COPY

Submitted by MCL
Date 4/4/12
Received by KL
Date 4-5-12

TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting
Tuesday – March 20, 2012

Present: Chairman – David M. Singer[1], Vice-Chairperson – Kathleen W. Walker, Clerk – Brent Sellew and member – Peter J. Boria. Also present: Town Administrator - Robin L. Craver. Absent: Member – Frederick C. Swensen.

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:

Vice-Chairperson Walker called the meeting to order at 6:31pm with the pledge to the flag.

II. Consent Agenda:

Minutes of March 6, 2012. **Motion by Mr. Boria to approve the minutes of March 6, 2012, seconded by Mr. Sellew, motion carries unanimously**.

III. Community Relations, Announcements and Open Forum:

- Vice-Chairperson Walker read the announcements.

Vice-Chairperson Walker turned the meeting over to Chairman Singer.

IV. Appointments/Resignations:

1. Appointment to Fire Station Building Committee. Mrs. Craver stated that attached, please find a request from Andrea Paradis, 71 Cemetery Rd. requesting to be appointed to the Fire Station Building Committee. There is one opening left on this committee for a member from the public. Ms. Paradis came forward and stated that she has been a resident for over 20 years and has not gotten involved and would like to participate. **Motion by Mr. Boria to appoint Andrea Paradis to the Fire Station Building Committee, seconded by Ms. Walker, motion carries unanimously.**
2. Appointment of Auxiliary Patrolmen – Mrs. Craver stated that attached, please find a request for consideration to appoint several individuals to the Charlton Police Department – Auxiliary Police Unit from Chief Pervier. The compliment of officers who make up the Charlton Police Department's Auxiliary Police Unit is currently understaffed and additional personnel are needed to carry out the duties and functions of said organization. In an effort to fill the vacancies, Chief Pervier interviewed four Auxiliary Police Officer candidates, all of whom are fully qualified and hold current certifications which make them eligible to be considered to fill the open positions as requested. A thorough background check has been conducted on each of the finalists. The recommendation being given to the Board for consideration is to appoint the following four individuals contingent upon each of them successfully completing a physical and firearms qualification with their duty weapon:

- Michael L. Domingues of 50 Honeysuckle St., Worcester, MA
- Thomas J. Palmerino of 40 Crestview Drive, Southbridge, MA
- Adam A. Seguin of 114 Six Schoolhouse Rd., Charlton, MA and

[1] Chairman Singer entered the meeting at 6:45pm.

- Donald A. Zamis, Jr. of 414 Stafford St., Charlton MA
  Chief Pervier came forward and asked the board for their consideration in making the appointments as he requested. Mr. Sellew explained how much training the Auxiliary Officers go through and that they don't get paid for the work they do. **Motion by Mr. Boria that we appoint Michael L. Domingues, Thomas J. Palmerino, Adam A. Seguin and Donald A. Zamis, Jr. to the Charlton Police Auxiliary, seconded by Mr. Sellew, motion carries unanimously**.

3. Appointment of a Per-Diem Dispatcher – Mrs. Craver stated that attached is a letter from Chief Pervier stating that his department currently has a need to add one additional per diem dispatcher due to the inability of the current staff to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, he interviewed and selected Alysha L. Anderson, 32 Lake Sargent Dr., Leicester MA. Ms. Anderson is certified by the Commonwealth of Massachusetts as an Emergency E-911 dispatcher. A complete background and reference check has been completed, therefore you are asked to make the appointment as requested. Chief Pervier stated that Ms. Anderson could not be here tonight as she is also a licensed RPN and is working for Auburn tonight. She is pursuing on becoming an RN. **Motion by Ms. Walker to appoint Alysha L. Anderson as a per diem dispatcher, seconded by Mr. Boria, motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – Presentation to William "Bill" Hultgren. Mrs. Craver stated that as you are aware, Bill Hultgren retired in January and there was a party for him in February. An item of interest came in for Bill (see attached) and John McGrath, Chairman of the Planning Board is here to explain what it is and present it to Bill Hultgren. John McGrath and Bill Hultgren came forward. Mr. McGrath stated that Bill served over 43 years on the Planning Board and listed some of the accomplishments that Bill did. The Board commended and thanked Mr. Hultgren.

