



COPY



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – June 7, 2016 at 6:30pm

Submitted by MCD

Date 6/07/16

Received by KL

Date 6-28-16

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

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 Selectmen's Meeting – May 10, 2016. **Motion by Mr. McGrath to accept the May 10, 2016 meeting minutes as printed, seconded by Mrs. Cooper, motion passes.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Mrs. Craver stated that tomorrow night is the Exxon informational meeting at 7:00pm at the Charlton Middle School.

IV. Appointments/Resignations:

1. Appointment – Old Home Day Committee. Mrs. Craver stated that attached are two talent bank forms received from Jody Bachand and Darlene Emco-Rollins seeking to be appointed to the Old Home Day Committee. The Old Home Day Committee has approved and would recommend the Board make the appointments as requested and she would agree. **Motion by Mr. McGrath to appoint Jody Bachand and Darlene Emco-Rollins to the Old Home Day Committee, seconded by Mrs. Cooper, motion passes.**
2. Appointment – Open Space Committee. Mrs. Craver stated that the Conservation Commission is seeking to re-establish the Open Space Committee whose purpose is to review the Open Space Plan for the town and is recommending the following be appointed:
 Lisa Westwell
 Robert Hartwig
 Paul Kolesnikovas
 Deborah Ceccarini and
 Darlene Emco-Rollins
 Mrs. Craver would agree and would recommend the board make the appointments as requested. For information purposes, the notice of openings has been running on cable and the town's website since March 7, 2016. **Motion by Mrs. Cooper to reestablish the open space committee with the purpose of reviewing the open space plan for the town and to appoint Lisa Westwell, Robert**

Hartwig, Paul Kolesnikovas, Deborah Ceccarini and Darlene Emco-Rollins, seconded by Mr. Singer. Mr. McGrath thinks this is a very good thing to get re-instated. It's a component of the Master Plan. **Vote on motion: motion passes.**

3. Appointment – WRTA member. Mrs. Craver stated as the board is aware, our WRTA Advisory Committee member resigned his position on April 12, 2016. We have had a regular member and alternate member opening running on cable since April 13, 2016. The WRTA has contacted us and has recommended the board consider appointing the Town Administrator to the WRTA Advisory Committee until a candidate has come forward. She would be honored to serve on this committee until such time as needed. What is the board's wishes? **Motion by Mr. McGrath to appoint the Town Administrator to the WRTA Advisory Committee, seconded by Mr. Singer, motion passes.**
4. Appointment – Assistant Animal Control Officer. Mrs. Craver stated that attached is a letter from Chief Pervier stating that he and Animal Control Officer, Ann Sellew interviewed the three candidates who had applied for the Assistant Animal Control Officer position. They are recommending the appointment of Robert C. McGrath of 6A Young Road. Mr. McGrath recently completed the Commonwealth of Massachusetts Animal Control Officer Certification Course, he holds a valid MA License to Carry Firearms and he currently serves as an Assistant Animal Control Officer for the Town of Oxford and serves as a Charlton Auxiliary Police Officer. Mrs. Craver would agree with the recommendation. Chief Pervier came forward with Mr. McGrath and introduced him to the board. Mr. McGrath clarified that Mr. McGrath is not a relative of his. **Motion by Mr. Singer to appoint Robert C. McGrath of 6A Young Road as Assistant Animal Control Officer, seconded by Mrs. Cooper, motion passes.**

V. Scheduled Appointments:

6:45pm – Appointment to Council on Aging – Barbara A. Larson. Mrs. Craver stated that we were notified by Council on Aging of a vacancy on their Board due to the resignation of George Butz. The opening was placed on the cable channel and the town's website. One request for appointment has been received from Barbara A. Larson and the Council on Aging is recommending the appointment. The vote for appointment must be done jointly and by roll call vote by both boards and the term expiration date would be June 30, 2019. Irene Langevin, Vice Chair of the Council on Aging came forward and introduced Barbara Larson. **Motion by Mr. Singer to appoint Barbara A. Larson to the Council on Aging, seconded by Mrs. Cooper. Roll call vote taken: Mr. McGrath – aye, Mrs. Cooper – aye, Ms. Langevin – aye, Ms. Manfield – aye, Ms. Stokes – aye, Mr. Swensen – aye and Chairman Szafarowicz – aye.**

6:50pm - CMG proposals for FY2017 (1) Former Highway Garage and (2) 4 Dresser Hill Road. Mrs. Craver stated to please find attached two proposals from CMG Environmental, Inc. for Environmental Services for the period covering July 1, 2016 through June 30, 2017 for the old Highway Barn located at 54 N. Main St. and the Community Center located at 4 Dresser Hill Road. In FY10, CMG Environmental reduced its fees for both sites and will continue to hold the same 2% discount. The costs for the mandated reporting for DEP is:

