



Submitted by MCD

Date 6/9/16

Received by dlt

Date 6/9/16

**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
Tuesday – May 10, 2016 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. Absent - 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 Selectmen's Meeting – April 26, 2016. **Motion by Mr. Szafarowicz to accept the April 26, 2016 meeting minutes, seconded by Mrs. Cooper, motion carries with Mr. McGrath abstaining.**

**.II. Community Relations, Announcements and Open Forum:**

- Chairman Swensen read the announcements.
- Peter Cooper, Jr., Town Moderator reminded everyone about town meeting and he is also the one that appoints the Finance Committee and he is looking for anyone that is interested in serving on this committee.
- Curt Meskus, Building Commissioner provided an update on the progress of the construction. Thanks to the Highway Department, the old ramp has been removed. The elevator has been opened for use. There are a number of things still to be fixed on the punch list. Chairman Swensen thanked the Building Committee for their work on this project.
- Stefan Sage, Chairman of the Library Trustees said its that time of year where they are very busy at the library and the parking is busy due to all the sports. They do ask that citizens that come for sports events not park in the upper lot so that can be used for patrons and staff of the library.
- Mr. Singer stated that there are a lot of people that work for the town and go above and beyond what is needed. He asked Todd Girard to come forward and stated that besides being the Conservation Agent, he has held multiple tie flying clases, free fishing days, etc. Mr. Singer feels he deserves a public thank you. Mr. Girard thanked the board.

**IV. Appointments/Resignations:**

1. Appointment – Municipal Hearings Officer. Mrs. Craver stated that on February 16, 2016, the Board appointed her as the Municipal Hearings Officer and Kara Hmielowski and Mary Devlin as Alternate Hearings Officers. They attended a training at the Department of Fire Services in Stow on Wednesday, May 4, 2016 as well as Fire Inspector Brian Ceccarelli and Captain Ed Knopf. This training is solely for the individuals designated as the municipal hearings officers by the appointing

authority to hear appeals pursuant to c. 148A (building and fire code tickets). In case there are any instances where the currently appointed Hearings Officers would be in conflict with any hearings requested, she would ask the Board to appoint James Philbrook as a Hearings Officer as well. Mr. Philbrook has completed the training in May of 2012. It is recommended to have other certified officers available should the need arise. **Motion by Mr. McGrath to appoint James Philbrook as an Alternate Hearings Officer, seconded by Mr. Singer.** Mr. Szafarowicz asked if this is a Hearings Officer or Alternate Hearings Officer. Mrs. Craver stated it would be a Hearings Officer. **Mr. McGrath amended his motion to Hearings Officer. Mr. Singer amended his second. Motion carries.**

2. Appointment – Administrative Assistant for the Town Collector’s Office. Mrs. Craver stated that as the Board is aware, our present Town Collector will be retiring soon. We have advertised an opening for an Administrative Assistant for the Town Collector’s office. This position may become the Assistant Town Collector pending the retirement of the Town Collector and a promotion of the Assistant Town Collector. Town Collector Lucia Blanchette, Assistant Town Collector Virginia Porter and Mrs. Craver, each reviewed the applications that were submitted and chose the highest five to interview. There were 54 applications received. They are recommending the appointment of Monique A. Murray. This position is for 38 hours a week at \$19.00 an hour. Mrs. Blanchette introduced Ms. Murray to the Board. Chairman Swensen stated that Mrs. Blanchette will be retiring and he thanked her for her dedication and service to the town. **Motion by Mr. McGrath to appoint Monique Murray as the Administrative Assistant in the Town Collector’s office, seconded by Mr. Singer, motion carries.**

V. Scheduled Appointments:

**6:45pm** – Transfer of License/Owner – Practice makes PARfect. Mrs. Craver stated that attached is a request for a transfer of a Common Victualler license from Paul Clifford, d/b/a Practice Makes PARfect to Practice Makes PARfect, d/b/a Heffernan, LLC. located at 31 Southbridge Road. This request is for a change of ownership only. No other changes are being made. The hours of operation are March 1st – October 15th from 10am to 10pm. She would recommend the Board approve the change of ownership as requested. **Motion by Mr. McGrath that we transfer the Common Victualler license from Paul Clifford, d/b/a Practice Makes PARfect to Practice Makes PARfect, d/b/a Heffernan, LLC located at 31 Southbridge Road, seconded by Mr. Szafarowicz, motion carries.**

**7:00pm** - Rock & Ride Festival. Mrs. Craver stated that the Charlton Rec Friends – Skate & Bike Park is trying to raise money to rebuild the Charlton Skatepark. They are here to announce a fundraiser they have put together with help from the Recreation Commission. Amy Stanley and Diane Doherty, members of the Charlton Rec Friends – Skate Park came forward. Their goal is to fundraise and rebuild the skate park. They will be holding a Rock & Ride Festival on May 22<sup>nd</sup> from 1 – 5 behind the Library. They have many activities for this event and it’s a free family event. They have canisters around town to collect funds. They are trying to raise enough funds for the design, construction and security of the skate park. The Board thanked them for working on this to give the youth a place to have fun. Chairman Swensen said he would like to make sure the kids are wearing helmets. Mr. Singer said he would like to see the kids stay in the park and not in other areas.

VI. New Business:

1. Re-organization of the Board. Chairman Swensen stated that per the Town’s bylaws, § 50-7. Organization, the Selectmen, within seven (7) days after each Annual Election, shall meet, elect a Chairperson and otherwise organize, and fix the time and place of their regular meetings. They shall adopt their own rules of procedure. He opened the floor to nominations. **Motion by Mrs. Cooper for Joseph Szafarowicz as Chairman and John McGrath as Vice-Chairman,**

**seconded by Mr. Singer.** With no other nominations, **vote on motion: motion passes with Chairman Swensen opposed.** Chairman Swensen congratulated both members and said this will start the next meeting.

