



Submitted by MCS
 Date 2/9/12
 Received by dlt
 Date 2-8-12

TOWN OF CHARLTON
 Minutes of Regular Selectmen's Meeting
 Tuesday – January 24, 2012

Present: Chairman – David M. Singer, Clerk – Brent Sellew and members – Peter J. Boria and Frederick C. Swensen. Also present: Town Administrator - Robin L. Craver. Absent: Vice-Chairperson – Kathleen W. Walker.

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

II. Consent Agenda:

III. Community Relations, Announcements and Open Forum:

- Chairman Singer read the announcements.
- Jeanette Casey, Veterans Agent was here on behalf of the Marine Corps League to present the Board with a certificate of appreciation for helping with the Toys for Tots program. The Board thanked her and the Marine Corps.

IV. Appointments/Resignations:

1. Appointment to Sealer of Weights and Measures. Mrs. Craver stated that as you are aware, our previous Sealer of Weights and Measures has retired. He had recommended Ronald W. Valinski for the position who is very experienced and knowledgeable. Attached is Mr. Valinski's resume and letter of interest. This appointment expires every June 30th and will need to be re-appointed at that time. **Motion by Mr. Boria to appoint Mr. Valinski as our Sealer of Weights and Measures until June 30, 2012, seconded by Mr. Swensen, motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – (1) Charlton Housing Authority Appointment. Mrs. Craver stated that the Charlton Housing Authority is recommending Mr. Michael Sullivan of Freeman Rd. to fill a vacancy on the Board. If appointed tonight, he will serve until the next election in May. As you know, according to the Bylaws, when an elected vacancy occurs, the remaining members of the Board with the vacancy, jointly with the Board of Selectmen vote to fill the position. **Motion by Mr. Boria that we appoint Mr. Sullivan of Freeman Road to the vacancy on the Charlton Housing Authority, seconded by Mr. Sellew. Roll call vote: Mr. Swensen – aye, Mr. Sellew – aye, Chairman Singer – aye, Joe Stevens - aye, Carol Smeltzer – aye and Cathleen Kuehl – aye.**
(2) Planning Board Appointment – Mrs. Craver stated that attached is a letter from Jean Vincent who is currently an Alternate member on the Planning Board seeking to be appointed to the open position left by the retirement of Bill Hultgren, a long term member of the Planning Board. The Planning Board would recommend this appointment which would leave an alternate position open. They are here to make the joint appointment with the Board according to the Bylaws. **Motion by Mr. Swensen to appoint Jean Vincent to the open position on the Planning Board, second by**

Mr. Boria. Roll call vote taken: Mr. Swensen – aye, Mr. Sellew – aye, Mr. Boria – aye and Chairman Singer – aye, Patricia Gill – aye, Keith Cloutier – aye and John McGrath – aye.

6:50pm – Back of the Pack relay – Mrs. Craver stated that Deb Williams, Back of the Pack Relay President has asked to come before the board to provide you with information regarding the relay that will be held on June 2nd. Ms. Williams came forward and explained that this group was trying to find a way to help the tornado victims from Munson to Charlton and they came up with a 52 mile relay. Mrs. Craver will work with Ms. Williams on the exact location as well as with the Recreation Commission.

7:00pm – Department on Energy grants re Tornado Damage. Mrs. Craver stated that she received a call from Tom Witkin from the MA Department of Energy Resources regarding their “Rebuild Western Massachusetts” program. This program is not only open to the Town but also our residents and businesses. Attached is a flyer with information on the program for your review and a representative will be here to further explain the initiative. Jim Barry, DOER’s Regional Coordinator for Western MA and Kelly Brown came forward. Mr. Barry explained the program. Through the “Rebuild Western Massachusetts” program, the Department of Energy Resources (DOER) in partnership with the Mass Clean Energy Center is providing incentives and grants, subsidizing construction loans for energy improvements, and providing technical assistance to help homeowners, businesses and municipalities that sustained damages inflicted by the June 1st 2011 tornadoes in Western Massachusetts. The goal of this program is to help individuals and communities rebuild, using energy efficiency practices and renewable energy technologies. All loans are subject to bank approval and applicants must meet bank loan eligibility requirements to qualify for loans. Call 1-877-524-1325 and a representative will walk you through the process. This program is still available if you have an open building permit. There is also a website that provides a lot of information which is www.mass.gov/energy/ReBuildWesternMA

VI. New Business:

1. Request for Toll Road – Ribbon Rockettes. Mrs. Craver stated to please find attached a letter from the Relay for Life Team: The Ribbon Rockettes requesting permission to hold a toll road in Charlton Center (intersection of Main Street and Masonic Home Road) on May 5, 2012 from 8:00am – 2:00pm. This request was also forwarded to Chief Pervier who is in support of the toll booth contingent upon the following safety precautions:

- All volunteers must wear bright colored vests;
- Orange traffic cones must be set out on Main St. and Masonic Home Road for a distance of not less than 50 feet on each respective way prior to reaching the toll station. A minimum of 5 traffic cones on each roadway should be put in place at a distance no greater than 10 ft. apart;
- Signs warning “Voluntary Toll Booth Ahead” must be erected on both Masonic Home Road and Main St. not less than 75 feet from the toll station.