54 N. Main Street \$10,133.00

4 Dresser Hill Road \$ 7,142.00

These costs are paid from the Environmental Account. She would recommend the Board approve the amounts as shown. Mr. Magnusson came forward. **Motion by Mr. McGrath approve the contract with CMG Environmental Services for environmental services related to 54 N. Main St. in the amount of \$10, 133.00, seconded by Mr. Singer. Mr. McGrath amended his motion to state not to exceed \$10,133.00 Mr. Singer amended his second. Vote on motion: motion passes. Motion by Mr. McGrath to award CMG Environmental Inc. for Environmental Services for 4 Dresser Hill Road not to exceed the sum of \$7,142.00, seconded by Mr. Singer.** Mr. Magnusson stated that last

year the Board approved the extra \$1,000 to allow them to work on the water connections. **Mr. McGrath amended his motion to add \$1,000 to the total which would be not to exceed \$8,142.00 due to the explanation of Mr. Magnusson as to why it's needed. Mr. Singer amended his second. Motion passes.**

VI. New Business:

1. Meet the Departments – possible hosting of meeting at Overlook. Mrs. Craver stated that she attended the Overlook's 10th year anniversary celebration and presented the idea of the Board hosting a "Meet the Departments" at the Overlook. Overlook has said they would be happy to have our Departments/Boards/Commissions and Committees attend this event and explain the purpose of each board. On March 6, 2007, we held a Community Connection Social which was very well attended. Would the board be interested in this? The goal of this meeting would be to try and get more residents involved in our government. **Motion by Mr. McGrath to ask the Town Administrator to set up an all departments meeting for the purpose of introducing ourselves and what goes on with the different boards and departments and to put the option out there for people to become involved in the government, seconded by Mr. Singer, motion passes.**
2. Award of Main Wing Mini Split System Bid. Mrs. Craver stated that on May 31, 2016 at 12:00noon, bids were received and opened for the Main Wing Mini Split System (HVAC). One bid was received from MPC Services, Inc. of Sutton, MA in the amount of \$37,744.00. Building Commissioner Meskus has reviewed the bid and would recommend the Board award the bid to MPC Services, Inc. in the amount of \$37,744.00. **Motion by Mr. McGrath to award the bid for the main wing mini split system to MPC Services, Inc. in the amount of \$37,744.00, seconded by Mr. Singer, motion passes.**
3. Reverse 911. Mrs. Craver stated that attached is a letter from Chief Pervier recommending the Board consider the re-instatement of the Reverse 911 system and to make it permanent. His reasons for this request are that on Thursday, May 19, 2016, the Charlton Police Department, Southbridge Police Department and the Massachusetts State Police were engaged in a search for a wanted subject in the area of Carpenter Hill Road and Harrington Road. The individual who was being sought, posed a significant danger to the public and the Charlton Police Department had no means to send out an emergency notification to warn the residents who reside in that area due to the fact that the Town of Charlton had discontinued its Reverse 911 service several months ago. From that incident, Chief Pervier was contacted by two residents who had inquired why they had not received a reverse 911 call to warn them. He advised these residents that due to budget constraints, the town had discontinued its reverse 911 contracted services. These residents advocated that the Town reconsider reestablishing the reverse 911 system. On June 1, 2016, the Public Safety Committee met and voted unanimously to ask the Board of Selectmen to secure the necessary funds to contract with a reverse 911 provider, to set up and maintain said system so that the Town of Charlton would have the capability once again to send out emergency notifications to Town residents. Chief Pervier has contacted our previous reverse 911 provider – Everbridge and they will be providing the Town with a new proposal and cost estimate. She would agree and ask the board to seriously consider this request to ensure the safety of the Town of Charlton residents. Mrs. Craver stated that if the board is considering this she would ask that they make it a permanent fixture. Chief Pervier stated that our old provider Everbridge, said they would keep our information but he found out that's not the case. He would ask that if approved, it is put out to bid. Mr. Singer would be thrilled to get this back. **Motion by Mr. Singer to authorize the Chief and Town Administrator to work together to bring in competing bids and come back with two or three options and the cost to bring in a good working system and a good rate, seconded by Mrs. Cooper. Mr. McGrath stated for residents that this wasn't taken lightly when it was cut, we**

were under budget constraints. Mrs. Craver asked if the board is looking to get this operating soon or are they looking at the next town meeting. They would like to work on it now.

Motion passes. Mrs. Cooper asked if there's a way we can indicate that we would like this to be a permanent solution, is there something we can put into a motion or put in a policy of ours to do that. Mrs. Craver stated that when we bring back a recommendation that the board can ask the Finance Committee to keep that as a permanent part of the budget.

