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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – January 5, 2016 at 6:30pm

Submitted by MCT  
Date 1/21/16  
Received by XL  
Date 1-25-16

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

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

I. Call to Order:

1. Chairman Swensen called the meeting to order at 6:30pm with the pledge to the flag and a moment of silence for our Assistant Treasurer – Monica Redmond in the loss of her husband, Edgard Nieves.
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. Chairman Swensen started the meeting by wishing everyone a Happy New Year.

II. Consent Agenda:

1. Minutes of Regular Meeting – December 22, 2015. **Motion by Mr. Szafarowicz to accept the December 22, 2015 meeting minutes, seconded by Mrs. Cooper, motion carries unanimously.**

III. Community Relations, Announcements and Open Forum:

- Chairman Swensen read the announcements.
- Chief Pervier came forward and said that on New Year's Eve, an individual was sought from several towns and apprehended in Charlton. As he was detained, he was able to manipulate the door and took flight. For an hour and a half they were using canine and officers in the area. He wanted to thank all the officers from different towns and their use of canine to find this person.

IV. Appointments/Resignations:

V. Scheduled Appointments:

**6:40pm** – Aviya Singer / Certificate of Appreciation – Toys. Mrs. Craver stated that at the Board's December 8, 2015 meeting, Aviya Singer came before the Board and announced that she was holding the toy drive again this year. The gifts collected went to the children at UMASS Medical. The toys go to them for holidays, birthdays, surgeries, etc. They only accept new, unused toys. No stuffed animals are allowed for health reasons. The Board approved her placing a box in the town hall. At the end of the toy drive, Ms. Singer had collected hundreds of toys with help from family, fellow students and residents. We would like to commend her on such a great drive and have invited her here tonight to recognize her and thank her for her work on this for the children in need. Chairman Swensen invited Ms. Singer up and asked her to give some information on the project. Ms. Singer said she collects toys for the children in the hospital and she couldn't do it without the help of everyone. She has been doing this for four years. The hospital was very excited and they were able to give out toys early to the

children in emergency care. Chairman Swensen stated that she has done her family and the town proud and asked her to come forward so the Board could present her with a certificate. The Board congratulated and thanked her.

**6:45pm** – Public Hearing – Municipal Aggregation. Mrs. Craver stated that as you know at the Special Town Meeting held on October 21, 2014, a vote was taken to approve a resolution to seek lower electric rates in a competitive market. She had provided information to the board from Good Energy and was authorized to begin the process with them. The Board is scheduled tonight to hold a public hearing on the Municipal Aggregation documents that have been on file with the Town Clerk's office since December 1, 2015 and the Charlton Public Library since December 2, 2015. The Chairman should open the public hearing by reading the notice as placed in the paper. This hearing is to hear oral comments by citizens on the Aggregation Documents. Chairman Swensen read the notice that was placed in the paper: Notice of Public Hearing, the Charlton Board of Selectmen will hold a public hearing on Tuesday, January 5, 2016 at 6:45pm to accept oral or written comments concerning the municipal aggregation documents that have been on file in the Town Clerk's office on December 1, 2015 and the Charlton Public Library on December 2, 2015. Notification of these plans was also placed on Charlton Cable Access Channel and the Town of Charlton website at [www.townofcharlton.net](http://www.townofcharlton.net). Anyone wishing to be heard on this matter should appear on the date and time specified or submit concerns in writing. He declared the hearing open at 6:45pm. Mrs. Craver acknowledged John O'Rourke in the audience as he is our representative for Good Energy and could answer any questions. Mr. O'Rourke came forward. Chairman Swensen asked if anyone had any questions for Mr. O'Rourke and there were none. Chairman Swensen asked if any comments were received in the office and there were none. **Motion by Mr. Singer to close the public hearing, seconded by Mrs. Cooper, motion carries unanimously.** Hearing closed at 6:47pm. Mr. O'Rourke thanked the Board and Mrs. Craver.

