

 **COPY**



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – September 27, 2016

Submitted by HCD
Date 10/13/16
Received by KL
Date 10-13-16

Present: Chairman – Joseph J. Szafarowicz, Vice-Chairman – John P. McGrath, Clerk – David M. Singer and Members – Frederick C. Swensen and Cynthia B. Cooper. 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:

Chairman Szafarowicz called the meeting to order at 6:30pm with the pledge to the flag.

II. Consent Agenda:

1. Minutes of Regular Meeting -- September 13, 2016. **Motion by Mr. Swensen to approve the meeting minutes of September 13, 2016, seconded by Mrs. Cooper. Motion passes with Mr. McGrath and Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Stefan Sage from 41 Lincoln Point Rd came forward. He said he is one of the newest employees as he worked the election. He said when he was given the paperwork, he was only given the sexual harassment policy. He feels the employees should be given more information. He has a policy from the school which he feels is a good format. He gave it to the board to review and hope that they will give a policy out to the employees so they know all about harassment. Mr. McGrath stated this is one of the reasons that we need a Human Resource Director.
- Mr. McGrath said that we were kind enough to have Senator Gobi, Representatives Durant and Frost host a meeting here with DEP regarding the problem our residents are having with contamination from the landfill. There was a follow up article in the Telegram & Gazette which basically said they were more into putting money into clearing their name. He was disheartened to hear that they would sooner supply water to residents instead of putting a water line in. He hopes at some time they reassess their position and come to the conclusion that they are responsible for it and they need to repair it when they are done.
- Chairman Szafarowicz stated that last Tuesday was our employee appreciation dinner and he thanked all the employees for what they do.

IV. Appointments/Resignations:

1. Appointment – Student Selectperson. Mrs. Craver stated that attached is a letter from William F. Chaplin, Jr., Principal at Shepherd Hill Regional High School asking the Board to accept Grade 12 student, Kylie Chupka to be a non-voting student representative for the 2016 – 2017 school year. Ms. Chupka was elected to the Student Advisory Council by students at Shepherd Hill in June of 2016. Should the Board accept the recommendation of Ms. Chupka as the Student Selectperson for the 2016-2017 school year, her first meeting to attend will be October 11, 2016. **Motion by Mr. Singer to accept the recommendation of Ms. Chupka as the Student representative, seconded**

by Mr. Swensen, motion passes.

2. Appointment – Community Development Advisory Committee. Mrs. Craver stated that at the Board’s January 3, 2016 meeting, you approved us moving forward with the Community Development Block Grant. We would be able to move forward with barrier removal projects that were deferred because of financial constraints. Those included fixing the bathrooms, adjusting service windows, adding a ramp to access Chip-In and interior upgrades. The Board needs to appoint a committee to work with this grant. The following would like to be appointed to the Community Development Advisory Committee:

Ron Wilmot

Jean Vincent

Deb Ceccarini

Darlene Emco-Rollins

Kara Hmielowski will also be included in the appointments as non-voting members. **Motion by Mr. McGrath to appoint to the Community Development Advisory Committee, Ron Wilmot, Jean Vincent, Deb Ceccarini, Darlene Emco-Rollins and Kara Hmielowski as a non voting member, seconded by Mr. Singer, motion passes.**

3. Resignation – Michael Palermo – Charlton Auxiliary Police. Mrs. Craver stated that attached is a letter from Michael T. Palermo resigning his position from the Charlton Auxiliary Police due to his work schedule and family obligations. The Board should accept his letter of resignation. A letter thanking him for his service has been completed and is in your sign folder. **Motion by Mr. Swensen to accept the letter of resignation from Michael Palermo, seconded by Mrs. Cooper, motion passes.**
4. Resignation – William Fontaine – Kitchen Assistant and Cook. Mrs. Craver stated that attached is a letter from Elaine Materas, Director of Council on Aging notifying you that William Fontaine, Kitchen Assistant and Cook will be retiring on November 3, 2016. Mr. Fontaine has been cooking at the Senior Center since 2002. The Board should accept his resignation. A letter thanking him for his service to the town has been completed and is in your sign folder. Also, the Council on Aging voted September 22, 2016 to increase the hourly pay from \$11.80 to \$12.00 per hour. If you vote to approve, we can get the position posted. Mrs. Craver would recommend the increase be approved. Any adjustments in the budget will be handled at town meeting, or if necessary by the Finance Committee. **Motion by Mr. McGrath to accept Mr. William Fontaine’s resignation as Kitchen Assistant and Cook, seconded by Mrs. Cooper, motion passes. Motion by Mr. McGrath to approve \$11.80 to \$12.00/hr, seconded by Mr. Singer, motion passes.**

V. Scheduled Appointments:

6:40pm – Planning Board – regular and alternate member seats/complete streets policy. Mrs. Craver stated that the Planning Board is here for two items:

1. We have been notified by the Planning Board that member Alycia Dzik has proposed to exchange her Planning Board full member seat at this time with alternate member Peter Boria due to conflicts with her schedule preventing her from more fully attending Board meetings. Mr. Boria has agreed to switch his seat as well. Therefore, the board is asked to do the following:

Accept the resignation of Alycia Dzik as a full member on the Planning Board.

Accept the resignation of Peter Boria as an alternate member on the Planning Board.

Appoint Peter Boria as the full member on the Planning Board.

Appoint Alycia Dzik as an alternate member on the Planning Board.

As these are joint appointments by both boards, we have scheduled them for 6:40pm. Present from the Planning Board: Peter Starkus, Chairman from the Planning Board opened up his meeting.

Also in attendance from the Planning Board: Jean Vincent, Ross Lemansky and Patty Rydlak.

Motion by Mr. Singer to accept the resignation of Alycia Dzik as a full member and Peter Boria as an Alternate member, seconded by Mr. McGrath. Roll call vote taken: Mr.

McGrath – aye, Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer – aye and Chairman Szafarowicz – aye. Ms. Vincent – aye, Ms. Rydlak – aye, Mr. Lemansky – aye and Mr. Starkus – aye. Motion by Mr. Singer to appoint Peter Boria as the full member to the Planning Board and Alycia Dzik as the Alternate member, seconded by Mr. McGrath. Roll call vote taken: Mr. McGrath – aye, Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer – aye and Chairman Szafarowicz – aye. Ms. Vincent – aye, Ms. Rydlak – aye, Mr. Lemansky – aye and Mr. Starkus – aye.

2. Complete Streets Policy

Prior to the May 2016 Annual Town Meeting, the Planning Board submitted the attached February 23, 2016 correspondence requesting capital funding for public sidewalk design plans as part of the ongoing Village Center Planning Study implementation. Their implementation strategy is to apply to the recently established Mass DOT Complete Streets Program for construction funding that would match our local sidewalk engineering design plan preparation. The first step in the Village District Complete Streets program funding process is for the Planning Board to apply to Mass DOT for Complete Streets Program participation certification. One required certification element is submittal of a Town of Charlton Complete Streets Policy Statement which confirms to the Mass DOT our local commitment to the Complete Streets mobility goals and objectives. The Policy Statement is required to be approved by the Board of Selectmen after which the Planning Board will include it in their program certification application to Complete Streets. The Planning Board finalized the attached Policy Statement for your review. Chairman Szafarowicz thanked the Planning Board for their work on this. **Motion by Mr. McGrath to adopt the Village District Complete Street Policy, seconded by Mrs. Cooper, motion passes.**

6:45pm – Highway Superintendent Foskett – update roads/bridges/Chapter 90. Mrs. Craver stated that Highway Superintendent Foskett is scheduled tonight to provide you with an update on roads/bridges/Chapter 90. Attached is information on Chapter 90 projects. Gerry Foskett, Todd Girard and Mr. Spicer, Beaver Specialist came forward. Mr. Foskett discussed the Guelphwood Rd. project. He reviewed the history of how this started and where we are. He said when the road was closed, he had a meeting with Southbridge officials and our Town Administrator. It was a two town decision to close this road and not open it until it was safe. He had to look at the options to be able to open the road. There are two issues there, guardrail issues and the beaver situation. He had some test borings done. They met again to see how they could make guardrails possible there. There was an idea of placing basically telephone poles at a price of approximately \$90,000. He looked for quotes and the price came in at \$160,000. The conclusion is that guardrails are necessary. At this time, they have to get rid of the water buildup. The dilemma is the need to remove beavers. They discussed how to get the beavers out of there. Mr. Girard stated that he entered an agreement with Mr. Spicer to go out and analyze the area for how many beavers we have, where they are located, where their dams are in an effort to eradicate and lower the water. At this time he has prepared it. Mr. Girard has worked with the Charlton and Southbridge Board of Health's to get an emergency beaver removal permit. They have all the abutter information to find out who owns what piece of land and will need to get all the land owners to sign off on it. Chairman Szafarowicz asked what it would take to do this. Mr. Spicer stated that dam removal would be done by hand. Mr. Swensen asked what would stop the beavers from coming back? Mr. Spicer said we would have to keep an eye on it. Mr. Girard stated that the Beavers are coming back. He said this road will have to be monitored. Mr. Singer asked what they need from the Board to do this. Mr. Foskett said if we can follow through with the beaver eradication plan, we can move forward with the guardrails. He would like the support of the board. He said this project is Chapter 90 eligible. Right now, Denfield Road is the alternate route and it's not meant for high traffic. If this project does not move forward, he would be asking the board to reconstruct Denfield Road. Mr. Swensen asked if that road would hold what is being recommended? Mr. Foskett stated that he can't explain how the road stays in the condition it is. There is not a lot of sinking in that

