



TOWN OF CHARLTON
 Minutes of Regular Selectmen's Meeting
 Tuesday – January 3, 2017

Submitted by MCD
 Date 2/23/17
 Received by KL
 Date 2-23-17

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 and Student Selectperson – Kylie Chupka.

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. He recognized Timothy Maenpaa from Troop 165 who is here to watch the process.

II. Consent Agenda:

1. Minutes of Selectmen's Meeting – December 20, 2016. **Motion by Mr. McGrath to accept the December 20, 2016 meeting minutes as written, seconded by Mrs. Cooper, motion passes with Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Szafarowicz read the announcements.
- Mr. Singer thanked Cathy Kuehl for the very nice handmade ornaments left in the Selectmen's office.
- Curt Meskus, Building Commissioner came forward. He wanted to show the board the street lighting that was delivered today. They found something in the mid price range as directed. He contacted the electrician to start the process. He ordered five for the town common.

IV. Appointments/Resignations:

1. Appointment – Fire Station Building Committee. Mrs. Craver stated that at the Board's July 12, 2016 meeting, you re-instated the Fire Station Building Committee. The following have been appointed:

Joe Haebler	One (1) Member from a previous Building Committee
Ralph Fiske	One (1) Member from the public involved in the building trade
David Ryan	One (1) Member from an area Fire Department
	Two (2) Members from the Fire Department
John McGrath	Two (2) Members from the public

Fire Chief Cloutier, Selectman Rick Swensen and myself.

You are asked to appoint Brian Ouellette and Rob Barton as the two members from the Fire Department. There is still one opening for a member from the public. **Motion by Mr. Singer to appoint Brian Ouellette and Rob Barton as members from the Fire Department for the committee, seconded by Mr. Swensen, motion passes.**

V. Scheduled Appointments:

6:45pm – Pole Hearing – Freeman Road. Mrs. Craver stated that attached you will find a request from Verizon New England, Inc. and Massachusetts Electric Company (NGRID) requesting

permission to locate poles, wires, cables and fixtures including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners on the following public way:

Freeman Road: Place one (1) jointly owned pole numbered T.40S/E.40S on the westerly side of Freeman Road at a point approximately two thousand two hundred fifty-five (2,255) feet northerly from the center line of Colburn Road.

This request has been forwarded and approved by both the Chief of Police and Highway Superintendent. Chairman Szafarowicz opened the public hearing by reading the notice of public hearing. He declared the hearing open at 6:52pm. Mr. Paul Davis came forward. He is here representing Verizon. **Motion by Mr. McGrath to close the public hearing, seconded by Mrs. Cooper, motion passes. Motion by Mr. McGrath to approve the pole request by Verizon to place one jointly owned pole numbered T.40S/E.40S on the westerly side of Freeman Road at a point approximately two thousand two hundred fifty-five feet northerly from the center line of Colburn Road, seconded by Mr. Singer, motion passes.**

7:30pm – Executive session with Board of Health

VI. New Business:

VII. Old Business:

1. HR Director Process – Mrs. Craver stated that she reviewed the resumes for the position of HR Director and separated them by experience and education. Out of 23 applications, she is recommending interviewing 9 candidates. These candidates have either municipal experience and/or have made HR their career choice. She asked how much involvement does the Board want to have in the process? You have several options for filling this position:

- She can perform the interviews with the Chair of the Personnel Board- Rachel Hartwig and make a recommendation to the Board for appointment.
- The above, but we narrow the pool down to 3-5 candidates for the whole Board to interview
- Rachel, the BOS Chair (or other rep appointed by the Board) and Mrs. Craver perform the interviews and make a recommendation to the BOS for appointment.
- Any combination of the above.