The Ribbon Rockettes have noted that they will comply with the safety precautions as recommended by Chief Pervier. **Motion by Mr. Swensen that we approve the toll road request including the recommendations from Chief Pervier, seconded by Mr. Boria, motion carries unanimously.**

2. Waiver of Notice – Carlson rehab mortgage. Mrs. Craver stated that attached is a memo from Town Treasurer Arsenault regarding a waiver of notice for the Carlson rehab mortgage. Treasurer Arsenault is seeking authorization of the Board of Selectmen to sign a Waiver of Notice for the above subject. As he explains, the rehab mortgage was signed on December 3, 1990 in the amount of \$14,227 but was not recorded. Around 2006 the current Treasurer reviewed all rehab files and found several unrecorded mortgages. After these findings, the above rehab mortgage was recorded on August 10, 2006. About September 2007, the Town of Charlton received notice of a pending foreclosure on the subject property. This foreclosure did not proceed. A bank foreclosure took

place in August 2011. In January 2012, the Treasurer received a phone call from an attorney involved with the foreclosure explaining the Town of Charlton did not receive proper notice of the pending foreclosure and he requested we provide a waiver of notice so he did not need to perform all steps of the foreclosure again. The Treasurer inquired as to the cost to redo the foreclosure and sought assistance from Town Counsel. The value of the redo is about \$1,000 which is the amount offered to the town for executing the Waiver of Notice. Treasurer Arsenault states that the town's rehab mortgage is lost forever. He is recommending accepting the \$1,000. He would recommend the Board of Selectmen authorize the Town Treasurer to execute the Waiver of Notice and to accept a payment of \$1,000 to be deposited into the Rehab Recapture account. I would agree with his recommendation. **Motion by Mr. Swensen that we authorize the Town Treasurer to execute the Waiver of Notice and to accept a payment of \$1,000, seconded by Mr. Sellew, motion carries unanimously.**

VII. Old Business: None

VIII. Student Selectperson Report: Leanne Tremblay read her report for events taking place at Shepherd Hill. One event to note is the Cappella Festival. The Shepherd Hill Chorus Ensembles are proud to announce their first annual A-Cappella Festival. A-cappella refers to music that is sung without instrumental accompaniment and requires discipline of harmony, rhythm and intonation. The A-Cappella Festival will be held in the Shepherd Hill Auditorium on Friday, February 16, 2012 at 6:30pm.

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

X. Other Business:

X. Adjourn/Executive Session:

Motion by Mr. Boria that the Board enter into executive session at 7:10pm under M.G.L. c.30A, Sec. 21, : #2 – To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel; and #3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; and # 6 – To consider the purchase, exchange, lease, or value of real estate, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, seconded by Mr. Swensen. Roll call vote taken: Mr. Swensen – aye, Mr. Sellew – aye, Mr. Boria – aye and Chairman Singer – aye.

Chairman Singer declared the need for executive session and stated that the Board would come out of executive session for the sole purpose of adjourning.

Motion by Mr. Boria to adjourn at 8:17pm, seconded by Mr. Swensen, motion carries unanimously.

XI. Next Meeting Announcement:

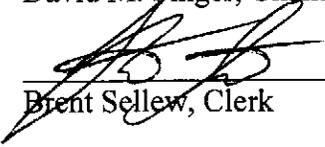
- February 7, 2012

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:



David M. Singer, Chairman



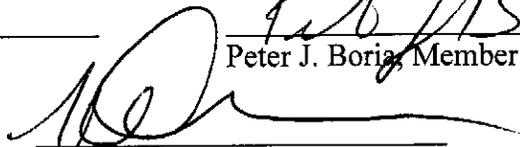
Brent Sellev, Clerk



Kathleen W. Walker, Vice-Chairperson (absent)



Peter J. Boria, Member



Frederick C. Swensen, Member



**TOWN OF CHARLTON
OFFICE OF THE TOWN ADMINISTRATOR
37 Main Street
Charlton, MA 01507
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Phone: (508) 248-2206
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MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: January 24, 2012

SUBJECT: Town Administrator's Report

Administrative Assistant to the Town Administrator: I am happy to report that Kara Hmielowski started in our office as the new administrative assistant. We welcome her as a new addition to our team.