roadway. Mr. Singer thanked them all for working on this. **Motion by Mr. Singer that this board vote to support Mr. Foskett's recommendation for this road, seconded by Mr. McGrath.** Jim Falzone came forward and asked Mr. Girard why a 10 day permit. What if it's not enough time. Mr. Girard stated that the first permit is always 10 days. If that's not enough they go for a 30 day extension. Mr. Foskett stated that this trapping is pending acceptance from the land owners involved. Mr. Spicer stated that he needs permission from the property owners before he can move forward. Mrs. LaPlaca asked where the beavers go and it was stated that they are put down. Sophie Williams, a resident of Guelphwood Road on the Southbridge side commended Mr. Foskett. She had asked him to put signs up on the road when this started and he took care of it. She asked if the residents of Southbridge have been notified about this and what can they do to help. Mr. Foskett stated that he has Southbridge involved. Mr. Singer had to leave the meeting at 7:14pm due to an emergency. Bill Rolin from 8 Denfield Road thanked them for working on this. Mr. Swensen asked what the time frame is. Mr. Foskett said that the decision would have to be made on the funding mechanism and the work would be done right away. With no more discussion, **vote on motion – motion passes.** Mr. Foskett discussed the Pottervillage Bridge. He prepared a timeline so everyone would know where it's at. The bridge was closed on March 30, 2016 upon a DOT inspection. He has had discussions with Mass DOT on the financial aspect. There is no federal or state money for this. DOT has notified him that there is a small bridge program that was approved and budgeted. On September 10, 2016, the guidelines and application were available. He had to hire a consultant engineer to complete the application and was able to use funds from Chapter 90. We will know within 30 days of the application if we are eligible. The project cost will be well over \$500,000. Mr. McGrath asked Mr. Foskett how many small bridges that fall in this category do we have? Mr. Foskett stated that we have 8 – 10. Mr. Foskett reviewed the Chapter 90 report. (attached)

7:00pm – Chapter 61 – Estate of G. Kendall Nylin – Fitzgerald Road. Mrs. Craver stated that attached is a request from Attorney Kathleen M. Neal on behalf of the Estate of G. Kendall Nylin to sell 18 acres of land located on Fitzgerald Road, Charlton MA as identified on Assessors Map 13-A-10. The Planning Board, Board of Assessors and Conservation Commission have all reviewed the request and have no objection to the Town of Charlton choosing not to exercise their right of first refusal for this request. The Chairman should open the public hearing by reading the attached notice as placed in the paper. Chairman Szafarowicz opened the hearing at 7:26pm by reading the notice as placed in the paper. With no discussion to be held, **motion by Mr. McGrath to close the public hearing, seconded by Mr. Swensen, motion passes. Motion by Mr. McGrath that we decline our first right of refusal on behalf of the Estate of G. Kendall Nylin to sell 18 acres of land located on Fitzgerald Road, seconded by Mrs. Cooper, motion passes.**

7:05pm – Chapter 61 – Mark & Tammy Mitchell – Brookfield Rd. Mrs. Craver stated that attached is a request from Attorney Michael C. Meloche on behalf of Mark E. & Tammy M. Mitchell to convert 3.27 acres to be leased for the construction and maintenance of a commercial solar array to be located off 142 Brookfield Rd., Charlton MA as identified by deed recorded in the Worcester District Registry of Deeds, Book 47820 page 193. The Planning Board, Board of Assessors and Conservation Commission have all reviewed the request and have no objection to the Town of Charlton choosing not to exercise their right of first refusal for this request. The Chairman should open the public hearing by reading the attached notice as placed in the paper. Chairman Szafarowicz opened the public hearing at 7:29pm by reading the notice as placed in the paper. With not discussion, **motion by Mr. McGrath to close the public hearing, seconded by Mr. Swensen, motion passes. Motion by Mr. McGrath that we not execute our first right of refusal under Chapter 61A for 3.27 acres of land owned by Mark & Tammy Mitchell, seconded by Mrs. Cooper, motion passes.**

7:10pm – Chapter 61 – JFM & B Realty – Brookfield Rd. Mrs. Craver stated that attached is a request from Attorney Michael C. Meloche on behalf of J.M.F. & B. Realty, LLC, Jack C.

McDougle, Managing Member to convert 6.29 acres to be leased for the construction and maintenance of a commercial solar array to be located off of Brookfield Rd., Charlton MA as identified by deed recorded in the Worcester District Registry of Deeds in Book 44378, page 318. The Planning Board, Board of Assessors and Conservation Commission have all reviewed the request and have no objection to the Town of Charlton choosing not to exercise their right of first refusal for this request. The Chairman should open the public hearing by reading the attached notice as placed in the paper. Chairman Szafarowicz opened the hearing at 7:31pm by reading the notice as placed in the paper. With no discussion, **motion by Mr. McGrath to close the public hearing, seconded by Mrs. Cooper, motion passes. Motion by Mr. McGrath that we do not execute our first right of refusal under Chapter 61A for the 6.29 acres of land owned by J.M.F. & B. Realty, LLC, Jack C. McDougle located off of Brookfield Rd., seconded by Mrs. Cooper, motion passes.**

7:15pm – 7:45pm – Stretch Energy Code. Mrs. Craver stated that as you know, we are in the process of reviewing and reapplying for the Green Communities Designation. Becoming a Green Community would give the Town much needed dollars to upgrade town buildings, including the Charlton schools to become energy efficient. We have just completed an audit on Charlton's buildings. The audit makes recommendations for upgrades. The average savings and payback would be over \$220,000 over 10 years. We estimate that Charlton would receive approximately \$150,000 in the first year. One of the requirements is to adopt the Stretch Code at a town meeting. You approved the warrant article at your last meeting when you closed the warrant. In an effort to get more information out to the community and the Board, Jim Barry, Western Ma Regional Coordinator and Kelly Brown, Regional Coordinator of the Green Communities Division Central Region, Massachusetts Department of Energy Resources are here to do a presentation on the stretch energy code. Mrs. Craver stated that we also have a representative from CMRPC. You have been provided with the presentation they will be showing so that you can follow along. Jim Barry and Kelly Brown came forward. Mr. Barry said the Communities grant program was enacted in 2008. They set aside \$10,000,000 a year for municipalities to set up energy efficient programs. There are 5 qualifications which are 1 – adopt as of right siting, in designated locations, for RE/AE generation or RE/AE R & D, or Re/AE manufacturing, 2 – Adopt expedited (12 month) application/permitting process, 3 – Establish an energy use baseline inventory with a program to reduce baseline by 20% in 5 years, 4 – Purchase only fuel-efficient vehicles and 5 – Require all new residential construction greater than 3000 ft and new commercial and industrial real estate construction to minimize life cycle energy costs. Mr. Barry stated that the Stretch Code is new and experimental and would only apply to New residential construction and explicitly exempts additions, renovations and repairs. The stretch energy codes applies to those parts of the building that are energy related. We try and build a house more energy efficient than the 2006 building code. It's based on a HERS (Home Energy Rating System) rating. The HERS process is to review building plans via computer modeling; in process inspections, second inspection and final inspection. After all are met, we finalize the energy model based on verified performance and equipment. Anyone that has built a house after July 1, 2014, that building code is not much different from this one. There are 178 municipalities that have said yes to the Stretch Energy Code. He said we qualify for \$150,000. It was stated that the first round of \$150,000 is guaranteed. The next rounds are competitive. The CMRPC is a great resource to help Charlton with the grants. The Mass SAVE program has rebates available. Mrs. Craver provided the board with the town's inventory. Part of our application process is to look at the savings and where we are. She feels really good about going forward now because we have so many partnerships involved. The schools are also interested in participating. Mrs. Craver stated for Charlton's inventory, they went through and made recommendations for reductions. If Bay Path comes on, we will be able to get credit. Once the stretch code is approved, the board would have to adopt a policy. Chairman Szafarowicz thanked them for coming and explaining the process.

7:45pm – Road Layout Public Meeting – Jennings Road Extension. Mrs. Craver stated that the Board has received a request to put the acceptance of Jennings Road Extension on the Special Town Meeting warrant. You must hold a public meeting and vote to approve the layout as shown on the metes and bounds plan. Once approved, the vote approving the layout must be filed with the Town Clerk who within 10 days, must record the description in a book kept for this purpose. This needs to be done at least 7 days in advance of any Town Meeting action on the question of Acceptance of the Way. The Planning Board has voted unanimously to recommend that Jennings Road Extension be authorized at Town Meeting for public street acceptance on the condition that five routine field completion items as detailed in the attached May 2, 2016 Graves Engineering As-Built Plan review report be completed. The Planning Board will make a recommendation at town meeting. Chairman Szafarowicz opened the public meeting by reading the notice of public meeting. Mr. Jennings was present to answer any questions. Jon Sanborn, 12 Jennings Drive came forward and asked if there will be any changes. Mr. McGrath stated that when Jennings Construction came forward to do a subdivision, the Planning Board approved it. They had to meet certain characteristics per Mass DOT regulations. The Planning Board’s engineer makes sure everything is done properly. **Motion by Mr. McGrath to close the public meeting for Jennings Drive Extension at 8:20pm, seconded by Mrs. Cooper, motion passes. Motion by Mr. McGrath to approve the road layout for Jennings Road Extension, seconded by Mr. Swensen, motion passes.**