She stated that one thing the board may want to consider, candidates are asking her if their name can be keep confidential until an offer is made because they don't want to jeopardize their current job. She knows that for the Treasurer/Collector position, this has come up and may reduce the applications. She has copied Ms. Hartwig on an email and invited her to attend this meeting in case she wishes to make a recommendation. As directed by the Chair, she placed this on tonight's meeting for discussion and direction. How would you like to proceed? Mrs. Hartwig came forward. Mr. Singer stated with all the options presented, he doesn't have a problem with Mrs. Craver and maybe one member of the board work with Mrs. Hartwig and he would also agree keeping the names confidential until an offer is made and accepted. Mrs. Craver stated that when a recommendation is made, the name will be brought forward. Mr. McGrath agrees. Mr. Singer would ask them to narrow it down to 3-5 candidates then have a member of the board involved. Mrs. Hartwig would prefer her and Mrs. Craver and one member of the board. Mr. Swensen said he would offer to be part of the interview process. **Motion by Mrs. Cooper to have Mrs. Hartwig, Mr. Swensen and Mrs. Craver interview and make a recommendation to the board, seconded by Mr. McGrath, motion passes.**

VIII. Committee Report

IX. BOS Policy Review

X. Student Selectperson Report: Kylie Chupka reviewed her report.

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

XII. Other Business: Mrs. Craver was asked to give an update on the Chief Assessment Center. She is putting together a scope. She was referred to a testing agency from the Civil Service. Mr. McGrath thanked her for doing the research on this. Mr. Singer asked if this test that will be developed could be the same as the Civil Service as he knows some of the people have already purchased material. Mrs. Craver will work with the testers to make sure this is the reading material they need.

Mr. McGrath asked if we could ask the Police Chief how many accidents there have been in Charlton and Oxford this past year after the reconstruction was done of Rt. 20 between Richardson Corner Road and Rte. 56. He is asking because the new guardrail has been damaged many times and there are more and more warning apparatus taken down.

X. Adjourn/Executive Session: **Motion by Mr. McGrath to enter into Executive Session at 7:01pm. under M.G.L. c. 30A, Sec. 21, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body regarding Casella, Exxon and #6 – to consider the purchase, exchange, lease or value of real estate regarding Southbridge Water – 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 declares that an open meeting will have a detrimental effect on the negotiating position of the public body and that the board will come out of executive session for the sole purpose of adjourning. Roll call vote taken: Mr. McGrath – aye, Mrs. Cooper – aye, Mr. Swensen – aye, Mr. Singer - aye and Chairman Szafarowicz – aye.**

Motion by Mr. Swensen to adjourn at 8:05pm, seconded by Mr. Singer, motion carries unanimously.

XI. Next Meeting Announcement:

- Next Regular Selectmen's Meeting – January 17, 2017

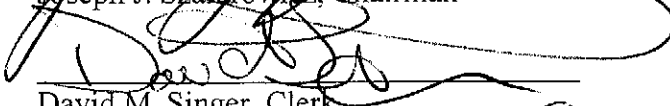
Submitted by:

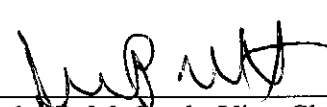
Mary C. Devlin

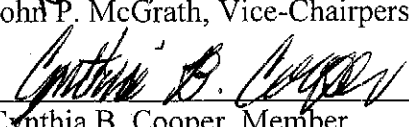
Administrative Assistant


Accepted by:


Joseph J. Szafarowicz, Chairman


David M. Singer, Clerk


John P. McGrath, Vice-Chairperson


Cynthia B. Cooper, Member



Frederick C. Swensen, Member

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TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: December 22, 2016

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/3/17

Water Infrastructure: The past two weeks were short due to the holiday schedule. Much of my time was spent on finalizing the ExxonMobil final documents. I've contacted DEP regarding some properties that were not on their or EM's list. I had both Town Counsel Jim Cosgrove and Special Counsel Greg McGregor review the final document. We are near the end given that you and the WS Commission have both agreed to the terms of the agreement. We are hoping to finish up the language shortly in order for the project to be bid out in the spring. There has been a question of who will be reviewing the design as McClure appears to be in conflict where the company would be both reviewing the design and providing oversight on behalf of the town and still wishes to represent clients who would be applying to hookup to the water line. McClure is in the process of getting a written determination from Ethics and may be before this Board for Special Employee status as he works for multiple departments within the town such as WS, Conservation, Highway, etc. I will let you know when an ethics determination has been provided in writing.

