



COPY



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – October 11, 2016

Submitted by UCD
Date 10/26/16
Received by YL
Date 10-27-16

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

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 27, 2016. **Motion by Mr. Swensen to approve the minutes of September 27, 2016, seconded by Mr. McGrath, motion passes.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.

IV. Appointments/Resignations:

V. Scheduled Appointments:

6:40pm – Casella – donation of Animal Control Van/declare the 2003 ACO Chevrolet Van as surplus. Mrs. Craver stated that there are many businesses that are generous to us and Casella is one of them. She became aware that the animal control van was rather dangerous with a broken door and other things. She had a conversation with John Casella and he offered to buy the town an Animal Control Van. Tracy Markum from Casella was present and said they were more than happy to help the town out. She presented the town with a check for \$30,443.00 and the keys to the van. Chairman Szafarowicz thanked them for their generous donation. Mr. Swensen also thanked them for the Ipads. **Motion by Mr. Swensen to accept the donation of the van for the Animal Control Officer and ask the Town Administrator to send a letter of thanks, seconded by Mr. McGrath.** Mrs. Craver stated that in light of the new ACO van graciously donated by Casella, Chief Pervier is asking the board to declare the 2003 Chevrolet-Animal Control Van as a surplus vehicle. This van has 150,176 miles on it and is in need of significant repairs to its side cargo doors as well as other needed maintenance. She would recommend the Board declare the 2003 Chevrolet Animal Control Van as surplus. Chief Pervier thanked Casella for their generosity. The lights on the new van will help protect the Animal Control Officer on calls. Ann Sellew thanked Casella as well. **Vote on motion: motion passes. Motion by Mr. McGrath to declare the 2003 Animal Control Officer van as surplus to the needs of the Town of Charlton, seconded by Mr. Swensen, motion carries.**

7:00pm – Recreation Commission – skate/bike park fund raising thermometer. Mrs. Craver stated that members from the Recreation Commission have asked to be placed on the agenda to discuss the Skate/Bike Park Fund Raising Goals and Objectives. They have provided you with a copy of a thermometer sign they would like to place on the corner of Muggett Hill and Main Streets to

educate the citizens of Charlton on the status of the fund raising supporting the new skate/bike park. Duration of deployment, October 1 till June 1, 2017. The sign dimensions is 6x3, 2 feet off the ground. They have been given approval by Curt Meskus, Building Commissioner and are looking for approval from the board. Unfortunately, no Recreation Commissioners could attend. The Board reviewed the request and **motion by Mr. Swensen to approve the sign as requested, seconded by Mr. McGrath.** Mr. Swensen would like to have them come to the next meeting to update the board on the fundraising and to discuss the serious issues the last time the skate park was up and running. **Vote on motion: motion passes.** Jacob Gianetti from 22 Old Stafford St. came forward and had a question about the sign. He asked what it was for. Chairman Szafarowicz stated that it was a fundraising goal sign for park renovations.

VI. New Business:

1. Winter Washed Sand Bid Award. Mrs. Craver stated that on September 26, 2016 at 2:00pm, sealed bids marked "Winter Washed Sand" were opened and read. One bid was received from Hylka Construction Co., Inc. in the amount of \$14.55 per ton delivered. The recommendation from Highway Superintendent Foskett and Mrs. Craver would be to award the Winter Washed Sand Bid to Hylka Construction Co., Inc. in the amount of \$14.55 per ton delivered. Last year, Hylka Construction was awarded the bid in the amount of \$14.15/per ton delivered. **Motion by Mr. McGrath to accept Hylka Construction, Co. bid for Winter Washed Sand in the amount of \$14.55 per ton delivered, seconded by Mrs. Cooper.** Mr. Swensen asked if we can find out how much sand we go through in the winter. **Vote on motion: motion passes.**

VII. Old Business:

1. Public Safety Issue – Sports Event. Mrs. Craver stated at the Board's last meeting, you were made aware of an injury to a public officer due to an altercation at a sports event. You had asked for more information and Chief Cloutier is here to provide it. Chief Cloutier came forward and said that the Firefighter that was injured was tending to a football player and another football player was out of control and came over and started hitting the player the firefighter was tending to. The Firefighter was shielding himself so he wouldn't get hit and that's how he got struck and injured his finger. The police were called. He did have it checked out and found out he had a broken finger. Chief Cloutier said they will try to recoup what they could from the league. He stated that he did ask the league to have this player ejected for the season. Chairman Szafarowicz thanked Chief Cloutier for providing an update. Mr. Swensen asked Chief Cloutier to keep the board posted if there is action taken on the player that came over to fight.
2. STM Warrant – approve warrant/motions/Capital. Mrs. Craver provided the board with a draft STM warrant with motions for consideration. She stated that the first few are housekeeping.
Article 1 – is for appropriation of funds for unpaid bills of a prior fiscal year. We have none at this time and she would recommend the motion to move to postpone consideration of Article 1 indefinitely. **Motion by Mr. McGrath to postpone Article 1 indefinitely, seconded by Mrs. Cooper, motion passes unanimously.**
Article 2 – Inter/Intra Departmental Transfers and/or Appropriations for FY2017 budget. She provided the board with a motion and draft amounts. She noted we are still working with free cash and making sure we can coordinate and confirm a couple of these possible deficits, she could review what she has at this time. She asked the Board to consider setting a meeting for Monday to review the final amounts. **Motion by Mr. Swensen to support the motion for Article 2 pending any changes, seconded by Mrs. Cooper, motion passes.**