2. Site Plan & Special Permit Application – Tree House Brewery. Mrs. Craver stated that the Planning Board has provided you with a copy of a site plan & special permit application submitted by McClure Engineering, Inc. on behalf of Landreau Realty, LLC (Tree House Brewery) to construct a 51,200 square foot building and accompanying parking lot/site infrastructure for use as a craft beer brewery on property located southerly off of Route 20 (130 Sturbridge Rd. ) (Assessors Map 32, Block B, Parcel 3) 43,000 square feet of the facility will house the brewery operation and 8,200 square feet will be devoted to a limited retail component. The Board is asked to review the plans and submit any comments no later than Wednesday, May 11, 2016. Mr. McGrath stated that after looking at the plan they have gone above and beyond to preserve open space. No other comments.
3. Special Permit Application – Martocci Reduced Frontage Lot. Mrs. Craver stated that the Planning Board has provided you with a copy of a special permit plan submitted by Mr. Jason Martocci for approval of a proposed 12.01 acre reduced frontage residential lot for the purpose of constructing a residence on property located northerly off of Major Hill Road (Assessors Map 31, Block D, Parcel 5). The Board is asked to review the plans and submit any comments no later than Wednesday, May 25, 2016. No comments.
4. Westwell’s Web Works contract renewal. Mrs. Craver stated that attached is the contract renewal for Westwell’s Web Works contract. As you know, Westwell’s Web Works maintains the Town of Charlton’s website. This contract is due to expire June 30, 2016. They are requesting to renew their contract with the town for a one year term beginning July 1, 2016 and ending June 30, 2017 for the purpose of providing web site maintenance services at the current rate of \$250 per month. She would recommend the board approve the renewal. **Motion by Mr. Szafarowicz to approve the renewal of the contract as requested, seconded by Mr. Singer.** Mr. Szafarowicz feels they have been doing a great job for the town. **Vote on motion: motion carries unanimously.**
5. Highway Bid Awards. Mrs. Craver stated that highway bids were received and opened on April 26, 2016 at 2:00p.m. After review of the bids, Highway Superintendent Foskett is recommending the awards as follows: *Item 1:* Bituminous Concrete, Type I in place at \$61.90 per ton, Lift, Drop Plate & Adjust Casting (unit price) \$375.00, *Item 220.2 (V.F.)* unit price \$235.00, Remove and reset Watergates \$275.00 to Mass Broken Stone Company, 332 Sawyer Hill Road, P.O. Box 26, Berlin, MA 01503. Last year’s bid was awarded to Mass Broken Stone in the amount of \$64.94 per ton. *Item 2:* Full-Depth Pavement Reclamation and the application of 1.0 gallons of Liquid Calcium Chloride per square yard at a cost of \$2.01 per square yard to All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375. Last year’s bid was awarded to Murray Paving and Reclamation at \$1.549 per square yard. *Item 3:* Stone Seal at \$2.12 square yard, Double Stone Seal at \$3.95 square yard and Asphalt Rubber at \$3.15 square yard to All States Asphalt, Inc., P.O. Box 91, Sunderland, MA 01375. Last year’s bid was awarded to All States Asphalt, Inc. for Stone Seal at \$2.14 square yard, Double Stone Seal at \$4.05 square yard and Asphalt Rubber at \$3.19 square yard. She would agree with Mr. Foskett and recommend the Board award the bids as stated. **Motion by Mr. Singer to award the bids as stated, seconded by Mr. Szafarowicz, motion carries unanimously.**

## VII. Old Business:

1. Town property – auction update. Mrs. Craver stated that as you know, Town Treasurer Keith Arsenault has been working with an auctioneer to auction off town property. He has a signed contract with Paul T. Zekos of the Zekos Group and the auction date will be held in late June to

early July. There is a requirement of three weeks of preparing and three weeks of marketing. The following are the town properties being auctioned: (maps attached)

A Young Road  
Bond Sawmill Road  
Brackett Hill Road  
Carroll Hill Road  
Center Depot  
Cranberry Meadow Road, AKA Quident Road  
Griffin Road  
Highland Avenue  
Schoolhouse Road  
Nuggett Drive  
Oxbow Road  
Potter Village Road  
Roy Road AKA Brook Terrace Road  
Sandersdale Road  
Sullivan Road

She will keep the Board updated when the auction starts. Mr. McGrath wanted to send his thanks to everyone involved in this.

2. Exxon update – Mrs. Craver stated that Exxon is in the process of working on an agreement with DEP as well as officials with the Town. They will be holding a Community Informational meeting on Wednesday, June 8, 2016 at the Charlton Middle School from 7 – 9pm. Exxon is working on flyers to be distributed. Part of the design is at 95%. During the final settlement discussions, we added new roads. We anticipate they will take the project to Southbridge for approval of design then bid it out. She communicated that the town's priorities are to get Masonic Home and the Schools hooked up based on conversations with the Water/Sewer Commission.
3. ATM – warrant/budget. Mrs. Craver stated that the Board is scheduled to print the ATM booklet Thursday, May 12, 2016. She has prepared the warrant articles and draft motions for the board's review. As you know, there are 25 warrant articles; six of them are zoning petitions. Mrs. Craver reviewed the ATM Warrant articles and the recommended motion for each.
  - Article 1 – Election
  - Article 2 – Town Reports. **Motion by Mr. Szafarowicz to support the motion for Article 2, seconded by Mr. McGrath, motion carries.**
  - Article 3 – Litigation
  - Article 4 – Appropriation of funds for unpaid bills of a prior fiscal year. **Motion by Mr. Szafarowicz to support the motions for Articles 3 & 4 as printed, seconded by Mr. McGrath, motion carries.**
  - Article 5 – Inter/Intra Departmental Transfers for FY16. **Motion by Mr. Szafarowicz to support the motion for Article 5 as recommended, seconded by Mr. McGrath, motion carries.**
  - Article 6 – Town Budget. Mr. Singer would like to ask our representatives to attend one of our meetings in the future to discuss the transportation costs to the schools outside of our district. **Motion by Mr. McGrath to support the budget pending any changes by the Town Administrator, seconded by Mr. Szafarowicz.** Chairman Swensen stated that we are adding some services to the budget and still reducing by over \$100,000 by taking out of stabilization and secondly, we can raise revenues no more than 2 ½ percent each year, but the schools are taking all of our proposition 2 ½ growth and then some. **Vote on motion: motion carries.**
  - Article 7 – Water Department Budget (Enterprise Fund)

