



**COPY**

Submitted by MCB  
Date 9/5/12  
Received by dlt  
Date 9-5-12

**TOWN OF CHARLTON**  
Minutes of Regular Selectmen's Meeting  
Tuesday – August 21, 2012

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 Sellow.

*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 and a moment of silence for Claire Johnson.

II. Consent Agenda:

1. Minutes of Regular Meeting – August 7, 2012. **Motion by Mr. Swensen to approve the minutes of August 7, 2012, seconded by Mr. Singer, motion carries 2 for, Mr. Singer abstain.**

III. Community Relations, Announcements and Open Forum:

- Chairman Boria read the announcements
- Peter Cooper Sr. came forward on behalf of the Charlton Historical Society and stated that the past few years, the society has been working on a book regarding farms and it is finally finished and will be on sale on Old Home Day. It will also be on DVD. He thanked those that helped. The price of the Book is \$50.00 and it includes the CD and the CD alone is \$15.00.

IV. Appointments/Resignations:

1. Appointment –Community Development Advisory Committee. Mrs. Craver stated that at the Board's July 10, 2012 meeting, you approved and formed a 7 member committee called the Community Development Advisory Committee. This was based on the recommendation of the grantwriter that we are working with for the Pioneer Valley Regional Planning Agency for housing rehab and architecture barrier removal (elevator, handicapped bathrooms, signage, etc.). Tonight she is bringing recommendations for appointment to this committee which are: Stefan Sage, Pauline Hague, Peter Cooper, Sr., Ralph Fiske, Ron Wilmot, Jean Vincent and George Butz. Mrs. Craver also stated that she anticipates that there will be town hall staff that will be active as non voting members such as herself, the COA Director and the Chair of the Municipal Building Committee. Frank Morrill has agreed to act as a liaison to the Finance Committee. **Mr. Swensen** thanked everyone for stepping up to help with this and **made a motion to appoint Stefan Sage, Pauline Hague, Peter Cooper, Sr., Ralph Fiske, Ron Wilmot, Jean Vincent and George Butz to the Community Development Advisory Committee, seconded by Mr. Singer, motion carries unanimously.**
2. Alternate - Plumbing & Gas Inspector. Mrs. Craver stated to please find attached a letter from Peter Starkus, Plumbing & Gas Inspector recommending the appointment of Paul Mazeika, the Plumbing & Gas Inspector for the Town of Oxford as the Alternate Plumbing & Gas Inspector

for the Town of Charlton. Quite often, towns will use a neighboring Town's inspector as an alternate. Mr. Mazeika would perform inspections during the day at such times that Mr. Starkus is away from the Town or there may be a conflict of interest such as inspecting Mr. Starkus's work. Since the alternate would be inspecting the regular Plumbing and Gas Inspector's work, it is recommended that you have him report to either myself or someone other than Mr. Starkus. Mrs. Craver would recommend the Board make this appointment and have him report to the Town Administrator. **Motion by Mr. Swensen to appoint Paul Mazeika as the Alternate Plumbing & Gas Inspector and to report to the Town Administrator, seconded by Mr. Singer, motion carries unanimously.**

