

 **COPY**



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – June 26, 2012

Submitted by NCD
Date 7/11/12
Received by dlw
Date 7-11-12

Present: Chairman – Peter J. Boria, Vice-Chairman – Frederick C. Swensen and Members Kathleen W. Walker and David M. Singer. 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:

1. Minutes of Regular Meeting – June 12, 2012. **Motion by Ms. Walker to approve the minutes of June 12, 2012, seconded by Mr. Swensen, motion carries with Mr. Singer abstaining.**

III. Community Relations, Announcements and Open Forum:

- Chairman Boria read the announcements
- Chairman Boria read a letter from Sheriff Flynn. (see attached)
- Curtis Meskus came forward as Chairman of the Municipal Building Committee. He wanted to thank the Highway Department for their work on the sidewalks. The project has come out well and we have heard great things about it. Mr. Meskus will be working with the Garden Club on putting the solar panels back in.

IV. Appointments/Resignations:

1. Re-appointments for terms expiring June 30, 2012. Mrs. Craver stated to please find attached a list of re-appointments and terms for your consideration. A few items to bring to your attention:
* **Sealer of Weights and Measures** – this opening has been running on the Town's web site as well as cable for a few months. There have been no letters of interest received from any citizen in Charlton. I would recommend the Board re-appoint Ronald W. Valinski, Jr. of Worcester MA for another term.

* **Cable Committee** – Previously there were four members appointed to the committee and this committee should consist of only three members. Carl Ekman has asked to be appointed as an Alternate due to his schedule. I would recommend the Board appoint the three members as listed with Mr. Ekman as an alternate.

On the second page of this list, is a list of people not seeking re-appointment due to time constraints. I would like to thank them for the time they have provided to the Town.

Motion by Ms. Walker to approve Mrs. Craver's recommendations for the Sealer of Weights and Measures and the Cable Committee as outlined in her memo of June 19, 2012, seconded by Mr. Swensen, motion carries unanimously. Chairman Boria read the appointment list. (see attached). Ms. Walker asked Chairman Boria if we could put a hold on the Building Commissioner for discussion. Mr. Singer would like to get this list in the future broken down by paid appointments and non paid and what the salaries are. Also he asked if any of the persons not

seeking re-appointment, would it hinder any of the committees. The answer was no. **Motion by Mr. Swensen to make the appointments as listed, seconded by Mr. Singer for discussion.** Ms. Walker stated she asked to put a hold on the Building Commissioner appointment because of what happened at town meeting. There was a motion at Town Meeting to zero out this job altogether. It did not pass but it did receive 33 votes and she feels this vote deserves some discussion by the Board. Mr. Singer feels that he would like to look at this position and other positions as well in town that could be changed. Mr. Swensen stated that the time to look at this would have been during the budget discussions. He feels the town benefits with Mr. Meskus being full time. Mr. Singer is not opposed to what Mr. Swensen stated. He stated that he has heard many people that were not against changes but just to this change to be part time. Mr. Singer feels that if the Building Commissioner can do all the work for other departments that he does, then he should not be full time. Chairman Boria feels that the town is getting their monies worth from Mr. Meskus. We get a great value from the dollars given to him and he's not sure that cutting his hours down to 20 would benefit the town one bit. Mr. Swensen stated that there are other offices in town that tie in with growth and no other office is being looked at except this one. Mr. Singer stated that he has mentioned this before and would like to look into job sharing. He does agree that before taking action, we should have time spent on this with all the details. Mrs. Craver asked the Board if they would like to look at positions at their Goals and Objectives meeting coming up. The board agreed. John McGrath came forward and stated that the board should have more information to discuss such as the building developments going on. Mr. McGrath stated that Mr. Meskus has a lot of interaction with this process. Mr. McGrath feels this is a political move and he would like to see it out in the open for what it is. Ms. Walker stated that she just wanted to have discussion because of the voices of the 33 people at Town Meeting. He is upset when we treat a good employee like this. Mr. Singer stated that his personal opinion is genuine and he has mentioned this in the past to look at job sharing and department heads. Mr. Swensen asked that we discuss all department positions at our goals and objectives meeting. Chairman Boria stated that after the discussion at town meeting based on the input from very few people, this is an embarrassment that it's being discussed now. Ms. Walker stated that she is not trying to make it embarrassing she is just responding to what the people were speaking of at town meeting. She just wants to do the right thing according to her conscience. Mr. Meskus came forward and stated that he feels that discussions are good in open government. He said that during town meeting, a question was asked about how much money his department brought in. His department brought in \$106,000 plus, last year for building and sheet metal permits only. Mr. Meskus stated that he freely gives his time when needed to help residents, employees and items that need to be taken care of here at the town hall. He also stated that if the board is looking for certain numbers, to please let him know. After discussion, **vote on motion: motion carries unanimously.**