VI. New Business:

1. Set Trick or Treat – date and time. Mrs. Craver stated that it’s that time of year when the Board is asked to set the date and time for Trick or Treating. Chief Pervier recommends that we celebrate Trick or Treating in the Town of Charlton on Monday, October 31, 2016 from 5:30pm to 7:30pm. She would recommend the Board approve. **Motion by Mr. Swensen to set the Trick or Treat date and time for October 31, 2016 from 5:30pm – 7:30pm, seconded by Mr. McGrath, motion passes.**
2. Town Common and Town Hall Lighting. Mrs. Craver stated that the Municipal Building Committee has asked for time on the agenda to discuss town common and town hall lighting with the Board as well as possible beech tree removal. Some color photos and full scale photometric will be provided to you. Mr. Meskus reviewed the lighting recommendations from the committee. The lights range from \$900.00, \$3,200, \$2,700 and \$895.00. Mr. Swensen would ask to be conservative. Mr. Meskus stated that he could look around some more. The lights are similar to the ones down at the convenience store. Mr. Swensen asked what the cost would be for the fixtures at the town hall. Mr. Meskus stated that we would need four. He also stated that there is a beech tree on the town common where one of the lights would be placed. Mr. Swensen asked if he had an estimate if we went with the \$900 fixture. Mr. Meskus feels he could do the project at \$10,000. These are LED lights. Mr. McGrath stated that the committee worked on this as a group. Mr. Meskus stated that he will stake the areas out and make sure the neighbors know what’s going on. He said there is a \$15,000 budget already approved for this. **Motion by Mr. Swensen to authorize the Municipal Building Committee to purchase four RAD ALED fixtures with poles and necessary appurtences for mounting and installation, seconded by Mrs. Cooper.** Chairman Szafarowicz would ask the committee to do their due diligence for cost effectiveness. **Vote on motion: motion passes.** Mr. Meskus asked about the tree and it was stated to leave it to the best judgement of the Municipal Building Committee.
3. Secondary Job request form. Mrs. Craver stated that attached is a request from Ralph Harris, Jr. seeking approval to work a secondary job for Beackbody where he will be doing sales via internet & speaking with people to coach them along in purchasing supplements. According to the Fire Contract, personnel must obtain permission from the Chief and the Board of

Selectmen to work a secondary job. Mrs. Craver would recommend the Board approve this request and stated that the Fire Chief has approved. **Motion by Mr. McGrath to approve Ralph Harris Jr. secondary job request for Beackbody, internet and speaking, seconded by Mrs. Cooper, motion passes.** Mr. Swensen would ask that he not speak or do sales as a member of the fire department. **Vote on motion: motion passes.**

4. Fire Department request to close Power Station Road for Fire Prevention Family fun day. Mrs. Craver stated that attached is a request from Fire Chief Cloutier to close Power Station Road on Sunday, October 16, 2016 for Fire Prevention Family Fun Day from 9:00am – 2:00pm. Proper signage will be utilized and permission from the police department has been requested. This is a community based family event that is free to the public. They are inviting all families to the fire station for a day of education and events pertaining to fire safety. Mr. Singer returned at 8:43pm. **Motion by Mr. Swensen to approve the request to close Power Station Road on Sunday, October 16, 2016 from 9:00am – 2:00pm, seconded by Mr. McGrath, motion passes.**

VII. Old Business:

STM Warrant – Mrs. Craver stated that according to the STM Calendar, we will be posting the warrant for STM this coming Monday, thus, we need to finalize the language tonight. You have attached a draft warrant ready for your approval. Town Counsel has reviewed it. Some highlights include the following. She added the Municipal Gas Department so you can do your due diligence, adding \$5,000 for any technical or legal assistance. In the motion, you can make any limitations upon the authorization. The warrant article for debt reauthorization will be a rescinding of unissued debt. After a consultation with the Treasurer and Town Accountant, it makes more sense to just rescind the unused amount that was authorized rather than try to shift it to the Archival Storage project. Since the Building Committee has the design in process, it makes more sense to wait for a known amount to request. Free Cash has not been certified and the Town Accountant and other finance officials are working on finalizing the paperwork. Mrs. Craver has a very preliminary draft for capital. As you know, we generally try to keep the capital around \$350,000 to \$450,000 at each special town meeting. We are hoping that free cash will be certified by Town Meeting. There is a warrant article to add the Human Resource Director to the Classification Plan. Also, there are 2 articles dealing with land: 1) to allow the owner of a property they purchased under a town deed restriction that requires the land to be owned by an abutter wishes to sell to the abutter on the other side of the property. 2) lease of space for a new cell tower at the police station. She asked the board how they would like to proceed? Mrs. Craver asked if the board would discuss rescinding the Sex Offender Bylaw which is Article 10. Chief Pervier stated that this is driven by a case of the City of Lynn that this is discriminating against the sex offenders and it's unlawful. We have a bylaw that's unlawful and it's a law that we can't enforce. Mr. Singer would ask our legislatures to come in and help with the legislation. It's unacceptable to put the rights of our criminals first. Mrs. Craver would recommend the board read the decision provided by Attorney Cosgrove. Mr. Singer would like to invite our legislatures here for our next meeting to find out what we need to do. Mrs. Craver provided the board with a 5 year capital plan. Every year the capital is always over what we have to spend. This year, the Fire Department has asked for another ambulance. She said perhaps we can discuss borrowing so that we can pay it over time. She does not have a recommendation but is looking for direction from the board. Mr. McGrath would recommend giving the police the \$90,000 they are requesting, not \$60,000. If they refurbish a vehicle, it is his understanding they will not find the parts and we are risking a liability. After review of the warrant, **motion by Mr. McGrath to approve the finalized wording in the Special Town Meeting warrant pending anything from town counsel, seconded by Mr. Singer, motion passes.**

VIII. Committee Report

IX. BOS Policy Review

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

XI. Other Business:

X. Adjourn/Executive Session: **Motion by Mr. McGrath to go into executive session at 9:17pm 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 – Injured on Duty, approval 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. The Chair does declare that an open meeting may have a detrimental effect on the negotiating position of the public body. Roll call vote taken: Mr. McGrath – aye, Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer - aye and Chairman Szafarowicz – aye.**

Chairman Szafarowicz stated that the Board would come out of executive session for the sole purpose of adjourning.

Motion by Mr. Swensen to adjourn at 9:30pm, seconded by Mr. Singer, motion carries unanimously.

XI. Next Meeting Announcement:

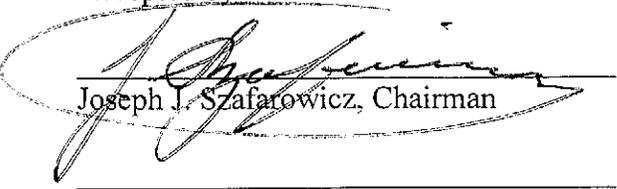
- Next Regular Selectmen's Meeting – October 11, 2016

Submitted by:

Mary C. Devlin

Administrative Assistant

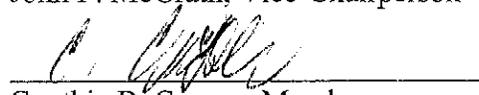
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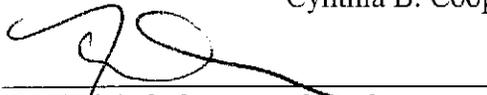
Joseph J. Szafarowicz, Chairman

David M. Singer, Clerk

John P. McGrath, Vice-Chairperson



Cynthia B. Cooper, Member



Frederick C. Swensen, Member

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Phone: (508) 248-2206
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TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator 
DATE: September 22, 2016
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 9/27/16

Sustainable Materials Recovery Grant – I am happy to announce that we have been notified by the Department of Environmental Protection that the Town of Charlton has been awarded a Sustainable Materials Recovery Program Municipal Grant where we will receive up to \$1,000 for a Small Scale Initiative. The Recycling Committee will be purchasing a Dual Composting Tumbler, Jute Shopping Bags, Molded Bamboo Kitchen Composters, Stainless Steel Kitchen composters and compost bin bags. Thanks to Kara for a good job on the grant.

Municipal Aggregation Plan hearing - Town Accountant Gene Ferrari attended the Municipal Aggregation plan hearing on September 14, 2016 at the DPU office in Boston. Everything looks good with the plan and they expect minimal changes.

MMA legislative breakfast meetings – The MMA will be hosting three legislative breakfast meetings. These meetings are very informative as state officials will finally report on the challenging close to fiscal 2016 and to take a first good look at the stability of the fiscal 2017 budget. Other discussions include the new economic development act and the small bridges and transportation bonds act, all signed by the Governor in August and to discuss the impact on local government of two ballot questions that will be decided at the November 8 election. Another important topic will be on the new public records law that will take effect on January 1. The closest legislative breakfast meeting will be held on September 30, 2016 at the Sutton Town Hall. Please let me know if any of you are interested in attending and we will have staff sign you up.

Town of Oxford Town Boundary Perambulation 2016 – Every five years, two or more selectmen or their designees are required by law to locate the town boundaries and record with the board of selectmen and the town clerk the boundary markers they were able to find and those they were not. A copy of the record must be sent, by registered mail to the town clerk and the board of selectmen of all contiguous towns. The Town of Oxford has completed their review and have provided you with a copy of their town boundary perambulation 2016 findings. It is in your read folder. Please let me know if you would like to have the Town of Charlton's boundaries reviewed.

