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

II. Consent Agenda:

III. Community Relations, Announcements and Open Forum:
- Chairman Singer read the announcements.
- Ms. Noble said at the recent Marijuana Advisory Committee meeting, they were informed that Green Gold Group will be holding another job fair on June 26th at the Spencer Fish & Game Club, 155 Mechanic St., Spencer, MA from 5 - 8pm. They are looking to hire approximately 40 more individuals.
- Christine and Anya Grondalski came forward. Christine said she is here representing two boards, the Old Home Day Committee and the Charlton Cultural Council. The Old Home Day Committee wanted to make the board aware that they are currently accepting nominations for the range of Community Service Awards. She reviewed the different awards that are given. Anya stated that they are looking for someone to coordinate the frog jumping contest. Christine said this year is the 40th year for the Charlton Cultural Council. They will have different categories for the art show. Ms. Spiewak thanked them and their committee and asked if they could remind all when Old Home Day is. Christine said that Old Home Day is a weekend of celebration that begins the Saturday before Labor Day. Both the frog jumping contest and the art show commence on September 2, 2019. There are fireworks held the Saturday before with a band performing that evening.

IV. Appointments/Resignations:
1. Appointment - Cultural Council. Mrs. Craver stated that attached is a talent bank form from Angela Santamaria seeking to be appointed to the Cultural Council. We have forwarded this to the Cultural Council who would recommend the board make the appointment. Her term of expiration would be June 30, 2022. She would recommend the board make the appointment as requested. **Motion by Mr. Borowski to make the appointment, seconded by Ms. Spiewak, motion carries unanimously.**
2. Re-appointments for terms that expire on June 30, 2019. Mrs. Craver stated that attached is a list of re-appointments for terms expiring June 30, 2019. You are asked to make the re-appointments as requested with the new term expiration date.

Those not seeking re-appointment are:
Rachel Hartwig from the Personnel Board-Ms. Hartwig has been a member since May 13, 2003. EMS Coordinator - Terri Gough has been the appointee for this position in the past as it is in the Town's Bylaws for the board to make the appointment. Fire Chief Knopf has asked you to hold on making the appointment at this time. He is working with Human Resources to combine this position into the Fire Department.

Letters have been prepared thanking them for their time and commitment to the town and are in your sign folder. **Motion by Ms. Spiewak to make all the appointments as presented but hold off on the Building Commissioner/Zoning Enforcement Officer and revisit this next month.**

She asked if we could extend this appointment to next month. Mr. Borowski asked if there is a way to make it 30 to 60 days out so there is no gap in service? Ms. Noble asked who the Building Commissioner is. Chairman Singer said Mr. Meskus. Ms. Spiewak asked if we could extend his appointment until our meeting in July and revisit that appointment separately. **Seconded by Mr. Borowski.** Ms. Noble asked why are we holding off on that appointment? Ms. Spiewak said there are a number of reasons but she would rather not get into it without him here. Chairman Singer thinks that if we are going to take that action that we should give a cause for the action. He said if it's performance related he thinks it's fine to say that. Ms. Spiewak said there are several reasons. It's performance related. Mrs. Craver asked if he was told about this ahead of time because she was unaware of this. She said we always try to make sure that our employees aren't surprised or find out there is something wrong with their employment by the television. Ms. Spiewak said that's why she is being like she is right now. Mrs. Craver said so no, no one told him this was under consideration. Ms. Spiewak said she didn't think it would be appropriate to have a conversation with someone until we discussed it at an open meeting. She feels this is the appropriate action to take and that's why she is taking it. Mrs. Craver stated to Chairman Singer in the future when we do appointments she would ask the board to consider that if any selectmen wants to make a motion as such that might surprise an employee that you at least let her know so the person could know. It's not breaking any open meeting laws but is considerate to the employee. Chairman Singer thinks that is a reasonable request and we will follow that. Ms. Spiewak asked if we could explain how the appointment process works. She asked if we have any kind of forms the employees fill out to say how they think they have done over the course of their appointment? She said it could help the board to give them the proper tools they need, if there was something lacking that we could help with training or professional development. Chairman Singer said he has brought up in the past self-evaluations for department heads. He said it should be done with Human Resources and the Personnel Board. Mrs. Craver said our office reaches out to people who have appointments and she is thinking more of committees than department heads because most don't have annual appointments. Our office reaches out to see if they want to continue in that position. If they say yes, it is brought forward. If they say no, we will advertise and let the board know. If there is anything that comes up through the year, the board knows that appointments are coming and any board of selectmen member can let our office know there is a concern. She said it would be much better to bring up concerns ahead of time. Mr. Borowski asked Ms. Spiewak if it would be better to extend the appointment for 60 days due to not knowing our summer schedule yet. **Ms. Spiewak amended her motion to 60 days. Mr. Borowski amended his second. Vote on motion: motion carries unanimously.** Ms. Spiewak said for the public since they can't see this list where can they find it? Mrs. Craver stated in our office. Chairman Singer asked if we can post this online as well.
3. Re-appointments -Special Police Officers. Mrs. Craver stated that attached is a request from Police Chief Maxfield asking for the following to be re-appointed as Special Officers for fiscal year 2020:
   Sean Baxter
   Curtis Sampson
   She would recommend the board make the re-appointments as requested. **Motion by Mr. Borowski to make the re-appointments as requested, seconded by Ms. Spiewak, motion carries unanimously.**

4. Re-appointments -Traffic Controllers. Mrs. Craver stated that attached is a request from Police Chief Maxfield asking for the following to be re-appointed as Traffic Controllers for fiscal year 2020:
   Bob Giannotti
   Duane Ledoux
   Michael Sullivan
   She would recommend the board make the re-appointments as requested. **Motion by Mr. Borowski to make the re-appointments, seconded by Ms. Spiewak.** Chairman Singer asked what is a Traffic Controller? Chief Maxfield said a Traffic Controller is a retired police officer that can come and work details for us. They are all trained. **Vote on motion: motion carries unanimously.**