Article 8 – Sewer Department Budget (Enterprise Fund) **Motion by Mr. McGrath to support the Water Department Budget/Enterprise Fund as printed and the Sewer Enterprise Fund as printed, seconded by Mr. Singer, motion carries.**

Article 9 – PEG Access and cable related fund acceptance and budget. **Motion by Mr. McGrath to support Article 9 PEG Access and cable related fund acceptance and budget, seconded by Mr. Szafarowicz, motion carries.**

Article 10 – Transfer of funds to and from stabilization fund account. **Motion by Mr. Szafarowicz to approve the motion for Article 10, seconded by Mrs. Cooper, motion carries.**

Article 11 – Capital items and related contracts. **Motion by Mr. McGrath to support Article 11, seconded by Mr. Szafarowicz, motion carries.**

Article 12 – Cemetery Perpetual Care. **Motion by Mr. Szafarowicz to support the motion for Article 12, seconded by Mr. McGrath, motion carries.**

Article 13 – Reauthorization of Revolving Funds. **Motion by Mr. McGrath to support Article 13, seconded by Mr. Singer, motion carries.**

Article 14 – Classification Plan Update. **Motion by Mr. McGrath to support Article 14, seconded by Mr. Szafarowicz.** Mr. Szafarowicz asked if the Personnel Board's recommendation should be on here as well and Mrs. Craver will add that. **Vote on motion: motion carries.**

Article 15 – Government Study Committee. **Motion by Mr. McGrath to support Article 15, seconded by Mr. Szafarowicz.** Mr. Szafarowicz asked that they reach out to the Moderator if they will be doing a presentation. Chairman Swensen is reluctant to vote on this as we don't have any information on it. **Vote on motion: motion carries.**

Article 16 – Deed in lieu of foreclosure. **Motion by Mr. McGrath to support Article 16, seconded by Mr. Singer, motion carries.**

Article 17 – Zoning Bylaw Amendment Commercial Storage Facility.

Article 18 – Zoning Bylaw Amendment Village District Zone Change

Article 19 – Zoning Bylaw Amendment 3.2 Use Regulation – Livestock Change

Article 20 – Citizen Petition

Article 21 – Citizen Petition

Article 22 – Citizen Petition

Article 23 – Citizen Petition

Article 24 – Citizen petition

Article 24 – Citizen petition

Articles 17 – 24 require a recommendation from the Planning Board. Stefan Sage came forward and said he's always wondered why Town Meeting is in May when the budget isn't set yet and we have the whole month of June. Chairman Swensen stated that Town Bylaw sets the date. He also stated that not many people attend town meetings. Mr. Sage said he would love to see 500 people at town meeting. Mrs. Craver would agree with Mr. Sage and would like to see more active involvement from the community. She wanted to mention that the budget process starts in January/February and goes through a process. She would really like to have people involved and be part of that process.

VIII Committee Reports:

IX BOS Policy Review:

X. Student Selectperson Report – Not present

I Town Administrator Report: Mrs. Craver reviewed her report. She asked if the board was fine with pre-town meeting being set at 6pm and the board agreed.

XII Other Business:

XIII Next Meeting Announcement:

Annual Town Meeting – May 16, 2016

Next Regular Selectmen's Meeting – May 24, 2016

XIV **Adjourn: Motion by Mr. Szafarowicz to enter into executive session at 8:07pm 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. 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.**

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

Submitted by:

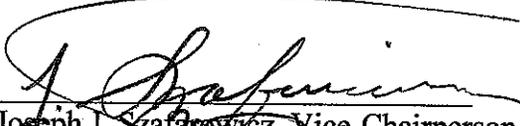
Mary C. Devlin

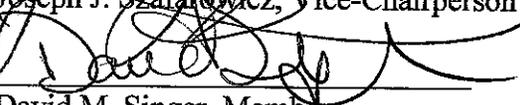
Administrative Assistant

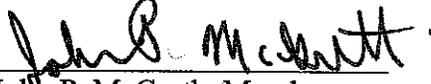
Accepted by:

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

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

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

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

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

**TOWN OF CHARLTON**  
**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: May 9, 2016

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/10/16

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**Pre-Town Meeting** – As you know, Town Meeting is scheduled for next Monday. Staff would like to set up the pre-town meeting. Normally we would set the meeting for 6:00pm. What is the board's wishes?

**Regional Emergency Communications Center Development Grant Program.** As you directed us to continue to research receiving a feasibility grant for regional dispatch, the Towns of Oxford, Charlton, Southbridge and Sturbridge, applied for a grant through the Executive Office of Public Safety and Security and the Town of Oxford, acting as lead community will be accepting an \$85,000 grant to be used towards professional services subject to the following conditions that the professional services to be performed by the selected consultant include amongst other items (1) an evaluation of a proposal to be furnished by the Southern Worcester County Communications to the group regarding joining the existing dispatch center; (2) in coordination with the State 911 Department, consideration of joining other existing or proposed regional public safety answering points or regional emergency communications center and (3) an evaluation of existing locations and structures only, within the communities of Oxford, Charlton, Southbridge and Sturbridge for the proposed project. I will keep you updated on the progress.

**Emergency Dispensing Sight Drill.** On Saturday, April 23, 2016, the Charlton Board of Health had an emergency drill in conjunction with the Dudley Board of Health and Emergency Management to use our resources in conjunction with an activation to open up an emergency sight at Shepherd Hill Regional High School. The following people were participants that helped with the trailer: Carl Ekman - Emergency Management Director, Terri Gough – Deputy EMD Director, William McGuinness, Faye-Fulone Sweeney, Darlene Emco-Rollins, Pam Ekman, Brian Ceccarelli – Charlton Fire Inspector, Anne LaVallee, Jean Vincent, James Philbrook – Board of Health Director, Andrea Humphries, Board of Health Administrative Assistant as well as CERT members from Dudley, Charlton, Sturbridge and Southbridge. They used a lot of their resources such as the DPH trailer, Tri-Epic Trailer and the computer systems they received from the Regional II DPH Grant.

