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TOWN OF CHARLTON  
Minutes of Regular Selectmen's Meeting  
Tuesday – February 16, 2016 at 6:30pm

Submitted by MLD  
Date 3/17/16  
Received by KL  
Date 3-17-16

Present: Vice-Chairman – Joseph J. Szafarowicz, Clerk – Cynthia B. Cooper and Member – John P. McGrath. Also present: Town Administrator - Robin L. Craver. Absent: Chairman – Frederick C. Swensen, Member – David M. Singer 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 Szafarowicz called the meeting to order at 6:30pm with the pledge to the flag.
2. Chairman Szafarowicz 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 – February 2, 2016. **Motion by Mr. McGrath to accept the February 2, 2016 meeting minutes as printed, seconded by Mrs. Cooper. Mrs. Cooper said she would like to make one correction, on the discussion of Denfield Road, she did not mention lighting, she mentioned the possibility of one way which she would like corrected in the minutes. Vote on motion: motion passes.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Mrs. Craver stated that under the Mass DOT Highway Division, she received a call from Mass DOT, they will be discussing locations at where u-turns will be allowed. They are looking at adding a signal at an area.
- Bill Girasuolo from 2 Denfield Road came forward. He said closing Guelphwood Road is making Denfield more dangerous. There are blind turns on the road and it's too narrow. Chairman Szafarowicz asked the Town Administrator to make sure the Highway Superintendent gets those comments.
- Jim Falzone, Denfield Road came forward. He said he asked a question a few weeks ago about putting in a solar lighting system and asked if the Board has considered this at all. Mrs. Craver stated that the board was going to look at that when they do the site walk. She said Mass DOT was invited to join in on the site walk and see if they have any suggestions for this problem. Mr. Falzone also asked if there has been any discussion with Southbridge about breaking up the dam and Mrs. Craver said she has no information on that. Mr. McGrath stated that he has seen some comments from Southbridge and they are not in favor of that. He said it would take time to come up with the proper solutions.
- Don Konopacki from 15 Denfield Road said this is obviously a very dangerous problem. The safest thing is to open Guelphwood Road. He said in the winter, unless you have four wheel drive, you get stuck on Denfield Road. He said the solution is to fix the road.

- Joe and Karen Spiewak came forward from 90 Osgood Road. Ms. Spiewak asked if the board could monitor the health of the residents in town regarding the water issue. She feels moving forward, the town needs to monitor it. Mrs. Craver will have discussions with the Board of Health.

IV. Appointments/Resignations:

1. Municipal Hearings Officer and Alternate(s) Hearings Officer. Mrs. Craver stated that as part of the Massachusetts Fire Safety Act of 2004, the Legislature enacted M.G.L. c. 148A which allowed for the issuance of citations for certain violations of the State Building and Fire Code by state and local code enforcement officers. In order to participate in the citation process, cities/towns must appoint a certified hearings officer. Citations written by local code enforcement officers which are appealed, are heard before a municipal hearings officer. This municipal hearings officer is appointed by his or her municipality to conduct such hearings. In order to serve as a municipal hearings officer, an individual must receive training provided jointly by the Officer of the Attorney General and the Massachusetts Municipal Lawyers Association. With that said, the Department of Fire Services will be offering a training for those communities who did not initially participate or who have a need to appoint a new or additional hearings officer. I have signed myself up as well as my assistants, Kara Hmielowski and Mary Devlin to attend the training on March 21, 2016. She asked the Board to appoint her as the Hearings Officer and Kara Hmielowski and Mary Devlin as the Assistant Hearings Officers. **Motion by Mr. McGrath to appoint Robin Craver as the Hearings Officer for the Town of Charlton and for Kara Hmielowski and Mary Devlin as the Assistant Hearings Officers, seconded by Mrs. Cooper, motion passes.**