V. Scheduled Appointments:

6:45pm – Pole Hearing – Lincoln Point Road. Mrs. Craver stated that attached please 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 Chief of Police and Highway Superintendent. Chairman Boria opened the meeting by reading the notice as it was sent to the abutters. Hearing opened at 7:05pm. No concerns. **Motion by Mr. Swensen to close the hearing, seconded by Ms. Walker, motion carries unanimously. Motion by Mr. Swensen to approve the new pole, seconded by Mr. Singer, motion carries unanimously.**

VI. New Business:

1. Highway Department promotions. Mrs. Craver stated that in a previous discussion with Highway Superintendent Foskett, the Board approved his request to make recommendations for promotions within his department. Mr. Foskett posted these three open positions for the required seven working days in his department. He would recommend the following promotions within his staff:
 - Ronald Choiniere from Medium Equipment Operator to Heavy Equipment Operator
 - Mark Oliver from Light Equipment Operator to Medium Equipment Operator and
 - James Harmat from Light Equipment Operator to Medium Equipment Operator

Mrs. Craver would agree with Mr. Foskett and recommend the Board approve the promotions as recommended. **Motion by Mr. Swensen to promote Ronald Choiniere from Medium Equipment Operator to Heavy Equipment Operator, Mark Oliver from Light Equipment Operator to Medium Equipment Operator and James Harmat from Light Equipment Operator to Medium Equipment Operator, seconded by Ms. Walker, motion carries unanimously.**

2. Request for one day special license – Wedding. Mrs. Craver stated that attached you will find a request for a special license to serve wine & malt beverages from Sheri Apprille to be used at Camp Joslin, 150 Richardson's Corner Road for a wedding on October 13, 2012 from 1:00pm – 7:00pm. 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 this request, I would ask that the stipulations by Chief Pervier be included in the motion. **Motion by Mr. Swensen to approve the one day license as requested with the stipulations by Chief Pervier, seconded by Ms. Walker, motion carries unanimously.**
3. Windows bid. Mrs. Craver stated that bids were opened and read on Wednesday, June 20, 2012 at 2:00pm by herself and Building Commissioner Curtis Meskus. One bid was received from A. C. Glass, Inc. in the amount of \$41,750.00. The bid has been reviewed and the references were favorable. They would recommend the Board award the North Wing Window Bid to A. C. Glass, Inc. in an amount not to exceed \$41,750.00. **So moved by Mr. Swensen, seconded by Ms. Walker, motion carries unanimously.**

VII. Old Business:

1. End of Year budget transfer requests. Mrs. Craver stated that the Board has the requests for end of the year budget transfers that must be approved by the Board of Selectmen and the Finance Committee otherwise the accounts will be in deficit. The Finance Committee will meet tomorrow evening to vote on these as well. (see attached) **Motion by Ms. Walker to recommend approval of these transfers. Chairman Boria read the list, seconded by Mr. Swensen, motion carries unanimously.**

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

VIII. Other Business:

1. Mr. Singer requested that a letter that we sent sometime back to the state in treating communities fairly regarding casinos, be sent again. Mr. Swensen would like to read this letter and asked that it be included in the next agenda.

