

 **COPY**



**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
Tuesday – December 22, 2015 at 6:30pm

Submitted by MCD  
Date 1/11/16  
Received by KL  
Date 1/11/16

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 – December 8, 2015. **Motion by Mr. Szafarowicz to accept the December 8, 2015 meeting minutes. Mr. Singer asked for one correction on page 1 under Community Relations third bulletin, Avya should read Aviya, seconded by Mr. McGrath, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.

IV. Appointments/Resignations:

1. Appointment – Technology Committee. Mrs. Craver stated that attached is a talent bank form from Cheryl Hansen, Library Director seeking to be appointed to the Technology Committee. As the Department Head for the Library, it would be beneficial to have Mrs. Hansen on the committee and the Technology Committee is in agreement. Mrs. Craver would recommend the Board make the appointment. **Motion by Mr. McGrath to appoint Cheryl Hansen to the Technology Committee, seconded by Mr. Szafarowicz, motion carries unanimously.**
2. Appointment – Per Diem Dispatcher. Mrs. Craver stated that attached you will find a request from Chief Pervier to add one additional per diem dispatcher due to his current staff's inability to cover certain shifts on various days. Therefore, in an effort to avoid unnecessary payment of overtime, an immediate need exists to add the requested positions. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and selected Alex J. Johnson who is certified by the Commonwealth of Massachusetts as an Emergency E-911 Dispatcher, holds current certifications in CPR, First Responder, CJIS and Emergency Medical Dispatch. A complete background check and reference check was conducted and revealed that he has a clean record and a solid background and should be considered for the per diem dispatcher positions. Chief Pervier introduced Alex Johnson to the Board. **Motion by Mr. McGrath to appoint Alex Johnson as a per-diem Dispatcher, seconded by Mr. Szafarowicz, motion carries unanimously.**

3. Appointment (3) – Civil Service Permanent/Intermittent Police Officer positions. Mrs. Craver stated that attached is a letter from Chief Pervier asking the Board to appoint the following three candidates to the three available Permanent Intermittent Police Officer positions contingent upon their successful completion of a full medical exam, drug testing, physical abilities test, psychological exam and firearms qualifications with their issued service weapon and certification by the Massachusetts Human Resource Division – Civil Service Unit:  
Timothy Bullock of Charlton, MA, Michael Domingues of Charlton, MA. Michael Fournier of Charlton, MA. Chief Pervier conducted the interviews which involved each candidate being asked a series of seven pre-written questions, a review of their application and individual background checks and a discussion about their individual career goals. Chief Pervier was asked to explain what a permanent/intermittent police officer is. He stated that a permanent/intermittent police officer is a part time position with the town but it's a civil service position. These individuals would be looked at for future appointments once there are openings. **Motion by Mr. Szafarowicz to appoint Mr. Bullock, Mr. Domingues and Mr. Fournier as Permanent/Intermittent Police Officers, seconded by Mr. McGrath, motion carries unanimously.**
4. Appointment (2) – Auxiliary Police Officer positions. Mrs. Craver stated that attached is a letter from Chief Pervier asking the Board to appoint the following two Police Auxiliary Officers to restore the compliment of officers who make up the Charlton Police Department's Auxiliary Police Unit. He has reviewed the current department's pool of Auxiliary Police Officer applicants and has selected and is asking for consideration, the appointment of Rodrigo Araujo of Worcester, MA and Jordan Ryan of Dudley, MA. They are fully qualified and hold all current MPTC and State Certifications which makes them eligible to be considered to fill the open auxiliary police position. A thorough background check has been done and the Chief asserts that they both have clean records. The appointments will also be contingent upon successful completion of a physical and firearms qualification with his duty weapon. **Motion by Mr. McGrath to appoint Rodrigo Araujo and Jordan Ryan as Auxiliary Police Officer for the Town of Charlton, seconded by Mrs. Cooper, motion carries unanimously.**
5. Chief Pervier asked Chairman Swensen to read the following letter: Dear Honorable Board of Selectmen, this letter is to officially notify you that as of December 31, 2016, that I will be retiring from my position as Chief of Police for the Town of Charlton MA. For over twenty-one years and nearly seventeen years as Chief of Police, it has been an honor and a privilege to serve your Board, the Officers and Civilians who make up the rank and file of the Charlton Police Department and the residents of Charlton. Charlton has been an integral part of my life and I am forever grateful for the opportunity to serve alongside of some of the finest men and women who make up the fabric of all of the Town departments. I am also forever in the debt of Retired Charlton Police Chief – Philip J. Stevens, Sr., the Charlton Veterans, the religious community of Charlton and a small contingent of residents, who have supported me over the years and shared my journey. In closing, I ask that among the myriad of requirements and attributes that your board will be tasked with respect to selecting and appointing the 5<sup>th</sup> Chief of Police for the Town of Charlton, that you choose a person who is without reservation, truly committed to serving the Town of Charlton, an individual who will be your sentinel as you embark further into the 21<sup>st</sup> Century. Sincerely, James A. Pervier, Chief of Police. Chairman Swensen said he would regretfully accept his resignation. He was speechless. **Motion by Mr. McGrath to regretfully accept the Chief's resignation, seconded by Mr. Singer, motion carries unanimously.** Mrs. Craver stated that she received the official letter from our Town Accountant who will be retiring effective March 31, 2016. Chairman Swensen stated that both of these employees will be truly missed.