V. Scheduled Appointments:

**6:40pm** – Appointment of Planning Board Alternate. Mrs. Craver stated that we have been notified by the Planning Board that Carl Hultgren, an alternate member on the Planning Board can no longer serve on the board due to personal family scheduling issues. The opening was placed on cable and the town's website. One request was received from Peter Boria. Mr. Boria is also an alternate member on the EDC and there is no regulation stating he can't be on both boards but he has noted that if the Board of Selectmen does not approve both positions, he would resign his EDC alternate seat as he is more interested in serving in the Planning Board alternate seat if a choice had to be made. The Planning Board is recommending the appointment of Mr. Boria to fill the open alternate position. The vote for appointment must be done jointly and by roll call vote of both boards. Present from the Planning Board: Peter Starkus, Jean Vincent and Ross Lemansky. Also present: Peter Boria. **Motion by Mr. McGrath to appoint Mr. Boria as the Planning Board Alternate, seconded by Mrs. Cooper. Motion by Mrs. Vincent to appoint Peter Boria as the Planning Board Alternate, seconded by Mr. Lemansky. Roll call vote taken: Mrs. Cooper – aye, Mr. McGrath – aye and Chairman Szafarowicz – aye. Roll call vote of the Planning Board: Mrs Vincent – aye, Mr. Lemansky – aye and Chairman Starkus – aye. Motion passes unanimously.** The Board thanked Mr. Boria for stepping up.

**6:45pm** – Animal Control Officer/Animal Inspector. On hold until next meeting.

VI. New Business:

1. Highway Department

(1) Snow Storm Emergency Situation. Mrs. Craver stated that last Friday Highway Superintendent Foskett contacted her with a situation he was unsure how to handle. He has contractors who drive their own vehicles and he has temporary employees he calls in for storms to drive town trucks. The Board of Selectmen appoints the employee drivers. Mr. Foskett asked if he could put a contractor, whose vehicle had broken down, in a town truck so he could finish his route? If so,

would driving the town truck make him an employee- or should he be hired for that time as an employee? How should his pay be adjusted? This was an emergency situation because the Highway Department was down already two drivers. She contacted Attorney Cosgrove for a response. Attorney Cosgrove stated that since the town is reportedly in a position where it cannot reasonably assure that its roads will be timely and safely cleared unless it engages in a private person to drive a town highway department vehicle, in his opinion it would be best for the Highway Superintendent to hire that person as a one-day employee of the town for that purpose. He advised that she check with Chairman Swensen and for him to authorize the superintendent to hire this person on a one-time basis just for that day and that person be paid the regular daily rate for such one-day temporary employee and to apprise the Board at its next meeting of the situation which she did contact Chairman Swensen and he did just that. Attorney Cosgrove suggests the Board adopt a policy to cover such eventualities. With that said, she would ask the Board to revise the Board of Selectmen's: Snow Plowing Policy to include a Snow Plow Driver section and inserting: "In emergency situations, the Town Administrator is authorized to appoint temporary special plow drivers". **Motion by Mr. McGrath that in the snow plowing policy, we include a Snow Plow Driver section and by inserting: in emergency situations, the Town Administrator is authorized to appoint temporary special snow plow drivers, seconded by Mrs. Cooper.** Mr. Szafarowicz asked what the pay is and Mrs. Craver stated that it's the same for temporary plow drivers. He asked if they would be covered under town insurance and Mrs. Craver stated that yes, they would be covered as an employee and covered under the town insurance. Mr. Foskett stated that this is very rare but he had two men out. This gives him an avenue to get the job done. **Vote on motion: motion passes unanimously.**

(2) Request to declare snow emergency. Mrs. Craver stated that we have received notice from Gerry Foskett, Highway Superintendent that as of February 10, 2016, the snow and ice account is close to being exhausted, therefore he is asking the Board to approve deficit spending in the Snow and Ice account as authorized by MGL Chapter 44, section 31D which would allow for the snow and ice removal operations to continue. If approved, the Finance Committee will also need to vote on this issue before the account can be overspent. **Motion by Mr. McGrath to approve deficit spending for the snow and ice account, seconded by Mrs. Cooper, motion passes.**

2. Letter from Mass Senate regarding FY17 budget. We received a letter from Senator Anne M. Gobi regarding the FY17 budget. Senator Gobi states that the Governor released his budget proposal on Wednesday, January 27th which can be accessed online at <http://www.mass.gov/bb/h1/fy17hl/>.