Fay Mountain Farm: I am working with the Conservation Commission to complete a lease for Fay Mountain Farm.

Assistant Treasurer: We have received notice from Mary K. Burlingame, Assistant Treasurer, that she will be retiring from her position effective March 7, 2012. Mrs. Burlingame has been a long time employee for the Town and will be truly missed. I am working with the Town Treasurer and Town Collector on how to fill the position.

Tree Grant: I met with representatives from Dept of Conservation and Recreation regarding the tree grant. Also in attendance was the Tree Warden, Highway Superintendent and Emergency Management Director. We will be notifying residents who lost trees in the tornado to see who wishes tree replacement. We will also look at the Town Common for tree replacement.

CIC Grant: The Stormwater Management grant was submitted Jan 17th on behalf of 13 towns.

Craver, Robin

From: Craver, Robin
Sent: Wednesday, January 11, 2012 2:57 PM
To: 'Ben Wilson'
Subject: RE: Lease

Hi Ben, hope this finds you well. The news of leasing the land to you has been met with great enthusiasm. I expect that you are back and we should have a conversation since I do not know what has been told to you about the contract length and your understanding on the term. After we talk, I can revise the contract and forward to you. You can call me on my direct line since Mary is out this week (508-248-2202.)

Sincerely,

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

From: Ben Wilson [<mailto:benjaminpwilson@gmail.com>]
Sent: Thursday, January 05, 2012 8:38 AM
To: Craver, Robin
Subject: Lease

Hi Robin,

I am so excited to be working with you and the town of Charlton! I will be in Texas until the 10th but want to come in and see you as soon as possible. If you could send me a PDF of the new lease I would like to go over it again. Talk to you soon.

Ben Wilson



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MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: January 19, 2012

SUBJECT: 7:00pm - Department of Energy Resources- grants re tornado

I received a call from Tom Witkin from the MA Department of Energy Resources regarding their "Rebuild Western Massachusetts" program. This program is not only open to the Town but also our residents and businesses. I have attached a flyer with information on the program for your review and a representative will be here to further explain the initiative.

Craver, Robin

From: Witkin, Tom (ENE) <tom.witkin@state.ma.us>
Sent: Monday, January 09, 2012 3:56 PM
To: Craver, Robin
Subject: ReBuild talk at 1/24 BoS meeting

Robyn,

Wanted to confirm our ReBuild Western Massachusetts talk at the January 24 BoS meeting. Do we still expect to go on at 7pm and about how long will we have?

Jim Barry, DOER's Regional Coordinator for Western Mass., will talk about energy efficiency measures and the DOER program. Elizabeth Kennedy, Program Director for the solar PV programs at the Massachusetts Clean Energy Center (MassCEC), will talk about solar, both electric (PV) and thermal.

Also, to help publicize the event, we wondered if it would be useful – and possible – to get contact information for the Charlton residents and business owners who have applied for building permits related to tornado damage. We would be pleased to mail a personalized invitation to our session.

Please let me know anything else we can do to help make this event a success.

Many thanks for your interest and assistance.

Best,

Tom

Tom Witkin, Marketing & Collaboration through Information Technology

Massachusetts Department of Energy Resources
100 Cambridge Street, Suite 1020, Boston, MA 02114
Ph: 617.626.7394 Mobile: 978-618-0377
<http://www.mass.gov/doer/>



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Craver, Robin

From: Witkin, Tom (ENE) <tom.witkin@state.ma.us>
Sent: Thursday, January 05, 2012 11:57 AM
To: Craver, Robin
Cc: Brown, Kelly (ENE)
Subject: ReBuild Western Massachusetts
Attachments: ReBuild Program Details Flyer.pdf

Robin,

Appreciate your help this morning. Thanks so much for the opportunity to speak to the BoS next Tuesday. I've attached our Program Details flyer as background for you to introduce the topic. Either I or a colleague from DOER will be in touch soon.

Also, it would be a great help to the home and business owners affected by the June 1st tornado if the Town of Charlton website could post a link to the DOER ReBuild Western Massachusetts webpage. The web address is <http://mass.gov/energy/rebuildwesternma>. Note that we're in the process of simplifying web page to make it more accessible to all.

If you have any questions, please don't hesitate to contact Kelly Brown, your DOER Regional Coordinator, or me.