**7:00pm** – Proposed FY2016 Joint CDBG Application. Mrs. Craver stated that as you know, in FY15 we worked with Pioneer Valley Commission on the CDBG Grant which provided funds for the installation of architectural barriers including installing an elevator. This year, FY16, we are working with Central MA Regional Planning Commission as the grant writer to continue the work of Charlton's community strategy goals. A requirement of the grant, the Board must hold a public hearing to discuss and adopt the Community Development Strategy. We have provided an updated draft for your consideration which is in your packets. You will be required to vote to approve the Community Development Strategy tonight in order for the grant to be processed in a timely manner. The Charlton Community Advisory Council has been contacted and informed. Tonight, we have Janet Pierce, new Director of CMRPC and Danielle Mucciarone, Principal Planner at CMRPC joining us. The public hearing has been scheduled for 7:00pm. Mrs. Craver stated that the Municipal Building Committee will be working with the Advisory Committee as well. Janet Pierce and Danielle Mucciarone came forward. Ms. Mucciarone reviewed the process for the grant. Mrs. Cooper asked if the Community Compact information is included and Mrs. Craver stated that it is not as of yet but it should be included. Mrs. Cooper also noticed a small typo which should read Fay Mountain Farm not Bay. Mr. Singer noticed that one of the items pointed out was that the water resources and wildlife habitat were being threatened but there is no specific area. He is hoping things will focus in this area to protect the town. Chairman Swensen asked if we have to hold a public hearing on this and Ms. Mucciarone said this just needs to be discussed at a public meeting. In the future, there will be a public hearing to approve all the application components. Mrs. Craver explained that we are doing this with Leicester and they held their public hearing last night. Mrs. Craver acknowledged who was present in the room. **Motion by Mr. Szafarowicz to adopt the Community Development Strategy including the Community Compact Information, seconded by Mrs. Cooper, motion carries unanimously.** Mrs. Craver asked if Curt Meskus and Ralph Fiske could come up and give an update on where we are at now on the project. Mr. Meskus provided the board with photos of the construction project. Things are

starting to happen. The precast Arch was installed and is covered up to keep it warm. Mr. Fiske said the process is going at its pace. Chairman Swensen thanked Mr. Fiske for his service to the town. Mrs. Craver said to combine these components, we need to get the estimates and Mr. Meskus is working on that. Mrs. Craver asked Ms. Mucciarone what the time frame is for us to get the scope of services to her. Ms. Mucciarone said she would attend the meeting on Thursday morning as it would be ideal to have everything they need by Thursday. Chairman Swensen thanked the employees for working with this.

VI. New Business:

1. Request for Common Victualler License – Champion Pizza. Mrs. Craver stated that attached is a request for a Common Victualler’s license from Champion Pizza, 9B City Depot Road. They have been in business for a few years and were never advised to seek this license from the Board. They have filed the proper paperwork and she would ask the Board to approve this request. **Motion by Mr. Singer to approve the request, seconded by Mr. Szafarowicz, motion carries.**
2. FY17 Budget Calendar – Mrs. Craver stated that attached is the FY2017 Budget Calendar for the board’s consideration. As requested by the Charlton By-Law, the annual Town Election will be held on the first Saturday in the month of May – May 7, 2016 and the annual Town Meeting will be held on the third Monday in May – May 16, 2016. Budget requests have been sent to Departments with budget request forms including a 5 year Capital Budget Form. She is asking the Board to approve the FY2017 Budget Calendar as presented. The Board, if this calendar is accepted, will open the Annual Town Meeting Warrant at your next regular meeting. The warrant is scheduled to close March 15<sup>th</sup>. **Motion by Mr. Szafarowicz to approve the FY2017 Budget Calendar as presented, seconded by Mrs. Cooper, motion carries unanimously.**

VII. Old Business:

1. Police Details update. Chief Pervier came forward and provided the board with an updated list of outstanding police details. He stated that since he’s met last time with the Board, the old debt is going down and they will continue to work on businesses and the communities. He stated that the temp that he has, has been working on these. Mrs. Craver said she’s not seeing anything on 2015 and Chief Pervier responded that he does not have that tonight. Chairman Swensen asked the Chief if he, once he gets this cleared, can he keep up with it with the staff he has or does he need someone like Oxford has. Chief Pervier said he would like someone for 8 – 10 hours going forward and he would put this in his budget. Mr. Singer asked if we could get a whole dollar amount for 2015. Mrs. Craver would like a breakdown. Chief Pervier will send it. Mrs. Craver asked if the Chief is hopeful on collecting the old debt or is it something that the Board will have to go to town meeting for funding. Chief Pervier is not sure yet. He is waiting to hear from some of the big companies. He thanked the Board for allowing him to have the temp worker, it has made a big difference. Mrs. Craver asked Chief Pervier if he could just give us a list with collectables on it and he said yes. The Board thanked the Chief.
2. Community Compact. Mrs. Craver stated that she attended the signing of the Community Compact for the Town of Charlton on December 17<sup>th</sup>. As you know, we were approved for three grants in the following categories:  
*Financial Policies: Sound financial policies provide important structure and consistency around local fiscal policy decisions and are documented and adhered to. This best practice is achieved by evidence of documented fiscal policies including reserve levels, capital financing and use of Free Cash.*  
 Next Steps: The Division of Local Services’ Technical Assistance Bureau (TAB) will work with the Town to formally document financial policies and procedures. Zack Blake

(blakez@dor.state.ma.us) has been in touch with my office and we expect this project to begin in 2-3 months.