5. Re-appointments -Auxiliary Officers .. Mrs. Craver stated that attached is a request from Police Chief Maxfield asking for the following to be re-appointed as Auxiliary Officers for fiscal year 2020:
   Rodrigo Araujo  Jordan Ryan
   Frank Bettosi  Thomas Wilk
   Daniel Brunelle  Michael Novak
   John Freeman  Anthony Bowes
   Justina Lapierre  Cassandra Vasquez
   Paul Morelli  Nicholas Tessier
   Jamie O'Neil  Jennifer Turgeon
   Bernie Ryan
   She would recommend the board make the re-appointments as requested. **Motion by Mr. Borowski to approve, seconded by Ms. Spiewak, motion carries unanimously.**

V. Scheduled Appointments:
   **6:40pm** -Council on Aging-Joint Appointment. Mrs. Craver stated that at the board's May 21, 2019 meeting, you accepted the resignation of Gail Stokes from the Council on Aging. We advertised the opening on the town's website and cable access and received one letter of interest from Cynthia Cooper. This was sent to the Council on Aging who is recommending the appointment. The vote for appointment must be done jointly and by roll call vote by both boards and the term expiration date would be June 30, 2021. She would recommend the board make the joint appointment. **Motion by Ms. Spiewak to make the appointment, seconded by Mr. Borowski.** Present from the Council on Aging: James Howard, Barbara Larson, James Russell and Paul Kolesnikovas. **Motion by Mr. Howard to make the appointment, seconded by Ms. Larson.** **Roll call vote taken: Mr. Howard -aye, Ms. Larson -aye, Mr. Russell -aye, Mr. Kolesnikovas -aye, Ms. Noble -aye, Ms. Spiewak -aye, Mr. Borowski -aye and Chairman Singer -aye.** Chairman Singer congratulated Ms. Cooper and told the Council on Aging how lucky they are to have her.
   **7:00pm -8:00pm** -Fuss & O'Neill -Public Outreach Meeting-Charlton/Spencer Integrated
Water Infrastructure Vulnerability Assessment and Climate Resiliency Plan. Mrs. Craver stated that representatives from Fuss & O'Neil are here to present the Public Outreach Meeting regarding Charlton/Spencer Integrated Water Infrastructure Vulnerability Assessment and Climate Resiliency Plan for the town. This public information session will include an overview of the Town's recent climate resiliency planning project undertaken through an award funded by the inaugural round of MVP Action Grants through the Executive Office of Energy and Environmental Affairs. The project includes an assessment of flooding risks associated with road-stream crossings, dams and water and wastewater infrastructure as well as an assessment of green infrastructure opportunities to increase flooding resiliency. The presentation will provide a brief introduction to the overall project scope and methodology and will focus on recommendations related to each of the assessments. Several employees have been shepherding this project and she would like to thank Peter Boria, Rose Conway, Carl Ekman, Gerry Foskett, Todd Girard, Kara Hmielowski, Fire Chief Ed Knopf, Interim Town Planner Bill Scanlan and Town Planner Randy Benson. Erik Mas from Fuss & O'Neil was present as well as Kevin Flood, Julie Busa and Rachel Whittier. Mr. Mas stated that they will be reviewing the project background, present project results and recommendations and seek feedback. He reviewed the presentation (attached). He reviewed climate change which is already here. For Water Infrastructure, they reviewed undersized culverts and bridges, dam failure and downstream damage; drainage related flooding, flood related impacts to critical water and wastewater facilities and infrastructure. The town was awarded an MVP Planning Grant back in 2017 and the planning process in 2018. In 2018, the town was awarded an action grant with the Town of Spencer. The project objectives are to assess vulnerability of Charlton's water infrastructure, identify resilience measures for vulnerable infrastructure, develop design concepts and community outreach. Ms. Busa stated that they reviewed the road stream crossing assessment framework. She reviewed the infrastructure on bridges and culverts that have been in place for quite some time. For dams, they reviewed them on East Baylies Road, Blood Road, Freeman Road; Stafford Street & Center Depot Road. Rachel Whittier reviewed the Dam Assessments for Lower Sibley Pond Dam, Wee Laddie Pond Road, Rail Road Pond Dam, Power Station Dam and Dams 3 & 4. Due to technical difficulties, the slide show could not be shown. Chairman Singer asked that they send a copy of the presentation so we can have it put on line. The power-point was fixed and further reviewed. Ms. Whittier reviewed the alternatives evaluation criteria for each dam. They made recommendations for the dams which the following are the highest priority due to safety-Lower Sibley Pond dam - remove, Wee Laddie pond dam - remove, Rail Road pond dam - remove and Power Station Dam and Dams 3 & 4 - remove all three dams. Ms. Whittier reviewed the Green Infrastructure Assessments. The objective is to identify opportunities for Green Infrastructure and Low Impact Development in both communities, recommend practices to improve water quality and reduce peak flows and create concept designs for 10 sites which are Heritage School, Charlton Middle School, Charlton Elementary School, Prindle Lake Park and Maynard Farm Recreational Area. Kevin Flood reviewed the water and wastewater. They reviewed GIS maps for the Charlton Sewer Plant and Water System. They also visited sites around town - visually assessed facilities for 12 wastewater PS and WWTP and I water facility. Mr. Mas thanked the board for allowing them to provide the update.