3. Appointment – Old Home Day Committee. Mrs. Craver stated to please find attached a request from Matthew J. Daly of 213 Dresser Hill Road seeking to be appointed to the Old Home Day Committee. She would recommend the Board make this appointment with a term expiration date of June 30, 2013. **Motion by Mr. Swensen to appoint Matthew J. Daly to the Old Home Day Committee, seconded by Mr. Singer, motion carries unanimously.**
4. Hiring of Provisional Firefighter – Mrs. Craver stated to please find attached a letter from Fire Chief Cloutier asking the Board to consider his request to hire a provisional employee for the replacement of a firefighter that has been placed on IOD status. If allowed, the provisional employee will also fill the position of Todd Betts while firefighter Betts is in the Fire Academy beginning October 1, 2012 and lasting 12 weeks. With two firefighters out of the station, this will place a huge burden on the staff to keep those shifts filled. Mrs. Craver would recommend the Board allow the appointment of a provisional employee as requested. **Motion by Mr. Swensen to allow the Fire Chief to hire a provisional firefighter, seconded by Mr. Singer, motion carries unanimously.**
5. Resignation – Assistant Town Treasurer – Mrs. Craver stated that the Treasurer received a letter of resignation from Assistant Treasurer Debra Gremo. We are sad to see her go and wish her well in her future endeavors. One of the reasons she gave for leaving is that the position is only 28 hours per week. If you remember, there was funding added to the Collector's budget with the intention of cross training the position in both offices, but that had not occurred yet and was going to be on an as-needed- basis. I met with the Town Treasurer and Town Collector this morning and we agreed that in order to minimize turnover and attract a higher skilled potential employee, increasing the weekly set hours would be critical. We agreed the model we envisioned, one where the employee works as the Assistant Treasurer and also provides hours in the Collector's office is still viable. With that said, we recommend posting the position for 40 hours. There will be no additional funding at this time as we have the funding earmarked in the Collector's budget for as needed services. This change would eliminate the need at this time to carry the extra pay. Both the Collector and Treasurer are confident that they will be able to accommodate the busy time in the Collector's office with this change. Please see the attached sheet for the revised schedule and funding sources. I recommend that you approve the hours set in the attached spreadsheet and authorize me to post and interview for a new Assistant Treasurer for 40 hours per week. **Motion by Mr. Swensen to accept the resignation of Debra Gremo, seconded by Mr. Singer, motion carries unanimously.** Request for increased hours – Lucia Blanchette came forward and stated that there is definitely a need for the extra hours in both offices. Mr. Singer asked if this position that is leaving working 28 hours, did the position qualify for insurance and the answer was yes. There will be no change with that. He also asked if it would be better to hire a part timer to cover the extra hours. Mr. Swensen feels it would be a good move to move forward with this request. Mr. Singer would ask that it is put right in the job description that it's a shared position. **Motion by Ms. Walker to approve this shared position as outlined in Mrs. Craver's memo of August 21st, seconded by Mr. Swensen. Mr. Singer would amend the**

**motion to add the job description specifying it's a shared position.** Mrs. Craver said she would advertise immediately and put in the ad that it is a job sharing position and she will work with the Personnel Board on the job description. **Ms. Walker accepted the friendly amendment, Mr. Swensen seconded, motion carries unanimously.**

V. Scheduled Appointments:

VI. New Business:

1. Signing of Deed for the auction – Mrs. Craver stated that Treasurer Arsenault has a deed to finalize for one of the sales of properties that took place. It is in your sign folder.

VII. Old Business:

1. Industrial hearing testing. Mrs. Craver stated that previously, the Board has had discussion with Fire Chief Cloutier regarding his request to have his employees hearing tested and a testing of the noise exposure that they receive on a daily basis. Chief Cloutier has done research and attached is a copy of a contract for this type of work. She would ask the Board if this is the type of testing that they were interested in and if so, how would you like it to be funded? (Town Meeting; Finance Committee request or Health Insurance Account) Mrs. Craver would also ask the Board if this is the type of testing that they were seeking for other employees as well. Mrs. Craver stated that she has been in talks with the Insurance Company to see if they could help with this but she would ask the Board to move forward with it at this time. **Motion by Ms. Walker to support this and she would request that it come out of the Finance Committee Reserve, seconded by Mr. Swensen for discussion.** Chief Cloutier was asked how long it would take. He stated that he would think two days. He would like to have all his staff tested. Chief Cloutier was asked to give a brief explanation of the ambient noise. Mrs. Craver would ask the Board if they are interested in this type of testing, what other departments do you want tested? Ms. Walker stated to start she would just like to work with the Fire Department and start there. Mr. Swensen would be more interested in spending money to have more employees tested but he is wondering if Chief Cloutier can do anything to change the noise levels at a cost that could be less than \$1600. Mr. Singer asked if we could put this off for two to four weeks to give the Chief time to look into this. Mr. Swensen would like to see the testing done for Fire, Police and Highway. He would say to hold off on the Building and test all the employees and Ms. Walker would agree. Chairman Boria would like to limit it to full time employees for Fire and Highway. Chief Cloutier stated that Call Firefighters still go into the same building that's burning as the Full Time Firefighters. He feels it would be good if he could do up to 15 of the most active firefighters and that way we could reach the limit up to 30 with the other departments. **Ms. Walker amended her motion to testing of the Firefighters at the discretion of the Chief and all the Full Time Highway employees and Full Time Police Officers, seconded by Mr. Swensen but he would like that we ask the Town Administrator to work with the Insurance Company to help us with this, motion carries unanimously.**
2. Mill Fire – update – Fire Chief Cloutier stated that since the fire, there has been extensive research done including reviewing policies. The changes being done will be beneficial to board members as well. Some of the inspections will be stepped up in some areas. They have also been working with the Building owner and businesses within the building. There will be a team meeting in the future to help departments and business owners to help answer questions and get permits.