*Water Resource Management: There is a plan to supply and conserve water, manage stormwater, and treat and reuse wastewater; The MA Water Conservation Standards are being implemented; Municipal regulations promote green infrastructure and the use of low impact development techniques; An Enterprise Fund or other mechanism is in place to fund maintenance and replacement of water infrastructure.*

□ Next Steps: The Commonwealth will provide Charlton with a Community Compact grant to hire a consultant to assist Charlton in identifying and developing policies needed to become its own public water supply system. She is in the process of getting them information in order to give us the contract and will work with the Water/Sewer Commission on this grant.

*Sustainable Development/Land Protection: There is a Master, Open Space and Recreation, or other Plan to guide future land conservation and development; Smart growth consistent zoning has been adopted (e.g. techniques in the MA Smart Growth/Smart Energy Toolkit); Investments in infrastructure and land conservation are consistent with the MA Sustainable Development Principles.*

□ Next Steps: The Commonwealth will provide Charlton with a Community Compact Grant to hire a consultant to work with the Town to update its open space plan. CMRPC will be providing the work on this project. Mrs. Craver thanked the efforts of the Governor and Lt. Governor.

VIII Committee Reports:

IX BOS Policy Review:

Mrs. Cooper looked at two policies that we have. One was staff badges and she would recommend no changes to the policy. The second one was personnel modification and/or additions and she would recommend no changes. The Board agreed.

X. Student Selectperson Report – Bailey Ross reviewed her report.

XI Town Administrator Report: Mrs. Craver reviewed her report. She added that she got in touch with Erin Brokovitch and she has referred an attorney who has an interest in talking to us about our negotiations with Exxon and she is meeting with him tomorrow.

XII Other Business:

XIII Next Meeting Announcement:

\* Next Regular Selectmen's Meeting – January 19, 2016

XIV **Adjourn: Motion by Mr. Szafarowicz to enter into executive session at 7:37pm under M.G.L. c. 30A, Sec. 21, #1 – to discuss the reputation, character, physical condition or mental health rather than professional competence of an individual or discuss the discipline or dismissal of, or complaints or charges against a public officer, employee, staff member or individual, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and #6 – to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mrs. Cooper. Roll call vote taken: Mr. Szafarowicz – aye, Mrs. Cooper – aye, 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.

**Motion by Mr. Szafarowicz to adjourn 8:20pm, seconded by Mrs. Cooper, motion carries.**

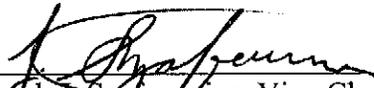
Submitted by:

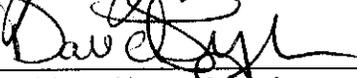
Mary C. Devlin  
Administrative Assistant

Accepted by:

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Frederick C. Swensen, Chairman

  
\_\_\_\_\_  
Cynthia B. Cooper, Clerk

  
\_\_\_\_\_  
Joseph J. Szafarowicz, Vice-Chairperson

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

  
\_\_\_\_\_  
John P. McGrath, Member (absent)

**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: December 30, 2016

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/5/16

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**WRRS** – We have received an invitation from the Worcester Regional Retirement System to attend a meeting on Thursday, January 14, 2016. This meeting is for an important update as well as the FY2017 assessments being released. If any Selectmen are interested in going, please let me know.

**Police Chief hiring process** – I am reviewing the Police Chief hiring process options and expect to have materials for your review at you next regular January 19, 2016 meeting.

**2015 License renewals update** – I am happy to report that all 2015 license holders except for one, have complied with what was needed to renew their licenses. The police department is checking to see if Rte. 169 car sales is still in service.

**Board of Health office** – The Board of Health office is now under the direction of Jim Philbrook. Due to the turnover in the office, there was much to do to reorganize it. I'm happy to report it is up and running more smoothly at this time. A special thank you to Jim Philbrook for his leadership as well as Terri Gough, Carl Ekman and Gail Audette (Senior Tax Workoff) who have helped to clean, inventory and organize the entire department for the better. Residents have been very pleased with the changes.

Robin

**Commonwealth of Massachusetts**  
*Worcester Regional Retirement System*

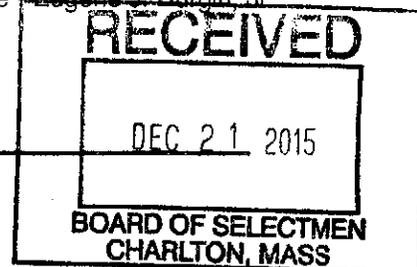
Kevin P. Blanchette • Chairman/CEO

Board Members: Carol A. Baron • Pauline M. Lajoie • Michael J. Donoghue • Eugene J. Durgin, Jr.