A few of the highlights include the following increases over FY16 spending:

- \* Unrestricted local aid funding by 4.3%, for Charlton that is an additional \$57,429;
- \* Chapter 70 funding for local schools by \$72.1 million; for DCRSD the increase is \$77,240
- \* Workforce training by \$20.6 million;
- \* Career technical skills programs by \$3.1 million;
- \* Opioid-related annual spending by \$40 million since November 2015;
- \* DCF by \$30.5 million in new annual spending;
- \* Early Education child care vouchers by \$12.6 million; and
- \* Fun and safe summer program at DCR, started in Summer 2015, by \$300,000.

The next step in the process is for the House and Senate to complete their versions of the budget. The House and Senate Ways and Means committees have not yet set their budget hearing schedule. Typically, there are two hearings to be held at the State House with eight subsequent hearings to be held around the Commonwealth. At these hearings, the Executive Office of Administration and Finance will formally present the Governor's budget and the panel will accept testimony from his administration, constitutional officers and other independent agencies. Senator Gobi has asked if the board would like to submit written testimony and she assures that the House and Senate Chairs and their staff will receive the information. The House typically releases their

budget on or about April 15th with debate scheduled the last week in April. The Senate budget will follow with a mid-May release and debate concluded by the end of the month. Senator Gobi will be meeting with the Senate Ways and Means Chairwoman Karen Spilka in the coming months to discuss her budget priorities. What are the Board's wishes? Mr. McGrath stated that one thing that really impacts our budget is school transportation. Mrs. Craver suggested if the board sends a letter now to ask for a joint resolution and the board agreed.

VII. Old Business:

1. Exxon Mobil – expanded water testing. Mrs. Craver stated that attached is a copy of a letter from the Department of Environmental Protection Agency to Exxon Mobil Corporation regarding additional sampling of 45 potable private wells from Main Street to Bond Road within 60 days of the date of their letter. The reason for their request is due to the continued detections of methyl-tert-butyl ether (MTBE) along Old Worcester Road and the lack of assessment to the south of Old Worcester Road. The potable wells are to be sampled and laboratory analyzed for the following gasoline-derived volatile organic compounds (VOCs) only; MTBE, tert-Butyl alcohol and tert-Amyl methyl ether (TAME) via EPA Method 524.2. We have received several calls from residents that wish to be included in this testing that are not currently on the list. Also attached is a map created by Rob Lemansky that depicts the possible expansion of the plume for 6W and LaMountains/Exxon. Not included in this map are any properties affected by Honey Farms. Mrs. Cooper asked if there are residents in the area that are still concerned that they are not being sampled, who should they contact? Mrs. Craver stated that they could contact her and she will notify DEP. They are the ones that can make the request to expand the testing. Mr. McGrath feels its time for Exxon Mobil to step up to the plate and fix the damage they have done to our town. Mrs. Craver stated that she is aware of a second letter that DEP sent to Exxon to start testing the residents within 60 days and they haven't heard from Exxon at all.
2. Good Energy contract. Mrs. Craver stated that at the Board's November 24, 2015 meeting, the Board authorized her to enter into discussions with Good Energy and to start the documents. At the Board's January 5, 2016 meeting, a Municipal Aggregation hearing was held with no comments being heard. Tonight she brought for their approval, the contract for Good Energy. The contract states that the Municipality is seeking to become a "Municipal Aggregator" in order to facilitate the provision of electric power services and related energy services, either separately or bundled, for the Municipality's own use and for use by residential and non-residential customers within the Municipality's geographic boundaries. The Municipality desires to engage service provider to perform professional consulting services for Municipality in relation to the creation, authorization, implementation and management of its municipal aggregation plan as defined by and in compliance with all applicable provisions of Section 134 of Chapter 164 of the General Laws of Massachusetts as amended, and other applicable statutes, regulations and precedent and Service Provider desires to perform the Services as defined and desires to be so engaged. She has reviewed the contract and would recommend the Board approve. **Motion by Mrs. Cooper to approve the contract for Good Energy, seconded by Mr. McGrath, motion passes.**

VIII Committee Reports: Mr. McGrath stated that the Municipal Building Committee met two weeks ago and the project is moving forward. It looks like it will be completed in mid-March.

