



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

Submitted by MCD  
Date 9/19/16  
Received by KL  
Date 9-19-16

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 – August 2, 2016. **Motion by Mr. Singer to approve, seconded by Mrs. Cooper, motion passes.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Mike Mahan, Assistant Chief of the Fire Department came forward to thank the board, the Fire Department and citizens of the town for allowing him to work the last 38 years on the Fire Department. He feels it is time for him to retire. During his years of service, he has seen many changes. He is proud to have been part of them. The Board thanked Mr. Mahan for his service and wished him well.

IV. Appointments/Resignations:

1. Appointment – Police Department Assistant. Mrs. Craver stated that attached is a request from Chief Pervier asking the board to appoint Lisa A. Allen to the position of Department Assistant for the Charlton Police Department. Chief Pervier, Lt. Lewandowski and Administrative Assistant Magdalena Pater conducted interviews for this position. Seven applicants who applied for this position were interviewed and Ms. Allen was the unanimous selection. Ms. Allen has been working since December 2016 as a temporary office assistant and she has a strong work ethic, great office skills and has been a true asset towards reconciling the past due accounts. Mrs. Craver would recommend the Board make the appointment as requested. **Motion by Mr. Swensen to appoint Lisa Allen to the position of Department Assistant for the Police Department, seconded by Mr. McGrath, motion passes.**
2. Appointment - Per Diem Dispatcher. Mrs. Craver stated to please find attached, a letter from Chief Pervier requesting to add one additional per diem dispatcher due to the current staff's inability to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing

the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and would recommend the appointment of Alexander P. Sinni. Mr. Sinni is certified by the Commonwealth of Massachusetts as an Emergency E-911 Dispatcher, holds current certifications in CPR, First Responder, CJIS and Emergency Medical Dispatch. He previously worked as a part time dispatcher for the Town of Douglas. In addition, Mr. Sinni will be graduating in May of 2017 with a Bachelor's Degree in the Field of Criminal Justice from Worcester State University. A complete background check and reference check was conducted and revealed that Mr. Sinni has a clean record and a solid background and should be considered for the per diem dispatcher position for the Charlton Police Department. **Motion by Mr. McGrath to appoint Alexander P. Sinni as the per-diem dispatcher for the Police Department, seconded by Mr. Singer, motion passes.**

3. Appointment - Fire Station Building Committee. Mrs. Craver stated at the Board's July 12, 2016 meeting, you re-instated the Fire Station Building Committee. At that meeting, John McGrath was appointed as a member from the public. You are asked to appoint Joseph Haebler as a member from a previous building committee (Library Building Committee no longer in force) and David Ryan as a member from an area Fire Department. The make-up of this committee is:

One (1) Member from the previous Building Committee

One (1) Member from the public involved in the building trade

One (1) Member from an area Fire Department

Two (2) Members from the Fire Department

Two (2) Members from the public

Fire Chief Cloutier, Selectman Rick Swensen and myself.

Should the board make these appointments as requested, there will still be a need for two members from the Fire Department and one member from the public. **Motion by Mr.**

**McGrath to appoint Mr. Joseph Haebler and Mr. David Ryan as members of the Fire Station Building Committee, seconded by Mr. Singer, motion passes.**

4. Appointment - Lakes & Ponds Committee. Mrs. Craver stated that attached is a talent bank form from Barbara Perron seeking to be appointed to the Lakes & Ponds Committee. The Lakes & Ponds Committee would ask the Board to appoint Ms. Perron as well. She has been a great asset in helping them. **Motion by Mr. Singer to appoint Barbara Perron to the Lakes & Ponds Committee, seconded by Mrs. Cooper, motion passes.**

V. Scheduled Appointments:

**6:40pm** - Old Home Day Committee. Kathleen Walker came forward. She stated that every year, they present awards. She announced who would be receiving awards. Other members came forward and announced what events are taking place such as Gerry Doble who is not a member but helps, Rob Thomas who runs the road race and Jennie Frisella announced the fireworks. Ms. Walker also mentioned the frog jumping contest. Todd Girard announced they will have pictures with Grizzly Adams and the annual flower show. The Board thanked them.

**6:45pm** - Swearing in of four new firefighters. Chairman Szafarowicz stated that Fire Chief Cloutier is here to introduce his four new firefighters. Chief Cloutier came forward and thanked the board for allowing them to be here today. He announced the Fire Department hired four new firefighters: Justin Mul, Ashley Belanger, Nicholas Donohue and Jeffrey Wolcott. He thanked Town Administrator Craver for her work in helping them achieve this. He explained what they had to do to be a firefighter. He invited each firefighter up to be pinned. Assistant Town Clerk Karen LaCroix came forward and swore all four firefighters to their duty. The Board welcomed them and also thanked all those to help make this happen.

