

 **COPY**



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

Submitted by Med
Date 8/8/12
Received by dlw
Date 8/8/12

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

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-Chairman Swensen called the meeting to order at 6:33pm with the pledge to the flag.

II. Consent Agenda:

1. Minutes of Regular Meeting – July 10, 2012. **Motion by Ms. Walker to approve, seconded by Mr. Sellew, motion carries with Ms. Walker abstaining.**

III. Community Relations, Announcements and Open Forum:

- Vice-Chairman Swensen read the announcements

IV. Appointments/Resignations:

1. Appointment – Technology Committee. Mrs. Craver stated to please find attached, a request from Steve Paul seeking to be re-appointed to the Technology Committee. Should the board make this re-appointment, his term would expire on June 30, 2013. **Motion by Ms. Walker to appoint Steve Paul to the Technology Committee, seconded by Mr. Sellew, motion carries.**
2. Appointment – CMRPC. Mrs. Craver stated to please find attached a request from Alycia Dzik stating that she would be interested in being the delegate for CMRPC (Central Mass Regional Planning Commission). Trish Gill was our previous delegate and due to other obligations, wanted to open this seat to another interested candidate. Mrs. Craver would recommend the appointment. As a point of information, Mrs. Craver stated that all open appointments including this one, have been running on the local access channel and the town's website since the end of June 2012. **Motion by Mr. Sellew that we appoint Alycia Dzik to the CMRPC, seconded by Ms. Walker, motion carries unanimously.**
3. Noise Bylaw Committee – Mrs. Craver stated that Curtis Abbott and Carl Remian have expressed an interest in serving on the Noise By Law Committee. There are three openings and she would recommend the appointments. **Motion by Ms. Walker to appoint Curtis Abbott and Carl Remian, seconded by Mr. Sellew, motion carries unanimously.**
4. Resignation – Police Auxiliary Officer. Mrs. Craver stated to please find attached a letter of resignation as a Charlton Auxiliary Police Officer from Nestor Santos dated July 1, 2012. Mr. Santos has been hired as a full time officer for the Town of Monson. **Motion by Mr. Sellew that we accept his resignation and wish him luck on his new career, seconded by Ms. Walker, motion carries.**

V. Scheduled Appointments:

1. **6:50pm** – General Obligation Bonds – Treasurer Keith Arsenault. Mrs. Craver stated that Town Treasurer Keith Arsenault has asked to be placed on the agenda to discuss general obligation bonds. Mr. Arsenault stated that we have gone out to bid for the final landfill capping project, the waterline extension with engineering and the reconstruction of Prindle Pond Dam. He would recommend the bid be awarded to Robert W. Baird & Co., Inc. at the price of \$1,168,703.20. **Motion by Mr. Sellew that the sale of the \$1,145,000 General Obligation Municipal Purpose Loan of 2012 Bonds of the Town dated August 1, 2012 to Robert W. Baird & Co., Inc. at the price of \$1,168,703.20 is hereby approved and confirmed. The bonds shall be payable on August 15 of the years and in the principal amounts and bear interest at the respective rates, (attached), seconded by Ms. Walker, motion carries unanimously.** Ms. Walker read some of what Standard and Poor states about rating the town at an AA.
2. **7:00pm** – Cable Committee – Streaming Meetings. Eric Borgeson and Bill Fontaine from the Cable Access Committee came forward. Mrs. Craver stated that we asked the Cable Committee to attend tonight's meeting to discuss streaming of meetings. Mr. Borgeson stated that some complaints came in from people that do not have cable and they couldn't watch the meeting. He has quotes that would allow people to go to the town's website and click on a button that would allow them to review the meetings. The hardware is \$14,330; Professional Services is around \$3,000 and insurance is \$692. Mrs. Craver stated that she spoke with Lisa Westwell who said it would not cost anything extra to do this on the website. Mr. Borgeson stated that they are hopeful to have this up and running in the fall. **Motion by Ms. Walker that we support this effort of the Technology Committee/Cable Committee for streaming the meetings, seconded by Mr. Sellew, motion carries unanimously.**