IX BOS Policy Review:

X. Student Selectperson Report – Not present.

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

XII Other Business:

Mrs. Craver stated that we just had a Millennium Committee meeting. As we are working on the Community Compact, the Board of Assessors is requesting that we do a financial audit. **Motion by Mr. McGrath to contact the Mass DCR to come in and take a look at our financial practices and include a financial audit, seconded by Mrs. Cooper, motion passes.**

Site plan applications – LSE Cygnus, LLC – Mrs. Craver stated that today, we received the attached site plan application from the Planning Board. These site plan applications were submitted by CivilTech, Inc. on behalf of LSE Cygnus, LLC to construct commercial solar energy generation arrays as follows:

- the first proposal consists of a 1.0 Megawatt field array designed in two sections on approximately 3 acres of a total 66.46 acre site located off of Brookfield Road. (Assessors Map 28, Block A, Parcel 8 and Assessors Map 16, Block A, Parcel 2). Said property is zoned Agricultural (A).
- the second proposal consists of a 0.5 Megawatt field array on approximately 3 acres of a total 18.96 acre site located easterly off of Center Depot Road (Assessors Map 18, block A, Parcel 18) said property is zoned Agricultural (A). The Board is asked to review and provide any comments you may have no later than Wednesday, February 24, 2016. Mr. McGrath stated the normal comments so that the people surrounding it won't have to look at it.

XIII Next Meeting Announcement:

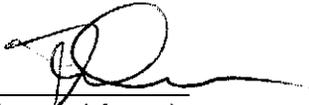
- \*Denfield Road site visit – Wednesday, February 17, 2016 at 9am
- \* Monday, February 22, 2016 at 6:30pm, Charlton Middle School, Rt. 20 reconstruction project discussion
- \* Tuesday, February 23, 2016, 6:30pm, Selectmen's Meeting Room – Board of Selectmen workshop.
- \* Next Regular Selectmen's Meeting – March 1, 2016

XIV Adjourn: **Motion by Mr. McGrath to enter into executive session at 7:28pm 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: Mrs. Cooper – aye, Mr. McGrath – aye and Chairman Szafarowicz – aye.** Chairman Szafarowicz declares that an open meeting may have a detrimental effect on the negotiating position of the public body and that the board will reconvene to open session for the purpose of adjourning.

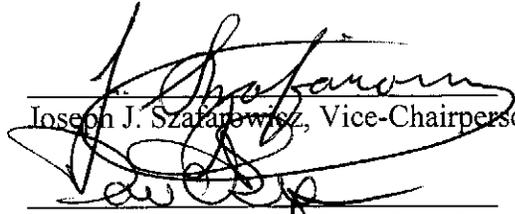
**Motion by Mrs. Cooper to adjourn 8:21pm, seconded by Mr. McGrath, motion carries.**

Submitted by:  
Mary C. Devlin  
Administrative Assistant

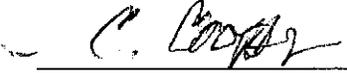
Accepted by:



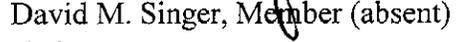
Frederick C. Swensen, Chairman (absent)



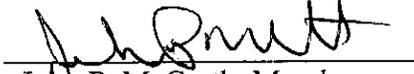
Joseph J. Szafarowicz, Vice-Chairperson



Cynthia B. Cooper, Clerk



David M. Singer, Member (absent)



John P. McGrath, Member

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: February 11, 2016

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 2/16/16

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**Leaders Breakfast** – We have been notified that the Leaders Breakfast scheduled for Friday, February 12, 2016 has been rescheduled to Tuesday, February 23, 2016 at 9am at Shepherd Hill.

**Solar** – I've attached a copy of a site plan approval for a solar project. Staff had inquired with the Town Planner about the barriers, if all solar site plan requests are required to have it. The answer was that each site plan is reviewed and if the need is there for any type of barriers, it is added. They are done on a case by case basis. In the copy attached, page 2, number 6 shows that this particular site plan was required to place arbor vitae landscaping buffer and the 10 foot high stockade dark brown fence. I bring this to your attention because you request on some of these site plans that barriers be required.