8:00pm - Hazardous Mitigation Plan update. Mrs. Craver stated that the Town of Charlton's Draft Hazard Mitigation Plan is nearly complete. One of the FEMA requirements is to present an update on the plan and the planning process to the Board of Selectmen. This presentation will take 20 - 30 minutes allowing time for questions from the Board and the public in attendance. Several employees have been shepherding this project and she would like to thank Todd Girard - Conservation Agent, Carl Ekman - Emergency Management Director, Gerry Foskett - Highway
Superintendent and Kara Hmielowski in our office for their leadership and working with CMRPC on this plan. Peter Peloquin, Associate Planner with CMRPC will be providing the presentation. Mr. Peloquin provided an overview of Charlton's Hazard Mitigation Plan. (attached) He explained that the Federal Disaster Mitigation Act of 2000 requires that cities and towns adopt and update a Hazard Mitigation Plan to be eligible for FEMA mitigation grants. The hazard mitigation is to permanently reduce or prevent losses of life, injuries and property damage by using long term strategies. Plan for mitigating damages from natural hazards: flooding, high winds, hurricanes, tornadoes, winter storms, snow and ice, earthquakes, landslides, extreme temperatures, brush fires and drought. CMRPC has provided technical assistance to the Town for plan development. The Town coordinates through its local hazard mitigation team conducting 3 meetings identifying local hazards. Four tools & techniques used for hazard mitigation: Structure & infrastructure projects, preparedness, coordination and response actions, education and awareness programs and local plans and regulations. Draft Plan for Mitigation Measures: pursue funding for a comprehensive study to identify, prioritize and replace culverts town wide. Inventory shelter and emergency resources. Improve and maintain various hazard warning message: message boards, CodeRED, social media, welfare checks. Continue to incorporate disaster mitigation actions into appropriate local and regional plans. Update Hazard Mitigation Plan in 5 years with assistance from CMRPC. The next steps: 14 day public comment period; draft plan reviewed by MEMA; FEMA reviews the plan and issues conditional approval; Board of Selectmen resolution vote to adopt the plan (Summer 2019) and FEMA issues final plan approval. Chief Knopf asked if the site has been looked at for the new public safety building, The answer was it was not on the radar at that time but can be looked at. The board thanked Mr. Peloquin.

8:30pm - Public Safety Building Committee. Mrs. Craver stated that under Article 16 of the Annual Town Meeting held on May 20, 2019, Town Meeting voters approved the construction of a new Public Safety Building Complex. As you know the original committee started out as the Fire Station Building Committee which was formed at the Board's meeting on July 12, 2016 and expanded to become the Public Safety Building Committee at the Board's meeting on March 28, 2017 to include the Police Department. With the approval of town meeting to move forward, the committee is asking who will oversee the design and construction. She would recommend the board form a committee for this purpose as a Public Safety Construction Building Committee consisting of 2 Members of the Public, 3 Members of the Fire Department, 3 Members of the Police Department and 1 Board of Selectmen member. Also, she would suggest 1 Alternate Member of the Fire Department and 1 Alternate Member of the Police Department. She would also recommend that current members be considered first if they wish to remain on the committee which are:

Ralph Fiske & Joseph Haebler as the 2 members of the public
Chief Ed Knopf, Rob Barton and Brian Ouellette as 3 members of the Fire Department
David Ryan as the Alternate Member of the Fire Department
Graham Maxfield, Dan Dowd and Keith Cloutier as the 3 members of the Police Department
Derek Gaylord as the Alternate member of the Police Department and
John McGrath as the Board of Selectmen member

The committee would also like to discuss next steps, namely whether to seek a ballot question and, if so, when. She did talk to the Town Clerk and she reminded us that the election must be at least 35 days after she receives the final warrant. We talked about it possibly being held on Aug 13th or 20th, staff is checking the school availability. The board could authorize her to post an election on either of those days. Chairman Singer would like to make a request. He appreciates all the work the Public Safety Building Committee has done. He said town meeting approved the monies but we're not locked into the plan or technologies. He would like to see the make-up changed for the
next phase. He would like to see a 5 or 6 member committee with both chiefs being critical members of this committee. He would ask for the Police Chief, Fire Chief and a member of each of their command staff. Then add a citizen at large and he would recommend Mr. Fiske. It can be left like this or add a board member which would be Mr. McGrath. Mr. McGrath thinks the Chiefs have picked who would represent them and the chiefs attend the meetings when they can to express their views. He would ask if they are comfortable with the way the committee is made up now or would they like Chairman Singer's recommendations? Chiefs Maxfield and Knopf came forward. Chief Maxfield asked what we are looking to do going forward to get to the ballot question? Chairman Singer would think they would be looking at the recommended design. He has been made aware that there are two gyms in the buildings which he feels is a waste of space and tax payer money. He thinks within that budget we should be looking at the final layout and any adjustments that need to be made. Chief Knopf said he has voiced his concerns regarding the next steps in this and he has no problem with the committee that's there but he wants to know what their charged with moving forward. He said we are at the stage now where we will be making decisions on the building and how it's going to look, operations, communications, etc. Mrs. Craver said the committee that is active now has been very hard working and looking forward to this process. She said we have an Owners Project Manager that oversees the whole project. We have an architect who will be designing the building. She said some of the things that Chief Knopf is talking about is expertise and we wouldn't expect to find that kind of technical expertise on a building committee but we would get experts in the areas we need to and that's factored into the RFP. Chairman Singer said the committee did a great job but we are on to the next phase. He just feels the chiefs and members of the command staff are better suited for the next phase. Mr. McGrath asked the chiefs if they believe the make-up needs to be changed? Are their designees capable of taking care of the tasks, Chief Maxfield is confident with his staff as well as the Fire staff. He said they would like to have the ability to exercise their power to veto as chiefs should we go away of what they think is the mission. Mr. McGrath said that maybe we add the two chiefs to the committee that we had before. He said everyone on the committee has expertise. He said the more eyes and ears, he thinks we would be better off. Mr. Borowski said that we could add Chief Maxfield and put Chief Knopf in place of David Ryan. Chief Knopf thinks Mr. Ryan was a citizen on the committee. Mrs. Craver would recommend keeping the balance between Fire and Police. She asked the Chiefs if they would be able to make all the meetings? Mr. Borowski asked if we need alternate members? If not, we could make Chief Maxfield a full voting member of the Police Department and swap out Chief Knopf with Mr. Ryan and make him a full voting member. Ms. Noble said if we add 2 more members it would bring the committee to 9. There was an issue with the Marijuana Advisory Committee a few weeks ago since the members have been extended to 9 of not being able to meet due to not having a quorum. Mr. McGrath stated that Mr. Ryan works for a large department and has seen a couple of stations that they have built over the last 15 years. He has been very vocal at the meetings. Mr. Borowski said to add the two chiefs and add an alternate member. Mrs. Craver recommended keeping the two alternates. **Motion by Mr. McGrath that the make-up be with the names inserted as 9 voting members and 2 alternate members, seconded by Ms. Noble.** Mr. Borowski asked if we have to appoint an alternate member for the Police Department. Chief Maxfield would recommend Derek Gaylord. **Mr. McGrath amended his motion to include that Derek Gaylord be appointed as an Alternate Member.** Ms. Noble amended her second. Vote on motion: motion carries unanimously. Chairman Singer asked the two chiefs to come back after they have come up with a solution to the two gyms. Rob Barton said that there are zero dollars involved with equipping either gym. Chairman Singer said what about utilizing that space. Mr. McGrath said because this wasn't on the agenda, could we postpone the discussion and get the background for
the board. Next is the discussion for the date of the ballot question. Mr. Borowski said the dates that were given were August 13th or 20th. Rob Barton said they would like it for the 13th. Ralph Fiske said they also wanted to do a public information session prior to that to make sure everyone is up to date with everything. Motion by Mr. Borowski that we hold a referendum on August 13th with an alternate date of the 20th if the school is not available, seconded by Ms. Spiewak, motion carries unanimously.