6:50pm- Wildlife Habitat Improvement for Town Owned property – Mrs. Craver stated that Todd Girard, Conservation Agent has asked to be placed on tonight's agenda to discuss Wildlife Habitat Improvement. Todd Girard and Andy Weik, Ruffed Grouse Society, Northeast Regional Biologist came forward. Mr. Girard provided the Board with information, parcel numbers and a map of what he would like to discuss. He stated that on February 21, 2012, the second habitat improvement consultation planned by the Town of Charlton Conservation Agent and sponsored by Paul Schwalbe, President of the local chapter of Ruffed Grouse Society took place. A group consisting of constituents from Governmental Agencies for Federal, State, Local, Private Organizations, Local Business Owners and Private Citizens were in attendance. A review of potential habitat improvement areas was conducted by the group beginning with an office review of existing available data such as maps depicting ownership, soils, timber cover, historic land use and other pertinent identifiers. The group agreed to begin with Town owned parcels as the days review model. The study location was a parcel owned by the Town of Charlton consisting of roughly 78 acres of mixed hardwood/softwood stands and wetlands. The Parcel is situated in the south central portion of Charlton on Colburn, Daniels and Ramshorn Roads. (Assessors Map 74 Block D Parcels 2,9,11 and 15. The group reviewed the land and is seeking permission from the Town of Charlton to evaluate this open space parcel for potential habitat improvement projects with the partnership of Ruffed Grouse Society. Mr. Girard also stated that the cell tower is supposed to be located in the area outside of where they would like to put the habitat area. Timber management of lands allows for a fiscally responsible alternative to funding the goals and objectives for which habitat projects must obtain. The location will have further studies performed by the group to evaluate the site as a location for habitat improvement project if the Board approves. A question

was asked about hunting in the area. Mr. Girard stated that there currently is hunting there. Mr. Boria stated right now, the town is not responsible for any hunters. Who will be responsible for the hunting if this program goes forward. Mr. Girard stated that they would put up signage and do an outreach program for those interested. It was asked what would be done to change what is there. Timber harvest would not change what's there but just change it. It would take years to complete as you do a little at a time. The critical habitat needs a young forest habitat. Mrs. Craver stated that she spoke with Mr. Girard today and the Conservation Commission will be seeking a revolving fund for management of that property. Mrs. Craver commended Mr. Girard for thinking outside the box. Mr. Sellew commended Mr. Girard as well and said that this is a fantastic program and thanked him for all his work. **Motion by Ms. Walker that Mr. Girard and the group that he's working with has permission to evaluate the open space parcel that's mentioned in the memo to evaluate the rough grouse, seconded by Mr. Sellew for discussion.** Mr. Boria thinks this is a great idea and is happy to see something being done with an open space and recreation parcel. He thinks this is a great first step but would like to see an action plan for it. **Vote on motion: motion carries unanimously. Motion by Mr. Boria to allow the revolving fund, seconded by Ms. Walker, motion carries unanimously.**

7:00pm – Senior Tax Workoff Program – Elaine Materas, Director of Council on Aging came forward and stated that she met with Kathleen Walker, Deb Ceccarini from the Assessors and Rachel Hartwig from the Personnel Board. There is a need for changes on the program and she provided information for the Board. The first would be to run the program during the fiscal year. (7/1 – 6/30); the number of participants will depend on the amount in the overlay account; gross annual income will be part of the application process; participants will be chosen using income priority of lowest to highest income as well as matching skill requirement to the department requests; when 62.5 hours are completed, credit will be issued in the form of abatement in the amount of $500 and will be applied towards the actual real estate tax bills issued in December and April and they are also requesting approval to use an approved representative to do the work for persons who are physically unable. The plan this year is proposed for 20 people. They would like to change that number in the future. Mr. Boria asked about the number of participants. Ms. Walker stated that the board voted before for 20 so that should read as the number of participants. Mr. Boria said it would be easier to just eliminate the line that stated the number of participants will depend on the amount in the overlay account. **Motion by Mr. Boria to approve the changes that are in front of us minus the bullet that states the number of participants will depend on the amount in the overlay account, seconded by Mr. Sellew.** Mr. Boria asked one more question regarding how the person is chosen to be used as an approved representative. Mrs. Materas stated that this is the first time they have done this, so they will have to have a CORI and be able to do the tasks that are needed. **Vote on motion: motion carries unanimously.**

VI. New Business:

1. Review Board of Selectmen's Draft 2011 Annual Report. Mrs. Craver stated that attached is the draft Board of Selectmen 2011 Annual Town Report completed by Chairman Singer. You are asked to review and provide any comments or changes. **Motion by Ms. Walker to approve, seconded by Mr. Boria, motion carries unanimously.**

VII. Old Business:

1. Recommendation for change in language to Electronic Communication Policy. Mrs. Craver stated that attached is a recommendation from the Technology Committee that the Board of Selectmen review the Electronic Communication Policy and insert the word "Social Media" into our current policy. (see attached) As technology changes rapidly, it's important that the town's policy stay fresh and current. **Motion by Mr. Boria to approve the change as requested, seconded by Mr. Sellew, motion carries unanimously.**