**Board of Health Administrative Assistant** – At the Board's last meeting, Selectman David Singer asked me to see if the Board of Health Administrative Assistant was working and if the 19 hours a week was enough. Jim Philbrook, Health Director stated that she is working out wonderfully. She is adjusting well to the position and has already conducted a comprehensive update of the entire budget and has created a step by step process to streamline the permits that are received through their office. She is also working on the update of the current files in their computer system for easy access. These are just a few of the tasks that she is handling. There is a letter attached with more information.

**Environmental Bond Bill** – Senator Gobi has set up a meeting at DEP with the Under Secretary Dan Seeger to discuss the Environmental Bond Bill. It is my hope that we will be able to talk about the use of some of those monies for a waterline in the landfill area. Perhaps there is a way of moving quickly to get public water to them using matching funds with the Town of Southbridge and Casella. I will also inform them of our water studies and make sure the Secretary knows the water issues we are trying to manage. We will continue trying to get the whole bill funded in order to find a way to have a comprehensive plan for Charlton and our own viable water system.

**Dudley Woman's Club – catwalk** – The Dudley Woman's Club has invited me to join their 8<sup>th</sup> Annual Fashion Show on Sunday, April 3 at Point Breeze Restaurant in Webster as a model. This community event is the club's primary fundraiser and the proceeds fund six annual \$500 college scholarships to disadvantaged females: two high school seniors residing in Dudley, one high school senior residing in Webster, one high school senior residing in Charlton and to two adult women residing in Dudley, Webster or Charlton. Six ladies will model fabulous fashions from Coco's Cottage Boutique in South Woodstock and three men will be outfitted by Men's Wearhouse in Auburn. A hair stylist and makeup artist will join store managers in the dressing rooms as well. This event opens to the public at 10:30am with boutique shopping from 40 local vendors. The show starts at 1:30pm.

**Devlin, Mary**

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**From:** Sullivan, Sandra <ssullivan@dcrsd.org>  
**Sent:** Wednesday, February 10, 2016 11:55 AM  
**To:** selectmen; Devlin, Mary  
**Subject:** Leaders Breakfast rescheduled

Good morning: Would you be so kind as to inform your town administrator as well as the board of selectmen that the Leaders Breakfast originally scheduled for this Friday, Feb. 12, has been rescheduled to Tuesday, Feb. 23 at 9 a.m. here at Shepherd Hill.

Thank you.

--

Sandra Sullivan  
Administrative Assistant to the Superintendent  
Dudley-Charlton Regional School District

Please be advised that the Attorney General has ruled that communication via electronic mail in the public domain is not confidential and is considered a matter of public record.

  
**Dudley Woman's Club**

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*A Volunteer Organization Dedicated to Community Service*

January 22, 2016

Dear Robin,

The Dudley Woman's Club is inviting you to the catwalk! We are celebrating our 8th Annual Fashion Show on Sunday, April 3 at the Point Breeze Restaurant in Webster and hope that you will consider accepting our invitation to be one of our models.

This community event is the club's primary fundraiser. Proceeds fund six annual \$500 college scholarships to disadvantaged females: two high school seniors residing in Dudley, one high school senior residing in Webster, one high school senior residing in Charlton, and to two adult women residing in Dudley, Webster or Charlton.

In addition, the club donates money and product to many local charities and nonprofits including HANDS (Helping Address the Needs of Dudley Seniors), Community Cat Connection, Webster-Dudley Food Share, Dress for Success, New Hope Family Crisis Shelter, Pearle L. Crawford Memorial Library, Dudley Animal Shelter, Dudley Police Department annual holiday drive, the Black Tavern and many more.

You have been selected by our fashion show team to represent our community as a model. Please consider joining what we hope will be a memorable event for our club and the community we serve by saying YES!

The event at Point Breeze in Webster opens to the public at 10:30 a.m. with boutique shopping from 40 local vendors. You will be our guest for lunch at 12:30 p.m. and when dessert is served, escorted to the dressing rooms to prepare for the 1:30 p.m. show.