Scheduled Appointments:

**6:45pm** – Public Hearing – Transfer of Class II license. Mrs. Craver stated that attached is a request for a transfer of a Class II license from Mitch Dunn, d/b/a Bay State Auto Sales to Edy Wahib, d/b/a Edward's Used Cars, 31A Southbridge Road, Charlton, MA. This request was forwarded to Building Commissioner Meskus for review. He recommends a stipulation that they comply with the sign bylaw. The current stipulations for Bay State Auto is "26 spaces for retail sales and 5 spaces for employees and customer parking." The stipulations should remain the same for the new licensee. All paperwork has been completed and is in order. The Chairman should open the public hearing by reading the notice as placed in the paper. Mrs. Craver would recommend the Board approve the transfer of license as requested. Chairman Swensen read the notice of public hearing and declared the hearing open at 6:53pm. With no comments or concerns heard, **motion by Mr. McGrath to close the public hearing, seconded by Mr. Singer, motion carries unanimously.** Public hearing closed at 6:55pm. **Motion by Mr. Szafarowicz to approve the transfer of license as requested, seconded by Mr. McGrath.** Mrs. Cooper has a question on the transfer regarding which title he will be using. Will it be Edward's Services or Edwards Used Cars. Mr. Wahib said it will be Edward's Used Cars. Chairman Swensen would ask to **include in the motion that we approve the transfer of license pending compliance with the sign bylaw and keeping the spaces the same. So moved by Mr. Szafarowicz, seconded by Mr. McGrath, motion carries unanimously.**

VI. New Business:

1. Site Plan Application – Griffin Solar, LLC. Mrs. Craver stated that attached is a site plan application submitted to the Planning Board from Waterman Design Associates, Inc. on behalf of Griffin Road Solar, LLC to construct a commercial solar energy generation array network on approximately 11.9 acres of a 44-acre site owned by PCK Realty, Inc. located northerly off of Route 20, southwest of Griffin Road, west of Sullivan Road and southeast of the Mass. Turnpike. (Assessors Map 27, Block C, Parcels 2 and 3) Said property is zoned Industrial-General (IG). You are asked to review and provide any comments to the Planning Board no later than Wednesday, December 30, 2015. Mr. Szafarowicz would ask the Planning Board to do their due diligence for proper barriers for people passing by. Mrs. Cooper noticed that the Town is an abutter to this property and was wondering if the town would want to look into adding solar arrays to that property. Mrs. Craver will look into it.
2. Worcester County Selectmen's Association – membership renewal form. Mrs. Craver stated that attached is the membership renewal form from the Worcester County Selectmen's Association. The fee for renewal is \$50.00. Vice-Chairman Szafarowicz has been the voting member and Selectman McGrath was the alternate. Does the Board wish to join the Worcester County Selectmen's Association again for this year and if so, who would be the voting and alternate voting members. **Mr. Singer would move that we do join again and if Mr. Szafarowicz and Mr. McGrath were open to it, he would keep them as the voting members, seconded by Mrs. Cooper, motion carries unanimously.**