2. Ms. Walker stated that regarding 64 Bay Path Road we received a letter from the Treasurer. There are three entities that we need to get signed off on the deed. She is looking for direction from the board to move forward. **Motion by Mr. Swensen to authorize the Town Administrator to move forward and get the three signatures to help clear the title, seconded by Ms. Walker.** Mr. Singer would ask that our office send a letter to all residents on Bay Path Road letting them know that we are moving forward and that the land at some time will be up for auction/sale or whatever. He feels that they, the residents, should know. Chairman Boria stated that this isn't the action being taken at this time. Discussion was to wait until the deed is done. **Vote on motion: motion carries unanimously.**
3. Curtis Meskus stated that today we turned the town building over to Municipal Water. There is still a lot of work to do, such as filtration, the well, etc. He has spoken with the Board of Health to get permission to use the water for car washes and it was approved. The faucet in front of the building will disappear but there is a yard hydrant to hookup for car washes. Mrs. Craver stated that she has started the paperwork to get us off the DEP list for public water.
4. Chief Cloutier came forward and said that he received notice today from DCR that the department will receive a \$5,000 grant that they applied for.
5. Mr. Singer asked if Mrs. Craver, regarding the residents on Denfield Road, is there an update for what help they received or anything they need. Mrs. Craver stated that it was her understanding that we have assisted them with tree planting. All information that we received from the abutters was forwarded to our representative and asked if there was any grant money they could find for them.

X. Adjourn/Executive Session:

Motion by Mr. Singer that the Board enter into executive session at 7:29pm under M.G.L. c. 30A, Sec. 21, #1 – to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual or to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual, #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; #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. 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. Swensen – aye, Mr. Singer – aye and Chairman Boria – aye.**

Motion by Mr. Singer to adjourn at 8:30pm, seconded by Ms. Walker, motion carries unanimously.

XI. Next Meeting Announcement:

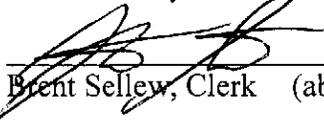
- Regular Selectmen's Meeting – July 10, 2012 – 6:30pm

Submitted by:
Mary C. Devlin
Administrative Assistant

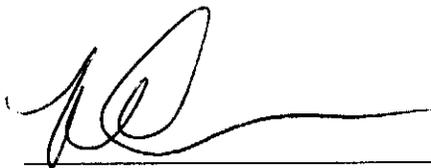
Accepted by:



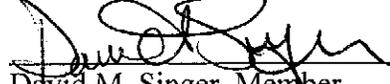
Peter J. Boria, Chairman



Brent Sellev, Clerk (absent)



Frederick C. Swensen, Vice-Chairperson



David M. Singer, Member

Kathleen W. Walker, Member

JUN 21 2012

copy
sent to
at the
meeting
Brent will
lead

June 21, 2012

Mr. Peter Boria, Chairman
Charlton Board of Selectmen
37 Main St.
Charlton, Ma. 01507

Dear Chairman Boria,

On March 7, 2012 I called 911 for my wife Joan. She had fallen due to a stroke and passed later that night. I am writing to the Board today to let you all know how much I appreciated the efforts and the demeanor of the officers and the EMT's that responded that morning.

Chief Cloutier and Chief Pervier should be proud of their staff. They were professional and courteous, as well as respectful and helpful to my wife and myself. I was comforted by the knowledge that she was being cared for by people who were kind and calming.

I sincerely hope that the citizens of the Town of Charlton recognize how blessed we all are to be served by such caring emergency personnel. We should all take the time to thank them for their tremendous service.

Sincerely,



John M. Flynn
86 Dresser Hill Rd.
Charlton, Ma.



**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: June 19, 2012
SUBJECT: Re-appointments for terms expiring June 30, 2012

Attached please find a list of re-appointments and terms for your consideration.

A few items to bring to your attention:

- * **Sealer of Weights and Measures** – this opening has been running on the Town's web site as well as cable for a few months. There have been no letters of interest received from any citizen in Charlton. I would recommend the Board re-appoint Ronald W. Valinski, Jr. of Worcester MA for another term.
- * **Cable Committee** – Previously there were four members appointed to the committee and this committee should consist of only three members. Carl Ekman has asked to be appointed as an Alternate due to his schedule. I would recommend the Board appoint the three members as listed with Mr. Ekman as an alternate.