VIII. Town Administrator Report: Mrs. Craver reviewed her report. She mentioned that there

is still additional funds for tree planting in Charlton and Ms. Walker mentioned to contact the Garden Club to see if they would be interested.

- VIII. Other Business: Mrs. Craver stated that at the Board's last meeting, she asked the Board to approve the CMRPC mitigation plan. The Board wanted it sent out to Departments for review and comment. She has heard from the Planning, Police, Emergency Management and Board of Health. Our Emergency Management Director stated that it's a living document, it changes. She is bringing it back and asking the Board if they are comfortable with moving forward and approve the plan. Mrs. Craver explained that the plan is designed and outlined for natural disasters. Some of the federal funds require this to be completed. Mr. Swensen asked if we could table this until our next meeting.

Ms. Walker stated that some years ago, Worcester County had a regionalized selectmen's association, and it fell apart about 10 years ago. She attended a meeting of the MMA Selectmen and this was discussed. After discussing it with the MMA, they are bringing this back to Selectboards and Councilors and there will be a meeting in Shrewsbury on September 14<sup>th</sup> and all members of the Board will be getting an invitation to it.

- X. Adjourn/Executive Session:

**Motion by Mr. Swensen that the Board enter into executive session at 7:22pm 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 #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. Singer. 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.**

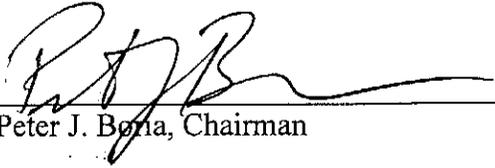
**Motion by Mr. Sellew to adjourn at 9:12 pm, seconded by Mr. Swensen, motion carries unanimously.**

- XI. Next Meeting Announcement:

- Regular Selectmen's Meeting – September 4, 2012 – 6:30pm

Submitted by:  
Mary C. Devlin  
Administrative Assistant

Accepted by:



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Peter J. Boria, Chairman



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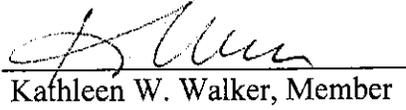
Frederick C. Swensen, Vice-Chairperson

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Brent Sellew, Clerk (absent)

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David M. Singer, Member



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Kathleen W. Walker, Member



**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: August 16, 2012

SUBJECT: Town Administrator's Report – for Selectmen's meeting of 8/21/12

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**Public Contracting Overview** – Administrative Assistant Kara Hmielowski and myself will be attending the Public Contracting Overview seminar put on by the MA Office of the Inspector General from Tuesday, September 11 – Thursday, September 13, 2012 from 8am – 4:30pm in Boston.

**FEMA Reimbursement** – We have been reimbursed a total of \$39,177 from FEMA (Federal Emergency Management Agency) from the October 29-30, 2011 Winter Storm. Departments involved with the work during the storm kept track of the hours, equipment, etc. and attended meetings with FEMA)

**DCR Funding for Tree Planting** – I received an email from Mollie Freilicher from the DCR stating that there is still \$50,000 in additional funding for tree planting in Charlton. The funds can be used both in and outside of the tornado affected areas. If anyone is interested, please contact the Selectmen's office at 508-248-2206. I plan on meeting with Mollie next week.

**Special Town Meeting** – At the Board's September 4, 2012 meeting, I will be asking you to open the Special Town Meeting warrant. The Special Town Meeting has been scheduled for Tuesday, October 16, 2012.

**4<sup>th</sup> Annual Regionalization Conference** I will be presenting at the 4<sup>th</sup> Annual Regionalization Conference on behalf of the 13 Towns that received the CIC Grant in the amount of \$310,000 at the College of the Holy Cross on Monday, September 10<sup>th</sup>. The event is sponsored by the Office of the Lt. Governor, the Division of Local Services, and the Franklin Regional Council of Government and includes both morning and afternoon workshops that provide attendees with "toolkits" of how to go about implementing regionalization in their communities.

## Craver, Robin

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**From:** Dodd, Tim (FAD) <tim.dodd@state.ma.us>  
**Sent:** Friday, July 27, 2012 11:15 AM  
**To:** Craver, Robin  
**Cc:** agaudette@spencerma.gov  
**Subject:** Regionalization Conference

Robin:

I hope that you are doing well and that you are enjoying your summer. As you might be aware, the 4<sup>th</sup> annual regionalization conference will occur at the College of the Holy Cross on Monday, September 10<sup>th</sup>. The event is sponsored by the Office of the Lt. Governor, the Division of Local Services, and the Franklin Regional Council of Government. The event includes both morning and afternoon workshops that provide attendees with "toolkits" of how to go about implementing regionalization in their communities.