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**INVITATION**

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To: Treasurers, Selectmen, Finance Committees, School Committees, Commissioners, Town Administrators, Superintendents, and Chiefs

From: Kevin Blanchette, Chairman/Chief Executive Officer

Subject: Annual "State of the Worcester Regional Retirement System" Meeting  
Worcester Regional Retirement Advisory Council

Date: **Thursday, January 14, 2016**  
**Doubletree Boston/Westboro, 5400 Computer Drive, Westborough, MA 01581**  
**8:30 AM Continental Breakfast**  
**9:00 AM Meeting**

Please accept this invitation to join us for an important update from the Worcester Regional Retirement System.

- **Linda Bournival**, of KMS Actuaries LLC will review our actuarial valuation and discuss the Annual Appropriation.
- **Michael Trotsky**, Executive Director of the Massachusetts Pension Reserve Investment Management Board, and **Paul Todisco**, St. Client Services Officer will present an update of the fund performance for 2015.
- **James Lamenzo**, the State Actuary from the Public Employee Retirement Administration Commission, will discuss funding issues and options.

**In addition, FY 2017 assessments will be released.**

I am hopeful that your schedules will allow you to attend this important meeting on Thursday, January 14, 2016. Please confirm your attendance by calling the Worcester Regional Retirement System office by January 7, 2016 @ (508) 832-6314 or email: [rosemary@worcesterregionalretirement.org](mailto:rosemary@worcesterregionalretirement.org)

*Commonwealth of Massachusetts*  
*Worcester Regional Retirement System*

Kevin P. Blanchette • Chairman/CEO

Board Members: Carol A. Baron • Pauline M. Lajoie • Michael J. Donoghue • Eugene J. Durgin, Jr.

**“IMPORTANT NOTICE”**

Please note that the member units who wish to receive a more detailed breakout of your FY17 Assessment for enterprise funds, water, sewer, light departments, etc. should request this in writing by January 14, 2016. We will coordinate these reports with our Actuary to minimize confusion and added costs.

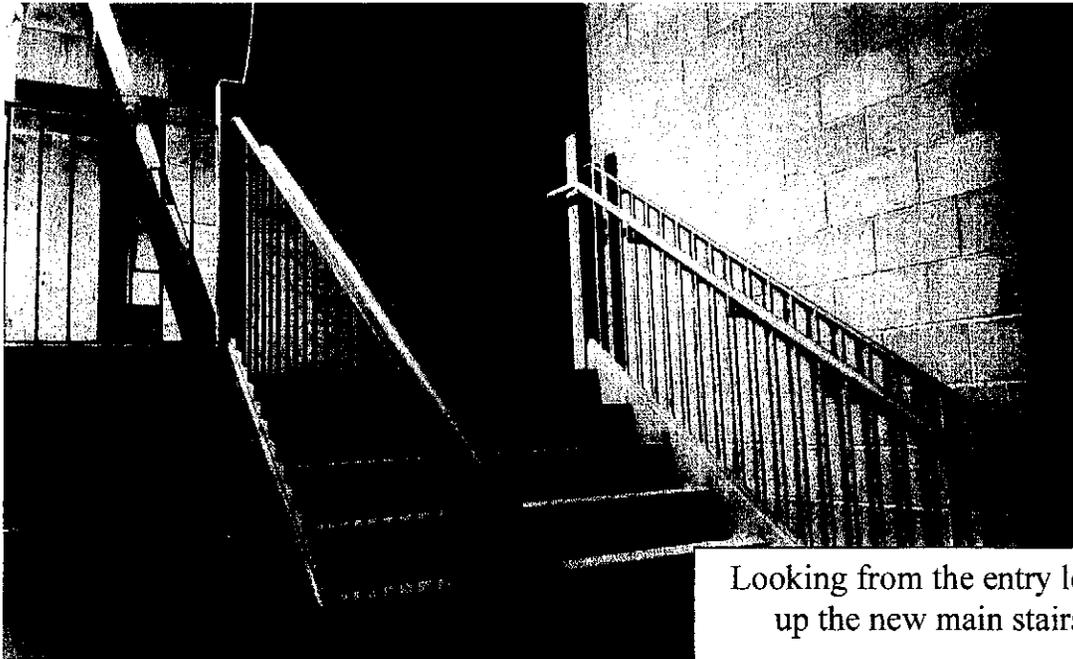
**Thank you for your cooperation!**



Precast Arch being installed



Looking from the lower level up  
the stairs to the new front door



Looking from the entry level  
up the new main stairs



Looking from the Senior  
Center south wall up the ramp