**Fay Mountain Farm – Breaking Ground.** Todd Girard, Conservation Agent has provided you with an update on Fay Mountain Farm. The contractor disked the APR Hay Field and has prepared the area for seeding and establishing a viable hay crop for the season. Substantial improvements have been made on the farm this spring. Spring cleaning was sponsored by the Earth Day Committee; mowing access was made to Snow's Pond, pruning and clearing the blueberry patch, picking up debris and trimming in the orchard, collecting stones in the newly disked field areas and basic spring cleaning around the barn area along with other activities that will come to light during clean up. The fish were stocked at Snow's Pond for family fishing day by the Charlton Middle School Science Club.

**Tree Warden requirements** On July 21, 2015, the Board of Selectmen appointed Seth Lemansky as the Tree Warden until the town election in May of this year. At that time, Mr. Lemansky said he would follow the state requirements and become licensed with the Department of Food and Agriculture. After conferring with Mr. Lemansky, he had contacted the state and was under the impression that because he did not do the actual cutting of the trees, that the licensing was not

needed. Staff contacted Mr. Lemansky and after a conversation and direction that the board had provided at the time of appointment, Mr. Lemansky has agreed and will follow the procedures as requested.

**Special Education Transportation Reimbursement Amendment.** On April 28, 2016, Chairman Swensen, Finance Chairman Morrill and myself attended the Leadership Luncheon. During the discussion, Senator Ryan Fattman's aid informed us that the Senator is considering an amendment to the Special Education Transportation Reimbursement. We had discussed the importance and impact this would have for the Town of Charlton and Chairman Swensen asked that I prepare a letter in support of this request.



The Commonwealth of Massachusetts  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
**STATE 911 DEPARTMENT**  
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346  
Tel: 508-828-2911 ~ TTY: 508-947-1455  
[www.mass.gov/e911](http://www.mass.gov/e911)



**CHARLES D. BAKER**  
*Governor*

**KARYN E. POLITO**  
*Lieutenant Governor*

**DANIEL BENNETT**  
*Secretary of Public Safety  
and Security*

**FRANK POZNIAK**  
*Executive Director*

May 4, 2016

Brian Palaia, Town Manager  
Town of Oxford  
Town Hall  
325 Main Street  
Oxford, Massachusetts 01540

RE: Fiscal Year 2016 State 911 Department Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communications Center Development Grant

Dear Mr. Palaia:

Thank you very much for applying to participate in the Fiscal Year 2016 State 911 Department Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communications Center Development Grant ("Development Grant") Program.

The limited pool of funds being distributed from this Development Grant program are being awarded competitively based on guidelines contained within the Development Grant application packets. We have reconsidered the previous denial of the Town of Oxford's ("Oxford") request for Fiscal Year 2016 Development Grant funding, and are pleased to inform Oxford that it has been awarded a grant of \$85,000 to be used toward professional services, subject to the following conditions that the professional services to be performed by the selected consultant include amongst other items: (1) an evaluation of a proposal to be furnished by the South Worcester County Communications Center ("SWCCC") to Oxford for Oxford and the other participating communities in the proposed project (Charlton, Southbridge, and Sturbridge) to join the SWCCC; (2) in coordination with the State 911 Department, consideration of joining other existing or proposed regional public safety answering points or regional emergency communications centers; and (3) an evaluation of existing locations and structures only, within the communities of Oxford, Charlton, Southbridge, and Sturbridge for the proposed project. Please be informed that future funding for this project, if any, will not be available if the proposed project involves the construction of a new building.

Please note that the Development Grant Guidelines state as follows regarding funding for professional services:

"All applicants receiving funding for professional services agree to furnish copies of draft and completed reports, studies, and other deliverables to the State 911 Department. All applicants acknowledge that the State 911 Department may share such documents with other entities for reference purposes of identifying issues and best practices. An applicant may submit a redacted copy along with a clean copy and request that only the redacted copy be distributed or otherwise request limitations on distribution. The State 911 Department will make every effort to attempt to honor such request to the extent possible while complying with all applicable Commonwealth of Massachusetts public records laws and regulations. The deliverables shall be provided to the State 911 Department upon request and shall also be included in the quarterly reports that are submitted to the State 911 Department."

Please note that the use of all grant funding shall be consistent with the Development Grant Guidelines, shall be associated with the provision of enhanced 911 service, and shall be approved by the State 911 Department.

A copy of the executed contract is attached for your reference. Please note that the contract start date is the date on which the contract is executed by the Executive Director of the State 911 Department and will run through June 30, 2017. The request for payment/disbursement forms, along with the required quarterly reporting forms will be available on our website [www.mass.gov/e911](http://www.mass.gov/e911). For any questions related to this process, please contact Cynthia Reynolds, Grants Specialist, at (508) 821-7299.

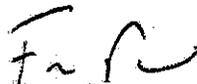
If you have any questions regarding this award, please contact State 911 Department Executive Director Frank Pozniak or State 911 Department Fiscal Director Karen Robitaille at 508-828-2911.

Congratulations and thank you very much for your continued efforts in finding creative ways to most effectively improve public safety within the Commonwealth.