Old Business:

Committee Reports:

Mr. McGrath stated that the Municipal Building Committee is meeting tomorrow morning and gave a brief update on the project.

BOS Policy Review:

Student Selectperson Report – Bailey Ross reviewed her report.

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

XII Other Business:

XIII Next Meeting Announcement:

\* Next Regular Selectmen's Meeting – January 5, 2016

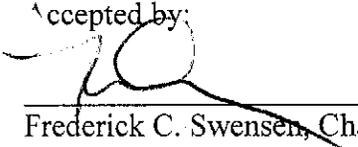
XIV **Adjourn: Motion by Mr. Szafarowicz to enter into executive session at 7:07pm under M.G.L. c. 30A, Sec. 21, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, seconded by Mrs. Cooper. Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – aye, Mr. McGrath – aye, Mr. Singer – aye and Chairman Swensen – aye.** Chairman Swensen declares that an open meeting may have a detrimental effect on the negotiating position of the public body and that the board will reconvene to open session for the purpose of adjourning. Chairman Swensen wished everyone a very Merry Christmas and happy holidays.

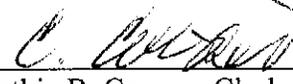
**Motion by Mr. Szafarowicz to adjourn 7:20pm, seconded by Mrs. Cooper, motion carries.**

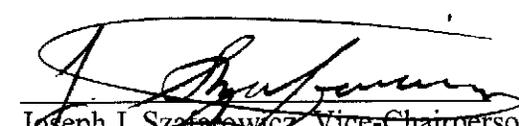
Submitted by:

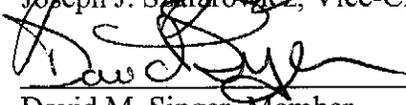
Mary C. Devlin  
Administrative Assistant

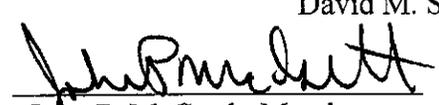
Accepted by:

  
Frederick C. Swensen, Chairman

  
Cynthia B. Cooper, Clerk

  
Joseph J. Szafarowicz, Vice-Chairperson

  
David M. Singer, Member

  
John P. McGrath, Member

**TOWN OF CHARLTON  
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Charlton, MA 01507  
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Phone: (508) 248-2206

Fax: (508) 248-2374

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: December 16, 2015

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 12/22/15

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**BYOB** – At the Board's last meeting during the renewal license discussion, BYOB establishments had inadvertently been omitted on the list. These are not "licenses" and do not need to be approved yearly, but original approval is by the Board. The following are the three establishments in Charlton that have been granted permission to hold a BYOB: J & E's Yankee Diner, Charlton Center Café, Inc. and Coldspring Craft Company. Staff is working with the establishments to make sure their TIP certification is up to date.

**2015 Annual Report** – With the year 2015 coming to an end, we will be starting the process of compiling reports for the 2015 Annual Town Report. Notices will be going out in the next few weeks to all departments/boards/committees and commissions to provide our office with their report and we would ask all to comply with the deadline as it is a very time consuming process.

