



Submitted by MCD  
 Date 8/1/16  
 Received by dlx  
 Date 8-1-16

**TOWN OF CHARLTON**  
 Minutes of Regular Selectmen's Meeting  
 Tuesday – June 21, 2016 at 6:30pm

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

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

I. Call to Order:

1. Chairman Szafarowicz called the meeting to order at 6:30pm with the pledge to the flag and a moment of silence for the victims of the Orlando terror attack.
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 Special Selectmen's Meeting – May 31, 2016. **Motion by Mrs. Cooper to approve the minutes, seconded by Mr. Swensen, motion passes with Mr. Singer abstaining.**
2. Minutes of Regular Selectmen's Meeting – June 7, 2016. **Motion by Mr. Singer to approve the minutes of June 7, 2016, seconded by Mr. Swensen, motion passes.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.

IV. Appointments/Resignations:

1. Appointment – Alternate Plumbing & Gas Inspector. Mrs. Craver stated that attached is a request from Peter Starkus, Plumbing & Gas Inspector asking the Board to appoint Paul Mazeika from 20 Newton Ave., Oxford, MA as the Alternate Plumbing & Gas Inspector for the Town of Charlton. This would allow Mr. Mazeika to perform inspections in the absence of Mr. Starkus. Mr. Mazeika has been helping Mr. Starkus for some time now and this would make it official. She would recommend the board make the appointment. **Motion by Mrs. Cooper to appoint Paul Mazeika from Oxford as the Alternate Plumbing & Gas Inspector, seconded by Mr. Singer, motion passes.**
2. Appointment – Board of Registrars. Mrs. Craver stated that attached is a request from the Democratic Town Committee asking the Board to appoint the following to the Board of Registrars for the Democratic Party. Lisa Redmond – term expiration April 1, 2017 and Geraldo Alicea – term expiration April 1, 2018. She would recommend the Board make the appointments as requested. **Motion by Mr. Singer to appoint Ms. Redmond until April 1, 2017 and Mr. Alicea until April 1, 2018, seconded by Mrs. Cooper, motion passes.**
3. Appointment – (2) Two Full Time Temporary Highway Laborers. Mrs. Craver stated that Highway Superintendent Foskett is seeking to hire two (2) full time temporary laborers for a period of eight (8) weeks starting June 27, 2016 at a rate of pay of \$13.00/per hour. Five applications were

received to fill these openings. Mr. Foskett has held interviews and would recommend the Board appoint Jonathan Dion of Dudley, MA and Justin Connor of Rochdale, MA. She would recommend the board make the appointments. **Motion by Mr. Singer to make the appointments as recommended, seconded by Mr. Swensen, motion passes.**

4. Re-appointments for term expiring June 30, 2016. Mrs. Craver stated that attached is a list of re-appointments for terms that will be expiring on June 30, 2016 that are made by the board each year. Staff has been contacting current members to see if they will be seeking re-appointment. The list attached, are the ones that have responded at this time. She would ask the Board to approve the list as presented. For information purposes, Terek Mroczkowski will not be seeking re-appointment to the CMRPC due to scheduling conflicts. We have asked the Planning Board to make a recommendation for appointment as this is their delegate. Also, Town Counsel Cosgrove has stated that Attorney Blatt will be leaving the office on October 1, 2016 so the appointment should just be for him. **Motion by Mrs. Cooper to appoint as recommended, seconded by Mr. Swensen.** Mrs. Cooper asked if there is a reason for some of the committees being one year and Mrs. Craver stated that most are by bylaw. **Vote on motion: motion passes.**