Article 3 – Capital Items and Related Contracts. **Motion by Mr. McGrath to support Article 3 with the stipulation that it's free cash or stabilization whatever it is after we get our numbers, seconded by Mr. Swensen.** Mrs. Cooper asked if there is any restrictions on where the money from the land had to go and Mrs. Craver stated it depends. All of these parcels are tax title and its general fund so it can be used. **Vote on motion: motion passes.** Mrs. Craver thanked all the Department Heads for their help.

Article 4 – Transfer To/From Stabilization Funds. **Motion by Mr. McGrath to approve the remaining free cash to be deposited into stabilization, seconded by Mr. Swensen, motion passes.**

Article 5 – Borrowing Authorization Reduction. **Motion by Mr. Swensen to approve the motion for Article 5, seconded by Mrs. Cooper, motion passes.**

Article 6 – Amendment to Town Personnel Bylaw Classification Plan – Human Resource Director. **Motion by Mr. Swensen to support the motion for Article 6, seconded by Mr. McGrath, motion passes.**

Article 7 – Acceptance of the “Stretch Energy Code”. **Motion by Mr. McGrath to approve Article 7, seconded by Chairman Szafarowicz.** Mrs. Cooper said this or somewhat similar article has been voted twice at town meetings and the voters have said they do not want this. She feels that this is not an appropriate thing to do to the residents. Chairman Szafarowicz stated that these are different requirements than what was presented at town meetings previously. Mrs. Craver stated that the stretch code has changed and it only affects new construction. The old one affected additions. She said we didn't educate the public enough prior. There will be a 15 minute presentation at town meeting to inform the public of what this is. Mr. McGrath stated that the new requirements have improved. Mr. Swensen has some questions on it but does not have a problem letting the voters decide. **Vote on motion: motion passes with Mrs. Cooper – opposed.**

Article 8 – Lease of Land Police Station; 85 Masonic Home Road for Telecommunications Tower and Facilities. **Motion by Mr. Swensen to approve the motion for Article 8, seconded by Mr. McGrath, motion passes.** Mrs. Craver thanked Chief Pervier for his work on this.

Article 9 – Amend Restriction – Ash Road. **Motion by Mr. McGrath to approve Article 9 as written, seconded by Mrs. Cooper, motion passes.**

Article 10 – Amend General Bylaw – Rescind Sex Offender Bylaw. **Motion by Mr. McGrath to approve Article 10 as written, seconded by Mr. Swensen.** The Board is not in favor but agrees. **Vote on motion: motion passes.**

Article 11 – Acceptance of Jennings Road Extension. No action needed by the Board.

Article 12 – Authorize the Development of a Municipal Gas Department. **Motion by Mr. McGrath to approve Article 12 as printed, seconded by Mr. Swensen, motion passes.**

Article 13 – Zoning Map Revision; Medical Research and Development Overlay District. Mrs. Craver commended the Planning Board for working with the developer on this. No action needed by the Board.

Article 14 – Zoning Bylaw Revision: Water System Infrastructure. No action needed by the Board.

Article 15 – Zoning Bylaw Revision: Sewer System Infrastructure. No action needed by the Board. Mrs. Craver stated that we will post a meeting for next Tuesday for the pre town meeting.

3. Interim Police Chief hiring process. Mrs. Craver stated that the deadline to submit applications for Interim Police Chief ended October 1st. We received ten applications and four appear to meet the qualifications. If the board wishes to follow the same process as you do for other hires, she and the Chairman would interview and bring you a recommendation. Since the Police Chief is a much higher profile, the board may choose another method but

keep in mind, this is still a civil service position and any method you choose should either be your regular process or one that is defensible that the most qualified applicant receives the job. If the whole board wishes to do the interviews, they would need to be done in public forum. If you use the usual process, the identities of those who applied will remain confidential. She would ask the board to discuss this tonight and decide the process you would like to take. Mr. Swensen stated that this is done on a very rare occasion and should be done with as much transparency. He would like to see the board doing the interviews. He feels there is something to be said doing them in open forum. Mr. McGrath agrees. Mrs. Craver stated that we received ten applications. Chairman Szafarowicz stated that there are a few candidates that do not meet the requirements. Mrs. Craver stated that she has gone through them. She could take the ones that meet the criteria and make a spreadsheet for the board to review. She will make a column for the board to check off which ones they would like to interview. Chief Pervier stated that if the person has been out of law enforcement for over two years, their powers of arrest are invalid. They could be an administrative person but they could not go out and arrest someone without going through the academy again. Mrs. Cooper agrees we need to have transparency, but if we are doing this in open meeting, the first candidate will be at a disadvantage because the other candidates will know what the questions are. Mr. Swensen asked if we did the interviews privately, the applicants would remain confidential. The only reason he can think of this would be the candidate's current job doesn't know they are applying for another job. Is there anything else. Mrs. Craver stated that there may be less of a concern as this is only a temporary position. She will provide a matrix and include the Chief's question regarding the powers. Chief Cloutier asked if the Interim person is available to take the full time position or is this just temporary. Chief Pervier stated that the person has to take a civil service exam and the board has decided to have an assessment center. Mrs. Craver asked the board to send her the questions they would like addressed.

