide initial guidance and then allow them to tackle the project in the way they see fit rather than having to follow a strict procedure.
- **Whom they do it with** (team) – Although this can be the hardest form of autonomy to embrace, allow employees some choice over who they work with. If it would be inappropriate to involve them in the recruitment/ selection process, instead allow employees to work on open-source projects where they have the ability to assemble their own teams.

Autonomy Factors

- **What they do (task)** - Allow employees to have regular 'creative' days where they can work on any project/problem they wish – there is empirical evidance which shows that many new initiatives are often generated during this 'creative free time'



Mastery

- **Provide "Goldilocks tasks"** (not too easy, not to hard, just right)
- **Create an environment where mastery is possible**
- **Most important–**
  - **autonomy,**
  - **clear goals,**
  - **immediate feedback and**
  - **Goldilocks tasks.**

Purpose

- **Communicate the purpose** – make sure employees know and understand the organization's purpose goals not just its profit goals. Employees, who understand the purpose and vision of their organization and how their individual roles contribute to this purpose, are more likely to be satisfied in their work.
- **Place equal emphasis on purpose maximization as you do on profit maximization** – research shows that the attainment of profit goals has no impact on a person's well-being and actually contributes to their ill-being. Organizational and individual goals should focus on purpose as well as profit. Many successful companies are now using profit as the catalyst to pursuing purpose, rather than the objective.
- **Use purpose-oriented words** – talk about the organization as a united team by using words such as "us" and "we", this will inspire employees to talk about the organization in the same way and feel a part of the greater cause.

Purpose

a natural desire to contribute to a cause greater and more enduring than themselves

The Athenian Oath

We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City's laws, and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive unceasingly to quicken the public's sense of civic duty. Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us."

Leadership:

Who are you being that allows engagement in your organization?

Leadership

KEY CONCEPTS: LEADERSHIP - THE ART OF POSSIBILITY
Rosamund and Benjamin Zander

- The Art of Leadership is about a new way of being, both individually and together - a new CHANGE CULTURE
- Your life seen as a story you choose to tell - the value of reflection, learning, choice, and practice to realize your next 'chapter'
- Each person has a signature leadership style, gifts, and role - like the orchestra's diverse instruments
- Speak possibility: By recognizing downward spirals and identifying what you could "play" that would make the most difference in your life
- Quiet the inner voice that says "I can't"
- Include others in the journey of possibility
- Look for shining eyes - is your presence enlivening others?
- Enroll every voice in the vision
- Lead by making others powerful (remember, the orchestra conductor doesn't make a sound) - Leadership is teamwork, not solo work
- Everyone gets an "A" to live in to
- First Rule of Leadership . . . Rule #6 - Don't take yourself too seriously!

Questions/Comments?

Additional Information...

ICMA 2016 | SEPT 25-28
KANSAS CITY
102nd ANNUAL CONFERENCE

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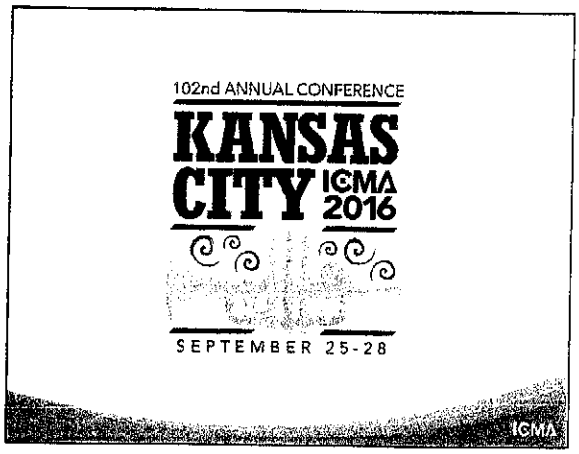
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