Letter requesting items: We have received the attached letter from an unknown person requesting the following: the need for wheelchairs left at door to make it possible to get to other end of building from the handicap parking and elevator; white or yellow paint on sidewalk edges and ramp that meets parking lot; an indigent program for life line call alert for Charlton residents funded by the town – our seniors should NOT be without them because of finances; a handicap ramp at other end of building and a request for seniors to have small fire extinguishers in their homes. We have forwarded this request to the municipal building committee and senior center director for review.

ABCC advisory regarding Alcoholic Ice Cream - The ABCC has received numerous inquiries regarding ice cream containing alcohol. The ABCC defines an alcoholic beverage as "any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit." Because ice cream containing alcohol is not a liquid intended for consumption as a beverage, it is not an alcoholic beverage, these

licenses are prohibited from importing, selling or manufacturing such ice cream. What this means for Local Licensing Authorities is that section 12 and section 15 retailers cannot lawfully sell alcohol-infused ice cream unless the retailer can produce a written classification from the Tobacco Tax and Trade Bureau exempting each alcohol-infused ice cream product it sells; No businesses such as ice cream parlors and food trucks can lawfully make and/or sell alcohol-infused ice cream without producing a written classification from the TTB exempting each alcohol-infused ice cream product it sells.

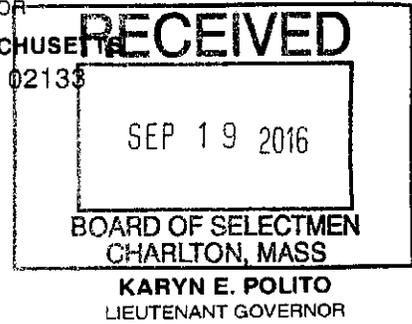
The Central Mass Indicators Project – In February of 2016, the Central Mass Regional Planning Commission was awarded a mini-grant of \$8,000 through the Massachusetts Association of Health Boards and Massachusetts Department of Public Health to launce the Central Mass Indicators Project. In alignment with the Mass in Motion Municipal Wellness and Leadership Program, this project is intended to increase opportunities for active living and health eating by creating conditions that support and reinforce beneficial behaviors for people of all ages and abilities. Charlton's community profile is attached.

Town property auctions – As you know ZG Auctions will be auctioning off 15 town properties at a public auction on October 6, 2012, 12:00noon, Selectmen's Meeting Room at the Town Hall. Last Thursday, Keith Arsenault held an auction on one parcel, a certain parcel of land being Griffin Road containing 5.5 acres as described in Worcester Registry of Deeds, Book 2870, Page 552, Parcel 27-C-1. The winning bidder was PCK Realty, LLC of 144 Worcester Road, Charlton, in consideration of \$50,000.



CHARLES D. BAKER
GOVERNOR

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



September 7, 2016

Dear Ms. Robin L. Craver,

Congratulations! I am pleased to notify you that the Town of Charlton has been awarded a Small Scale Initiatives grant of \$1,000 through the Sustainable Materials Recovery Program. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Tina Klein if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Handwritten signature of Charles D. Baker in cursive script.

Handwritten signature of Karyn E. Polito in cursive script.



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

September 7, 2016

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

Dear Ms. Craver,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Charlton a Sustainable Materials Recovery Program Municipal Grant. The Town of Charlton will receive up to \$1,000 for a Small-Scale Initiative.

Please note, awards for the following grant categories are being evaluated (Mattress Recycling Initiative, SMART/PAYT, Curbside Recycling/Food Waste Carts, Drop-off Equipment, School Recycling Assistance, Waste Reduction Enforcement Coordinator, Waste Reduction Projects, Organics Capacity Projects) and will be announced separately.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The SMRP solicitation, issued April 4, 2016, offered funding to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal.

The key dates and deadlines specific to your award are summarized in the enclosed Checklist. The detailed terms and conditions are specified in the Grant Agreement which has been mailed to the Recycling Contact of record for your municipality, copied below. The Recycling Contact will facilitate getting this document signed by an Authorized Signatory and will return it to MassDEP. Should you have any questions, please call Tina Klein at 617-292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Martin Suuberg
Commissioner

cc: Kara Hmielowski, Administrative Assistant



Checklist for Small-Scale Initiatives Grant Award

Instructions:

- Note the following deadlines and requirements for this grant.
- Return an original signed copy of the Grant Agreement (sent to the municipal Recycling Contact) to Dawn Quirk, MassDEP no later than February 1, 2017.
- Do not expend funds for which you intend to seek grant reimbursement until AFTER a Grant Agreement has been executed.

All funds must be spent and invoices received by MassDEP by June 30, 2017.

STEP ONE: Use of Grant Funds

A copy of the Grant Agreement has been sent to the municipal Recycling Contact copied on the enclosed award letter. Section 6 of the Grant Agreement lists pre-approved uses of Small Scale Initiative grant funds. If your municipality intends to spend its grant funds on an item or service not listed in Section 6, you must contact Dawn Quirk (contact info below) to obtain approval for the proposed use of funds, prior to returning the Grant Agreement.

STEP TWO: Grant Agreement

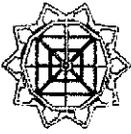
The Grant Agreement must be signed by one of the individuals listed on page 1 of the Authorized Signatory Listing form, which your municipality filed with MassDEP. For reference, a copy of your Authorized Signatory Listing has been sent to the municipal Recycling Contact. If the person(s) listed on the form has changed (for example, a new Mayor has been elected), the municipal official with the same title may sign the Grant Agreement. A new Authorized Signatory Listing form IS NOT REQUIRED.

The signed original Grant Agreement must be returned to the address listed below no later than February 1, 2017.

Contact Dawn Quirk with any questions: 617-292-5557 or Dawn.Quirk@state.ma.us

Return completed documents to:

Dawn Quirk
MassDEP, Municipal Waste Reduction
One Winter Street, 7th Floor
Boston, MA 02108

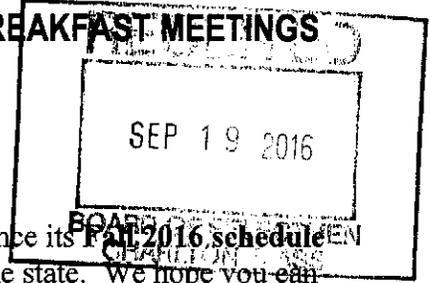


TH REPLY

PLEASE SIGN UP FOR THE MMA'S FALL LEGISLATIVE BREAKFAST MEETINGS

September 7, 2016

Dear Local Official,



The Massachusetts Municipal Association is pleased to announce its **Fall 2016 schedule of legislative breakfast meetings** hosted in cities and towns across the state. We hope you can join us at a meeting near you and be part of a lively discussion on the local government issues of the day. The dates are September 30, October 7 or October 14, all Friday mornings at 8:00 a.m.

The Fall round of breakfast meetings will come at an important time when state officials finally report on the challenging close to fiscal 2016 (whether there will be any money left to supplement the CPA match), take a first good look at the stability of the fiscal 2017 budget adopted in July (whether there will be another shortfall), and start thinking about next year's budget and local aid plan due in January – there are a lot of budget issues to talk about at both the state and local level.

The gatherings will also be an opportunity to talk about the many helpful provisions in the municipal modernization act, the new economic development act, and the small bridges and transportation bond act, all signed by the Governor in August, and to discuss the impact on local government of two ballot questions that will be decided at the November 8 election (legalization of recreational marijuana and expansion of charter schools). Another important topic to take up will be the new public records law that will take effect on January 1. Draft regulations should be released in time for these meetings. Looking forward to next year, MMA wants to hear from you and other city and town officials on ideas for the MMA's 2017 legislative package, and on topics for another round of municipal "best practices."

These breakfast meetings will provide an excellent forum to meet with fellow municipal officials from your area, local legislators (they've all been invited) and MMA staff. Please plan on attending a meeting near you, and please bring your best questions and advice to help us move forward.

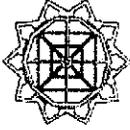
PLEASE SIGN UP TODAY! You can register on the MMA website at www.mma.org or by contacting Vanessa Calaban at vcalaban@mma.org or 617-426-7272, ext. 121.

Thank you very much!

Sincerely,

Geoffrey C. Beckwith
Executive Director & CEO

Enclosure



**2016 Fall Legislative Breakfast Meetings
Please Register Now!**

**Please register online at www.mma.org or complete this registration form and send it to:
Vanessa Calaban, Massachusetts Municipal Association, One Winthrop Square, Boston, MA
02110, or by Fax to: 617-695-1314, or by Email to vcalaban@mma.org**

Registrant's Name: _____

Municipality: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Breakfast Location (Please check the meeting you will attend):

September 30th

- Amherst**, Town Hall, 4 Boltwood Avenue
- Boxborough**, Sargent Memorial Library, 427 Massachusetts Avenue
- Sutton**, Town Hall, 4 Uxbridge Road

October 7th

- Bridgewater**, Olde Scotland Links, 695 Pine Street
- Gardner**, Gardner Town Library, 55 West Lynde Street
- Wellesley**, Wellesley Free Library, 530 Washington Street

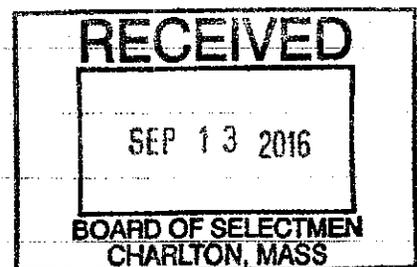
October 14th

- Amesbury**, Chestnut Innovation Center, 11 Chestnut Street
- Fairhaven**, Town Hall, 40 Center Street
- North Adams**, Center for Science and Innovation, 75 Blackinton Street

While the meetings are free, attendees are asked to pre-register so the planners can have an accurate count. All legislative breakfast meetings will begin at **8:00 a.m.** and end by **10:00 a.m.**

THANK YOU FOR REGISTERING – WE LOOK FORWARD TO SEEING YOU THERE!