VI. New Business:

1. Request for Common Victualler (coffee/food) license -Putters Miniature Golf, LLC. Mr. McGrath recused himself from the discussion. Mrs. Craver stated that attached is a request for a Common Victualler's (coffee/food) license for Bryan Remick, Putters Miniature Golf, LLC, 360 Worcester Road. The hours of operation are Monday-Friday -10am-8pm, Saturday -10am -10pm and Sunday -Noon -8pm. He has completed the proper paperwork needed for this request. It is recommended the board approve the request. Motion by Mr. Borowski to approve, seconded by Ms. Spiewak, motion carries unanimously.

2. Naming of Potteville Bridge/ Town Property Naming Policy. Mrs. Craver said she was asked to look into what the process would be if the Board of Selectmen wished to act on a request to name a bridge. Town Counsel stated that absent a town by law or town meeting vote to the contrary, the authority with respect to naming town owned property which is under the care, custody, management and control of the Board of Selectmen (which is to say all property of the town not deeded to, or as to which the board has transferred such to, another board, committee or commission) lies with the Board. The board could choose to adopt a policy setting forth general criteria; procedures and considerations to be taken into account in deciding whether or not to name a particular piece of property, be it a building, portion thereof or another structure, for an individual, an individual's memory or for a donation. A policy would assure a more consistent approach and address to some any concerns about precedent. With that said, she has put together a draft policy for the board to review. If you find this policy acceptable and approve it, we would follow the procedure outlined for Mr. Hylka's request to name the Porterville Bridge. She believes it would fall within the criteria as both families named provided easements to the Town during the re-construction. You would also seek comments from the Highway Department as that would be the only department effected. We can set the meeting up for July in order to give residents notice. This policy would also provide a process in case there are donors interested in naming a room or wing in the new public safety building by making a donation. Other Towns have been very successful in fundraising for purchases as appropriations for construction didn't always cover the cost. Motion by Mr. Borowski to approve the policy as written, seconded by Ms. Noble. Ms. Spiewak would recommend that we approve the policy and take the procedure out of it. She said the procedure in her opinion needs to be more detailed. Mr. Borowski amended his motion to adopt the policy and keep the procedure separate under the governance of the Town Administrator. Ms. Noble amended her second. Vote on motion: motion carries unanimously. Motion by Mr. Borowski that we publicize this and set it up for our meeting in July to move forward on the request of the Hylka's and Menzone's to have the bridge named, seconded by Mr. McGrath, motion carries unanimously. Mr. McGrath thanked both families for working with the town on the issue down there. Mr. Borowski asked for the procedures, are we going to defer to the Town Administrator? Chairman Singer thinks the board should have a say in it. Mr. McGrath said the procedure, the board would have to approve and any changes the board would have to approve.
3. Public Records Request Documents Received on June 6, 2019. Selectmen Noble asked for this item to be on the agenda. **Motion by Ms. Noble that we table this item either to our July 30th or August 13th Board of Selectmen meeting, seconded by Mr. McGrath, motion carries unanimously.**

4. Tough Mudder -request for Special Alcohol Permit and Traffic & Crowd Management Permit. Special Alcoholic Beverage License request: Mrs. Craver stated that attached is a request for a special alcoholic beverage license for Wine & Malt Beverages and an application for Traffic and Crowd Management from Tough Mudder Event Production to be used for an obstacle course mud run featuring a 3 mile run and an 8-10 mile run. The courses are designed to test participants all around strength, stamina and mental grit. Tough Mudder focuses on camaraderie and teamwork, encouraging everyone to help each other complete the course on June 29 and 30, 2019 from 7am -7pm at 508 International, 219 Brookfield Rd., Charlton, MA. The number of persons expected to attend is Saturday - 6,230 at 250 -1,000/hr and Sunday-1,300 at 150 -300/hr. The Police Department, Fire Department and Building Commissioner have all reviewed the requests.

