



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – August 2, 2016 at 6:30pm

Submitted by MCD
Date 9/6/16
Received by dst
Date 9-6-16

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

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 – July 19, 2016. **Motion by Mr. McGrath to approve the regular Selectmen's Meeting minutes of July 19, 2016, seconded by Mrs. Cooper, motion passes with Mr. Swensen and Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Chief Pervier came forward. He stated that this weekend the Annual Pan Mass Challenge comes through on Saturday morning. This ride, for a good cause, can cause some areas of concern for residents for traveling. They are supposed to come through at 5:45am and will be out by 7:00am. At 20 and 169, getting across those areas is difficult. He would recommend seeking an alternate route. There are approximately 4,000 riders. Mrs. Craver stated that the town wide yard sale is also that day and drivers should be aware.
- Chief Pervier would encourage everyone to come out for Old Home Day. It's the 120th year. He stated that during Old Home Day weekend, on Sunday at Masonic Home, in the back there is a large stage from 4 – 6pm, New Bay Colony will be playing a lot of oldies.

IV. Appointments/Resignations:

1. Fire Station Building Committee – Mrs. Craver stated that one of the Board's goals is to reinstate the Fire Station Building Committee. The original make up of the committee was:
One (1) Member from the Library Building Committee – Joseph Haebler
One (1) Member from the public involved in the building trade – Ralph Fiske
One (1) Member from an area Fire Department – Stephen M. Coleman, Jr.
Two (2) Members from the Fire Department – Bud Harris and Brian Ouellette
Two (2) Members from the public – Scott Brown
Also on this committee were Fire Chief Cloutier, Selectman Rick Swensen and Mrs. Craver. We were asked to reach out to the previous members to see if they would be interested in serving on this committee again. The following have replied: Scott Brown,

Stephen Coleman and Bud Harris – not at this time. Joseph Haebler, Brian Ouellette and Ralph Fiske – yes. Selectman Rick Swensen would still like to be involved. We have placed the openings for one member from an area Fire Department and two members from the public on cable and the town’s website. What is the Board’s wishes? Mr. McGrath would also like to be involved. **Motion by Mr. Singer to have Mrs. Craver, Mr. Swensen and Fire Chief Cloutier on the committee as they were and to have Mr. McGrath on the committee as a community member and to re-appoint Joseph Haebler, Brian Ouellette and Ralph Fiske, seconded by Mrs. Cooper.** Mrs. Craver stated that Mr. Haebler would not be the board’s appointment as that would be the Library Building Committee. For the fire members, Chief Cloutier will send something to his employees and make a recommendation. Chief Cloutier was asked if he could help find an area Fire Department person. Chief Cloutier stated that there are a few Fire Buildings being built in our area and he will reach out to them. Mr. Singer would ask for thank you notes to be sent to Stephen Coleman, Scott Brown and Bud Harris as there is a lot of time put into this committee. **Vote on motion: motion passes.**

2. Robin Craver as hearing officer to make findings of fact and recommendations to the Board of Selectmen regarding a police disciplinary matter. Mrs. Craver stated that it has come to her attention that due to a disciplinary matter issue, Special Counsel has recommended that the Board of Selectmen appoint her as hearing officer to make findings of fact and recommendations to the Board of Selectmen regarding a police disciplinary matter. Therefore, she recommends the board appoint her as hearing officer for a current employee matter in the police department. **Motion by Mr. Swensen to appoint Robin Craver as the hearing officer to make findings of fact and recommendations to the Board of Selectmen regarding a police disciplinary matter, seconded by Mr. Singer, motion passes.**

V. Scheduled Appointments:

6:45pm – Fire Chief Cloutier – Safer Grant. Mrs. Craver stated that Fire Chief Cloutier has asked to meet with the Board to discuss the SAFER Grant that he has applied for in the amount of \$1.7 million. The Grant is for staffing adequate fire and emergency response personnel. Captain Knopf wrote the grant for 9 personnel back in 2015. This would provide them with a fire officer and 4 firefighters per group and a Deputy Chief. The grant has a performance period of 6/30/16 – 6/30/18. After the period of performance, there is no obligation to maintain those positions although some variation of such may prove beneficial. As you know, town meeting approved four new personnel for the Fire Department. If we need to change the grant to 4 positions, it would be required to be re-scored by the committee and may or may not reach the threshold of scoring that they have successfully demonstrated in the grant. If the Board chooses to sign the letter and if we do receive the grant, we have 30 days to negate the grant if that’s the route the board wishes. Chief Cloutier reviewed the grant. He said this grant would give them five people on a group plus a deputy chief. The grant has not been awarded yet. He stated that they are looking for a letter of governance allowing them to go forward. Mr. Swensen asked if the grant is for nine and town meeting approved four, why are we not asking for five? Would this set us back in the process? Mrs. Craver asked Chief Cloutier to clarify, would the four that were just hired be included in that grant and Chief Cloutier stated that they would be allowed. There is a possibility of that, he can’t guarantee it. Mr. Singer stated that five of these that weren’t approved at town meeting would be paid for for two years then we would have to ask for funding from the tax payers. He asked that with this grant, is there a matching aspect to it? Chief Cloutier stated that this grant is 100% paid through FEMA. Mr. Swensen stated that another way to look at it is that if these five people come on, they would get training and experience for the two years to move forward if needed. It was asked if this grant would cover increases and such and the answer was no. **Motion by Mr. Swensen that the**