- * need wheel chairs (x2) left at doors to make it possible to get to other end of building from the handicap parking and elevator.
- * Need white or yellow paint on side walk edges and ramp that meets parking lot.
- * Need an indegent program for life line call alert for Charlton residents funded by town - our seniors should not be without them because of fences.
- * Need a handicap ramp at other end of building
- * Do our seniors have small fire extinguishers in their homes.





*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114*

Deborah B. Goldberg
*Treasurer and Receiver
General*

Kim S. Gainsboro, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION (“ABCC”) ADVISORY TO LOCAL
LICENSING AUTHORITIES REGARDING ALCOHOL-INFUSED ICE CREAM**

In response to inquiries from several Local Licensing Authorities, the Alcoholic Beverages Control Commission provides the following Advisory to Local Licensing Authorities regarding ice cream containing alcohol. Please be advised that M.G.L. c. 138 prohibits the importation, manufacturing, and sale of ice cream that contains alcohol with one limited exception.

M.G.L. c. 138, § 1, defines an alcoholic beverage as “any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit.” Because ice cream containing alcohol is not a liquid intended for consumption as a beverage, is not an alcoholic beverage.¹ Licenses issued under M.G.L. c. 138, including wholesalers and importers under § 18, agents and brokers under § 18A, holders of certificates of compliance under § 18B, manufacturers under § 19, and retailers under § 12 and § 15, are authorized to sell, manufacture, or import “alcoholic beverages.” Because ice cream containing alcohol is not an alcoholic beverage, these licensees are prohibited from importing, selling, or manufacturing such ice cream. Any such action is a violation of M.G.L. c. 138, § 2 and § 64.

The only exception to this prohibition is where the Alcohol and Tobacco Tax and Trade Bureau (“TTB”) has classified in writing that a particular product is a “nonbeverage product.”² Please be aware that this TTB classification is specific to each individual product a business manufactures, and not a business’s entire line of products.

What this means for Local Licensing Authorities:

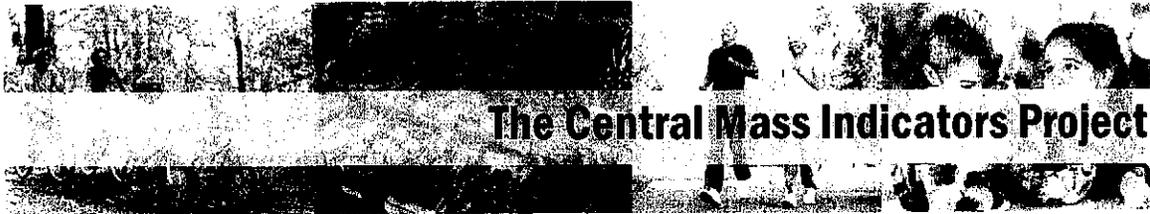
- § 12 and § 15 retailers cannot lawfully sell alcohol-infused ice cream unless the retailer can produce a written classification from the TTB exempting each alcohol-infused ice cream product it sells;
- No businesses (such as ice cream parlors and food trucks) can lawfully make and/or sell alcohol-infused ice cream without producing a written classification from the TTB exempting each alcohol-infused ice cream product it sells; if they do so, they are in violation of M.G.L. c. 138, § 2.

As a reminder, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts and that sale of alcoholic beverages take place only as authorized by applicable law.

(Issued 9-22-16)

¹ Ice cream containing alcohol is, however, alcohol, which is defined as “all alcohol other than denatured alcohol or [methyl alcohol or wood oil].” M.G.L. c. 138, §1. Such alcohol is regulated by the Liquor Control Act under M.G.L. c. 138, §2 (“No person shall manufacture, with intent to sell, sell, or expose or keep for sale, store, transport, import, or export alcoholic beverages or alcohol, except as authorized by” c. 138).

² An alcohol-infused ice cream that is classified as a nonbeverage product when the TTB considers it a “food product.” Alcohol-infused ice cream is a “food product” where only “sufficient spirits are used for flavoring purposes.” See 27 CFR § 17.133. Ice cream containing more than a trace amount of alcohol would not fall under this exception.



Community Profile: Charlton, MA

Project Overview

In February of 2016, the Central Massachusetts Regional Planning Commission (CMRPC) was awarded a mini-grant of \$8,000 through The Massachusetts Association of Health Boards (MAHB) and Massachusetts Department of Public Health (MDPH) to launch the *Central Mass Indicators Project*. In alignment with the Mass in Motion Municipal Wellness and Leadership Program, this project is intended to increase opportunities for active living and healthy eating by creating conditions that support and reinforce beneficial behaviors for people of all ages and abilities.



CMRPC has 40 member communities across Central Massachusetts, of which only two, Worcester and Northborough, participate in the Mass in Motion program. This gap alone calls for the promotion of Mass in Motion strategies across Central Massachusetts. Many of these municipalities are rural, and Worcester County is home to over 1,500 farms. However, lack of multi-modal transportation options limit the ability of low-income and minority populations to participate in healthy eating options and active living. This project allowed CMRPC to assist its member municipalities in selecting health indicators that provide insight into how well their community promotes healthy eating and active living.

CMRPC engaged with three municipalities within the Central Massachusetts region¹ to identify indicators of active living, healthy eating, and safe physical environments. The three partnering municipalities were Barre, Blackstone, and Charlton. The participating towns assisted with determining health indicators and

providing data to the project team. For the purposes of this project, indicators are defined as measurable data points that “monitor progress on economic and social goals. [They] describe observed societal problems or assets and help represent a normative stance on related issues.”² The goal of the project is to help our communities integrate health into their municipal planning processes through the use of indicators. Indicators allow policymakers and the general public to not only better understand the community they live in, but to also track the progress of that community on a variety of levels and sectors. The data collected and reported provides in-depth snapshots that allow municipalities to track longitudinal trends, set community goals, and prioritize action.



¹ Defined as the combined Regional Planning Agencies of CMRPC and the Montachusett Regional Planning Commission (MRPC)

² Boston Indicators Project. Boston Foundation. Web. <http://www.bostonindicators.org/>

Methodology

CMRPC conducted outreach to its 40 member communities to recruit participants via email blasts and targeted emails/phone calls. CMRPC also introduced the project at a Quarterly Manager's Meeting in February 2016 and heard back from seven communities that were interested in participating. We selected three towns to be included in this project: Barre, Blackstone, and Charlton. Towns provided letters of interest to confirm their partnerships.

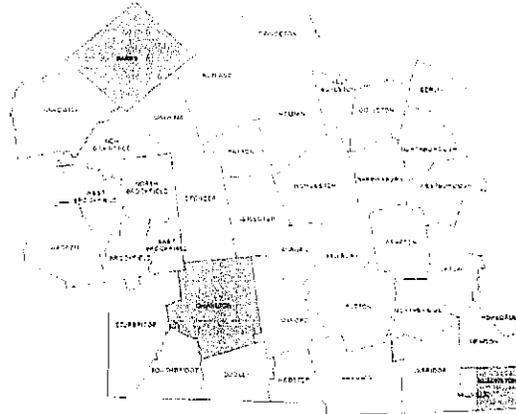


Figure 1: Participating Communities

Technical Assistance

CMRPC engaged with a number of organizations and individuals to obtain technical assistance. CMRPC held a project kickoff with three community organizations, including Heywood Hospital, Montachusett Opportunity Council, and Pernet Family Health of Worcester. The organizations served in an advisory role and assisted with the project planning, identification of health indicators, and in the finalization of deliverables. The project team also collaborated with Dillon Sussman of the Pioneer Valley Planning Commission (PVPC) and Halley Reeves of the Massachusetts Department of Public Health (MDPH) to receive recommendations on indicator development, healthy community design initiatives, and web-visualization tools. This assistance provided the foundation for CMRPC to build a logic model to assess the indicators we wanted to use in this project.

Indicator Development

Indicators were determined based on a combination of data collection and survey analysis. In March 2016, CMRPC distributed a survey via Survey Monkey to better understand the needs and concerns of the study towns related to health and the built environment. Users who completed the survey included the Town Administrators and the Blackstone Board of Health Chairman. The survey asked users to rate the towns' overall health and to identify key health issues, risky behaviors, and social/environmental determinants that have the greatest impact on the community's well-being. The goal of the survey was to identify the most pressing problems that can be addressed through municipal planning and community action. The survey can be viewed here: <https://www.surveymonkey.com/r/CMRPCIndicators2016>

The project team then collected and analyzed demographic, health-related, and spatial datasets from a number of sources including the U.S. Census Bureau, American Community Survey (ACS), Centers for Disease Control and Prevention (CDC), Behavioral Risk Factor Surveillance System (BRFSS), Massachusetts Department of Public Health (MDPH), Massachusetts Office of Geographic Information (MassGIS), Massachusetts Community Health Information Profile (MassCHIP), Massachusetts Department of Transportation (MassDOT), the Central Mass Grown. CMRPC staff also utilized transit and traffic data collected in-house by the Transportation Division to assess roadway conditions and transportation trends.