V. Scheduled Appointments:

**6:45pm** – School Transportation – Senator Gobi, Representatives Durant and Frost. Mrs. Craver stated that as you know, school transportation costs have increased. We have contacted our Representatives for assistance. Per the Board's direction, we have invited Senator Anne Gobi and Representatives Peter Durant and Paul Frost to tonight's meeting for discussion. Chairman Szafarowicz invited those in attendance to come forward. Mr. Singer stated that this has been a big issue for him for some time. He doesn't feel the taxpayers should be paying for students that wish to attend a different school. Mrs. Craver stated that the costs are up to almost \$50,000. Senator Gobi stated that this isn't only an issue in this town but many others. She said there is a bill that would put the burden on the parents but she doesn't feel it will pass this year. They have spoken about forming a commission about this cost and other school placements. Worcester County is one of the fastest growing states in agricultural which is one of the issues. The issue is well understood. Mr. Singer asked to have them refile the bill. Mrs. Craver asked if they could provide an update on our two Municipal Acts. Senator Gobi said they are moving. The Board thanked them for coming.

**7:00pm** – Government Study Committee. Mrs. Craver stated that per the Board's direction, we have invited the Government Study Committee to tonight's meeting to discuss their white paper report that they provided at town meeting. Stephen Coleman, Karen Spiewak, Jean Vincent, Fred Pappalardo and Kathleen Walker came forward. Mr. Coleman thanked the board for inviting them. He stated that a Human Resources Director was discussed amongst the committee as well as many employees. It could be a shared position with another town. Mrs. Cooper asked what the conversation was about a Charter? How did they come to the conclusion? The committee felt that if we go to a charter, there are a lot of privileges stripped away. Chairman Szafarowicz asked them to discuss their review of a Department of Public Works. Mr. Coleman said that considering the small size of the entities in town, there is little financial benefit to the town. Mrs. Spiewak said they wanted to give some background on how they came up with these recommendations. Mr. Coleman stated that a lot of towns have a combined Treasurer/Collector. By creating a "Finance Director" would give one person the authority to make financial policies and unilateral decisions. Mrs. Craver asked if they looked at the position we currently have for Town Accountant/Financial Officer? What were the thoughts? Were there any conversations with recommendations? Mr. Coleman stated that they did not miss that position. The position doesn't have the authority to make unilateral decisions. He stated that the committee would recommend the position of Constable be appointed by the Selectmen rather than elected. The next item is chain of command. Discussion of investigating ways to maintain and increase the pool of volunteers. The committee reviewed the different recommendations they had. They recommend the Board

consider to form a Strategic Action Planning Committee to move forward with creating an action plan to implement said recommendations and to report back to the annual May, 2017 town meeting. Chairman Szafarowicz thanked the committee for coming and for their work. Mrs. Spiewak asked if the Board knows what their plan will be yet? Chairman Szafarowicz stated that the board has a goals and objectives meeting coming up where this will be discussed. Mr. Swensen stated that there are some good items in here and some he would question. He asked if there was any ideas on how to improve the chain of command. Mr. Coleman said they thought their goal was to make recommendations. They didn't feel that was their goal to make the recommendations on how to solve the issue. The Board thanked them all for their work on this.

VI. New Business:

1. Request for one day special license / St. Joseph's Church. Attached is a request for a special license from St. Joseph's Church to serve wine and malt beverages from 11:00am – 4:00pm on July 10, 2016 in the Church Hall located at 10 H. Putnam Hill Road for an 80th birthday party for Father Bob. This request was forwarded to Police Chief Pervier, Fire Chief Cloutier and Building Commissioner Meskus which all have given their approval. She would recommend the board approve this request. **Motion by Mr. Swensen to approve the one day license request, seconded by Mrs. Cooper, motion passes.**
2. Request for Toll Road – Knights of Columbus. Mrs. Craver stated that the Knights of Columbus – Charlton Council #11379 is seeking to conduct a “Tootsie Roll Drive” to benefit the Special Needs Children of the town, state and nation. They would like to set up a “Voluntary Toll Road” on Saturday, October 8, 2016 from 8am – 2pm at the corner of Main St. and Masonic Home Road. This request has been forwarded to Chief Pervier for his recommendation and approval. Chief Pervier is in support of this request contingent upon the following safety precautions:  
 All volunteers must wear bright colored vests (yellow, orange, green or red) while soliciting donations;  
 Orange traffic cones must be set out on Main St. and Masonic Home Rd. for a distance of not less than 50 ft on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;  
 Signs warning “Voluntary Toll Ahead” must be erected on both Masonic Home Rd. and Main St. not less than 75 ft. from the toll collection area.  
 Should the Board approve this request, she would ask them to consider including Chief Pervier's recommendations into the motion. **Motion by Mr. Singer to approve the request with Chief Pervier's recommendation, seconded by Mrs. Cooper, motion passes.**
3. Inter-Departmental Transfers. Mrs. Craver stated that attached is a list of transfer requests. Most of them are within their own department. The Fire Chief is requesting \$46,458 from the Reserve Fund and must be approved by the Finance Committee. she recommend the board vote to approve all transfer requests pending approval from the Finance Committee. They will be meeting June 29, 2016 to vote on the requested transfers.