**7:00pm** – MSP Wives Club – request to place blue ribbons in town. Mrs. Craver stated that we received a request from Lori Lanpher, a member of the MSP (Massachusetts State Police) Club to meet with the board to request permission to hang blue ribbons throughout town to show support for all law enforcement. We have scheduled them for 7:00pm. Ms. Lampher stated that with all the things happening with law enforcement, the wives of the Massachusetts State Police are trying to show our support for all law enforcement and that's where the idea of blue ribbons came. She was asked where in town she would like to place the ribbons and she would like to place them on the trees on the common and other areas but isn't sure how far they can go. **Motion by Mr. Singer to allow the MSP Club to place blue ribbons anywhere in town they want, seconded by Mr. McGrath.** Mr. Swensen asked her to check in with Curt Meskus as the sign enforcement officer. Mrs. Craver asked how long they would be up? Ms. Lampher stated that the board could give them a time frame of when to take them down. Mr. Singer would also have them check with Gerry Foskett as well. **Mr. Swensen amended the motion with the caveat with the consultation of the Zoning Enforcement Officer and the Highway Superintendent and to remove them on October 31<sup>st</sup> and revisit in the spring. Mrs. Cooper seconded the amendment. Vote on amendment: motion passes. Vote on newly amended motion: motion passes.**

VI. New Business:

1. One day special license request – wedding. Chairman Szafarowicz stated that attached is a request from Amanda Fleming and Erick Fuenmayor for a special one day liquor license for Wine and Malt beverages to be used on Saturday, September 10, 2016 from 2:30pm to 9:00pm at Joslin Center, 150 Richardson Corner Rd. for their wedding. This request has been approved by the Building Commissioner, Fire Department and Police Department. Per the Board's policy, the license if approved, should be issued for two additional days for the following reasons:  
Day 1 – to allow delivery of alcohol to establishment (no sales allowed)  
Day 2 – For sale on the approved date and time as listed  
Day 3 – To allow for pick-up of any unused alcohol (no sales allowed)  
She would recommend the Board approve the special license as requested with the dates on the license to be September 9, 2016 – September 11, 2016. **Motion by Mr. Singer to approve the license with the dates and all the specifications as in the memo, seconded by Mr. Swensen, motion passes.**
2. Site Plan Application – Otis Land Management, LLC. Mrs. Craver stated that attached is a site plan application submitted to the Planning Board by Bertin Engineering on behalf of Otis Land Management, LLC (Mr. Ralph Nichols) to amend a previously approved site plan in order to develop a business park to include a 9,000 square foot building, 20,800 square foot warehouse, 9,600 square foot oil bulk storage building and a 30,400 square foot commercial self-storage facility on a 12.69 acre parcel located at 4 Sturbridge Rd. The Planning Board is asking you to review the site plan application and forward any comments no later than Wednesday, August 31, 2016. No comments from the board.
3. Request for Auctioneer permit. Mrs. Craver stated that Linda Lambrecht has requested an auctioneers permit on behalf of the Quinebaug Valley Singers to be used on Saturday, September 17, 2016 at the Charlton Baptist Church on Hammond Hill Rd. from 6 – 9pm for a fundraising event. This request has been approved by the Police, Fire and Building Commissioner. She would recommend the board approve the request. The cost of the permit is \$50.00. **Motion by Mr. McGrath to issue an auctioneer permit to Linda Lambrecht for Saturday, September 17, 2016 from 6 – 9pm at the Charlton Baptist Church, seconded by Mr. Singer.** Mr. Swensen would recommend the permit be made out to Quinebaug Valley Singers. After review of the request, **Mr. McGrath amended his motion to include both names on the license. Mr. Singer amended his second. Motion passes.**