The selection of indicators depended on a variety of factors including availability of data, connection to existing health trends, and relationship to community goals and/or planned projects. In order for a data point to be determined as a valid indicator, the following questions³ were asked:

- Can the indicator be measured? (i.e. is the data reliable and readily available?)
- Can the indicator be understood by the community?
- Does the indicator reflect a value widely held by community members?

³ Adapted from the Cape Cod Sustainability Indicators Report. 2003. Web. <http://www.sustaincapecod.org/indicators>

- Can the indicator be linked to other social, economic and environmental issues?
- Does the indicator help inform existing and/or planned projects?
- Can an outcome be defined for the indicator?
- Can the indicator be influenced by changes in policy and/or individual behavior?

If all questions received a “yes” answer, the data point was deemed appropriate for indicator development. The project team also consulted with the technical advisers for further guidance and recommendations. Building on this, the project team analyzed all of the information obtained to finalize the set of indicators for each municipality specific to their community needs and assets.

Location and Demographics

The Town of Charlton is located in south central Massachusetts, bordered by Spencer on the north, Leicester on the northeast, Oxford on the east, Dudley and Southbridge on the south, Sturbridge on the west, and East Brookfield on the northwest. Charlton is 17 miles southwest of Worcester and 40 miles southwest of Boston.

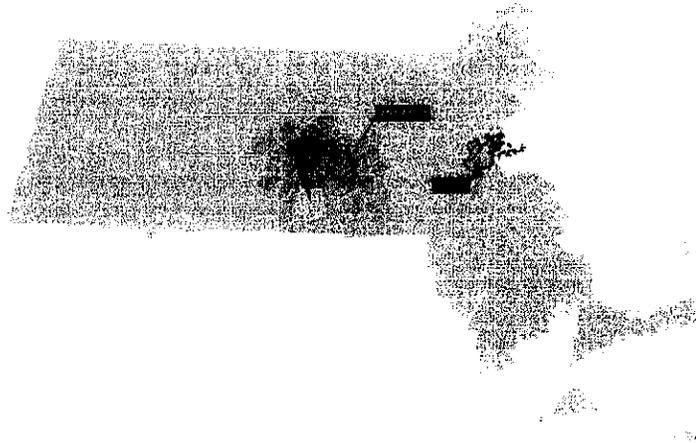


Figure 2: Regional Context

A rural community of 13,312 residents, Charlton's population grew by 15.3% percent between 2000 and 2010. The Town's total area is 43.95 square miles with land making up 42.71 square miles, and a density of 295 people per square mile.

Table 1. Demographic Information

	Participating Communities			Worcester County	State	National
	Barre	Blackstone	Charlton			
Population ⁴	5,398	9,026	12,981	798,552	6,547,629	308,745,538
Unemployment ⁵	6.1%	5.2%	4.4%	6.20%	5.8%	5.3%
Poverty Rate ⁶	4%	5%	5%	11.60%	11.6%	11.3%
Minority ⁶	2.2%	6.6%	2.5%	23%	28.2%	36.7%
Median Household Income ⁶	\$66,250	\$72,699	\$42,538	\$65,453	\$67,846	\$53,046
Female Population ⁶	50%	52%	51%	50.70%	51.6%	50.8%
Children ⁶	26%	24%	25%	22%	20.6%	23.1%
Elderly (65+) ⁶	14%	13%	13.3%	13.40%	14.4%	13.7%
High School Graduate ⁶	94%	91%	94%	89.60%	89.5%	86.3%
Owner-Occupied Housing Units ⁶	80.2%	68%	80.7%	65.20%	62.3%	64.4%
Renter-Occupied Units ⁶	19.8%	32%	19.3%	34.80%	37.7%	35.6%

⁴ Data are from the 2010 U.S. Census and are available at <http://www.census.gov/>

⁵ Data are from the Bureau of Labor Statistics and are available at www.bls.gov.

⁶ Data are from the 2010 – 2014 American Community Survey and are available on American FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP03&src=pt and http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP05&prodType=table

Survey Results

The survey results for Charlton depicted a strong need for physical activity resources and improved road infrastructure. Sidewalk and road infrastructure were described to be in inadequate shape and condition. In particular, the lack of safe bike lanes on existing roads was indicated as a contributing factor disabling healthy and active living in the town.

Regarding community amenities, access to affordable and nutritious foods, availability of farmer's markets, and farmlands were all listed as assets enabling healthy eating throughout town. Charlton also has a Garden Club that meets on the second Monday of each month. The mission of this group is to "create interest in gardening in all its branches, and encourage the beautification of home and community."⁷

Water contamination issues in Charlton were raised a number of times throughout the survey. Although this topic fell out of the scope for this particular project, this remains to be a significant health concern across Town. The effects of water contamination may lead to a variety of negative health outcomes including gastrointestinal illness, reproductive issues, and neurological disorders.⁸

The identified social determinants of negative impact were transportation options and well-contamination issues contributing to stress at home. The identified environmental determinants of negative impact were exposure to toxic substances and other physical hazards as well as water contamination.

Overall, the survey user rated Charlton as a somewhat healthy community and noted the following as priority areas in planning for healthy and active living:

- ❖ **Physical Activity Resources for Children and Adults**
- ❖ **Decrease in Overweight and/or Obesity in Children and Adults**



Figure 3: Charlton Town Common

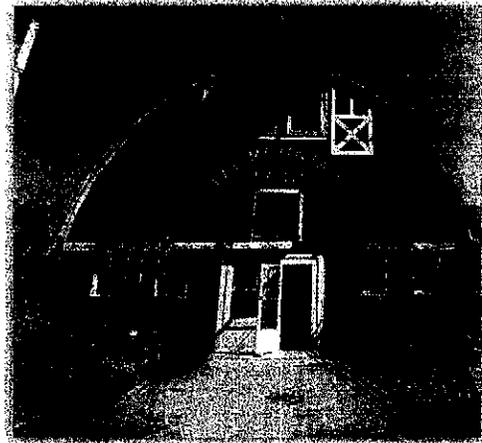


Figure 4: Fay Mountain Farm located at 12 Cemetery Road in Charlton, MA



Figure 5: Boat Paddlers on Buffumville Lake in Charlton

⁷ Charlton Garden Club. Web. <http://www.charltongardenclub.info/history.htm>

⁸ CDC. Drinking Water. Web. http://www.cdc.gov/healthywater/drinking/public/water_diseases.html

Map 1: Built Environment Factors in Charlton, MA

Healthy Food/Active Living Resources

- Farmers Markets
- Winter Markets
- Fitness Centers
- Play Areas

Built Environment Factors

- Excellent
- Good
- Fair
- Poor
- Very Poor

Pavement Condition

- DCR Trails
- Forest Road/Trail
- Trail
- Other
- Water Bodies

Open Space

- Full Public Access
- Limited Public Access

Vulnerable Populations:

- Household Level
- HH with persons 75+ age (+18.8%)
- Hispanic or Latino (+14.0%)
- Low Income (-\$50,259)
- Minority (+20.3%)
- Minority & Low Income

WRTA Routes

Pavement conditions are measured along Federal-Aid eligible roadways.

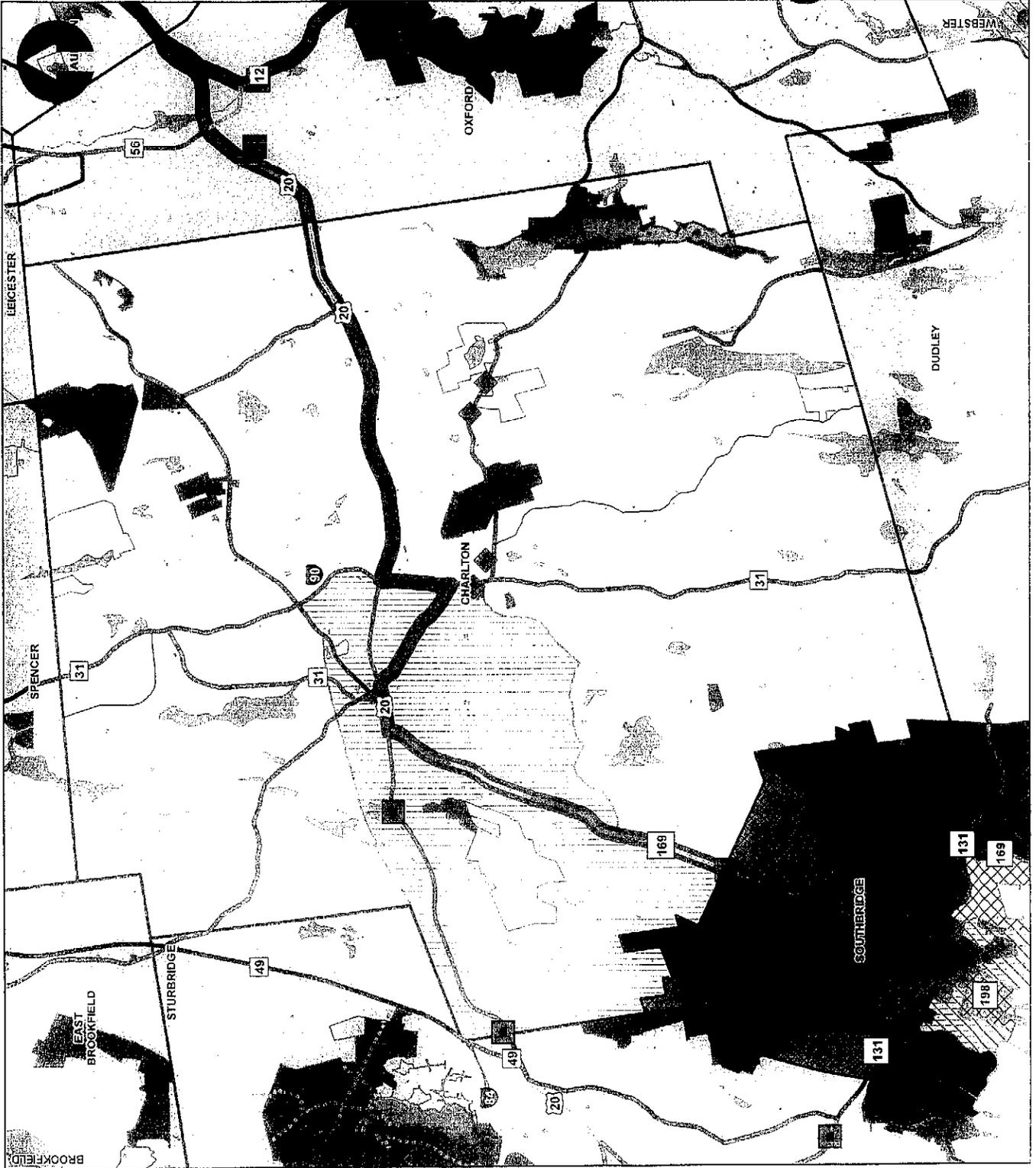
Vulnerable Populations were calculated by CMRPC as part of the 2015 Mobility2040 Study. Vulnerable populations includes groups that are 150% above the CMRPC regional averages, as shown in parentheses.