**Department of Homeland Security** – The Department of Homeland Security released two bulletins, both of which are attached, concerning the National Terrorism Advisory System. Effective immediately, the NTAS will communicate information about terrorist threats utilizing two types of advisories, "bulletins and alerts". Bulletins will provide information describing broader or more general trends and current developments regarding threats of terrorism. They will share important terrorism-related information with the American public and various partners and stakeholders including in those situations where additional precautions may be warranted, but where the circumstances do not warrant the issuance of an elevated or imminent alert. The bulletin will summarize the issue and why it is important for public awareness, outline U.S. Government counterterrorism efforts and offer recommendations to the public on how it can contribute to the overall counterterrorism effort. The two types of Alerts to be used are "Elevated" which is intended to warn of a credible terrorist threat against the United States and its territories that is general in both timing and potential location such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack. An "Imminent" alert is intended to warn of a credible, specific and impending terrorist threat or on-going attack.

MEMA is sharing the following information for general awareness purposes.

The Department of Homeland Security released two bulletins today, both of which are attached, concerning the National Terrorism Advisory System (NTAS). Effective immediately, the NTAS will communicate information about terrorist threats utilizing two types of advisories, "bulletins" and "alerts."

- **Bulletins** will provide information describing broader or more general trends and current developments regarding threats of terrorism. They will share important terrorism-related information with the American public and various partners and stakeholders, including in those situations where additional precautions may be warranted, but where the circumstances do not warrant the issuance of an "elevated" or "imminent" Alert. An NTAS Bulletin will summarize the issue and why it is important for public awareness, outline U.S. Government counterterrorism efforts, and offer recommendations to the public on how it can contribute to the overall counterterrorism effort.
  - The NTAS issues two types of **Alerts**, "elevated" and "imminent." An "**Elevated Alert**" is intended to warn of a credible terrorist threat against the United States and its territories that is general in both timing and potential location such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack. An "**Imminent Alert**" is intended to warn of a credible, specific, and impending terrorist threat or on-going attack.

MEMA encourages stakeholders to read the attached bulletins and to share this information as appropriate.

*Kurt Schwartz*

*Director*

*Massachusetts Emergency Management Agency*

*400 Worcester Road*

*Framingham, MA 01702*

*508-820-2010 (Direct)*

*508-820-2000 (24/7 Communications Center)*

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## Fact Sheet

### Update to the National Terrorism Advisory System

#### **Background: The National Terrorism Advisory System (NTAS)**

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public.

When it was launched, NTAS featured an advisory system that consisted of two types of “Alerts”: Elevated and Imminent. An “**Elevated Alert**” is intended to warn of a credible terrorist threat against the United States and its territories that is general in both timing and potential location such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack. An “**Imminent Alert**” is intended to warn of a credible, specific, and impending terrorist threat or on-going attack. DHS has continuously evaluated intelligence threat streams through the NTAS process since the system’s creation, but it has never issued an Alert because neither the circumstances nor threat streams have risen to the required level or purpose of the system.

In order to determine how DHS can more effectively and quickly communicate information to the public and other partners regarding threats to the homeland in the evolving threat environment, and following discussions with homeland security stakeholders, Secretary Jeh Johnson directed a review of the NTAS to consider possible revisions. Based on this review, DHS is updating the NTAS to add a new form of advisory – the NTAS “**Bulletin**” – to the existing NTAS “Alerts.”

#### **NEW: NTAS “Bulletins”**

DHS will achieve the objective of more flexible, timely, and useful communication with the public regarding terrorist threats through the introduction of an additional component of NTAS to accompany the existing NTAS Alerts: **the NTAS “Bulletin.”** NTAS Bulletins will provide information describing broader or more general trends and current developments regarding threats of terrorism. They will share important terrorism-related information with the American public and various partners and stakeholders, including in those situations where additional precautions may be warranted, but where the circumstances do not warrant the issuance of an “elevated” or “imminent” Alert. An NTAS Bulletin will summarize the issue and why it is important for public awareness, outline U.S. Government counterterrorism efforts, and offer recommendations to the public on how it can contribute to the overall counterterrorism effort.

With the introduction of the Bulletin, NTAS will now consist of two types of advisories: Bulletins and Alerts. As under the existing system, if there is sufficient information regarding a credible, specific

terrorist threat against the United States, such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, DHS will share an NTAS Alert – either Elevated or Imminent – with the American public. The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate, or respond to the threat.