On the second page of this list, is a list of people not seeking re-appointment due to time constraints. I would like to thank them for the time they have provided to the Town.

Re-appointments for terms expiring on June 30, 2012

Committee	Last	First	Yes	No	Years	New
						Expiration Date
Activities Council	Bacon	Sandra	X		3	6/30/2015
Activities Council	Benoit	Barbara	X		2	6/30/2014
Home Day Committee	Benoit	Barbara	X		1	6/30/2013
Activities Council	Marderosian	Barbara	X		1	6/30/2013
Activities Council	Petrik	Kristen	X		1	6/30/2013
Cultural Council	Petrik	Kristen	X		1	6/30/2013
Activities Council	Butler	Judith	X		2	6/30/2014
Activities Council - alt	Granville	Gerri	X		1	6/30/2013
Activities Council - alt	Konopacki	Donald	X		1	6/30/2013
ADA	Meskus	Curtis	X		1	6/30/2013
Building Commissioner	Meskus	Curtis	X		1	6/30/2013
Fence Viewer	Meskus	Curtis	X		1	6/30/2013
Technology Committee	Meskus	Curtis	X		1	6/30/2013
Animal Control Officer	Sellew	Ann	X		1	6/30/2013
Animal Control Officer (Asst)	Sellew	Brent	X		1	6/30/2013
Old Home Day Committee	Sellew	Brent	X		1	6/30/2013
Animal Control Officer (Asst)	Westwell	Lisa	X		1	6/30/2013
Boston Post Cane Committee	Ciesluk	Debra	X		1	6/30/2013
SCM Elderbus	Ciesluk	Debra	X		1	6/30/2013
Boston Post Cane Committee	Kuehl	Quentin	X		1	6/30/2013
Boston Post Cane Committee	Materas	Elaine	X		1	6/30/2013
Boston Post Cane Committee	Devlin	Mary	X		1	6/30/2013
Boston Post Cane Committee	Pervier	James	X		1	6/30/2013
Police Chief	Pervier	James	X		1	6/30/2013
Old Home Day Committee	Pervier	James	X		1	6/30/2013
Technology Committee	Pervier	James	X		1	6/30/2013
Asst. Wiring Inspector	Chalupka	Todd	X		1	6/30/2013
Inspector	Starkus	Peter	X		1	6/30/2013
Plumbing Inspector	Starkus	Peter	X		1	6/30/2013
Planning Board Alternate	Starkus	Peter	X		1	6/30/2013
Wiring Inspector	Jones	James	X		1	6/30/2013
Cable Access Committee	Borgeson	Eric	X		1	6/30/2013
Cable Access Committee	Fontaine	Bill	X		1	6/30/2013
Cable Access Committee	Wilmot	Ronald	X		1	6/30/2013
Old Home Day Committee	Wilmot	Ronald	X		1	6/30/2013
Emergency Management	Ekman	Carl	X		1	6/30/2013
Technology Committee	Ekman	Carl	X		1	6/30/2013
Central Mass Regional Planning	Vincent	Jean	X		1	6/30/2013
Conservation Commission	O'Malley	Thomas	X		3	6/30/2015
Conservation Commission	Robinson	Karen	X		3	6/30/2015
Council on Aging	Stokes	Gail	X		3	6/30/2015
Council on Aging	Lawrie	Patricia	X		3	6/30/2015
Cultural Council	Evans	Joshua	X		1	6/30/2013
Cultural Council	Gorczyński	Don	X		1	6/30/2013
Cultural Council	Stepien	Sylvia	X		1	6/30/2013
Cultural Council	Theriault	Pierre	X		1	6/30/2013
Dam Monitor (Glen Echo)	Bellerive	Arthur	X		1	6/30/2013
Dam Monitor (SC Reservoir)	Brooks	Jonathan	X		1	6/30/2013
Lakes & Ponds TF/SC Reservoir	Brooks	Jonathan	X		1	6/30/2013
EMS Coordinator	Gough	Terri	X		1	6/30/2013
Fire Chief	Cloutier	Charles	X		1	6/30/2013
Forest Warden	Cloutier	Charles	X		1	6/30/2013
Hazardous Waste Coordinator	Gauthier	Edward	X		1	6/30/2013
Hist Comm & Hist Distr Comm	Besette	Armand	X		3	6/30/2015
Hist Comm & Hist Distr Comm	Hultgren	William	X		3	6/30/2015
Lakes & Ponds/Prindle	DeFranco	Serafino	X		1	6/30/2013
Lakes & Ponds/Pierpont	Lewandowski	Stanley	X		1	6/30/2013