**Special Alcoholic Beverage License and Crowd Management Permits:**

**Stipulations:**

- **Fire Chief** - No stipulations
- **Building Commissioner:**
  
  The temporary tent like structures have been issued a building permit, they and the venue will require an inspection June 27, 2019 in the afternoon, at which time the promoter has indicated they will be 80% complete with set-up; any of the temporary tent like structures with a capacity of more than 50 persons will have a minimum of 2 exits 60 inches or more in width with defined aisles to the exits; The tent like structures will be removed within 30 days of the event; Signage of at least 5 feet X 5 feet be placed at the intersections of Brookfield Road with Rt. 49 and City Depot Road a week in advance advising the motoring public of the upcoming event; Jennings Drive will not be used for access to the parking field on the unimproved portion of Jennings Drive; Bus queuing and pick up locations will not be on any public way and all event traffic including staff, bus and support vehicles are prohibited from using Ladd Road for ingress, egress, staging and turning.

**Police Chief** - Denied at this time due to failure to provide TIPS certifications and failure to pay police detail invoice of $9,307.50 prior to event per agreement. Upon receipt of the requirements, he would require the following stipulations:

- **Saturday, June 29th:**
  
  - Traffic/Parking one officer (cruiser) at entrance 7am to 5pm
  - Three officers assigned traffic/parking/pedestrian assist crossing 7am - 5pm
  - Event-three officers (2) alcohol (must be manned during sales), 1 roamer (supervisor/oic) 7am-3pm

- **Sunday, June 30th:**
  
  - Traffic/Parking-one officer (cruiser) at entrance 8am to 4pm
  - Three officers assigned traffic/parking/pedestrian assist crossing 8am -4pm
  - Event-three officers (2) alcohol (must be manned during sales), 1 roamer (supervisor/oic) 8am-4pm
Per the Board’s policy, the license, if approved, should be issued for two additional days which is to allow delivery the day before the event and for pick up the day after the event with no sales allowed. The dates on the license should be June 28 - July 1, 2019. It should be noted that this application was submitted by email to departments and no hard copy supplied. Departments have been working with this venue for months and some are still waiting for appropriate items before giving their approval. If the board wishes, it could approve these permits pending all items received as required and any stipulations outlined in the approval. The event is scheduled for next weekend and the Board does not have a meeting prior to the event other than tonight. Chairman Singer thinks the requirements that Chief Maxfield stated should be included in the stipulations which is payment and TIPS certification. Mr. McGrath said he has some issues and would like to direct them to Amber Howard regarding the 508 facility. He said that we have an applicant that wants to use their facility and owes the town money. He thinks they really need to make sure that the people that are using this facility are responsible to make sure they get all their information to the town in a timely manner so we can make a proper motion. He just asked her to please make sure they understand that. Ms. Howard agrees and said it is in the board’s hands. Ms. Noble asked Chief Maxfield, if this money is wired to him this week, does that give him enough time to hire detail officers? Chief Maxfield said he received an email that they will be delivering the check on the 24th. He said that we met with members of Tough Mudder four or five months ago and this was explained to them because he had to chase down the money last year. They were given an invoice and he made it clear that this is paid up front or there will be no event. Mr. McGrath said that is why he is not happy with this. Ms. Noble is not comfortable with this and neither is Mr. Borowski. Ms. Noble said she is not only concerned with the Police Department getting paid, she’s also concerned about a local business being abused.

Motion by Mr. Borowski to approve the Special Alcoholic Beverage License and the Traffic and Crowd Management Permits requested by Tough Mudder to be used on June 29 and 30, 2019, at 508 International, 219 Brookfield Road as outlined in the applications and pending all requirements including but not limited to the Chief’s specific to provide TIP certification and the prepayment of the $9,307.50 by June 24, 2019 by close of business - 5:00pm bank check or wired, met by the Fire, Building and Police Departments with the following stipulations provided by individual departments:

Building Commissioner:
The temporary tent like structures have been issued a building permit, they and the venue will require an inspection June 27, 2019 in the afternoon, at which time the promoter has indicated they will be 80% complete with set-up;
Any of the temporary tent like structures with a capacity of more than 50 persons will have a minimum of 2 exits 60 inches or more in width with defined aisles to the exits; The tent like structures will be removed within 30 days of the event;
Signage of at least 5 feet X 5 feet be placed at the intersections of Brookfield Road with Rt. 49 and City Depot Road a week in advance advising the motoring public of the upcoming event;
Jennings Drive will not be used for access to the parking field on the unimproved portion of Jennings Drive;
Bus queuing and pick up locations will not be on any public way and
All event traffic including staff, bus and support vehicles are prohibited from using Ladd Road for ingress, egress, staging and turning.
Police Chief:
Saturday, June 29th:
Traffic/Parking one officer (cruiser) at entrance 7am to 5pm
Three officers assigned traffic/parking/pedestrian assist crossing 7am - 5pm
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(supervisor/oic) 7am -3pm
Sunday, June 30th:
Traffic/Parking -one officer (cruiser) at entrance 8am to 4pm
Three officers assigned traffic/parking/pedestrian assist crossing 8am - 4pm
Event-three officers (2) alcohol (must be manned during sales), 1 roamer
(supervisor/oic) 8am -4pm, seconded by Mr. McGrath. Mr. Borowski said he will not vote for this again so the chief is not put in this spot again. With no further discussion, vote on motion: motion carries unanimously.