The update to the NTAS announced today will allow us to better achieve the goal of making sure Americans across the country have the information they need to keep themselves and their communities safer. This action is not in response to a specific, credible threat to the homeland, but is a prudent measure to ensure that Americans are better prepared and aware of the evolving terrorist threats.

For more information, visit <http://www.dhs.gov/ntas-frequently-asked-questions>.

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National Terrorism Advisory System

# Bulletin

www.dhs.gov/advisories

DATE AND TIME ISSUED: 12/16/2015 12:00 P.M. ET

## SUMMARY

We are in a new phase in the global threat environment, which has implications on the homeland. Particularly with the rise in use by terrorist groups of the Internet to inspire and recruit, we are concerned about the "self-radicalized" actor(s) who could strike with little or no notice. Recent attacks and attempted attacks internationally and in the homeland warrant increased security, as well as increased public vigilance and awareness.

## DURATION

This Bulletin will expire on  
**June 16, 2016**  
at 11:59 p.m.

## ADDITIONAL DETAILS

- Though we know of no intelligence that is both specific and credible at this time of a plot by terrorist organizations to attack the homeland, the reality is terrorist-inspired individuals have conducted, or attempted to conduct, attacks in the United States this year.
- DHS is especially concerned that terrorist-inspired individuals and homegrown violent extremists may be encouraged or inspired to target public events or places.
- As we saw in the recent attacks in San Bernardino and Paris, terrorists will consider a diverse and wide selection of targets for attacks.
- In the current environment, DHS is also concerned about threats and violence directed at particular communities and individuals across the country, based on perceived religion, ethnicity, or nationality.

## U.S. GOVERNMENT COUNTERTERRORISM EFFORTS

- DHS and the FBI are providing additional guidance to state and local partners on increased security measures. The public should expect an increased presence of law enforcement across communities in the weeks ahead. More stringent security should also be anticipated at public places and events. This may include a heavy police presence, additional restrictions and searches on bags and the use of screening technologies.
- The FBI is investigating potential terrorism-related activities associated with this broad threat throughout the United States. Federal, state, and local authorities are coordinating numerous law enforcement actions and community outreach to address this evolving threat.

## TYPES OF ADVISORIES

### Bulletin

Describes current developments or general trends regarding threats of terrorism.

### Elevated Alert

Warns of a credible terrorism threat against the United States.

### Imminent Alert

Warns of a credible, specific and impending terrorism threat against the United States.

## HOW YOU CAN HELP

- Community leaders, co-workers, friends, and family can help by recognizing signs of potential radicalization to violence. For more information visit:  
<https://nsi.ncirc.gov/>
- Report threats or suspicious activity to the FBI or your local authorities. Contact info for FBI Field Offices can be found here:  
<http://www.fbi.gov/contact-us/field>

## BE PREPARED

- Expect increased security across most U.S. cities and plan ahead to anticipate delays and restricted/prohibited items.
- In populated places, be responsible for your personal safety. Make a mental note of emergency exits and locations of the nearest security personnel. Keep cell phones in your pockets instead of bags or on tables so you don't lose them during an incident. Carry emergency contact details and any special needs info with you at all times. For more visit: <http://www.ready.gov>

## STAY INFORMED

- The U.S. Government will provide additional information about any emerging threat as additional information is identified. The public is encouraged to listen to local law enforcement and public safety officials.
- We urge Americans to continue to travel, attend public events, and freely associate with others but remain vigilant and aware of surroundings while doing so, particularly during the holidays.

**If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.**

The National Terrorism Advisory System provides information on homeland security issues and threats. It is distributed by the Department of Homeland Security. More information is available at [www.dhs.gov/advisories](http://www.dhs.gov/advisories). To receive mobile updates: [www.twitter.com/dhsgov](https://twitter.com/dhsgov)

*If You See Something, Say Something™ used with permission of the NY Metropolitan Transportation Authority.*