4. Open Special Town Meeting Warrant. Mrs. Craver stated that Special Town Meeting time has come upon us. Attached is a proposed calendar which has you opening the warrant tonight and the meeting to be held on Tuesday, October 18, 2016. We have confirmed the date is available with the School, Town Counsel, Moderator and Town Clerk. The calendar has you closing the warrant Tuesday, September 12th. Tonight, if the board has no revisions, we ask you to approve the STM calendar and open the warrant. She had a department head meeting August 3rd where she asked them to begin the process with their Boards and Committees. To date, she anticipates there may be personnel by law proposals, zoning by law changes and capital requests. She will have a preliminary list for the board at their next meeting. As usual, if departments want a warrant article and do not have the exact wording, she will encourage them to request a placeholder so that appropriate language can be developed. **Motion by Mr. Swensen to approve the calendar for the fall town meeting on October 18, 2016, seconded by Mr. Singer, motion passes. Motion by Mr. McGrath to open the warrant, seconded by Mr. Swensen, motion passes.**
5. Town Administrator review. Chairman Szafarowicz thanked the board for completing the review. He has compiled all the comments from the Board. Seven categories were posed to evaluate the Town Administrator's performance which include board relations, financial management, general management, community relations, interdepartmental relations and completion of BOS FY16 goals and objectives. They were rated from 1 – 5 whereas 1 indicates an unsatisfactory rating, 2 indicates needs improvement, 3 indicates a satisfactory or acceptable performance, 4 indicates a strong performance and 5 indicates an excellent performance or a performance that is highly commendable. Ms. Craver's strongest category was Financial Management with a perfect average of 5 which indicates a highly commendable performance. Selectmen noted her role in the successful Exxon Mobil negotiations, balancing the FY16 budget and being very successful with many different grants including the municipal building accessibility grant. Mrs. Craver's weakest category was Interdepartmental Relations with an average score of 3.8 which indicates a satisfactory/strong performance. On the positive side, Selectmen noted the dedication to attending other boards and department meetings and offering assistance and help to other boards. Selectmen noted previous and current trouble with relationships between certain boards but have also recognized marked improvements especially with the Board of Health and Economic Development Committee. Common weaknesses were identified concerning morale and interdepartmental relations. These critiques were tempered with praise that she has been working on these issues and has shown improvement. One common theme throughout the evaluations was the above satisfactory performance in the eyes of the Board. "This may be one of her best years as TA for Charlton", "Her performance and commitment to the Town has been exceptional". The Exxon Mobil negotiations and settlement have been cited multiple times and contribute to favorable reviews in Completion of the BOS FY16 General Management and Financial Management goals. Chairman Szafarowicz thanked Mrs. Craver for her hard work and dedication to the town. Mr. Swensen stated that this is a valuable process that we go through and we can all learn from it. She has so much dedication to the welfare of this town and we have benefited greatly from it. Mr. McGrath said that she has a very strong work ethic and a professional methodology that she uses. Mrs. Craver thanked the board. She enjoys her work. She said a lot of the work she does is because of the staff that we have. Mr. Doble from the Finance Committee came forward and thanked Mrs. Craver for all her work with the Finance Committee.

VII. Old Business:

1. Fire Personnel Grant – 9 Officers – Chief Cloutier. Mrs. Craver stated that Fire Chief Cloutier provided you with information on the Fire SAFER Grant and is here to speak with you regarding it. At your August 2, 2016 meeting, the board voted to sign the letter of governance for the grant and 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. The Finance Committee has a meeting posted for Wednesday, August 31, 2016. We have posted the Board as well in case you would like to meet with them at that time. Fire Chief Cloutier and Captain Ed Knopf came forward. Chief Cloutier stated that we were awarded the grant on August 12, 2016 and have until September 12, 2016 to let them know which way we are going to go with it. He has a call into Washington to see if the four new employees approved at Town Meeting would be allowed to be part of the grant. He reviewed the grant and how it would benefit the Fire Department and the town. If we accept the grant, it would provide the Fire Department with five personnel per shift and decrease the amount of overtime. This grant also includes the equipment each individual would need. This grant does not include the \$950 clothing allowance. We will need to do something about that in October. He feels that if we have the nine officers, they will reduce their overtime rates by 80%. It would cost about \$800,000 a year to hold all nine personnel after the grant is completed. Chairman Szafarowicz thanked them for all their work on the grant. He reviewed one of the frequently asked questions on the grant and the question of whether this grant can be used for the new four full time officers the answer is no. Mr. Knopf said that's why they want to ask the question because the first full time officer started on August 14, 2016. He said the alternative is to ask them for five officers in the grant. Chief Cloutier suggested that if Washington says no to the current four employees, then we resubmit the grant for five. There might be a reduction in the amount. **Motion by Mr. Singer to approve the grant contingent upon the chief hearing about the four hired if they are included and if they are not approved to be included, to allow them to resubmit with approval of the Finance Committee, seconded by Mr. McGrath.** After discussion, **motion passes.**