VII. Old Business:

1. Board of Selectmen – Clerk – appointment. Mrs. Craver stated that at the Board's May 10, 2016 meeting, the board reorganized by voting Mr. Szafarowicz as Chairman and Mr. McGrath as Vice-Chairman. There is still the need to appoint a Clerk of the Board. What are the wishes of the Board? **Motion by Mr. McGrath to appoint Mr. Singer as the Clerk for the Board of Selectmen, seconded by Mrs. Cooper.** Mr. Singer was asked if he would serve and he stated he would serve in any capacity needed. Chairman Szafarowicz thanked Mrs. Cooper for serving for two years as the Clerk of the board. **Motion passes.**
2. Municipal Aggregation Plan. At the Board's February 16, 2016 meeting, you approved the contract for Good Energy. Mrs. Craver stated that Good Energy has submitted our aggregation plan to the Department of Energy Resources (DOER) for the initial consultation stage which consists of a review of the aggregation plan by the DOER and a consultation meeting at their offices. The consultation meeting will be attended by the Massachusetts Good Energy Team and Municipal Officials can attend as well in person or by conference call. Good Energy is confident that our aggregation plan will not need substantial changes. Once the consultation meeting is completed and any changes are made to the aggregation plan, the DOER will issue a consultation letter which is necessary to move to the approval stage with the DPU. Once at DPU, the aggregation plan is reviewed and a public hearing is conducted at the DPU offices. Municipal Officials are encouraged to attend this public hearing in person. After DPU approval of our aggregation plan, Good Energy will conduct a competitive bid for power supply for the Town of Charlton, individually or as part of an aggregation with other municipalities. While the aggregation plan is in the DOER consultation process, you are asked to vote to submit the aggregation plan to the DPU for approval. Once this is done, we will need the Town Clerk to certify the vote. She would recommend the Board approve this request. **Motion by Mr. McGrath to submit the aggregation plan to DPU for approval, seconded by Mr. Singer, motion passes.**
3. Correction to Highway Bid. Mrs. Craver stated that at the Boards May 10, 2016 meeting, the highway materials bid was provided to you with recommendations for award. The bid for Item 1: Bituminous Concrete, Type I in place was awarded 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. The correct amount of the bid should have read \$61.96 per ton. She would ask the Board to rescind the original vote of \$61.90 and re-award the bid at \$61.96 per ton. All else remains the same. **Motion by Mr. McGrath to rescind the original award for bituminous concrete to Mass Broken Stone at 61.90 per ton due to a typographical error and re-award the bid to Mass Broken Stone for \$61.96 per ton for bituminous concrete, seconded by Mr. Singer, motion passes.**
4. Police Chief process. Mrs. Craver stated that we were asked to put this item on the agenda to discuss the process for the hiring of a new Police Chief. Chairman Szafarowicz stated that the Police Chief will be retiring at the end of this year and some members thought we could get an interim chief. **Motion by Mr. McGrath to ask the Town Administrator to start the process for hiring an interim police chief looking at both inside and outside the department, seconded**

by Mr. Singer, motion passes. Mr. Singer would prefer an interim from the outside. He provided the Town Administrator with a referral and he would like to see that person's name on the list.

VIII Committee Reports:

IX BOS Policy Review:

X. Student Selectperson Report – Bailey Ross. This is her last meeting. Chairman Szafarowicz stated that this is Ms. Ross's last meeting and presented her with a certificate of appreciation. She thanked the board and thanked them for the opportunity.

XI Town Administrator Report: Mrs. Craver reviewed her report. She stated that the Governor signed a new records law. We need to appoint a records clerk and she has spoken with the Town Clerk who is thinking about it.

XII Other Business:

XIII Next Meeting Announcement:

Next Regular Selectmen's Meeting – June 21, 2016

XIV **Adjourn: Motion by Mr. Singer to adjourn 7:25pm, seconded by Mr. McGrath, motion carries.**

Submitted by:

Mary C. Devlin

Administrative Assistant

Accepted by:


Joseph I. Szafarowicz, Chairman


David M. Singer, Clerk


John P. McGrath, Vice-Chairperson


Cynthia B. Cooper, Member


Frederick C. Swensen, 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: June 2, 2016

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 6/7/16

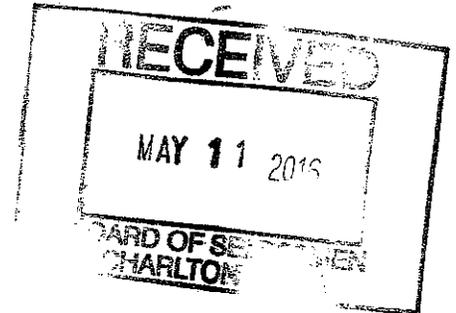
MIA Participation Credits – MIA Property & Casualty Board of Directors approved an additional participation credit of \$1,071 for the Town of Charlton. These credits are in addition to all other credits and discounts will receive as part of our renewal for July 1, 2016. These credits recognize long term loyalty and commitment of the MIA membership.