VI. New Business:

1. Recycling Committee request to move forward with Transfer Station. Mrs. Craver stated to please find attached a letter from Roland Jackson, Chairman of the Recycling Committee stating that now that the landfill is completed, they would like to move forward with the development of a transfer station in Charlton. Per the contract the Town of Charlton has with Casella, page 2 (attached) of the agreement states Residential Drop Off Center – The Town may at it's option, establish a residential refuse/recycling drop off center to be operated by Casella. The Town shall be responsible for obtaining all permits and approvals to establish and operate the Drop Off Center and Casella shall reimburse the Town for reasonable costs and expenses incurred in obtaining those permits and approvals. There are other items that need to be followed and addressed as well. Mrs. Craver stated that she has spoken with the Board of Health and they have expressed an interest in meeting with the Board regarding the development of the transfer station. What is the Board's wishes? Would you like to set up a workshop meeting with the Board of Health or invite them to your next meeting? Ms. Walker stated as a member of the Recycling Committee she feels they should meet with the Board of Health first as a workshop meeting. Ms. Craver to set it up.
2. Town Vehicles – request to declare as surplus. Mrs. Craver stated that we received a request from the Water/Sewer Commission asking the Board to declare the following as surplus property. 4X4 Chevy model C-2500 (3/4 ton) Cheyenne 1997 with 94539 miles. **Motion by Ms. Walker to support the request to declare this vehicle as surplus, seconded by Mr. Sellew, motion carries unanimously.**
3. Shared Services – Building Inspectional Services. Mrs. Craver stated that she forwarded the Board an email from the Sturbridge Town Administrator asking if the Town of Charlton would be interested in exploring shared services of the building inspector so she has added it to the agenda for discussion. Mrs. Craver is looking to see if the Board would like to authorize her to work with the Sturbridge Town Administrator to see if it is financially

beneficial and if the workload is manageable. She would ask if the Board has any limits or wishes as to form. The Sturbridge Town Administrator will be asking the Sturbridge Board of Selectmen the same thing. Ms. Walker stated that this state has been trying to push us to share services and she feels it would be good to look into this. She would ask Mrs. Craver to have this discussion and bring back any ideas and information. Vice Chairman Swensen stated that one goal is to make sure services for residents in Charlton aren't compromised at all.

VII. Old Business:

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

VIII. Other Business:

X. Adjourn/Executive Session:

Motion by Mr. Sellew that the Board enter into executive session at 7:08pm 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 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 Ms. Walker. 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 and Vice-Chairman Swensen – aye.

Motion by Mr. Sellew to adjourn at 8:21pm, seconded by Ms. Walker, motion carries unanimously.

XI. Next Meeting Announcement:

- Regular Selectmen's Meeting – August 7, 2012 – 6:30pm

Submitted by:

Mary C. Devlin

Administrative Assistant

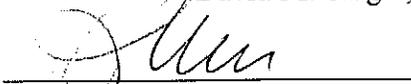
Accepted by:


Peter J. Boria, Chairman (absent)


Frederick C. Swensen, Vice-Chairperson


Brent Sellew, Clerk


David M. Singer, Member (absent)


Kathleen W. Walker, Member

COPY FOR MARY DEVLIN
MINUTES

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Charlton, Massachusetts (the "Town"), certify that at a meeting of the board held July 24, 2012, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$1,145,000 General Obligation Municipal Purpose Loan of 2012 Bonds of the Town dated August 1, 2012 (the "Bonds"), to Robert W. Baird & Co., Inc. at the price of \$1,168,703.20 is hereby approved and confirmed. The Bonds shall be payable on August 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2013	\$120,000	2.00%	2018	\$110,000	2.00%
2014	120,000	2.00	2019	110,000	2.00
2015	120,000	2.00	2020	110,000	2.00
2016	120,000	2.00	2021	110,000	2.00
2017	120,000	2.00	2022	105,000	2.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 11, 2012 as revised on July 18, 2012, and a final Official Statement dated July 19, 2012 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds such tax-exempt bonds and notes as the Town may issue from time to time.

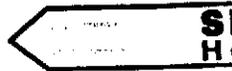
Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and

execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: July 24, 2012

Clerk of the Board of Selectmen



America 17039141.2



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MEMORANDUM

TO: Board of Selectmen

FROM: Robin L. Craver, Town Administrator 

DATE: July 17, 2012

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 7/24/12

Job Description– I am working with Todd Girard on a revised job description in order to cover the duties that were intended when the position was changed to 40 hours. Once the draft is complete we will forward to the Personnel Board for review. The title at this point is “Conservation Agent/Mapping Specialist/Recreation Staff (CAMSRs) with the dedicated hours being 25, 10, and 5 per week.

Board Goals – I am working with Jeff Nutting to tabulate the draft goals you identified at your goals and objectives meeting last week and plan on creating you a draft calendar for upcoming meeting agenda items and workshop dates.

Special Legislation – I attended the legislative committee hearing on Charlton's special legislation regarding water betterments last week and will keep you informed on its progress.

Radio Frequency and Equipment Upgrade – I met with Police, Fire, Emergency Management and Highway to review the status on our frequency applications. As you know we have issues with coverage in Charlton and there are new regulations that the Town must meet. We anticipate coming to the Board for a capital request for the fall town meeting.