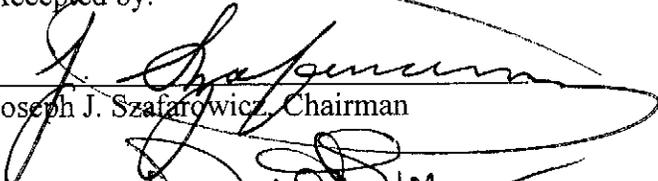
- VIII Committee Reports: Mrs. Cooper went to the Mass Municipal meeting last week. We had representatives from different committees present and discussed everything and was a very productive meeting.
- IX BOS Policy Review:
- X. Town Administrator Report: Mrs. Craver reviewed her report.
- XII Other Business: Mrs. Craver stated that next week is one of the planned sessions to meet with EDC. She asked if the Board wishes to move that and they would like to have it at the September 13, 2016 meeting.
- XIII Next Meeting Announcement:  
Next Regular Selectmen's Meeting – September 13, 2016
- XIV Adjourn/Executive Session: **Motion by Mr. McGrath to enter into executive session at 8:25pm 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 and to discuss the Town Administrator contract, 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

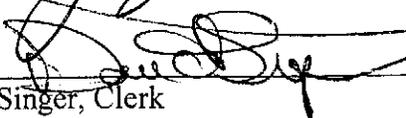
purpose of adjourning. Roll call vote taken: Mr. McGrath – aye, Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer - aye and Chairman Szafarowicz –aye.

Motion by Mr. McGrath to adjourn at 8:48pm, seconded by Mr. Singer, motion passes.

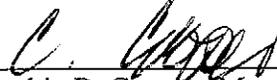
Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:

  
\_\_\_\_\_  
Joseph J. Szafarowicz, Chairman

  
\_\_\_\_\_  
David M. Singer, Clerk

  
\_\_\_\_\_  
John P. McGrath, Vice-Chairperson

  
\_\_\_\_\_  
Cynthia B. Cooper, Member

  
\_\_\_\_\_  
Frederick C. Swensen, Member

**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: August 10, 2016

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

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**Municipal Aggregation Plan** – At the Board's June 7, 2016, you voted to submit the aggregation plan to DPU for approval. We have been notified that they will be holding a public hearing on our plan on September 14, 2016 at 2:00pm at their offices at One South Station, 5<sup>th</sup> Floor in Boston. It was recommended to have myself and Gene Ferrari – Town Accountant attend. I would invite any Selectmen to attend as well.

**Open Space Plan** – As you know we are updating our open space plan. I met with CMRPC's representative to provide needed information for the plan.

**\$200,000** – Monday, August 8<sup>th</sup>, I met with representative from DEP regarding the \$200,000 grant for water planning. The Water Controller, Kevin Paicos, joined us and relayed the W/S Commission goal of becoming a consecutive water system. Mr. Paicos is working on a water master plan.

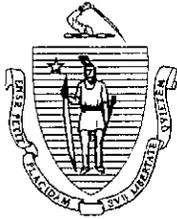
**CDBG Grant** – We are gearing up for another CDBG grant for improvements to the town hall and affordable. We are working on providing you names of residents who are interested in joining the Citizen Community Development Committee and we shall work to set up a public hearing on possible projects.

**Police Contract** – The Police Contract has been completed and distributed.

**Cell Tower- Police Station** The Chief and I met with the low bidder for the Cell Tower and am continuing to review the project. We are hoping to negotiate a contract to bring for your consideration.

**Planning Assistance Towards Housing (PATH) grant** – We have been notified by the Department of Housing and Community Development that the town has been awarded \$10,000 in Planning Assistance Towards Housing funds to create a market study for senior housing production. The funds will fund a kick off meeting, senior housing market study and analysis of site feasibility.

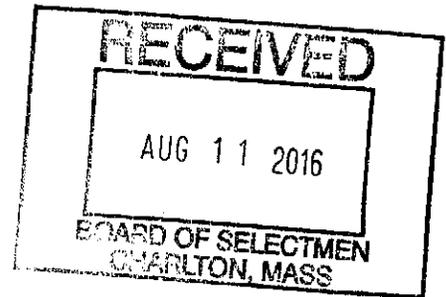
**MIA Workers Compensation Payroll Audit for FY2016** – We have been notified by MIA that as usual at the end of every fiscal year, they will be conducting payroll audits to determine each member's final workers compensation payrolls. This process will begin in the next few weeks. They will be meeting with our Finance Staff to gather what they need.