Sincerely,



Daniel Bennett, Secretary  
Executive Office of Public Safety and Security



Frank Pozniak, Executive Director  
State 911 Department

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osd](http://www.mass.gov/osd) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> <u>Town of Oxford</u> (and db/a): _____		<b>COMMONWEALTH DEPARTMENT NAME:</b> <u>State 911 Department</u>	
<b>Legal Address: (W-9, W-4, T&amp;C):</b> <u>325 Main St, Oxford, MA 01540</u>		<b>MMARS Department Code:</b> <u>EPS</u>	
<b>Contract Manager:</b> <u>Kevin Paicos</u>		<b>Business Mailing Address:</b> <u>1380 Bay Street, Taunton, MA 02780</u>	
<b>E-Mail:</b> <u>manager@town.oxford.ma.us</u>		<b>Billing Address: (if different):</b> _____	
<b>Phone:</b> <u>508-987-6030 (f)</u> <b>Fax:</b> <u>508-987-5868</u>		<b>Contract Manager:</b> <u>Cindy Reynolds</u>	
<b>Contractor Vendor Code:</b> <u>VC6000191932</u>		<b>E-Mail:</b> <u>911DeptGrants@state.ma.us</u>	
<b>Vendor Code Address ID (e.g. "AD001"):</b> <u>AD061</u> (Note: The Address Id must be set up for EFT payments.)		<b>Phone:</b> <u>508-821-7299</u> <b>Fax:</b> <u>508-828-2585</u>	
<b>MMARS Doc ID(s):</b> _____		<b>RFR/Procurement or Other ID Number:</b> <u>FY16 Regional Development Grant</u>	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b>		<b>Enter Current Contract End Date <u>Prior</u> to Amendment:</b> _____, 20____	
<input type="checkbox"/> <u>Statewide Contract (OSD or an OSD-designated Department)</u>		<b>Enter Amendment Amount:</b> \$ _____ (or "no change")	
<input type="checkbox"/> <u>Collective Purchase (Attach OSD approval, scope, budget)</u>		<b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b>	
<input checked="" type="checkbox"/> <u>Department Procurement (Includes State or Federal grants 815 CMR 2.00)</u> (Attach RFR and Response or other procurement supporting documentation)		<input type="checkbox"/> <u>Amendment to Scope or Budget (Attach updated scope and budget)</u>	
<input type="checkbox"/> <u>Emergency Contract (Attach justification for emergency, scope, budget)</u>		<input type="checkbox"/> <u>Interim Contract (Attach justification for Interim Contract and updated scope/budget)</u>	
<input type="checkbox"/> <u>Contract Employee (Attach Employment Status Form, scope, budget)</u>		<input type="checkbox"/> <u>Contract Employee (Attach any updates to scope or budget)</u>	
<input type="checkbox"/> <u>Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)</u>		<input type="checkbox"/> <u>Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)</u>	

The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.  
 Commonwealth Terms and Conditions     Commonwealth Terms and Conditions For Human and Social Services

**COMPENSATION:** (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.  
 Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)  
 Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ 85,000.00

**PROMPT PAYMENT DISCOUNTS (PPD):** Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days \_\_\_% PPD; Payment issued within 15 days \_\_\_% PPD; Payment issued within 20 days \_\_\_% PPD; Payment issued within 30 days \_\_\_% PPD. If PPD percentages are left blank, identify reason:  agree to standard 45 day cycle \_\_\_ statutory/legal or Ready Payments (G.L. c. 29, §.23A); \_\_\_ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT:** (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Contract is to support regionalization efforts to maximize effective emergency 911 and dispatch services as well as regional interoperability in compliance with the State 911 Department Regional PSAP and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant and the awarded proposal attached hereto.

**ANTICIPATED START DATE:** (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:  
 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.  
 2. may be incurred as of \_\_\_\_\_, 20\_\_\_\_, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.  
 3. were incurred as of \_\_\_\_\_, 20\_\_\_\_, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE:** Contract performance shall terminate as of June 30, 2017, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**  
 X: \_\_\_\_\_ Date: 11-9-15  
 (Signature and Date Must Be Handwritten At Time of Signature)  
 Print Name: Brian M. Palaia  
 Print Title: Town Manager

**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**  
 X: \_\_\_\_\_ Date: 5/4/16  
 (Signature and Date Must Be Handwritten At Time of Signature)  
 Print Name: Frank Pozniak  
 Print Title: Executive Director

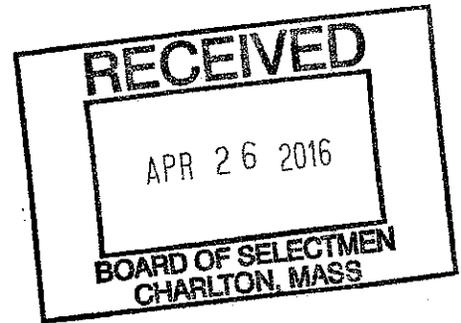


## TOWN OF CHARLTON

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

### BOARD OF HEALTH

TO: Robin Craver, Town Administrator  
FROM: Board of Health  
DATE: April 26, 2016  
RE: Emergency Dispensing Sight Drill



Dear Robin,

On Saturday, April 23, 2016 the Charlton Board of Health had an emergency drill in conjunction with the Dudley Board of Health and Emergency management to use our resources in conjunction with an activation to open up an emergency sight at Shepherd Hill Regional High School. The following people were participants that helped with the trailer: Carl Ekman- Charlton EMD Director, Terri Gough- Charlton Deputy EMD Director, William McGuinness, Faye-Fulone Sweeney, Darlene Emco-Rollins, Pam Ekman, Brian Ceccarelli-Charlton Fire Inspector, Anne LaVallee, Jean Vincent, James Philbrook-Charlton Board of Health Director, Andrea Humphries-Charlton Board of Health Administrative Assistant, as well as CERT members from Dudley, Charlton, Sturbridge, and Southbridge.

We used a lot of our resources such as our DPH trailer, Tri-epic Trailer and our computer systems that we received from the Regions II DPH Grant.

Sincerely,

James Philbrook  
Charlton Board of Health Director

## Devlin, Mary

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**From:** Craver, Robin  
**Sent:** Thursday, April 28, 2016 4:46 PM  
**To:** Devlin, Mary  
**Subject:** FW: FMF Breaking ground  
**Attachments:** IMG\_20160427\_163158994.jpg; IMG\_20160427\_180611689.jpg; IMG\_20160427\_180937620\_HDR.jpg

Please add to TA report

*Sincerely,*

*Robin Leal Craver, Town Administrator  
Town of Charlton  
37 Main Street  
Charlton, MA 01507  
508-248-2206 office  
508-243-3905 cell*

*Effective July 1, 2014, new town hall hours:  
Monday, Wednesday, Thursday – 7:30am – 5:00pm  
Tuesday – 7:30am – 7:00pm  
Friday - closed*

*Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.*

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**From:** Girard.Todd  
**Sent:** Thursday, April 28, 2016 9:45 AM  
**To:** [rick@audioproreps.com](mailto:rick@audioproreps.com); Walker, Kathleen; Mike Poulin; Robert Hartwig; Skip Bellerive; Cindy Cooper; Julie Downen; Craver, Robin; 'Neil Johnson'  
**Cc:** Westwell Networks  
**Subject:** FMF Breaking ground