Board sign the letter of governance as the Chief explained. We do have a time period to decline it if we are awarded the grant. By signing the letter we are letting FEMA know we do have needs, that we are short staffed. **Seconded by Mr. McGrath.** Chairman Szafarowicz asked if there is an idea of a time frame to see if we are given the grant. Chief Cloutier is not sure but he would think within the next 90 to 120 days. **Mr. Singer amended the motion that if we are awarded the grant, that the board meet with the Finance Committee within 14 days of award and have a decision made within 21 days whether we can keep the five employees or not. Mr. McGrath seconded the amendment. Motion on the amendment, motion passes.** Mrs. Craver asked Chief Cloutier that if we are awarded the grant, would there be any issue or credibility if the Board requests the nine and then they deny it. Chief Cloutier thinks we would be held harmless but he can certainly ask that question. **Vote on motion: motion passes.** Chief Cloutier stated that Assistant Chief Mahan is leaving after 38 years to the community. Chief Cloutier has accepted his resignation. There will be an open house on September 1, 2016 from 3:00pm – 5:00pm which is his last day of work. He would like to take someone off the hiring process to fill his position. Mr. McGrath asked Chief Cloutier if he could provide the board with a list of positions and their retirement dates. Mr. Singer asked Chief Cloutier to send a reminder email and ask that we present him with a certificate. **Motion by Mr. Singer to accept Mr. Mahan's resignation, seconded by Mr. McGrath.** Mrs. Craver stated that the board doesn't need to accept his resignation but permission to replace the position. **Motion by Mr. Singer to authorize the Chief to fill that position, seconded by Mr. McGrath, motion passes.** Chief Cloutier thanked the board for all their help in assisting his department with their needs.

7:00pm – Update on Regional Dispatch and Appointment of Regional 911 Emergency Communication District Planning Committee Members from Charlton – Mrs. Craver stated that four towns (committee) met on Wednesday, July 27, 2016 at the Oxford Town Hall and interviewed two vendors for the design of public safety telecommunications systems serving multiple towns and/or multi-agency dispatch centers, to assist in the creation and operation of a Central Regional Emergency Communications Center for the participating towns of Southbridge, Charlton, Oxford and Sturbridge. The committee voted to recommend CTC, Inc. to do the study. In reviewing M.G.L. Chapter 6A, section 18O, Regional 911 emergency communication district, you are asked to form a regional 911 emergency communication district planning committee, consisting of three unpaid persons whose duties shall be to study the feasibility of establishing and constructing a regional 911 emergency communication district and propose the district's organization, governance structure, operation, location, estimate of construction or siting and operating costs, maintenance and methods of financing. Each municipality comprising the district planning committee may appropriate sums to compensate the committee's expenses. The district planning committee may expend any sums so appropriated and may employ any expert assistance as it considers necessary to carry out sections 18O to 18V, inclusive. The district planning committee may apply for, accept and expend, without appropriation, grants or gifts of funds from the federal government, the commonwealth or any other source. She would ask the board to appoint Fire Chief Cloutier, Police Chief Pervier and her to the Regional 911 Emergency Communication District Planning Committee from Charlton. She stated that they have been acting this way but they need a formal vote. **Motion by Mr. Swensen to appoint Town Administrator Craver, Fire Chief Cloutier and Police Chief Pervier to the Regional 911 Emergency Communication District Planning Committee representing Charlton, seconded by Mr. McGrath, motion passes.**

VI. New Business:

1. Archival Storage Facility – Design, Bidding Documents and Construction. Mrs. Craver stated that during the RFP process for the elevator project, quotes were received for the design, bidding documents and construction administration for the proposed archival storage facility to be located here at the town hall. The Municipal Building Committee met on Thursday, July 14, 2016 and voted to recommend that the Town of Charlton enter into a contract with VanVoorhis Associates

for design, bidding documents and contract and construction administration for the proposed archival storage facility in the amount of \$24,000. She would recommend the Board approve the contract with VanVoorhis Associates. Mrs. Cooper asked if this funding is from the building funding or do we need to fund it. Mrs. Craver stated that it was not included with the bid. The monies for this, we have \$250,000 that was appropriated at town meeting to fund this. **Motion by Mr. McGrath to authorize the Town Administrator to enter into contract with Charlie Van Voorhis Architects in the amount of \$24,000 for design, construction documents, bidding & contract administration and contract administration for record storage addition to the town hall approximately 700 ft² in size as outlined in the proposal dated June 28, 2016, seconded by Mr. Singer.** Mrs. Cooper stated that the letter from Mr. Van Voorhis states that the space may not comply with all the performance standards with the Secretary of the State. Where does it fall short. Mr. McGrath stated they are planning on doing a masonry building with a four hour fire rating and the state recommends a six hour fire rating. That would only be needed if this building was put into the town hall building. Mr. Swensen asked if the Town Clerk is involved in the design as she is the keeper of records. Mr. McGrath said he will make sure the Building Committee speaks with her. Mrs. Cooper is concerned it doesn't meet the recommended guidelines. She asked if there was some way to correct this? Mr. McGrath stated that the design work hasn't been done yet. They can ask the architect. **Vote on motion: motion passes.**