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

*Be  
2013  
In shell  
Jared  
Planning  
Report*



Joseph Szafarowicz, Chair  
Charlton, Board of Selectman  
37 Main Street  
Charlton, MA 01574

Dear Mr. Szafarowicz:

The Department of Housing and Community Development (DHCD) is pleased to award \$10,000 in Planning Assistance Towards Housing (PATH) funds to create a market study for senior housing production.

The PATH funds will fund the following activities:

- Kick off Meeting;
- Senior Housing market study; and
- Analysis of site feasibility.

This PATH assistance is dependent upon an executed contract between the Town of Charlton and DHCD. DHCD will process and forward the final budget associated with the scope of services.

Should you have any questions, please contact Phillip DeMartino, Technical Assistance Program Coordinator, at (617) 573-1357 or [Phillip.DeMartino@state.ma.us](mailto:Phillip.DeMartino@state.ma.us). I applaud your efforts to plan for the housing needs of Charlton.

Sincerely,

Chrystal Kornegay  
Undersecretary  
Department of Housing and Community Development

cc: Senator Ryan C. Fattman  
Representative Joseph D. McKenna  
Robin L. Carver, Town Manager, Charlton  
Alan Gordon, Town Planner, Charlton



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

Joseph Szafarowicz, Chair  
Charlton, Board of Selectman  
37 Main Street  
Charlton, MA 01574

Dear Mr. Szafarowicz:

Congratulations! I am pleased to notify you that the Town of Charlton has been awarded a Planning Assistance Towards Housing (PATH) grant of \$10,000. I want to thank you for your commitment to providing increased housing opportunities in the Town of Charlton. Through this funding we look forward to supporting a market study for senior housing production.

You will be receiving further instructions from the Department of Housing and Community Development on next steps, and please feel free to contact Phillip DeMartino, ([Phillip.DeMartino@state.ma.us](mailto:Phillip.DeMartino@state.ma.us)) if you have any questions.

Sincerely,

Handwritten signature of Charles D. Baker in black ink.

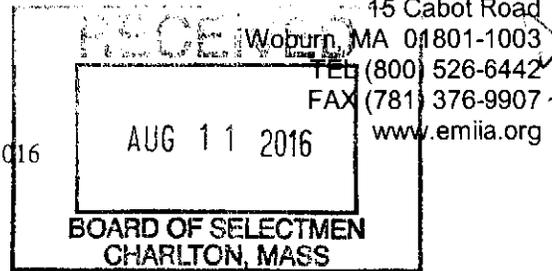
Governor Charles D. Baker

Handwritten signature of Karyn E. Polito in black ink.

Lt. Governor Karyn E. Polito



MIIA Member Services



August 8, 2016

Dear MIIA Member:

**Re: Workers' Compensation Payroll Audit for FY2016**

At the conclusion of each policy year, MIIA is required to conduct payroll audits to determine each member's final workers' compensation payrolls. MIIA will begin this process during the next few weeks.

We are pleased to announce MIIA is partnering with a new Audit firm this year, Nielsen, Inc. will be performing the FY16 independent audit for MIIA. Nielsen has a long history conducting Workers Compensation Audits and we feel the change will be seamless. A representative from Nielsen will be contacting you to schedule an appointment at a time that is convenient to you.

There are several steps you (or your finance staff) can take now to expedite the audit:

- ✓ Separate overtime pay from regular wages.
- ✓ Separate clerical wages from the primary job classification for the department. This is particularly important for police, fire, public works, water, wastewater, and electric light departments.
- ✓ Gather the following state and federal reports: WR-1, SS-941 and all 1099s.

**For the protection of your employees please do not include Personal Information such as Social Security #'s, Phone #'s of addresses in the reports supplied for the audit.**

- ✓ In years past we have requested that you supply the auditor with Certificates of Insurance for all of your Independent Contractors. The contractor should have provided you with a certificate of insurance showing his or her workers' compensation coverage. If the contractor does not have insurance, the contractor and his or her employees become your responsibility under the Workers' Compensation Act and we may need to adjust your premium accordingly. **Although we ask that you continue to keep records of the certificates in the case of a claim, it will no longer be necessary to provide the auditor with the certificates.**

We have always enjoyed tremendous cooperation from our members and we thank you for that. We strive to make this process as painless as possible.

**I would appreciate it if you could forward a copy of this letter to your accounting or finance staff and ask that they be available at the time of the audit.**

If you have any questions regarding the audit procedure, please call Tricia Coughlin at 1-800-526-6442 x. 6860 or Direct Line 781-939-6860.

Sincerely,

Tricia Coughlin  
Manager/Senior Underwriter  
MIIA Member Services