2. ATM Warrant – Mrs. Craver stated that at the Board's last meeting, she attached the Finance Committee and Board of Selectmen's departmental budget presentations as well as an unbalanced draft budget and revenue forecast. To date, there have been two nights of presentations and two more scheduled. As you know after a review of the department budget requests and the revenue forecast, there is a deficit of $646,498 and two union contracts are unsettled which impacts the non-union salary line items. This coming year will require planning and prioritizing from the Board. Review of your goals and objectives in the area of finance will assist you in making critical funding decisions for FY13. Several departments have notified the Finance Committee that they will need a reserve fund transfer to make it until the end of the year. As you will hear in the department presentations, many staff and town officials believe they have been cut too much to carry out the duties expected of them. You may wish, after hearing the department requests, to hold a meeting to discuss town wide priorities and develop a strategic plan to address their concerns. Tonight you are scheduled to close the warrant. Attached is a list of warrant articles for your review. The actual warrant article language is in draft form as she is still working with Town Counsel and the Departments. Please note that Article 1 has a Debt Exclusion Ballot Question to authorize the Town to borrow funding for the proposed renovations at Bay Path Reg High School. The Board would need to vote to add this to the Ballot tonight in order for the Town Clerk to include it on the May Election Ballot. **Motion by Ms. Walker to approve the debt exclusion ballot question to allow it to be put on the May election ballot, seconded by Mr. Boria, motion carries unanimously.** Mr. Boria asked to have the 28 articles read for the people to hear. Chairman Singer read the articles. Mrs. Craver stated that she will add the approval of the revolving fund for Conservation. **Motion by Mr. Boria to approve articles 1 – 28 and close the warrant, seconded by Mr. Sellew, motion carries unanimously.**

VIII. Student Selectperson Report: Not present.

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

X. Other Business:

1. Ms. Walker stated that Earth Day has been scheduled for April 28th this year. They are hoping to have a pet show again.
2. Mr. Boria asked if the Board would like the idea of having a thank you sign to those that have served. The board was in agreement. Mr. Boria will come up with ideas.

X. Adjourn/Executive Session:

Motion by Mr. Boria that the Board enter into executive session at 7:42pm 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 and the chair so declares, seconded by Mr. Sellew. The Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and that the Board will reconvene to open session for the purpose of adjourning. **Roll call vote taken: Ms. Walker – aye, Mr. Sellew – aye, Mr. Boria – aye and Chairman Singer – aye.**

XI. Next Meeting Announcement:

- BOS Special Meeting – March 21, 2012, 6:30pm – Selectmen's Meeting Room
- BOS Special Meeting – March 27, 2012, 6:30pm – All Boards & Committees – Senior Center
- BOS Special Meeting – March 28, 2012, 6:30pm – Selectmen's Meeting Room
- BOS Regular Meeting – April 3, 2012, 6:30pm – Selectmen's Meeting Room

Submitted by:

Mary C. Devlin
Administrative Assistant

Accepted by:

David M. Singer, Chairman

Kathleen W. Walker, Vice-Chairperson

Brent Sellew, Clerk

Peter J. Boria, Member

Frederick C. Swensen, Member (absent)

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

MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator

DATE: March 15, 2012

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 3/20/12

Financial Statements – You have received copies of the Dudley Charlton Regional School District's financial statements including independent auditors reports for the year ended June 30, 2011. It is in your read folder on your desk.

Municipal Building Committee – The Municipal Building Committee voted to replace the chairs you are sitting upon in an effort to provide unity to the Selectmen's desk. It was also brought up that there are 7 member boards who use the room for meetings and the present chairs are too big and not enough. Unless the Board wishes this as an agenda item to discuss, I will review the budget toward the end of the year and look for replacements.

CIC Grant – We have been awarded the CIC grant in the amount of $310,000. As you know, the Towns of Spencer, Leicester and Charlton wrote a grant on behalf of 11 Towns for stormwater management. This grant will help us complete requirements under the new stormwater management permit.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

MAR 9 2012

68 Dudley-Oxford Rd.
Dudley, MA 01571

Fax: 508-943-1077
Phone: 508-943-6888
www.dcrsd.org
Special Education: 508-943-3980

William J. Trifone
Finance Director

Sean M. Gilrein
Superintendent of Schools

Jody A. O'Brien
Administrator of Special Needs

March 8, 2012

David Singer, Chair
Charlton Board of Selectmen
Charlton Town Hall
37 Main St.
Charlton, MA 01507

Dear Chairman Singer:

Please accept this copy of the Dudley-Charlton Regional School District financial statements including independent auditors' reports for the year ended June 30, 2011.

Should you have further questions, please do not hesitate to contact me.

Yours truly,

William J. Trifone
Finance Director