VII. Old Business:

1. Route 20 project – long range planning update. Mrs. Craver said she had a discussion with Mary Ellen Blunt, the Massachusetts Transportation Program Manager. She stated that an amendment to the current Long Range Transportation Plan is currently out for 30 day public review with a vote planned for August 3, 2016 at the CMMPO meeting at 4:30pm. They have not yet been requested to place the project into a Transportation Improvement Program (TIP) year but from the timeline below, the project is likely to be started in 2019 or 2020. The original dates were 2026 -2030.
 Currently listed as two projects
 Auburn/Oxford 2021-2025
 Oxford/Charlton 2026-2030
 Will be listed as one project:
 2016-2020 band - \$5,624,320; Statewide funding
 2021-2025 band - \$11,386,727; STP target funding
 2021-2025 band - \$39,922,592; Statewide funding
 It would be helpful to move this along by the Board of Selectmen sending a support letter. What are the Board's wishes? Mr. McGrath stated that he talked with some of the people in the Planning Department and they echo the same thing we do. They don't think the project will start at the exact date because of all the land takings but shortly after. This won't delay the project. It is a very high priority. **Motion by Mr. Singer to send a letter of support, seconded by Mrs. Cooper.** Mrs. Craver stated that we do really have our representatives to thank due to stepping up to address the safety hazards due to the accidents that have happened. She also thanked Lisa Brodruer for her involvement. **Vote on motion: motion passes.**
2. Alternate ZEO Official / Southbridge Recycling & Disposal Park. Mrs. Cooper recused herself from the discussion at 7:28pm. Mrs. Craver stated that Zoning Enforcement Officer Curtis Meskus has received a zoning complaint in regards to the Southbridge Recycling & Disposal Park. Mr. Meskus contacted the State Ethics Commission as he would be in conflict with this complaint as he is an abutter to the area in concern and the State Ethics Commission advised him to refrain from any discussions/decisions on this matter. The Board of Selectmen will need to appoint an Alternate Zoning Enforcement Officer who can address the zoning complaint and issues arising thereof from the Southbridge Recycling & Disposal Park. You are asked to appoint Fred Lonardo,

Building Commissioner from the Town of Lexington to address this issue. She thanked the Town Manager in Lexington as they will be sharing this position and we won't have to pay additional and they are happy to help us out. She has also received emails from residents on H. Foote Road with concerns relating to their water. They have been informed that this item is on the board's agenda and she advised them they are welcome to attend. **Motion by Mr. McGrath to appoint Fred Lonardo, the Building Commissioner from the Town of Lexington as our Alternate Zoning Enforcement Officer, seconded by Mr. Singer, motion passes.** Mrs. Cooper returned to the table.

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 – August 16, 2016

XIV Adjourn/Executive Session: **Motion by Mr. McGrath to enter into executive session at 7:35pm 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 specifically for union negotiations involving the Fire Department and to review prior executive session minutes, seconded by Mr. Singer.** The Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and the board will reconvene to open session for the purpose of adjourning. **Roll call vote taken: Mr. McGrath – aye, Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer - aye and Chairman Szafarowicz –aye.**

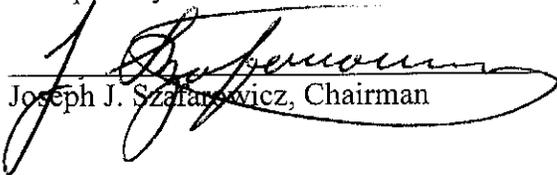
Motion by Mr. McGrath to adjourn at 7:58pm, seconded by Mr. Singer, motion passes.

Submitted by:

Mary C. Devlin

Administrative Assistant

Accepted by:


Joseph J. Szafarowicz, Chairman

David M. Singer, Clerk


John P. McGrath, Vice-Chairperson


Cynthia B. Cooper, Member


Frederick C. Swensen, Member

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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: August 1, 2016

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 8/2/16

CAAC Blueberry Festival – On Saturday, July 23, 2016, the Charlton Arts & Activities Council held their annual blueberry festival. I was asked to be a judge for the blueberry pie contest. It was a great event and the pies were nothing but amazing. There were many activities going on and many people in attendance despite the heat.

Cell Tower – As you know, we put out an RFP for a replacement tower at the police station. We had two bids and are in the process of checking references and comparing bids. We expect to bring you a recommendation to your next meeting.

To be Continued...