Many thanks,

Tom

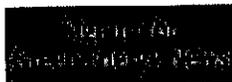
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ReBuild Western Massachusetts



Program Details

INTRODUCTION

Through the "ReBuild Western Massachusetts" program, the Department of Energy Resources (DOER), in partnership with the Massachusetts Clean Energy Center (MassCEC), is providing incentives and grants, subsidizing construction loans for energy improvements, and providing technical assistance to help homeowners, businesses, and municipalities that sustained damages inflicted by the June 1st 2011 tornadoes in Western Massachusetts. The goal of this program is to help individuals and communities rebuild, using energy efficiency practices and renewable energy technologies. All loans are subject to bank approval and applicants must meet bank loan eligibility requirements to qualify for loans.

WEBSITE & CONTACT INFORMATION

For more information or to receive the necessary application forms, please visit www.mass.gov/energy/ReBuildWesternMA, call (877) 524-1325, or email ReBuildWMA@icfi.com. Participants must contact the program to pre-qualify. Participants may also be eligible for additional incentives through local utilities and this information can be found at www.masssave.com.

PROGRAM HIGHLIGHTS

Homeowner Opportunities

Homeowners can access improvement grants for repairs, grants and zero interest loans for gut-renovations and rebuilds. DOER is providing incentives for the installation of a variety of energy efficiency measures including windows, doors, and insulation. Funding for gut renovations and rebuilds will be determined by Home Energy Rating System (HERS) scores, with higher efficient projects being eligible for more funds. It is critical to have a HERS rating to start your project. These grants and loans support energy saving improvements, locking in fuel cost savings for many years to come.

Business, Industrial, and Municipal Opportunities

The ReBuild Western Massachusetts Program for Commercial, Industrial and Municipal facilities provides partial funding for an Engineering Study to assist with the identification and evaluation of opportunities to increase significantly the overall energy efficiency of the repaired or reconstructed facility. An Engineering Study application and calculation guidelines are available online. An application form for heating, water heating, air conditioning, windows, doors, and insulation incentives for businesses and municipalities is coming soon.

Other Opportunities

Renewable Energy grants and incentives totaling \$1 million are available to homeowners who install solar photovoltaic (PV) and solar thermal systems. These funds allow impacted residents to offset substantially more than 50 percent of the total installed cost for renewable systems, through a combination with other federal and state incentives. In addition, DOER and area partners will provide **training and technical assistance** to home and building owners, contractors, and others to help with renewable energy and energy efficiency rebuild projects.

FUNDING

ReBuild Western Massachusetts funding comes from the American Recovery and Reinvestment Act of 2009, via the U.S. Department of Energy and Compliance Year 2010 Alternative Compliance Payments.

Student Select person's Report

January 24, 2012

I. MIAA

A. Congratulations to all the 2011 athletes and coaches for their distinguished sportsmanship during the fall sports season. The Massachusetts Interscholastic Athletic Association Sportsmanship Committee has selected Shepherd Hill to qualify for the 2011 MIAA Sportsmanship honor roll. This recognition honors schools that did not have any coaches or student-athletes disqualified from a contest for an entire academic year. A 2011 patch has been provided to add to our sportsmanship banner in our gymnasium. Keep up the good work everyone!

II. MCAS Testing

A. It is time again for MCAS Testing! The Biology Pretest will be administered February first and second to sophomores.

III. Central Show Choir Festival

A. The Music Department is very excited to host the annual Central Show Choir Festival on next Friday and Saturday, February 3rd and 4th. Thirty schools from across New England will be coming to perform hosted by the Shepherd Hill Fantasy and Illusion Show Choirs. Middle School groups will begin performing on Friday night at 6:30. High School groups in the varsity division will perform in a 9:00 AM showcase and those in the champion division will perform in a 4:00 showcase. Tickets are \$15 dollars and can be ordered at the Shepherd Hill Chorus website.

IV. Super Bowl Grinders

A. Members of the Foreign Language Club are selling their Super Bowl Grinders again. Options include roast beef, ham, turkey, and Italian and can be delivered to your door for only \$6.00. To place an order, please contact Mrs. Pierangeli in the Shepherd Hill Office.

V. AP Breakfast

A. The annual AP Breakfast will be held on February 7 at 8:45 in the cafeteria. Parents of AP Scholars are invited to enjoy a delicious breakfast in honor of the hard work and dedication of AP Scholars and their teachers and students new to the AP Program will receive an AP Scholar Pin in recognition of their success.

VI. A-Cappella Festival

A. Lastly, the Shepherd Hill Chorus Ensembles are proud to announce their first annual A-Cappella Festival. A-cappella refers to music that is sung without instrumental accompaniment and requires discipline of harmony, rhythm, and intonation. The A-Cappella Festival will be held in the Shepherd Hill Auditorium on Friday, February 16 at 6:30 PM.