Information depicted on this map is for planning purposes only. This information is not adequate for legal boundary definition, regulatory interpretation, or parcel-level analysis. Use caution when interpreting positional accuracy.

Participating towns: Barre, Blackstone, Charlton

This project was funded by the Massachusetts Association of Health Boards (MAHB) and the Massachusetts Department of Health (MDPH) 2016 Healthy Community Design & Mass in Motion Mini-Grant Program.



Source: Data provided by the Central Massachusetts Regional Planning Commission (CMRPC), Central Mass Growth and the Office of Geographic Information (MassGIS), Commonwealth of Massachusetts, Information Technology Division.

Discussion of Indicators

Access to Transportation

Goal ▶ *Engage with the Worcester Regional Transit Authority (WRTA) to expand the existing route to other parts of Town or to establish a second route along the southwestern part of town to ensure affordable and reliable transportation.*

Why is This Important?

Lack of access to transportation creates barriers to essential services including employment, health care, and nutritious foods. These barriers result in health disparities that traditionally isolate minority populations, low-income families, households in rural areas, and people with disabilities. Lack of transportation can lead to unemployment, delayed care, unhealthy diets, malnourishment, etc. Neighborhoods served by adequate transit access to more distant amenities allow residents connect to jobs, health care facilities, and other services throughout the community.

Indicators

- **WRTA Bus Routes**

As shown in *Maps 1 and 2*, Charlton is the only community among the three participating towns with a WRTA Route (#29) that passes through the community. The route can be depicted in blue and travels along Route 20, Masonic Home Road, North Main St, and Route 169, before stopping in Southbridge. This route does not pick up or drop off on Route 20 due to safety concerns. This bus route connects to two other bus routes (#27 and #42) and provides access to a number of areas including: the Charlton Town Hall, Overlook Masonic Health Center in Charlton, Charlton Family Practice, Harrington Hospital Clinic in Charlton, and the Charlton Public Library.

- **Miles of Bike Lanes on Existing Roads**

This data is not yet available, however it is anticipated that this information will be collected as part of CMRPC's regional bicycle and pedestrian planning and pavement management efforts. This inventory will include the location of bike lanes along federal-aid eligible roads as well as descriptive information such as width and general condition. Data collection efforts in Charlton are anticipated to begin in July 2016.

Pavement Conditions

Goal ▶ *Identify priority segments for pavement maintenance and/or repair to help support accessibility and mobility throughout Town.*

Why is This Important?

All roadways are in a constant state of deterioration because of time, weather, and traffic load. As a result, neighborhoods with inadequate road infrastructure and limited access to walkable streets present a major barrier to pedestrian activity and accessibility. Streets and highways without sidewalks and/or bike lanes discourage walking and/or biking. This contributes to unhealthy, sedentary lifestyles and obesity rates, putting individuals at serious risk for chronic illnesses such as diabetes.

Indicators

- **Pavement Conditions along Federal-aid Eligible Roadways**

The key to having an efficient and effective pavement management program lies in the prioritization process. As depicted in *Map 1*, the pavement in Charlton is overall in excellent to good condition (shown in blue and green lines). However, there are a few road segments towards Southbridge that

are in fair or poor condition, particularly along route 169. Additionally, there is an area on the eastern boarder of Charlton and Oxford with a segment of roads in poor condition along route 20. Together, these segments could be identified as priority areas for pavement maintenance. Priority segments can be used to inform decision makers choosing projects for *the Transportation Improvement Program (TIP) and Long-Range Transportation Plan*. It also assists with determining the most cost-effective strategies to address the region's deteriorating roadway conditions.

Access to Parks

Goal ► *Provide residents of all ages with safe, physical activity opportunities in parks and improve access to outdoor space to increase fitness and wellbeing.*

Why is This Important?

Access to parks allows people to improve their health and wellness through interaction with nature and outdoor spaces. Physical activity opportunities (i.e. green exercise, personal and/or community gardening, and nature-based recreational activities) help combat overweight and obesity while promoting general wellness. This results in lower levels of illness and mortality, and improved quality of life. Trees and vegetation can also help mitigate climate, air, and water pollution impacts on public health. However, fees for use of recreational facilities and activities, neighborhood safety, and access to walkable spaces continue to be major challenges to active living.

Indicators

- **Department of Conservation and Recreation (DCR) Roads and Trails**
In the Town of Charlton, there are no DCR Roads and Trails available to the public. This is concluded based on the DCR Roads and Trails datalayer, provided by MassGIS, which contains all legal roads and trails as identified by DCR staff and consultants on DCR DSPR properties.
- **Open Space and Recreational Facilities**
As reported by MassGIS, open space data is represented in Map 7 in two colors. The darker green indicates open space with full public access and the lighter green indicates limited public access, which is defined as open space where "members only" have access to the space. The Town of Charlton has a present combination of both limited access and full public access land throughout the town. Two of the four play areas are located near land with limited public access.
- **Number of Parks within Half-Mile**
The American Association of Retired Persons (AARP) Livability Index is a web-based tool created by the AARP Public Policy Institute used to track community livability across seven categories: housing, neighborhood, transportation, environment, engagement, and opportunity. Livability is measured at the neighborhood level on a scale of 0 to 100, with higher values illustrating greater livability for people of all ages.

The Town of Charlton has an AARP Livability score of 50. While the US average for a score in regards to distance to parks is 0.0, the Town of Charlton has a score of 0.7 (the same as Blackstone), indicating a higher number of parks within a half-mile of neighborhoods than an average US neighborhood score. Similar to Blackstone, the Town of Charlton currently has no policy towards a commitment to livability, whereby state and local plans are aimed at creating age-friendly communities, as defined by the AARP Livability Index.

Physical Activity

Goal ▶ Establish pedestrian friendly and walkable neighborhoods by ensuring safe, equitable access to physical activity opportunities for people of all ages.

Why is This Important?

Insufficient physical activity is a risky behavior associated with overweight and obesity, which may lead to preventable chronic illnesses. According to the CDC, regular and adequate participation in physical activity offers a wide range of health benefits such as reduced risk of cardiovascular disease, weight control, strengthening of bones, and improved mental health⁹.

Indicators

• Walk Trips per Household

Healthy transit options, such as walking and/or biking, provide residents with convenient, accessible, and low-cost alternatives to public transit and driving. Table 2 shows the number of estimated walk trips per household per day measured at the neighborhood scale by the AARP Livability Index. Charlton has a value of 0.61, which is approximately 10% less than the average US neighborhood. However Charlton's score is in line with Barre and Blackstone suggesting that these towns are somewhat walkable areas.

Table 2. Estimated Walk Trips per Household per Day (AARP Livability Index)

Geographic Location	Score
Barre	0.55
Blackstone	0.61
Charlton	0.61
Median U.S. Neighborhood	0.73

• Adult Participation of Regular Physical Activity

Individuals who participate in regular physical activity and eat nutritious foods have a better quality of life and are less likely to develop preventable chronic illnesses.

Table 3 represents the percentage of adults lacking regular physical activity over a five-year average, as calculated by the BRFSS. Approximately 49% of residents in Charlton reported lacking regular physical activity, compared to 44% in Blackstone, 50% in Worcester County, and 48% across the state. There was no data available for Barre.

Adults Lacking Regular Physical Activity, 5 Year Average (2001, 2003, 2005, 2007, 2009)

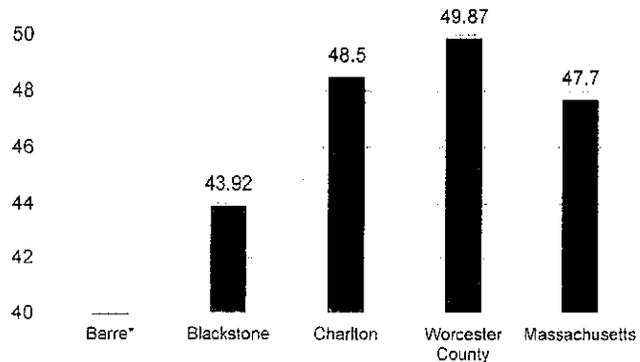


Table 3. Adults Lacking Regular Physical Activity on 5-Year Average (BRFSS)

• Fitness Centers

CMRPC collected locational data of both public and private fitness centers for each community via Yellow Pages and geo-coded the locations. Charlton currently has three fitness centers in Town.