To the Following Accounts	Purpose	Amount	From the Following Account
Fire Salaries and Wages	Staffing	\$3,000	Fire Expense
Fire Salaries and Wages	Staffing	\$46,458	Reserve Fund
BOH Inspection Expense	Insufficient Payroll funds	\$3,151	BOH-Admin Asst Salary
BOH Inspection Expense	Insufficient Payroll funds	\$214	BOH-Dept Asst Salary

BOH Inspection Expense	Insufficient Payroll funds	\$868	BOH-Expenses
Treasurer Banking Svcs.	Payroll Preparation	\$800	Assistant Treasurer
Treasurer Expenses	Payroll Supplies	\$575	Assistant Treasurer
Tax Collector Dept. Asst.	Additional Personnel	\$3,150	Tax Collector
Animal Control Officer	Combined Duties	\$1,220	Animal Inspector
Animal Control Officer	Combined Duties	\$190	Animal Inspector Exp.
Animal Control Officer	Combined Duties	\$1,439	Municipal Expenses
Highway Uniforms	Price Increase	\$600	Highway Expense
Municipal Telephone	Switching Costs	\$500	Municipal Expenses
Cable Manager	Increased Duties	\$1,200	Cable Expense
Sewer Salaries	Consultant	\$10,000	Sewer I & I
Sewer Salaries	Consultant	\$8,000	Sewer Legal

Chief Cloutier stated that they expected some employees to be back from injured on duty and some had family issues requiring the use of family medical leave act. Overtime is at over \$200,000 for this year. With hiring the new employees, this number should drop quite a bit. **Motion by Mr. Singer to approve the Fire Salaries expense, seconded by Mr. Swensen, motion passes. Motion by Mr. Swensen to approve the transfer requests as in the memorandum, seconded by Mr. Singer, motion passes.**

VII. Old Business:

VIII Committee Reports:

IX BOS Policy Review:

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

XII Other Business:

XIII Next Meeting Announcement:

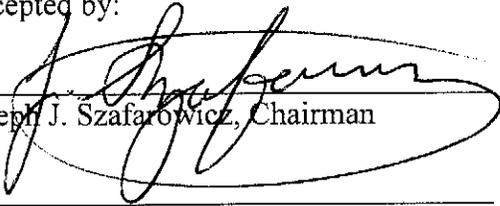
Next Regular Selectmen's Meeting – July 5, 2016

XIV Adjourn/Executive Session: **Motion by Mrs. Cooper to enter into executive session 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 and #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 if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mr. Singer. Roll call vote taken: Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer – aye and Chairman Szafarowicz –aye.**

**Motion by Mr. Singer to adjourn at 8:19pm, seconded by Mr. Swensen, motion passes.**

Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

  
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Joseph J. Szafarowicz, Chairman

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David M. Singer, Clerk

  
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John P. McGrath, Vice-Chairperson (absent)

  
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Cynthia B. Cooper, Member

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Frederick C. Swensen, Member

TOWN OF CHARLTON  
OFFICE OF THE TOWN ADMINISTRATOR  
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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: June 21, 2016

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 6/21/16

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**Reverse 911-** I am working with Chief Pervier on the Reverse 911. The Chief has procured 3 quotes and is in the process of reviewing them. I expect a recommendation from the two of us at your next meeting.