Six ladies will model fabulous fashions from Coco's Cottage Boutique in South Woodstock and three men will be outfitted by Men's Wearhouse in Auburn. A hair stylist and makeup artist will join store managers in the dressing rooms to attend to your every need.

Please contact the club's model coordinator Cindy Schiavone at 508-735-7265 with any questions you may have about this invite and, ideally, to say you will accept our invitation to participate in this fun and charitable event!

We hope to hear from you soon. For planning purposes, we ask that you kindly reply by January 29, 2016.

Sincerely,

Judy Williams  
DWC Corresponding Secretary



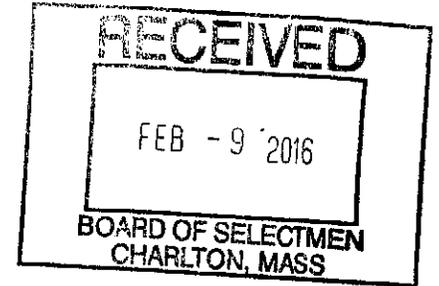
# Planning Board

37 Main Street, Charlton, MA 01507

Telephone: 508-248-2237

Fax: 508-248-2372

*alan.gordon@townofcharlton.net*



February 8, 2016

Mr. Michael J. Scott, P.E.  
Waterman Design Associates, Inc.  
31 East Main Street  
Westborough, Mass. 01581

*Re: Griffin Road Commercial Solar Array Network  
Assessors Map 27, Block C, Parcels 2 and 3  
Zoning District: Industrial-General (IG)*

Dear Mr. Scott,

At a duly posted public hearing held on January 6, 2016 and continued to February 3, 2016, the Charlton Planning Board reviewed the site plan application of Waterman Design Associates, Inc. on behalf of Griffin Road Solar, LLC, 4 Liberty Square, Boston, Mass. 02109 for approval to install a commercial ground mounted solar array network and associated utility connections consisting of a 2.6 Megawatt field array designed in two sections on approximately 11.9 acres of a 44-acre site located northerly off of Route 20, southwest of Griffin Road, west of Sullivan Road and southeast of the Mass. Turnpike on property owned by PCK Realty, LLC. Said property is zoned Industrial-General (IG).

The project is fully described in the application materials and on the site plan entitled "Site Plans For Ground Mounted Solar Array Griffin Road In Charlton Massachusetts" prepared by Waterman Design Associates, Inc., dated November 23, 2015 and revised through January 26, 2016.

Upon closing the public hearing on February 3, 2016, the Planning Board voted 4-0 to approve the site plan application, subject to the following conditions:

1. In accordance with Section 7.1.4.8 of the Charlton Zoning By-Law, this approval shall be valid for a period of two years, only. All work proposed in the application plan must be completed within two (2) years from the date of approval. An extension of time for completion may be requested in writing

*prior* to the completion date, and may be granted at the discretion of the Planning Board.

2. Prior to the issuance of a project building permit, the applicant shall be required to receive a written Project Notice-To-Proceed to be issued by the Planning Board or its staff representative. The Notice-To-Proceed shall be issued only upon completion of an on-site pre-construction meeting to include representatives of Griffin Road Solar, LLC, Waterman Design Associates, Inc., the construction contractor(s) and the Planning Board's project peer review engineer Graves Engineering, Inc.
3. It is the policy of the Planning Board and the Building Commissioner that no Certificate of Occupancy or Operation, either temporary or permanent, for site plan and special permit-approved projects shall be issued prior to the Planning Board or its designated agent signing of said Certificate Of Occupancy and/or Operation. The Planning Board will not provide said signature prior to the Planning Board or its agent(s) confirming that all requirements and conditions of this site plan approval have been properly adhered to and completed.
4. The Planning Board has reviewed the final Graves Engineering, Inc. project peer review report dated January 29, 2016 and hereby attaches it to this site plan approval as an addendum.
5. Prior to the issuance of a building permit, the applicant shall provide the Planning Board and its peer review consultant Graves Engineering, Inc. with test pit field information as referenced in Comment #14 of the January 29, 2016 Graves Engineering, Inc. project peer review report.
6. Prior to the issuance of a building permit, the applicant shall provide the Planning Board with four (4) paper copies of a revised plan incorporating both the required arbor vitae landscaping buffer and the 10-foot high stockade dark brown fence specifications to be installed along the property line of abutting property owned by Ms. Jeanne DiBenedetto, as detailed at the February 3, 2016 public hearing session.
7. The Planning Board notes for the Building Commissioner's review and consideration prior to the issuance of the project building permit Comment #1 of the attached January 29, 2016 Graves Engineering, Inc. project peer review report pertaining to the status of the northerly property line abutting the western field array, as it pertains to an abutting land parcel owned by the Town of Charlton.
8. The applicant shall comply with the requirements of the site plan construction inspection schedule that will be provided by Graves Engineering, Inc. to the applicant and its representatives at the on-site pre-construction meeting.