⁹ "Physical Activity," Centers for Disease Control and Prevention (CDC). Web. <https://www.cdc.gov/physicalactivity/basics/pa-health/index.htm>

However, there are a number of bordering fitness centers along the town of Sturbridge and Southbridge, which are likely also used by residents of Charlton.

• **Play Areas**

CMRPC collected locational data of play areas via <http://mapofplay.kaboom.org> for each community, confirmed the data with the towns' DPW Departments, and geo-coded the locations in ArcGIS. Play areas refer to indoor and outdoor spaces designed for children and youth to participate in recreational activities. Charlton has four available playgrounds, three of which are located at public schools (see Map 1). Bay Path Regional Vocational Technical High School, Charlton Middle School, and Heritage School each have a playground available to the public. The official public park within Charlton is the Charlton Community Playground at Memorial Field, located behind the library off Main Street. This park opened in September 2015 and has since become a site of active play for the community.

Overweight and Obesity

Goal ▶ *Reduce the prevalence of adult/childhood obesity and chronic disease by increasing physical activity opportunities in schools, businesses, and outdoor spaces while decreasing exposure to high-calorie intake or unhealthy foods.*

Why is This Important?

Diet and body weight are directly linked to individual health status. According to Healthy People 2020, obesity is a major risk factor for high-cost, preventable chronic diseases such as hypertension, asthma, type II diabetes, heart disease, strokes, and some cancers.¹⁰ Prevalence of overweight and obesity also impacts mental health and wellbeing, increasing the risk of stress, depression, social detachment, and suicide.

Indicators

• **Adult Obesity**

As our society is becoming increasingly sedentary, the rates of obesity in the nation are rising. Table 4 below shows the percentage of adults classified as obese between the three participating towns, Worcester County and the State of Massachusetts. In Charlton, approximately 26% of adults are considered obese, the highest percentage of adult obesity across all geographies. This percentage is also slightly higher than the Massachusetts average by a little over 3%.

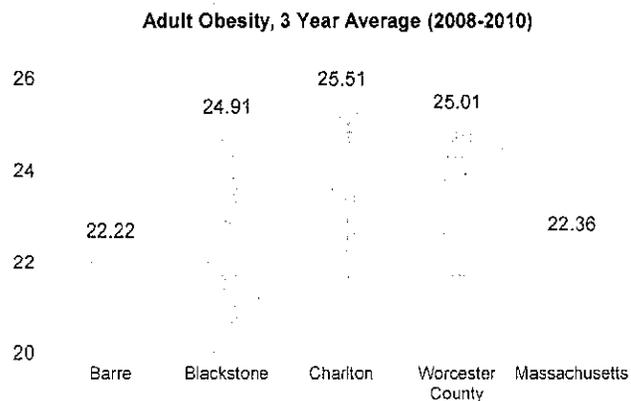


Table 4. Percent of Adult Obesity on a 3-Year Average (BRFSS)

¹⁰ "Nutrition and Weight Status." Healthy People 2020. U.S. Dept. of Health and Human Services, Office of Disease Prevention and Health Promotion. Web. <https://www.healthypeople.gov/2020/topics-objectives/topic/nutrition-and-weight-status>

Nutrition

Goal ► Ensure all people in town have equal access to nutritious foods and produce by connecting local farmers to corner store initiatives, community gardens, and/or mobile grocers; and implement educational shopping/cooking programs in schools to encourage healthy food decision-making.

Why is This Important?

Limited access to and high costs of healthy foods are major barriers to active living for underserved groups such as low-income, minority, single-family households, elderly, and disabled populations. These individuals often live in food insecure locations that inhibit them from accessing local fruits and vegetables. As a result, alternative food options may result in unhealthy items found in gas stations, fast-food restaurants, and grocers. Although all Towns noted in the survey that the availability of nutritious/local produce was not a major barrier to healthy eating, there are still groups that are disproportionately affected due to high food costs and lack of transportation.

Indicators

• Food Deserts

The Modified Retail Food Environment Index (mRFEI)¹¹ is a composite measurement of the retail food environment and represents the percentage of healthy food vendors located within a 0.5 mile buffer of a Census Tract. The mRFEI score indicates the number of healthy food retailers divided by the number of healthy and less healthy food retailers, providing an index score of the balance of healthy to non-healthy food resources. The lower the mRFEI score, the more convenience stores and fast food restaurants (and less healthy food resources) that are present in that area.

The Town of Charlton has an mRFEI index score of 9.09 for Census Tract 25027756102 reflective of a fair number of healthy food resources, when compared to the number of non-healthy food resources; Census Tract 756101 has a score of 0, indicative of no healthy food resources available in that tract (see Map 3: *Healthy Food and Fitness Resources*). While their score is not on the higher end, it is the same as the majority of Blackstone and Uxbridge. Charlton could improve their mRFEI score for both tracts by working to increase the number of healthy food retailers locally available.

• Adults Consuming Five or More Fruits and Vegetables per day

Regular fruit and vegetable intake contributes to an overall healthy diet. Table 5 depicts the percentage of adults consuming five or more fruits and vegetables per day in Massachusetts on a three-year average, as calculated by BRFSS. The table below indicates the percentage of adults consuming 5 or more fruits and/or vegetables per day, on the scale of a three year average, with a comparison

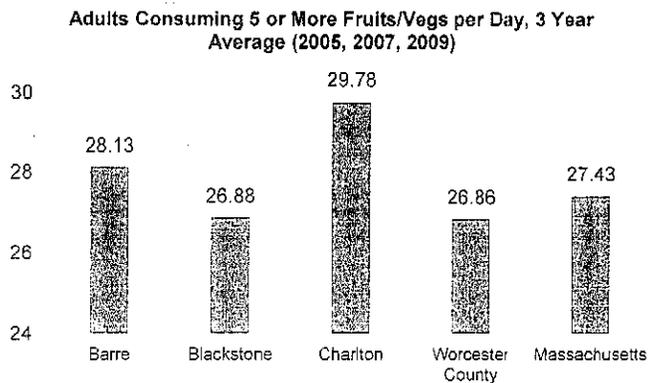


Table 5. Adult Daily Intake of Fruits/Vegetables on 3-Year Average (BRFSS)

¹¹ Census Tract Level State Maps of the Modified Retail Food Environment Index (mRFEI). Atlanta, GA: National Center for Chronic Disease Prevention and Health Promotion, Division of Nutrition, Physical Activity, and Obesity, 2012. Web. http://ftp.cdc.gov/pub/Publications/dnpao/census-tract-level-state-maps-mrfei_TAG508.pdf

between the three participating towns, Worcester County and the State of Massachusetts. The percentage of adults in Charlton who are consuming 5 or more fruits and/or vegetables is almost 30% and remains slightly higher than the average of Worcester County.

• **Farmer's Markets**

The data shows the locations of Farmers Markets and Winter Markets across Central Massachusetts, as provided by the Central Mass Grown, a community-based organization of farmers and buy local advocates. This data was adapted from the existing farmer's market layer from MassGIS, and modified to include additional markets in the central mass region that were not part of the initial analysis. The markets are the only measurement of available healthy food options for this project.

Charlton does not currently have any Farmer's Markets that are regularly available. This is a barrier that prohibits residential access to locally grown and healthy foods and should become a priority in working to improve the healthy eating habits of residents.

Next Steps and Recommendations

Table 6. Recommendations and Strategies to Ensure Community Livability

What Can We Do?	
RESIDENTS	MUNICIPALITIES
<ul style="list-style-type: none"> • Volunteer and serve on local boards and committees including Open Space and Recreation Plan Committees and Master Plan Committee • Participate in the Safe Route[®] to School Program • Attend Town Meeting as well as meetings of local boards and committees such as the Planning Board to ensure that your voice is heard on matters related to transportation, healthy eating and active living • Support local farms by buying local whenever possible. • Assist with local community projects such as community gardens. 	<ul style="list-style-type: none"> • Increase bus service to areas of need. Resources include Central Massachusetts Metropolitan Planning Organization (CAMMPO) and Worcester Regional Transit Authority (WRTA). • Continue to implement the Complete Streets Program in partnership with CMRPC. • Participate in the Mass Safe Routes to School Program to increase sidewalk connectivity and safety around schools. • Consider participating in the Worcester Bike Rack Program in partnership with CMRPC. • Continue to update the Open Space and Recreation Plan and consider updating the Master Plan. Have a public health advocate serve on the committee for each plan. CMRPC is available to provide a reference. • Revise zoning regulations to remove barriers to agriculture, promote walkable smart growth development, encourage mixed-use development, and reduce parking requirements, consider adopting a version of the Model Village Center by-law, which CMRPC can assist with. • Develop a sidewalk inventory and maintenance program. • Conduct a connectivity study to connect open space and critical health resources. • Improve design of existing open space and municipal buildings to encourage walkability. For example, allow the stairs to be easily accessible to residents. • Work with Central Mass Grown to increase fresh produce retail and distribution. • Facilitate and establish joint use agreements and public-private partnerships between communities and areas of local open space including school and local gyms. • Encourage the use of local produce in schools and in local convenience stores.