



COPY



TOWN OF CHARLTON

Minutes of Regular Selectmen's Meeting
Tuesday – May 29, 2012

Submitted by MCD
Date 6/27/12
Received by gld
Date 6-27-12

Present: Chairman – Peter J. Boria, Vice-Chairman – Frederick C. Swensen and Members – Kathleen W. Walker and David M. Singer¹. Also present: Town Administrator - Robin L. Craver. Absent: Clerk – Brent Sellew.

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

II. Consent Agenda:

- Minutes of Regular Meeting – May 15, 2012. **Motion by Ms. Walker to approve the minutes of May 15, 2012, seconded by Mr. Swensen. Vote taken: Mr. Swensen and Chairman Boria – aye, Ms. Walker abstained.**

III. Community Relations, Announcements and Open Forum:

- Chairman Boria read the announcements

IV. Appointments/Resignations:

- Resignation – Carolyn A. Wilson, Per Diem Dispatcher. Mrs. Craver stated that attached, please find an email from Chief James Pervier advising you that Carolyn A. Wilson of 29 Wamsutta Ridge Road in Charlton, MA has tendered her resignation effective May 16, 2012 as a Per Diem Dispatcher for the Charlton Police Department. Mrs. Wilson was appointed on April 20, 1999. **Motion by Mr. Swensen to accept Carolyn Wilson's resignation and send her a letter thanking her for her service to the town, seconded by Ms. Walker, motion carries unanimously.**

V. Scheduled Appointments:

- 6:45pm – Pole Hearing – Brookfield Road. Mrs. Craver stated that attached you will find a request from Verizon New England, Inc. and Massachusetts Electric company 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 petitioners on Brookfield Road. Also attached is the notice that was sent to the abutters. This request has been forwarded and approved by both the Police Chief and Highway Superintendent. Chairman Boria opened the hearing by reading the notice as mailed to the abutters. Seeing no questions or concerns, **motion by Mr. Swensen to close the hearing at 6:47pm, seconded by Ms. Walker, motion carries unanimously. Motion by Mr. Swensen to approve the request, seconded by Ms. Walker, motion carries unanimously.**

VI. New Business:

- Request for one day special license for a wedding – Lucas Harms. Mrs. Craver stated that attached you will find a request for a special license to serve wine & malt beverages from Lucas Harms to be used at Camp Joslin, 150 Richardson's Corner Road for a wedding on

¹ Mr. Singer entered the meeting at 6:50pm

September 2, 2012 from 5:00pm – 12:00am. This is for profit and the fee is \$25.00. The Police, Fire and Building Departments have all been made aware of this request and approved. Chief Pervier is asking for a stipulation that all persons serving alcohol be TIP certified and that no alcohol be served to persons under the age of 21. Should the Board approve the request, she would ask that the stipulations by Chief Pervier be included in the motion. **Motion by Mr. Swensen to approve the request and to include the stipulations by Chief Pervier, seconded by Ms. Walker, motion carries unanimously.**

2. Renewal webmaster & hosting service. Mrs. Craver stated that attached please find a one year contract renewal for Westwell's Web Works. The contract cost remains the same as this year at \$200.00 per month. Lisa Westwell and her company have served the town well. She is professional and very efficient. As you know, the Town's postings of meetings to meet the requirements of the open meeting law relies on near immediate response when the Town Clerk needs to post to the web. We are fortunate to have the response time we enjoy and owe that to Ms. Westwell. Also, the Hostgator hosting service is due to renew for www.townofcharlton.net on June 14, 2012. The yearly cost is roughly \$97.51. Mrs. Craver would like to pursue a three year contract. The domain name is good through May 18, 2013. She would recommend that Westwell Web Works' contract be renewed another year ending June 30, 2013 and that the hosting service is renewed up to three years. **Motion by Ms. Walker to approval the renewal for one year for Westwell's Web Works and Hostgator for three years, seconded by Mr. Swensen, motion carries unanimously.**

VII. Old Business:

1. Policy for appointment of vacant boards. Mrs. Craver stated that at the Board's March 6, 2012 meeting, review of the policy for appointments of vacant boards was discussed. It was recommended to seek Town Counsel's opinion regarding differentiating between appointed and elected boards. Attorney Cosgrove has stated that per M.G.L., you cannot separate elected boards verses appointed boards when filling vacant spots. M.G.L. states that both boards must jointly vote. He has made some recommendations for changes within the Board's policy for your review. Attorney Cosgrove was present for discussion. Ms. Walker questioned Attorney Cosgrove as to interpretation of the M.G.L. Attorney Cosgrove answer her question. With no further questions, motion by Ms. Walker to approve the changes as presented to the Policy for appointments of vacant boards, seconded by Mr. Swensen, motion carries unanimously.
2. Set meeting date for BOS Goals & Objectives. Mrs. Craver stated that there has been discussion of setting up a workshop to discuss the Board's Goals and Objectives. She would recommend setting up a meeting for this discussion on Tuesday, June 5, 2012 at 5:30pm. Mrs. Craver asked the Board to please forward any goals they may have to her and she will make a draft list for discussion purposes. **Motion by Ms. Walker to hire Mr. Nutting and set a date for June 25, 2012, seconded by Mr. Swensen, motion carries unanimously.**
3. Scholarship awards for 2012. Mrs. Craver stated that the scholarships awarded by the Board of Selectmen are Jessie Smith, Nehemiah Stone and Edwin Phillips Cooking fund. The Colby Scholarship is chosen by the Colby family members. Seven applications have been received for the Jessie Smith Scholarship. One application for the Nehemiah B. Stone Scholarship and no applications were received for the Edwin Phillips Cooking Fund. Each application is numbered so that as in the past, when the motion is made to award the scholarship, the students name is not revealed. **Motion by Mr. Singer to award the Nehemiah B. Stone Scholarship to applicant #1, seconded by Mr. Swensen, motion carries unanimously. Motion by Ms. Walker to award the Jessie Smith Scholarship to applicant #1, no second. Motion by Mr. Singer to award the Jessie Smith Scholarship to applicant #5, no second. Motion by Mr. Swensen to award the Jessie Smith Scholarship to applicant #7, seconded by Mr. Singer, motion carries unanimously.**