5. Board of Selectmen-Summer Schedule .. Mrs. Craver stated, with summer coming, members of the board aren't always available for meetings due to vacation schedules. She provided the board with a list of meetings for each of them to add which ones they could attend so we would know if we would have a quorum of the board or not.
The following are the dates of your meetings:
July 2, 2019
July 16, 2019
July 30, 2019
August 13, 2019
August 27, 2019
September 10, 2019
The only meeting noted that a quorum of the board would not be present is July 2, 2019. Does the board wish to schedule just one meeting each month as in the past and if necessary, we can call a meeting if needed? The board discussed their schedules and July 30th, August 27th then September 10th work. Motion by Mr. McGrath that the Selectmen's meetings for the summer schedule be July 30th, August 27th and September 10th, seconded by Mr. Borowski, motion carries unanimously.

VII. Old Business:

VIII. Committee Reports:

IX. BOS Policy Review:
1. Policy and Procedure for requests made to the Selectmen's Office. Chairman Singer asked for this item to be on the agenda. He said this is when a request comes into the office from the outside. How do we handle it? One of his issues is to make sure that everyone on the board is aware of what comes into the office. Mrs. Craver asked him to clarify the type of request. She said we have a lot of administrative items that come in. Chairman Singer said anyone that wants to sue us, threaten us, come before the board, has a complaint, a major item, he said it should be automatic that all five members of the board are made aware of this immediately. Mr. Borowski asked about pot holes. Mrs. Craver said that should be handled by the department head and if they could let her know she can try and move that forward. Mrs. Spiewak also said that there are a number of policies that have been drafted that we haven't revisited yet like the communications policy. Mrs. Craver said the board will need to vote to have the Goals and Objectives and offered the following
week, September 17, 2019 and the board agreed. Chairman Singer said it should be the board's goal to respond to requests within 24 hours. Mrs. Craver asked about the All Boards meeting. Does the board want to have that in September or October? The Board would like it to be in October.

X. Town Administrator Report-Mrs. Craver reviewed her report.

XI. Other Business: Mr. Borowski asked if Mrs. Craver could confirm for the next meeting what the redundancies are for our IT support, Ken vs Jeff and admin support. If something happened at police or fire over the weekend, he just wants to make sure someone has access to assist them. Mrs. Craver said it is limited. We are working to have our IT Technician gain more access.

XII. Next Meeting Announcement: Next Regular Selectmen's meeting -July 30, 2019, 6:30pm, Selectmen's meeting room.

XIII. Adjourn/Executive Session:
Motion by Mr. Borowski to enter into executive session at 9:31pm under M.G.L. Ch. 30A, section 21, #1 -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 (Fire Union) or litigation if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, seconded by Mr. McGrath. The Chair so declares. Roll call vote: Ms. Spiewak-aye, Mr. Borowski -aye, Ms. Noble -aye, Mr. McGrath -aye and Chairman Singer -aye. Chairman Singer said the board will reconvene to open session for the sole purpose of adjournment.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:

David M. Singer, Chairman
Karen A. Spiewak, Vice-Chairperson
William Borowski, Clerk
Deborah B. Noble, Member
John P. McGrath, Member
Purpose of tonight's Meeting:

- Review project background
- Present project results and recommendations
- Town and public feedback
Observed Climate Change

↑ Rainfall Intensity
- Hurricanes - More Frequent & Intense
- Year Round Storm Vulnerability

↑ Total Precipitation
- Winter and Spring

↑ Flood Risk

Climate Change and Water Infrastructure

- Undersized **culverts and bridges**
- **Dam** failure and downstream damage
- **Drainage**-related flooding
- Flood-related impacts to critical **water & wastewater** facilities and infrastructure
Project Background

- Awarded **MVP Planning Grant** in 2017
- Completed planning process in 2018
- Summary of Findings
  - Flooding Vulnerability of Water Infrastructure
- Awarded **MVP Action Grant** in 2018
  - Joint project with Town of Spencer
  - *Integrated Water Infrastructure Vulnerability Assessment and Climate Resiliency Plan*
  - Town-wide assessments and planning to reduce flood vulnerability

Project Objectives

- **Assess vulnerability** of Charlton's water infrastructure
- **Identify resilience measures** for vulnerable infrastructure
- **Develop design concepts** and other recommendations for future funding (MVP Action Grants and other sources)
- **Community outreach**
Road-Stream Crossings

Road-Stream Crossing Assessment Framework
Charlton/Spencer Bridges and Culverts

- Crossings identified using GIS
- 241 crossings assessed (Fall 2019)
  - 132 crossings assessed in Charlton
  - 109 crossings assessed in Spencer

Bridges and Culverts Field Assessments

Inlet, NW Rd
Outlet, Richardson Corner Rd
Inlet, Southbridge Rd (trib to Cady Brk)

Inlet, Baker Pond Rd
Outlet, Browning Pond Rd
Inlet, S Southbridge Rd (N of RI 20)
Bridges and Culverts Field Assessments

Inlet, Southbridge Rd (Cady Brook)  Outlet, Elm St  Inlet, Baypath Rd (Little River)
Outlet, Mooseshill Rd (Sugden outflow)  Inlet, Jones Rd  Outlet, Sanderson Rd

East Baylies Road

- Multiple materials/shapes
- Rotted metal pipe
- Undersized
Blood Road:

- Undersized for all assessed storms
- 2-foot high, upstream dam
- Inlet drop and freefall

East Baylies Road, Charlton MA

Culvert Replacement Concepts, Charlton & Spencer, MA
Blood Road, Charlton, MA
Culvert Replacement Concepts, Charlton & Spencer, MA