Eligibility for Overtime Pay – For information purposes, the Federal Department of Labor issued new rules updating eligibility for overtime pay. The salary threshold for overtime eligibility increased from \$455 per week to \$913 per week. The rule applies to both private and public sector employees. The effective date this will take effect is December 1, 2016. This law applies to salaried personnel. We are reviewing our employees who fall under this category and will report back to you if any changes should occur.

MIIA Board of Directors Approves an AWARD of \$2.5 Million in Participation Credits for MIIA Members

May 9, 2016

Ms. Robin Craver
Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507



Dear Robin:

It gives us great pleasure to announce the distribution of participation credits to our members! The members of the MIIA Property & Casualty Board of Directors approved this additional participation credit of \$2.5 million bringing the total distribution of additional participation credits since 2009 to \$30 million!

These participation credits are returned to members of the Property & Casualty Group for the current fiscal year. Also, these participation credits are *in addition* to all other credits and discounts you will receive as part of your renewal pricing for July 1, 2016. Participation credits recognize long-term loyalty and commitment of the MIIA membership. Below you will see the amount of the new participation credit granted to you by MIIA:

Town of Charlton, Property & Casualty, \$1,071

MIIA will issue credit invoices for these additional participation credit amounts along with your renewal invoices for July 1, 2016.

While continuous distribution of these credits is not guaranteed, this latest participation credit is a reflection of the MIIA Board's ongoing practice of reviewing the program's financial position on a quarterly basis. With advice from its actuaries and management, the Board determines if additional credits can be provided to the members. The MIIA Board is composed of local officials who are keenly aware of the difficult financial conditions that cities and towns face.

We at MIIA seek to embrace both the long-term financial health of the MIIA program *and* our members' need for high-quality coverage at the most affordable price. To that end, at each of its meetings, the MIIA Board reviews the pool's financial picture, looking at past and present performance to determine if additional credits can be provided. If sufficient contingency reserves are available, determined after a thorough review with

MIIA's actuaries, the Board will release funds through participation credits. For most members, these credits have typically offset a significant portion of any increase in premium contributions. In recent years, however, these additional participation credits may not fully cover the workers' compensation rate changes because of the need for higher premiums to cover increasing losses. Nevertheless, the credits provide significant relief that would otherwise be unavailable from other marketplace options.

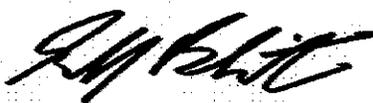
The bottom line and most important point is that MIIA's costs continue to be well below commercial insurance alternatives, and the announcement of this new \$2.5 million in participation credits enhances MIIA's value to you and the communities of Massachusetts!

We are extremely pleased to be able to offer these cost-saving measures and real-dollar savings. As always, your participation and commitment to MIIA is very much appreciated.

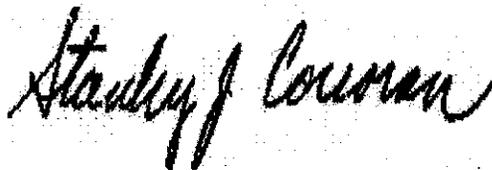
Sincerely,



Rocco Longo
Chairman, MIIA
Town Manager
Town of Marshfield



Geoffrey Beckwith
President, MIIA
Executive Director, MMA



Stanley J. Corcoran
Executive Vice President,
MIIA

TA Report

Craver, Robin

From: Katie Sagarin McCue <kmccue@mma.org>
Sent: Thursday, May 26, 2016 3:54 PM
To: MMPA Resources List
Subject: federal change in overtime pay

Dear MMPA Members:

Please see the following summary we have prepared for The Beacon on the new federal overtime laws. There is a link for more information included,

Best,

Katie

On May 18, the federal Department of Labor issued new rules updating eligibility for overtime pay, a change expected to affect roughly 4.2 million American workers. The salary threshold for overtime eligibility increased from \$455 per week to \$913 per week (\$47,476 per year). The rule applies to both private and public sector employees. Many public sector employees in Massachusetts also have overtime provisions in their collective bargaining agreements. The effective date is Dec. 1, 2016.

For more information, visit www.dol.gov/whd/overtime/final2016.

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Katie S. McCue
Senior Legislative Analyst
Massachusetts Municipal Association
One Winthrop Square
Boston, MA 02110

617-426-7272 X123
www.mma.org
kmccue@mma.org
Follow us on Twitter: @massmunicipal