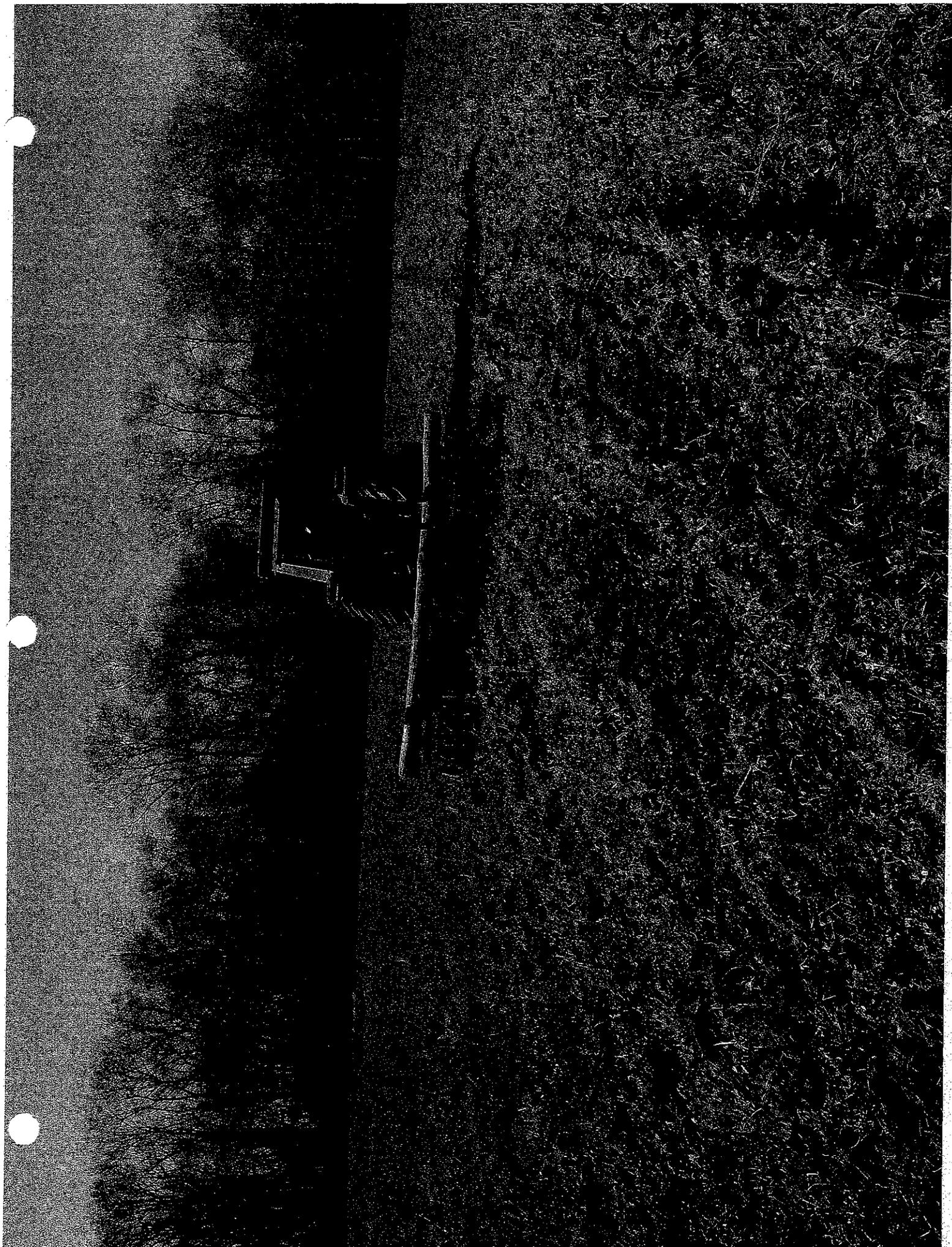
Hello Group, great Spring News. Neil was disking the APR Hay Field area yesterday preparing the area for seeding and establishing a viable hay crop for this season. Substantial improvements have been made on the farm this spring. Neil plans to have the area very "agricultural" for our upcoming May 11 meeting. Saturday the farm will be busy having spring cleaning sponsored by our Earth Day Committee; mowing access to snow pond, pruning and clearing the blueberry patch, picking up debris and trimmings in the orchard, collecting stones in the newly disked field areas, and basic spring cleaning around the barn area, along with other activities that will come to light during clean-up.