Legend:
- Existing Crossing
- Stream Channel Centerline
- 10F Contours
- Wetlands
- Proposed Culvert

Estimated Cost: $100K-$200K

Freeman Road
- Undersized
- Downstream scour pool and sediment deposition
- Adequate structural condition
Stafford Street & Center Depot Road

- Undersized for all assessed storms
- Submerged inlet/partially submerged outlet (Center Depot)
- Backwater condition due to downstream constriction at Stafford Street crossing
- Freefall/scour pool at Stafford Street outlet
Estimated Cost: $400K-$500K

Stafford Street & Center Depot Road, Charlton, MA
Culvert Replacement Concepts, Charlton & Spencer, MA

Dam Assessments

- Little Nugget Lake Dam
- Lamba Pond Dam
- Glen Echo Lake Dam
Objective

- Determine the condition and ownership, where possible, of 20 dams in Charlton & Spencer
- Recommend actions for these dams in order to improve flood resiliency and ecological health
  - Removal,
  - Repair, and/or
  - Modification

Methods

- Initial Screening
- File Review
- Limited Visual Condition Assessments (in the field)
- Evaluation of Management Alternatives

Alternatives Evaluation Criteria

- Current uses of the impoundment (e.g., flood control, water supply, recreation, conservation)
- Owner’s ability to maintain
- Failure Risk
  - Dam Condition x Hazard Classification
- Potential for repurposing for flood mitigation
- Stream continuity potential (benefits if dam was removed)

- Where field data was unavailable, file review data was used
Preliminary Recommendations

- Because safety is the first concern for dams, Failure Risk is used to prioritize dams
  - Failure Risk is based on both Condition and Hazard Class

<table>
<thead>
<tr>
<th>Dam</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wee Laddle Pond Dam</td>
<td>Remove</td>
</tr>
<tr>
<td>Upper Bluff Dam</td>
<td>No Action</td>
</tr>
<tr>
<td>Power Station Dam and Dams 3 &amp; 4</td>
<td>Remove all three dams</td>
</tr>
</tbody>
</table>

- Dam Removal Costs Can Vary Significantly: $100K to $1M+

Lower Sibley Pond Dam

- No known uses
- Privately owned; unable to contact owner
- Significant Hazard Class + Poor Condition = Severe Failure Risk
- Consider pursuing removal
Wee Laddie Pond Dam

- Use unknown; current or past uses may include conservation and/or recreation
- Privately owned
- Significant Hazard Class + Poor Condition = Severe Failure Risk
- Consider pursuing removal

Rail Road Pond Dam

- No known uses
- Half privately owned, half owned by Town
- Significant Hazard Class + Poor Condition = Severe Failure Risk
- Consider pursuing removal but maintain Old Spencer Road
Power Station Dam and Dams 3 and 4

- Potentially hazardous due to condition and location relative to other infrastructure (especially Route 31)
- Determine ownership and pursue removal

Green Infrastructure Assessments
Objective and Methods

- **Objective**
  - Identify opportunities for Green Infrastructure (GI) and Low Impact Development (LID) in both communities
  - Recommend practices to improve water quality and reduce peak flows
  - Create concept designs for 10 sites

- **Methods**
  - Initial Site Screening
  - Field Inventory
  - Conceptual Designs

Heritage School

Estimated Cost: $513,000

*Does not include rainwater harvesting and irrigation.*
Water & Wastewater

Charlton Sewer System
Charlton Water System

Visual Assessments (Field Work)

- Visited Sites around Town - Visually Assessed Facilities
  - 12 Wastewater PS and WWTP
  - 1 Water Facility

- Documented ground elevations using MA LIDAR, compared to Flood Elevations, if available

- Reviewed critical components within or around Facilities

- Took Photos and Identified Vulnerabilities
### Elevation of Critical Facilities

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>LIDAR Ground Elev. (ft)</th>
<th>1% Annual Chance Flood Elevation (ft)</th>
<th>Critical Elevation (1% Annual Chance Flood Elevation + 3 feet of Freeboard)</th>
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</thead>
<tbody>
<tr>
<td>53 NORTH MAIN STREET</td>
<td>860.2</td>
<td>855.0*</td>
<td>858.0</td>
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<tr>
<td>SOUTH STURBRIDGE ROAD</td>
<td>645.2</td>
<td>646.0</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROUTE 20 PUMP STATION</td>
<td>637.0</td>
<td>638.0*</td>
<td>641.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PRESSURE REGULATING VAULT</td>
<td>820.0</td>
<td>817.0*</td>
<td>820.0</td>
</tr>
</tbody>
</table>

*Estimated Flood Elevation - Base flood elevations not determined by FEMA for these locations (e.g., Zone A). Base flood elevations were estimated from LIDAR ground elevations and the 1 percent annual chance flood hazard area boundary depicted on the FEMA FIRM.