**Regional Dispatch-** As directed, I am working with the Towns of Oxford, Southbridge and Sturbridge on a feasibility study for regional dispatch services. Previously, I informed you that we received a grant for \$85,000. An RFP has been developed and is being advertised with a mandatory bid conference this Thursday. The Police and Fire Chiefs are both on the regional dispatch committee.

**Year End Transfers-** We will post for a BOS meeting to handle any last minute, year-end issues next Tuesday, June 28<sup>th</sup>. The Finance Committee will meet the following day, Wed. June 28<sup>th</sup> to take any votes needed to facilitate budget adjustments.

**Police Car Accident-** The Police Chief was rear ended today. He is okay, but there is damage to the vehicle.

COMMITTEE/COMMISSION/BOARD	NAME	TERM	NEW EXPIRATION DATE
ANIMAL CONTROL OFFICER	SELLEW, ANN	1 year	6/30/2017
ANIMAL CONTROL OFFICER - ASSISTANT	SELLEW, BRENT	1 year	6/30/2017
BOSTON POST CANE COMMITTEE	CIESLUK, DEBRA	1 year	6/30/2017
BOSTON POST CANE COMMITTEE	KUEHL, CATHLEEN	1 year	6/30/2017
BOSTON POST CANE COMMITTEE	PERVIER, JAMES	1 year	6/30/2017
BOSTON POST CANE COMMITTEE	DEVLIN, MARY	1 year	6/30/2017
BOSTON POST CANE COMMITTEE	MATERAS, ELAINE	1 year	6/30/2017
BUILDING INSPECTIONAL SERVICES:			
BUILDING COMM. /ZONING ENFORCE. OFF.	MESKUS, CURTIS	1 year	6/30/2017
ASST. WIRING INSPECTOR	KELLER, THOMAS	1 year	6/30/2017
GAS INSPECTOR	STARKUS, PETER D.	1 year	6/30/2017
PLUMBING INSPECTOR	STARKUS, PETER D.	1 year	6/30/2017
WIRING INSPECTOR	OSTROWSKI, JOSEPH J	1 year	6/30/2017
BY-LAW COMMITTEE	BURNHAM, ROBERT L	1 year	6/30/2017
BY-LAW COMMITTEE	PAPPALARDO, FRED	1 year	6/30/2017
CABLE ACCESS COMMITTEE	BORGESON, ERIC	1 year	6/30/2017
CABLE ACCESS COMMITTEE	FONTAINE, BILL	1 year	6/30/2017
CABLE ACCESS COMMITTEE	WILMOT, RONALD	1 year	6/30/2017
CABLE ACCESS COMMITTEE (Alt)	EKMAN, CARL	1 year	6/30/2017
CENTRAL MASS REGIONAL PLANNING, ALT	SZAFAROWICZ,, JOSEPH	1 year	6/30/2017
COUNCIL ON AGING	MANFIELD, MADELEINE	3 years	6/30/2019
COUNCIL ON AGING	MALINOWSKI, JOAN M	3 years	6/30/2019
CULTURAL COUNCIL	STAPIEN, SYLVIA (Secretary)	1 year	6/30/2017
CULTURAL COUNCIL	THERIAULT, PIERRE	1 year	6/30/2017
CULTURAL COUNCIL	DRURY-BOOTE, HEATH MS	1 year	6/30/2017