Committee	Last	First	Yes	No	Years	Date
Veterans Grave Marker	Bachand	Clarence	X		1	6/30/2013
Memorial Day Committee	Bachand	Clarence	X		1	6/30/2013
Memorial Day Committee	Parker	Peter	X		1	6/30/2013
Memorial Day Committee	Pranaitis	Joseph	X		1	6/30/2013
' Home Day Committee	Meskus	Kathy	X		1	6/30/2013
Home Day Committee	Meskus	Roger	X		1	6/30/2013
Old Home Day Committee	Johnson	Claire	X		1	6/30/2013
Old Home Day Committee	Kuehl	Cathy	X		1	6/30/2013
Old Home Day Committee	Lally	Mike	X		1	6/30/2013
Old Home Day Committee	Seifert	Bonnie	X		1	6/30/2013
Old Home Day Committee	Walker	Kathleen	X		1	6/30/2013
Old Home Day Committee	Fortin	Donald	X		1	6/30/2013
Personnel Board	Sage	Nancy	X		3	6/30/2015
Sealer of Weights & Measures	Valinski, Jr.	Ronald	X		1	6/30/2013
Technology Committee	Ceccarini	Deborah	X		1	6/30/2013
Technology Committee	Cloutier	Clifford	X		1	6/30/2013
Town Counsel	Cosgrove & Blatt		X		1	6/30/2013
Veterans Services Director	Casey	Jeanette	X		1	6/30/2013

Not Seeking Re-appointment at this time:

Committee:	Last Name	First Name	
Cable Access Committee	Ekman	Carl	Not full time, would like to be alternate
Central Mass Regional Planning	Gill	Patricia	
Cultural Council	McKenzie	Christina	
Cultural Council	McKenzie	Alexander	
Economic Dev Commission	Johnson	Keith	
Old Home Day Committee	Daly	Matthew	

FY12 YEAR END TRANSFERS

<u>ACCOUNT FROM:</u>	<u>ACCOUNT TO:</u>	<u>AMOUNT</u>
Health Insurance [0100-910-5745-0000]	General Insurance [0100-910-5745-0000]	\$ 973.00
Police Salaries [0100-210-5240-0000]	Police Expenses [0100-210-5785-0000]	\$ 3,980.00
Health Insurance [0100-910-5745-0000]	Environmental [0100-122-5795-0000]	\$ 2,000.00
Health Insurance [0100-910-5745-0000]	Building Inspectional Expense [0100-241-5780-0000]	\$1.39
Health Insurance [0100-910-5745-0000]	Building Inspectional Admin Asst [0100-241-5113-0000]	\$6.68
Health Insurance [0100-910-5745-0000]	Assessor Admin Asst. [0100-141-5112-0000]	\$9.96
Health Insurance [0100-910-5745-0000]	Assessor Department Asst. [0100-141-5113-0000]	\$11.20

Approved June 26, 2012

Board of Selectmen

Approved June 27, 2012

Finance Committee



**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: June 22, 2012

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 6/26/12

Office: As you know with fiscal year 2012 coming to an end on June 30, 2012, we have been very busy in the office clearing items that need to be completed for the closing out of the fiscal year and setting up for FY13.

Grants: I have attended several meetings on two different grants. I will be bringing more information to you as we get further in the process.