I have been asked by the conference organizers to feature CIC projects in a morning and an afternoon session. Each session will include 2-3 projects. Pam Kocher or I will introduce each session, and give attendees information about the purposes of the CIC program and information on the application process. Then, each member of the panel will have 10-15 minutes to present information about their program. At the end of the presentations, there will be time for questions and answers.

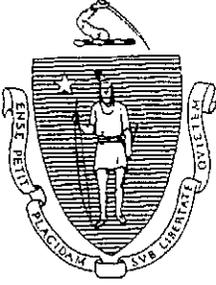
I believe that the storm water management program would be a great one to highlight at the conference. I spoke to Adam, and he will be away on the 10<sup>th</sup> of September. I was wondering if you might be willing to present on behalf of the project.

Please let me know if you are willing, and/or if you have any questions.

Thanks,

Tim

Tim Dodd  
Program Manager  
Executive Office for Administration and Finance  
Local Government Efficiency, Regionalization, and Performance Management  
State House  
Room 373  
Boston, MA  
(617)-727-2040 ext. 35405  
[Tim.Dodd@massmail.state.ma.us](mailto:Tim.Dodd@massmail.state.ma.us)



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE INSPECTOR GENERAL

One Ashburton Place, Room 1311  
Boston, MA 02108

Glenn A. Cunha  
INSPECTOR GENERAL

Telephone  
(617) 727-9140  
Fax (617) 723-2334

August 13, 2012

Dear Participant:

This letter confirms your registration in the **Public Contracting Overview** (3-day) seminar scheduled for **Tuesday, September 11, 2012 – Thursday, September 13, 2012**, presented by the Office of the Inspector General (OIG) as part of the Massachusetts Certified Public Purchasing Officials Program (MCPPO). The seminar agenda is included, along with the directions to the seminar location. You will receive a seminar manual upon arrival. *It is recommended that you bring a highlighter pen for the reviews.* The attire for the seminar is business casual (we recommend dressing in layers).

The course seminar will be held at **One Ashburton Place, 13th Floor, Room 1306, Boston, MA, 02108**. *Due to building security you will not be allowed entrance into the building until 8:00am – all persons and bags will be checked via metal detectors and x-ray belts*

**You must confirm or cancel your attendance\* with David Galt at 617-722-8847 no later than Tuesday, September 4, 2012 - space is limited and there is an extensive wait list of participants who are interested in attending. NO SHOWS will be invoiced a \$100 service charge.**

If you have any questions about the seminar, please contact my office at (617) 727 – 9140 X28835. We look forward to seeing you.

Sincerely,

Joyce McEntee Emmett  
Director  
MCPPO Program

*\*Please note late arrivals and early departures are discouraged. This Office reserves the right to prohibit participants from taking the exam if attendance is deficient.*



Massachusetts Certified Public Purchasing Official Program

# Public Contracting Overview Seminar



GLENN A. CUNHA  
INSPECTOR GENERAL

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September 11 - 13, 2012  
McCormack State Office Building  
One Ashburton Place, Room 1306  
Boston, MA 02108

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## DAY 1

**Tuesday, September 11, 2012**

8:00 a.m.      8:30 a.m.

**REGISTRATION  
& REFRESHMENTS**

8:30 a.m.      10:30 a.m.

**OVERVIEW AND  
PUBLIC PURCHASING PRINCIPLES**  
*Nicholas Read, Esq., Deputy General Counsel  
Office of the Inspector General*

10:30 a.m.      12:00 p.m.

**OVERVIEW of M.G.L. c. 30B - PART I**  
*Nicholas Read, Esq., Deputy General Counsel  
Office of the Inspector General*

12:00 p.m.      1:00 p.m.

**LUNCH BREAK - ON YOUR OWN**

1:00 p.m.      3:00 p.m.

**OVERVIEW of M.G.L. c. 30B - PART I & II cont.**  
*Nicholas Read, Esq., Deputy General Counsel  
Office of the Inspector General*

3:00 p.m.      4:00 p.m.