A Year in Review: Looking back over the year, here are a few highlights of what we have accomplished.

	A year in Review (FY16 and FY17)	Action
1	All boards meeting:	The Board of Selectmen held an All Boards and Committees meeting which is also attended by Staff. This is part of their commitment to transparency and open communication.
2	Furthering Charlton's drinking water needs	Charlton completed an IMA w/ Southbridge for 500,000 gpd of potable water which enabled us to also completed a \$30,000,000 settlement with ExxonMobil. The BOS has also been working with the Board of Health and DEP to urge the Town of Southbridge and Casella to provide water to residents who have contamination in their wells. DEP has named Casella as the potential responsibility party. We are continuing to address this issue.
3	The BOS meeting quarterly with EDC.	The BOS and EDC are meeting regular to discuss promoting economic develop in Charlton.
4	Personnel Achievements	The BOS hired a consultant to review wages for town employees and to make adjustments as needed. The May 2016 ATM approved wage adjustments for non-union personnel who were under the average and the May FY17 ATM followed the Gov Study Committee's recommendation to hire a Human Resources Director. The BOS is in the process of reorganizing several departments to glean efficiencies. We are combining the offices of the Collector and Treasurer.
5	Morale of employees	The Selectmen held an Employee Appreciation Lunch that they paid from their own pocket.

6	Financial Achievements	The FY16 and FY17 budget processes were completed on time and balanced. TA presented the draft Budget to BOS and FinCom with recommendations which include review of revenue options. Both the BOS and FinCom review the budget in open meetings which are televised. This is part of their commitment to be transparent and to help the public understand the budget process before they are asked to vote. Charlton enjoys a AA+ Bond rating which was increased during the recession. We received a state grant to review all our financial polices and DOR will be performing a Financial Management Review. This is part of our commitment to institute best practices. We also had some long time employees retire- the Town Accountant Joan Walker and Lucia Blanchette. Charlton's new Town Accountant is Gene Ferrari and as mentioned above, we are in the process of interviewing for a Treasurer/Collector.
7	Fire Department Achievements: Station Replacement and Grants	The BOS reconvened the Fire Station Building Committee to review the needs of the present fire station and make recommendations. The Fire Department was extremely active and successful in receiving grants this past year. They received a million dollar ladder truck and received a grant to fund 9 FF/Emts for 2 years.
8	Town Owned land	The Town held a public auction of tax title land and not only put these properties back on the tax rolls, they received one time revenues of approximately \$300,000.
9	BOS policies	The Board of Selectmen reviewed their Selectmen Policies over the past year. Each selectman took responsibility for some and report back any needed changes.
10	Fay Mt Farm	The Town leased the farm to Kettlebrook Farms Neil Johnson and the work there has been transforming. Apple trees were saved and we are now haying a good portion of the land. Neil has a viable farm stand and is selling CSAs. The next step will be to execute the APR.
11	Regional Dispatch	The towns of Charlton, Oxford, Southbridge and Sturbridge received a feasibility grant for approx. \$80,000 to put together a plan for regional dispatch. We have another town interested in joining- Spencer.
12	Community Compact	received grants; ongoing Financial Policies Comprehensive Water Resource Management Sustainable Development and Land Protection- Open Space & CPA
13	Personnel Contracts	We settled three-year labor contracts for police, fire and highway.
14	Police Chief Retirement	Our beloved Police Chief James Pervier will be retiring December 31 and we have hired an Interim Police Chief (Daniel Charette) while we perform an assessment center to find another permanent police chief.
15	Board of Health office	The Board of Health's office went thru reorganization and is working at an optimum efficiency.