9. The Planning Board hereby notes that a disassembly performance guarantee in an amount equal to the cost of removal of the commercial ground mounted solar array from the premises is not required for this project, per the Board's established policy that said guarantees are required solely for commercial solar array projects located in the Agricultural (A) and Low-Density Residential (R-40) residential zones. This project is located in the Industrial-General (IG) zone along the Route 20 industrial-commercial land use corridor.
10. Prior to the issuance of a temporary or permanent Certificate Of Occupancy or Operation for the project, site landscaping must be completed by the applicant and inspected by the Planning Board's peer review consultant. The applicant is also required to provide the Planning Board with a landscaping performance guarantee for a period of twelve (12) months from the date of commencement of array operation, in an amount to be determined and recommended by Graves Engineering, Inc. Said performance guarantee type of instrument and final amount shall be reviewed and accepted by the Planning Board at a duly-posted Board meeting prior to the issuance of a Certificate Of Occupancy or Operation.
11. In the event that seasonal weather conditions are not conducive to installing site landscaping at the time of anticipated array operation, the applicant may provide the Planning Board with a performance guarantee for said landscaping completion once weather conditions are appropriate. Said guarantee shall be reviewed and accepted by the Planning Board in the manner detailed in approval condition #10 above.

Additionally, the granting of this approval by the Planning Board shall not be construed as approval from any other board, official, or regulation that is needed regarding permitting for this project.

Sincerely,



Peter D. Starkus, Chairman  
Charlton Planning Board

Cc: Town Clerk  
Assessors Office  
Board Of Health  
Building Commissioner/ZEO  
Conservation Commission  
Finance Committee  
Fire Chief  
Highway Superintendent

Police Chief  
✓ Select Board  
Sewer/Water Commission  
Zoning Board of Appeals  
Michael Andrade, P.E., Graves Engineering, Inc.  
Ben Axelman, Nexamp, Inc.

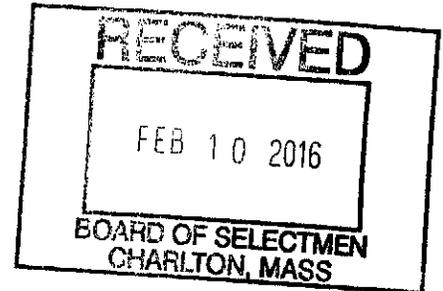


## TOWN OF CHARLTON

37 MAIN STREET  
CHARLTON, MA. 01507  
508-248-2210

### BOARD OF HEALTH

To: Town Administrator, Robin Craver  
Fr: Health Director, James Philbrook   
Re: Administrative Assistant, Andrea Humphries



Date: February 10, 2016

Currently the Health Department Administrative Assistant, Andrea Humphries is adjusting well to the position and is highly motivated and a great addition to the office.

Andrea has conducted a comprehensive update of the entire budget and has created a step by step process to streamline the permits that are received through this office and is working on the update of the current files in the computer system for easy access.

Andrea has attended the Board of Health meetings and taken the minutes and recorded them in record time. Normally the process would take several hours and Andrea has completed the minutes in less than an hour.

We have conducted department staff meetings to make changes to better serve the residents of Charlton and Andrea has been more than eager to make the effort to work with the department to do whatever necessary to make the office friendly and open to the public.