**OVERVIEW of M.G.L. c.30B - PART III**  
*Nicholas Read, Esq., Deputy General Counsel  
Office of the Inspector General*

4:00 p.m.      4:30 p.m.

**REVIEW**



Massachusetts Certified Public Purchasing Official Program

# Public Contracting Overview Seminar



GLENN A. CUNHA  
INSPECTOR GENERAL

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September 11 - 13, 2012  
McCormack State Office Building  
One Ashburton Place, Room 1306  
Boston, MA 02108

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## DAY 2

Wednesday, September 12, 2012

8:00 a.m.      8:30 a.m.

**REFRESHMENTS**

8:30 a.m.      12:00 p.m.

**OVERVIEW OF THE DESIGNER SELECTION  
AND CONSTRUCTION BID LAWS**

*Pamela Bloomfield, Vice President  
Clarus Group*

12:00 p.m.      1:00 p.m.

**LUNCH BREAK - ON YOUR OWN**

1:00 p.m.      2:45 p.m.

**PRACTICAL CONSIDERATIONS FOR  
CONTRACT DRAFTING**

*Pamela Bloomfield, Vice President  
Clarus Group*

2:45 p.m.      4:00 p.m.

**PREVAILING WAGE LAWS**

*Nicholas Read, Esq., Deputy General Counsel  
Office of the Inspector General*

4:00 p.m.      4:30 p.m.

**REVIEW**



Massachusetts Certified Public Purchasing Official Program

# Public Contracting Overview



GLENN A. CUNHA  
INSPECTOR GENERAL

## Seminar

September 11 - 13, 2012

McCormack State Office Building  
One Ashburton Place, Room 1306  
Boston, MA 02108

### DAY 3

Thursday, September 13, 2012

8:00 a.m.      8:30 a.m.

**REFRESHMENTS**

8:30 a.m.      10:00 a.m.

**PUBLIC INTEGRITY LAWS**

*Mike Callahan, Esq., Deputy Inspector General for Investigations  
Office of the Inspector General*

10:00 a.m.      11:30 a.m.

**ETHICS LAW AND CONSIDERATIONS**

*Norah K. Mallam, Esq.  
State Ethics Commission*

11:30 a.m.      12:30 p.m.

**PUBLIC RECORDS LAW**

*Donald White, Esq., Staff Attorney  
Public Records Division  
Secretary of State*

12:30 p.m.      1:00 p.m.

**REVIEW**

*Nicholas Read, Esq., Deputy General Counsel  
Office of the Inspector General*

1:00 p.m.      2:30 p.m.

**LUNCH BREAK - ON YOUR OWN  
SUPERVISED STUDY**

2:30 p.m.      3:30 p.m.

**WRITTEN EXAM**



PDP

The Commonwealth of Massachusetts Office of the Inspector General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. [www.nasba.org](http://www.nasba.org).

20  
CPE

Qualifies for 20 Professional Development Points based on the State Plan for Professional Development.

20  
PDP

Generated Date: 06/22/2012 14:55

Federal Emergency Management Agency  
Project Completion and Certification Report (P.4)  
Disaster: FEMA-4051-DR-MA

Applicant FIPS ID: 027-12715-00 Applicant/Subdivision Name: CHARLTON (TOWN OF)

PW#	Amendment #	Approved Proj. Amt.	Cost Share	Cat	Bundle	Work Done By	Projected Compl. Date	% Compl. at Insp.	Elig Amount	Actual Date Completed	Amt. Claimed by Applicant	Comments
PA-01-MA-4051-PW-00432	0	\$26,453.03	N	B	PA-01-MA-4051-State-0019(18)	<u>Equip</u>	07-06-2012	100	\$26,453.03	<u>12-31-11</u>	<u>\$ 26,453.03</u>	
Total for 1 PWs: \$26,453.03 Subgrantee Admin: \$0.00 Grand Total: \$26,453.03												

Oct. 29-30 2011 Winter Storm

Generated Date: 06/29/2012 15:45

Federal Emergency Management Agency  
 Project Completion and Certification Report (P-4)  
 Disaster: FEMA-4051-DR-MA

Applicant FIPS ID: 027-12715-00 Applicant/Subdivision Name: CHARLTON (TOWN OF)

PW#	Amendment #	Approved Proj. Amt.	Cost Share	Cat	Bundle	Work Done By	Projected Compl. Date	% Compl. at Insp.	Elig Amount	Actual Date Completed	Amt. Claimed by Applicant	Comments
PA-01-MA-4051-PW-00482	0	\$12,724.57	N	B	PA-01-MA-4051-State-0024(23)	Contract FA	07-06-2012	100	\$12,724.57	12-31-12	\$ 12,724.57	
Total for 1 PWs: \$12,724.57 Subgrantee Admin: \$0.00 Grand Total: \$12,724.57												