VIII. Student Selectperson Report: Leanne Trembley reviewed her report. She stated that this is her last meeting and thanked the board for allowing her this experience. The Board wished her well.

IX. Town Administrator Report: Mrs. Craver reviewed her report. (see attached)

IX. Other Business:

1. Deb Williams came forward from Back of the Pack, tornado relief race and asked about a one day liquor license application for this event to be held on June 2, 2012. Chief Pervier came forward and said that he has been working with Jeff Zahr from this group and had explained what the process would be and what they would need to do. He also explained that the request, once filled out, needs to go to the Fire and Building Departments for approval as well. Chief Pervier also stated that there is a town bylaw that does not allow alcohol on town property. The Board took no action on this request.
2. Nelson Burlingame and Jim Philbrook from the Board of Health came forward. Mr. Burlingame stated that all departments had been notified that there would be a shut down of water on May 3, 2012 from 8am – 12pm due to the Water/Sewer Department changing the grinder pump within the town hall. The Board of Health understands the need to change the grinder and perform routine maintenance, but does not understand why this work could not be performed on a Friday when most Town Hall offices are closed. Mr. Burlingame said he knows the Library will be available for employees to use the restroom facilities but the Board of Health feels that crossing a busy street such as Main Street is unsafe for employees. Mr. Burlingame also asked why the Board of Health was not informed of the upcoming shutoff for their input. Mrs. Craver stated that in order to fix a problem that has been getting worse and after speaking with the Water/ Sewer Superintendent and the Building Commissioner, this was the best way to handle the situation. Friday afternoons were also discussed but unfortunately, the company doing the work was not able to do it at this time. Mr. Burlingame would recommend the Town Hall be closed until noon time to allow this maintenance to be done without causing any issues for the employees. **Motion by Mr. Swensen to close the town hall until noon on Wednesday, May 30, 2012 and that we treat this the same as the snow policy, seconded by Ms. Walker, motion carries unanimously.**
3. Mr. Singer asked about streaming the meetings. The direction is to invite the Cable Committee to attend the next Selectmen's meeting for discussion.

XI. Adjourn/Executive Session:

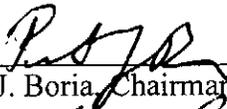
Motion by Mr. Swensen that the Board enter into executive session under M.G.L. c. 30A, Sec. 21, #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, seconded by Ms. Walker. Roll call vote taken: Ms. Walker – aye, Mr. Swensen – aye, Mr. Singer – aye and Chairman Boria – aye. 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.

XII. Next Meeting Announcement:

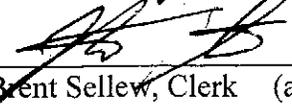
Next regular Selectmen's meeting – June 12, 2012

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:



Peter J. Boria, Chairman



Brent Sellew, Clerk (absent)



Frederick C. Swensen, Vice-Chairperson



David M. Singer, Member



Kathleen W. Walker, Member



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MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator

DATE: May 22, 2012

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 5/22/12

Re-appointments for terms expiring June 30, 2012 – Our office has started the process for notifying those whose appointments will expire on June 30, 2012. It is our goal to have all re-appointments presented to you during the month of June.

Quonset Hut: – I have contacted the Town's LSP, Gary Magnuson. We have begun the procurement process and hopefully, by your next meeting, have a plan ready for the removal of the old highway Quonset hut as voted by Town Meeting.

Water Betterment Special Legislation – I have forwarded copies of the Town Clerk's certified vote regarding the Water Betterment Special Legislation as voted by Town Meeting. Representative Durant has begun the process of drafting the legislation into a Bill. He estimated, based on a special act he just completed in Southbridge, it will take around 6 to 7 months.

ADA Town Hall Renovations – I have informed the Town of Leicester and our grant writer from Pioneer Valley Regional Planning Commission that the Town voted to support the grant and approved a matching grant amount of \$450,000. We will begin the CDBG grant the beginning of June and it will be due mid-December with an award notice about March.

Civil Fingerprinting License By-Law – Now that Town Meeting has adopted the Chief's proposed Civil Fingerprinting By-Law it is important to note that the Board of Selectmen is authorized to promulgate regulations for the implementation of the adopted by-law, but in doing so, the by-law recommends that the Board consult with the Chief of Police, Town Counsel and the Massachusetts Executive Office of Public Safety and Security (or its successor agency) to ensure that such regulations are consistent with the statute, the FBI's requirements for access to the national database, and other applicable state laws. Given that, I have asked the Chief how he would propose to proceed in working with the Board of Selectmen to develop regulations. I hope to have this on your next agenda with some recommendations for regulations.