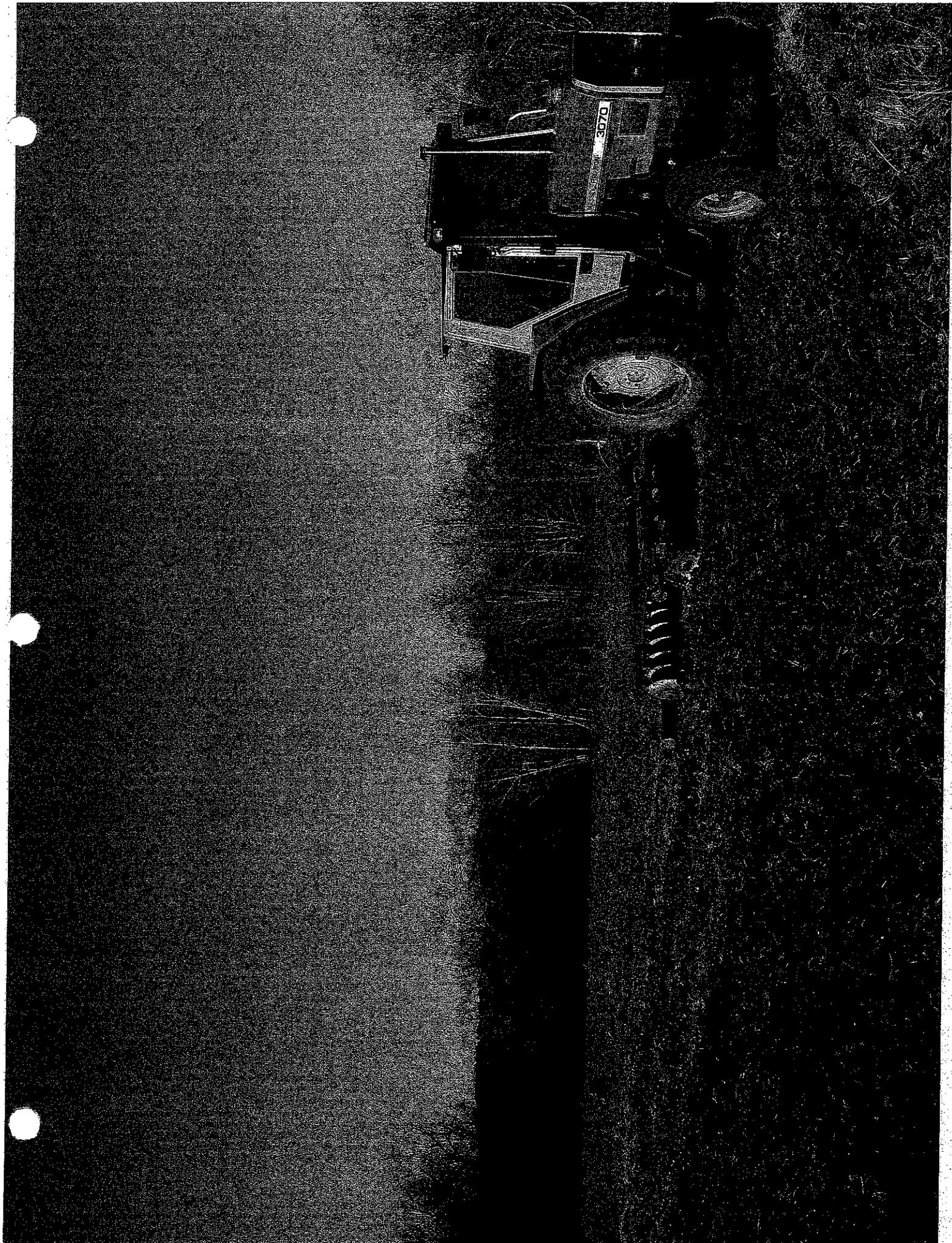
Fish stocking is scheduled for Snow Pond 5-5 Thursday between 12-1 please come and participate, if you know any children who would like to help Charlton Middle School Science Club stock the trout please bring them, it is a very educational opportunity.

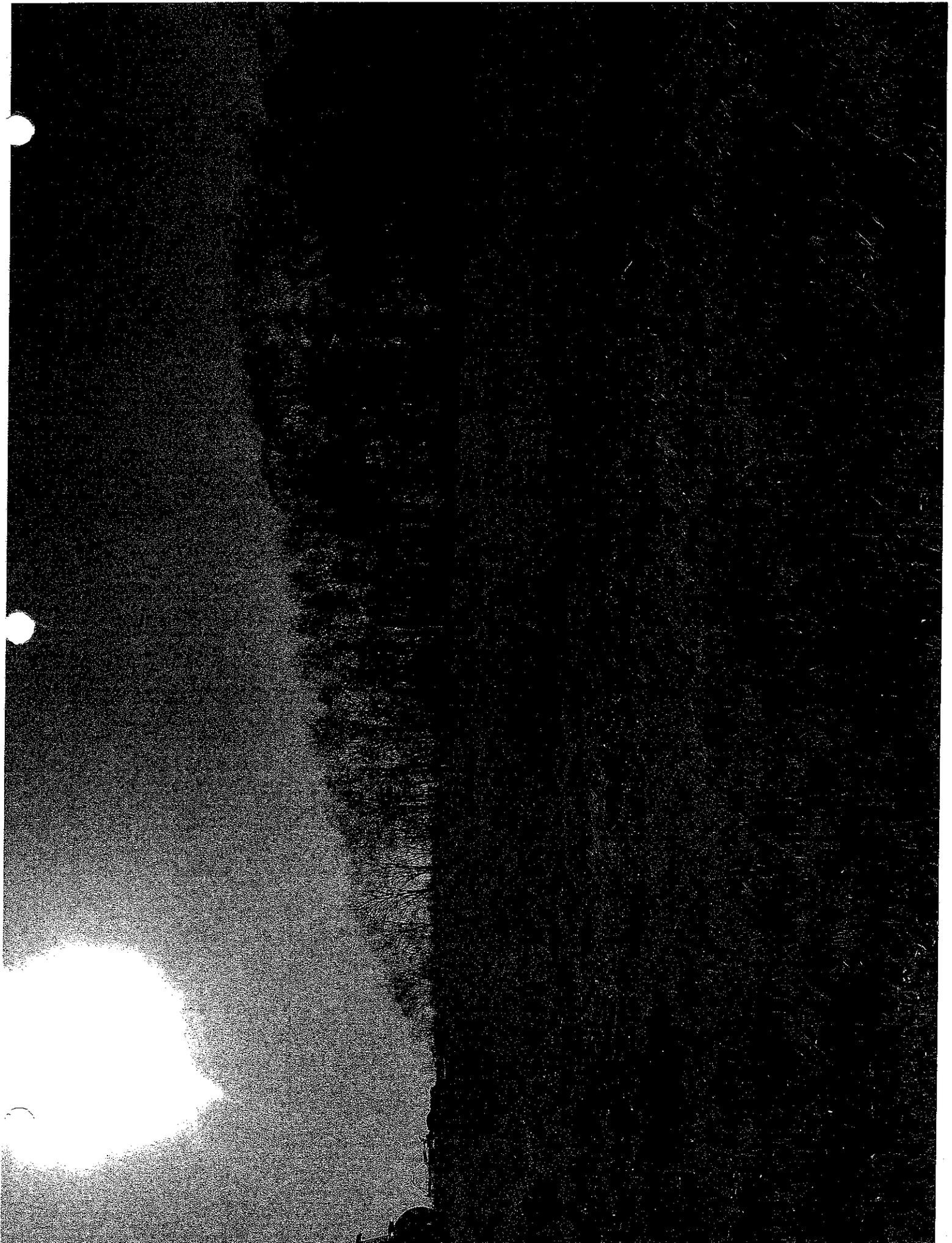
Hope to see some of you at the farm during the upcoming events.

Thank you

Todd Girard  
Town of Charlton  
Conservation Agent







TA Report

**Devlin, Mary**

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**From:** Devlin, Mary  
**Sent:** Wednesday, April 27, 2016 4:35 PM  
**To:** sethlemansky@aol.com  
**Cc:** Robin Craver  
**Subject:** RE: Tree Warden requirements

Seth, just to clarify our conversation, you will need the certification as Tree Warden.