## Craver, Robin

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**From:** Freilicher, Mollie (DCR) <mollie.freilicher@state.ma.us>  
**Sent:** Monday, August 06, 2012 3:10 PM  
**To:** Craver, Robin  
**Cc:** Seaborn, Eric (DCR)  
**Subject:** RE: DCR Funding for Tree Planting in Charlton

Hi Robin,

I am following up on the \$50,000 in additional funding we have available for tree planting in Charlton. We have been meeting in person with communities to talk about the funding and see some of the areas where planting may take place. The funds can be used both in and outside of the tornado-affected area. If you are available the week of August 20, we could meet then and discuss the grant further.

Thank you.

Best, Mollie

Mollie Freilicher  
Community Action Forester  
DCR Urban & Community Forestry  
40 Cold Storage Drive  
PO Box 484, Amherst MA, 01004  
413-577-2966 (tel); 413-545-5995 (fax)  
[mollie.freilicher@state.ma.us](mailto:mollie.freilicher@state.ma.us)

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**From:** Freilicher, Mollie (DCR)  
**Sent:** Tuesday, June 26, 2012 3:38 PM  
**To:** 'Craver, Robin'  
**Cc:** Seaborn, Eric (DCR)  
**Subject:** DCR Funding for Tree Planting in Charlton

Hi Robin,

DCR has some funding that it is granting for tree planting to communities impacted by last year's tornado. What we have is \$50,000 that we can grant to Charlton for planting of public shade trees (along rights of way, set back up to 20 feet on private property using Chapter 87 of MGL, or in parks or other public lands). The grant can be used to purchase trees and could also be applied to hire a contractor for planting if need be. The funding will be granted upfront through a contract with the state for planting to occur in Fall 2012 and/or Spring 2013.

We are using our regular grant application to collect information from each community on the planting. What we need from Charlton to get the ball rolling is to complete pages 6-7 of the attached grant application. Again, the grant is not matching and is not competitive, but we do need a project description. That description should include:

1. Brief narrative of how the work will be done and description of the area to be planted – describe partners too
2. Right tree right place awareness—include any site guidelines your community uses (i.e. at least 10 feet from driveways, 5 feet from underground utilities, etc.) and awareness of overhead utility conflicts and any procedures for planting around utility lines
3. Map or maps of planting areas
4. Budget

## 5. Reporting protocol

We are encouraging that the funds be used in tornado-affected areas of communities, but realize that there are other parts of communities that need trees, so the funding is not restricted to the tornado-impacted areas. Another key point to develop would be a system for reporting progress throughout the life of the grant and this should be discussed in the project description.

Please feel free to give me a call to talk about this further or we can set up a time to meet to speak in person. We look forward to working with you again.

Best, Mollie

Mollie Freilicher  
Community Action Forester  
DCR Urban & Community Forestry  
40 Cold Storage Drive  
PO Box 484, Amherst MA, 01004  
413-577-2966 (tel); 413-545-5995 (fax)  
[mollie.freilicher@state.ma.us](mailto:mollie.freilicher@state.ma.us)

## **Calendar for Fall Town Meeting-- FY2013<sup>1</sup>**

### **Week of September 3**

BOS Meeting on Tuesday, September 4 – BOS opens STM Warrant

### **Week of September 10**

BOS office collects proposed warrant articles

### **Week of September 17**

BOS considers Draft STM Warrant Requests and closes the STM Warrant on Tuesday, September 18; BOS considers Capital Requests and forwards recommendations to FinCom;

### **Week of September 24**

BOS and FinCom Finalizes Draft STM Warrant  
All Boards and Committee Meeting Scheduled Tuesday, Sept 25, 2012

### **Week of October 1**

Consider Motions with BOS and FinCom  
STM Warrant Posted by Monday, October 1, 2012.

### **Week of October 8**

Finalize Motions with BOS and FinCom

### **Week of October 15**

Special Town Meeting- Tuesday, October 16, 2012

- \* **Special Town Meeting Warrant Posting – Monday, October 1, 2012**
- \* **Special Town Meeting – Tuesday, October 16, 2012**

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<sup>1</sup> Finance Committee Meeting Schedule – to be determined - likely on Wednesdays