CULTURAL COUNCIL	CUMMINGS, MARK	1 year	6/30/2017
CULTURAL COUNCIL	BAUMHARDT, JOHN R	1 year	6/30/2017
CULTURAL COUNCIL	PETRIK, KRISTEN	1 year	6/30/2017
ECONOMIC DEVELOPMENT COMMISSION	BORIA, PETER (ALT)	1 year	6/30/2017
ECONOMIC DEVELOPMENT COMMISSION	WEBB, SABRINA	1 year	6/30/2017
ECONOMIC DEVELOPMENT COMMISSION	FONTAINE, BILL	3 year	6/30/2019
ECONOMIC DEVELOPMENT COMMISSION	JACOBS, MIKE	3 year	6/30/2019
EMERGENCY MANAGEMENT	EKMAN, CARL LT.	1 year	6/30/2017
DEPUTY EMERGENCY MANAGEMENT DIRECTOR	GOUGH, TERRI	1 year	6/30/2017
EMERGENCY MEDICAL SERVICE COORDINATOR	GOUGH, TERRI	1 year	6/30/2017
LAKES & PONDS TASK FORCE	MORAN, TIM	1 year	6/30/2017
LAKES & PONDS TASK FORCE	WARASZKIEWCZ, ZIGGY	1 year	6/30/2017
LAKES & PONDS TASK FORCE	WESTWELL, LISA	1 year	6/30/2017
MEMORIAL DAY COMMITTEE	BACHAND, CLARENCE A.	1 year	6/30/2017
MEMORIAL DAY COMMITTEE	PARKER, PETER	1 year	6/30/2017
MEMORIAL DAY COMMITTEE	PRANAITS, JOSEPH	1 year	6/30/2017
OLD HOME DAY COMMITTEE	KUEHL, CATHY	1 year	6/30/2017
OLD HOME DAY COMMITTEE	PERVIER, JAMES	1 year	6/30/2017
OLD HOME DAY COMMITTEE	SEIFERT, BONNIE	1 year	6/30/2017
OLD HOME DAY COMMITTEE	WALKER, KATHLEEN W	1 year	6/30/2017
OLD HOME DAY COMMITTEE	THOMAS, ROB	1 year	6/30/2017
OLD HOME DAY COMMITTEE	CLEMENTS, HEATHER	1 year	6/30/2017
OLD HOME DAY COMMITTEE	LALLY, MIKE	1 year	6/30/2017
OLD HOME DAY COMMITTEE	COURVILLE, CHASE	1 year	6/30/2017
OLD HOME DAY COMMITTEE	FRISELLA, JENNIE	1 year	6/30/2017
SCM ELDERBUS	CIESLUK, DEBRA	1 year	6/30/2017
SEALER OF WEIGHTS & MEASURES	VALINSKI, JR., RONALD W.	1 year	6/30/2017
SEXUAL HARASSMENT OFFICER	CRAVER, ROBIN L.	1 year	6/30/2017

TECHNOLOGY COMMITTEE	CECCARINI, DEBORAH	1 year	6/30/2017
TECHNOLOGY COMMITTEE	CLOUTIER, CLIFFORD	1 year	6/30/2017
TECHNOLOGY COMMITTEE	EKMAN, CARL LT	1 year	6/30/2017
TECHNOLOGY COMMITTEE	MESKUS, CURTIS	1 year	6/30/2017
TECHNOLOGY COMMITTEE	PAUL, STEVE	1 year	6/30/2017
TECHNOLOGY COMMITTEE	PERVIER, JAMES	1 year	6/30/2017
TECHNOLOGY COMMITTEE	HANSEN, CHERYL	1 year	6/30/2017
TOWN COUNSEL	COSGROVE LAW OFFICE	1 year	6/30/2017
VETERAN'S GRAVE MARKER	BACHAND, CLARENCE	1 year	6/30/2017
ZONING BOARD OF APPEALS	CARDINAL, LEONARD, JR.	5 years	6/30/2021
ZONING BOARD OF APPEALS	JOHNSON, WILLIAM A.	5 years	6/30/2021