You stated that the Arborist test is the first week of April and also in October. Since April is already gone by, you will look to complete that in October.

For Pesticide, that's every couple of weeks and you will work on that soon. You have the study guides.

Thank you. Let me know if you have any questions.

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**From:** Devlin, Mary  
**Sent:** Tuesday, April 19, 2016 1:57 PM  
**To:** sethlemansky@aol.com  
**Cc:** Robin Craver  
**Subject:** Tree Warden requirements

Good afternoon Seth. When the Board of Selectmen appointed you on July 21, 2015, you noted that you would need to become licensed with the department of food and agriculture. Have you done this yet? If not, do you have a time frame?

Thank you.

From Board of Selectmen minutes – July 21, 2015:

Tree Warden appointment – Seth Lemansky. Mrs. Craver stated that attached is a talent bank form from Seth Lemansky, 107 Sunset Drive, Charlton seeking to be appointed to the open position of Tree Warden. As you know, the elected Tree Warden declined the position and we have been advertising the position per the board's direction. Mrs. Craver has spoken with him regarding the requirements per MGL Chapter 41, sec. 106 and he accepts that he will need to become licensed with the department of food and agriculture. He is also aware that he will perform the duties of Insect and Pest Control. Mrs. Craver would recommend the appointment. **Motion by Mr. McGrath that we appoint Mr. Lemansky as Tree Warden, seconded by Mr. Singer.** Mrs. Cooper asked if he is aware that this is until the next election and the answer was yes. **Mr. McGrath amended his motion to include until the next annual town election. Mr. Singer amended his second.** Mr. Szafarowicz asked if this would be effective immediately or do we keep the interim tree warden until this one is licensed and Mrs. Craver said the appointment would be right away. **Vote on motion: motion carries unanimously.**

Mary C. Devlin  
Administrative Assistant  
Charlton Board of Selectmen  
37 Main Street  
Charlton, MA 01507

(508) 248-2206

(508) 248-2374 (fax)

Effective July 1, 2014, new town hall hours:

Monday, Wednesday, Thursday – 7:30am – 5:00pm

Tuesday – 7:30am – 7:00pm

Friday - closed

## Devlin, Mary

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**From:** Craver, Robin  
**Sent:** Monday, May 09, 2016 1:25 PM  
**To:** Devlin, Mary  
**Subject:** FW: Special Ed Transportation

*Sincerely,*

*Robin Leal Craver, Town Administrator  
Town of Charlton  
37 Main Street  
Charlton, MA 01507  
508-248-2206 office  
508-243-3905 cell*

*Effective July 1, 2014, new town hall hours:  
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**From:** Christensen, Keath (SEN) [<mailto:Keath.Christensen@masenate.gov>]  
**Sent:** Monday, May 09, 2016 1:23 PM  
**To:** Craver, Robin  
**Subject:** FW: Special Ed Transportation

Robin,

Nice speaking with you just now. Please see below for some info on the special education transportation reimbursement amendment we are considering filing in the budget.

Best,

**Keath Christensen**  
Deputy Chief of Staff & Legislative Director  
Office of Senator Ryan C. Fattman  
State House, Room 213-A  
Boston, MA 01233  
[Keath.Christensen@masenate.gov](mailto:Keath.Christensen@masenate.gov)  
(617) 722-1420

**From:** Mathieu, Richard [<mailto:rmathieu@dcrsd.org>]  
**Sent:** Thursday, May 05, 2016 12:47 PM  
**To:** Christensen, Keath (SEN)  
**Subject:** Re: Special Ed Transportation

Keath,

I also have the numbers for Out of District placements. For students other than the ones placed at our local collaborative (which is based in Dudley) we spend \$356,400 on the service, plus an additional \$77,000 for monitors on some of those runs. The monitors are required by the students' IEPs, and are not reimbursed either through the transportation reimbursement, nor claimed on the annual Circuit Breaker filing.

On Wed, Apr 27, 2016 at 11:14 AM, Mathieu, Richard <[rmathieu@dcrsd.org](mailto:rmathieu@dcrsd.org)> wrote:  
Keath,

I appreciated your time as well yesterday. Not being a member of MASC, the best part of yesterday for me was being able to spend some time with our locally elected officials in their offices.

In Dudley/Charlton we have two students who require a wheel chair lift vehicle. The Cost is \$125 per day for each, or **\$22,500 each** for the year through a private contractor. They are in different schools (two different start times), so the two runs are necessary. I will pull together the costs for all students attending out of districts placements for you as well.

I know the Dept. of Ed. has concerns about the concept of reimbursements for Special Education transportation. Specifically, that if districts were to receive reimbursement, we would lose incentive to make this as efficient as possible. I would have no problem with a reimbursement being tied to a DESE stamp of approval for efficiency. I am sure there will be many reasons why this concept would be complex and difficult to implement, but it would be one way to help fund a pretty large unfunded mandate.

On Wed, Apr 27, 2016 at 10:57 AM, Christensen, Keath (SEN) <[Keath.Christensen@masenate.gov](mailto:Keath.Christensen@masenate.gov)> wrote:

Good morning Rich,

It was nice sitting down with you yesterday. I liked the idea of special education transportation reimbursements and was wondering if you could send over any data or additional information about the costs. Thank you!

Best regards,

**Keath Christensen**

Deputy Chief of Staff & Legislative Director

Office of Senator Ryan C. Fattman

State House, Room 213-A

Boston, MA 01233

[Keath.Christensen@masenate.gov](mailto:Keath.Christensen@masenate.gov)

(617) 722-1420

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Thanks,

**Richard Mathieu**  
**Director of Finance and Operations**  
Dudley-Charlton Regional School District  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6888 Ext 143

*"Advancing the knowledge and well-being of our children and community."*

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Thanks,

**Richard Mathieu**  
**Director of Finance and Operations**  
Dudley-Charlton Regional School District  
68 Dudley-Oxford Road  
Dudley, MA 01571  
508-943-6888 Ext 143

*"Advancing the knowledge and well-being of our children and community."*

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.