VIII. Committee Report

IX. BOS Policy Review

X. Student Selectperson Report: Kylie Chupka presented her first report.

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

XII. Other Business:

X. Adjourn/Executive Session: **Motion by Mr. McGrath to go into executive session at 7:49pm under M.G.L. c. 30A, Sec. 21, #3, to discuss strategy with respect to collective bargaining regarding Clerical Union negotiation update – strategic process and #6, to consider the purchase, exchange, lease or value of real estate regarding the Southbridge Water IMA – strategic process, 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 and Chairman Szafarowicz – aye.**

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

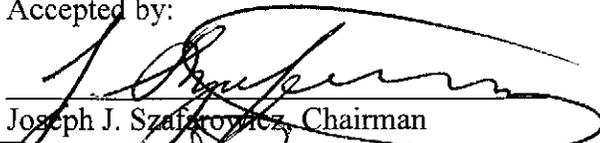
Motion by Mr. McGrath to adjourn at 8:11pm, seconded by Mrs. Cooper, motion carries unanimously.

XI. Next Meeting Announcement:

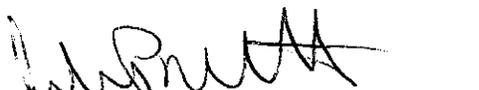
- Next Regular Selectmen's Meeting – October 25, 2016

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:



Joseph J. Szafarowicz, Chairman



John P. McGrath, Vice-Chairperson



David M. Singer, Clerk (absent)



Cynthia B. Cooper, Member

Frederick C. Swensen, Member

BOS Agenda, October 11th, 2016

College Financial Aid Night was held on Wednesday, September 28 in the auditorium. Guidance counselors and members of the school's administration discussed methods of financial aid at state schools with the parents who attended the event.

The First Honors Dinner was held on Thursday, September 29 in the cafeteria. Students and parents were served dinner by members of the staff. The night also included words from Principal Chaplin, Superintendent Greg Desto, and from guest speaker Attorney and Shepherd Hill alumn Alex Mooradian. 116 students scholars were invited to the dinner.

The SAT was given to members of the senior class on Saturday, October 1 at Shepherd Hill. The Varsity football team had their first win of the season on Friday at home against Algonquin, 31-0. They also won again in Westbrough. Their next home game will be Friday, October 14 against Leominster.

Friday was a Professional Development Day for all staff members, which means that it will be an early release day for students. Classes will end at 11:15 a.m.

This Thursday is parent teacher conferences; early release for students. Conferences start at 1pm-4pm and then again at 6pm-8pm

This week is Shepherd Hills pep rally and homecoming week! The dance starts at 6 in the SH cafe.

We've also been doing penny wars to get some competition stirring.

PSATs are open to all juniors. They are on Wednesday October 19th

Kylie Chupka

**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: October 4, 2016
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 10/11/16

Fire Department ISO Rating – The Fire Department was notified that their ISO rating for the year is a 5/5 fire protection class. Last year it was a 6/6. This usually reduces the homeowner's insurance rates in the Town of Charlton. A lower rating means the Fire Department is better prepared.

Devlin, Mary

From: Craver, Robin
Sent: Wednesday, September 28, 2016 4:00 PM
To: Devlin, Mary
Subject: FW: ISO Rating

Next TA report please

Sincerely,

*Robin Leal Craver, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507
508-248-2206 office
508-243-3905 cell*

*Effective July 1, 2014, new town hall hours:
Monday, Wednesday, Thursday -- 7:30am – 5:00pm
Tuesday – 7:30am – 7:00pm
Friday - closed*

Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

From: Cloutier, Charles
Sent: Tuesday, September 27, 2016 1:34 PM
To: Craver, Robin
Subject: ISO Rating

Hello Robin,

We have received our ISO Rating for the year and we have good news. Last year the rating was a 6/6. After the adjuster combed through our records, our new rating is a 5/5 fire protection class. This usually reduces the homeowner's insurance rates in the Town of Charlton. I wonder if MIIA will reduce our rate as well being the ISO rating is lower.

A lower rating means that our fire department is better prepared. The latest revision of the ISO's Fire Suppression Rating Schedule classifies fire protection into 10 categories, Class 1 recognizing the highest level of fire protection and Class 10 recognizing the lowest or no level of fire protection. There are more than 47,000 fire departments subject to ISO survey in this country; only 62 are rated as Class 1.

For further information on ISO grading's of fire departments, refer to their web site at www.iso.com, and more specifically, their [Public Protection Classification Program](#) page.

Just thought I would send this along so you had a better handle on what that means for our community.

"Serving with Integrity, Honesty and Compassion"

Charles E Cloutier Jr. - Chief of the Department
Charlton Fire Department