### Charlton Facilities Identified

- Old Worcester Road Pump Station
- North Main Street Pump Station
- Muggett Hill Pump Station
- South Sturbridge Road Pump Station
Charlton Facilities Identified

- Stevens Park Road Pump Station
- Route 20 (MTA 5E) Pump Station
- J Hammond Road (MTA 6W) Pump Station
- Pressure Regulating Vault

Charlton Resiliency Recommendations:

- Old Worcester Road Pump Station
- North Main Street Pump Station

Provide a barrier around the existing structure with an entrance equipped with weir boards

Budgetary Opinion of Construction
Cost: $34,000 (each)
Excludes GC General Requirements and a Contingency
Charlton Resiliency Recommendations

- Muggett Hill Road Pump Station
  
  Budgetary Opinion of Construction Cost: $31,750
  Excludes GC General Requirements and a Contingency

- South Sturbridge Road Pump Station
  
  Budgetary Opinion of Construction Cost: $25,000
  Excludes GC General Requirements and a Contingency

Charlton Resiliency Recommendations

- Stevens Park Road Pump Station
  
  Budgetary Opinion of Construction Cost: $61,000
  Excludes GC General Requirements and a Contingency

- Route 20 (MTA 5E) Pump Station
  
  Seal penetrations between main level and lower level (conduits and ventilation)

  Budgetary Opinion of Construction Cost: $30,000
  Excludes GC General Requirements and a Contingency
Charlton Resiliency Recommendations

- J Hammond Road (MTA 6W) Pump Station
  Seal penetrations between main level and lower level (conduits and ventilation)
  
  **Budgetary Opinion of Construction Cost:** $45,000
  Excludes GC General Requirements and a Contingency

Pressure Regulating Vault

  **Budgetary Opinion of Construction Cost:** $33,500
  Excludes GC General Requirements and a Contingency

Next Steps
Project Completion

- Complete Management Plan – June 30
- Project Deliverables Available on Town Website – June 30
- Grant Closeout – July 31

Plan Implementation

- Pursue MVP Action Grants and Other Funding
- FY19 Action Grant Round – submitted applications on 4/19
  - Mechanic Street Parking Lot and Green Infrastructure (Spencer)
  - Stevens Park Road Pump Station Upgrades (Chariton)
- Another Action Grant round anticipated this summer
TOWN OF CHARLTON
HAZARD MITIGATION PLAN
June 18, 2019

Peter Peloquin, Associate Planner
Central Massachusetts Regional Planning Commission
WHY IS CHARLTON CREATING THIS PLAN?

- The Federal Disaster Mitigation Act of 2000 requires that cities and towns adopt and update a Hazard Mitigation Plan to be eligible for FEMA mitigation grants.
- Plan will meet FEMA’s requirements and help the town make good use of its resources.
- Current regional plan expired in 2018.
WHAT IS HAZARD MITIGATION?

➢ To permanently reduce or prevent losses of life, injuries and property damage by using long-term strategies

➢ What preventive actions are being taken NOW to reduce future risks and damages?

➢ What additional actions can be taken in the FUTURE?

➢ According to the Multi-hazard Mitigation Council, every $1 spent on mitigation saves society $4 in response costs
Breaking the Cycle of Disaster & Rebuilding
PLAN FOR MITIGATING DAMAGES FROM NATURAL HAZARDS

- Flooding
- High winds, hurricanes, tornadoes
- Winter storms, snow and ice
- Earthquakes, landslides
- Extreme temperatures
- Brush fires
- Drought

Not an Emergency Response Plan
PLANNING PROCESS TO DATE

- CMRPC provided technical assistance to the Town for plan development
- The Town coordinates through its Local Hazard Mitigation Team, conducting 3 meetings Identifying local hazards
- Public meeting #1 (Today), update of the plan’s development and review of the draft plan
DEVELOPMENT OF THE PLAN

CMRPC assisted the Charlton Local Hazard Mitigation Planning Team to:

- Identify & Map Critical Facilities and Local Hazard Areas
- Identify & Review Existing Mitigation Measures
- Identify and Prioritize New Mitigation Strategies
- Gather Feedback & Input from the Public
The Central Massachusetts Regional Planning Commission (CMRPC) through a grant from FEMA is working with your community to develop an updated Natural Hazard Mitigation Plan for your city or town. FEMA's Hazard Mitigation Grant Program (HMGP) provides funds to states, territories, Indian tribal governments, communities, and regional entities to help communities implement hazard mitigation measures following a Presidential major disaster declaration. The plans and the projects that result from them reduce the overall risk to residents and property and reduce the costs of disaster recovery.

Participating communities in the current hazard mitigation planning round include Auburn, Barre, Berlin, Boylston, Brookfield, Charlton, Dudley, East Brookfield, Harvard, Leicester, Milbury, New Braintree, North Brookfield, Northborough, Northbridge, Oakham, Rutland, Shrewsbury, Southbridge, Spencer, Sturbridge, Upton, Uxbridge, Warren, Webster, West Boylston, and Worcester. As we create your community's plan, we need to hear from you. There are two easy ways you can help:

1. Take this survey! Your input will help the local planning team and CMRPC to understand the community's concerns, and your input will help guide discussions during the plan development process.

2. Attend public meetings. At least two public meetings will be held during the planning process in each participating community to discuss the plan's progress and content. Meeting notices and related documents will be posted on your community's website.

Thank you for your participation and input!

This survey is open to residents and other stakeholders in participating communities, including business operators, property owners, local officials, and institutional or organizational partners. Please limit your response to ONE (1) per household/business/organization.

More information on CMRPC's hazard mitigation planning program is available online here: http://cmrpc.org/hazard-mitigation-planning
Four Tools & Techniques for Hazard Mitigation

1. Structure & Infrastructure Projects
2. Preparedness, Coordination & Response Actions
3. Education & Awareness Programs
4. Local Plans & Regulations
INFRASTRUCTURE PROJECTS

- Prevent floodwaters from reaching properties
- Man-made structures to control water flows
- Culverts, dams, storm drainage facilities, pumping facilities
IDENTIFY CRITICAL FACILITIES

Database & GIS maps of critical facilities, infrastructure

Sites identified include:

- Disaster response sites such as fire stations and police stations
- Sites requiring assistance such as elderly housing
- Places of assembly
- Critical infrastructure (Dams, pump stations, communications)
PREPAREDNESS AND RESPONSE

- National Flood Insurance Program
- Community Rating System
- Evacuation Planning
- Facilitate and coordinate administration, enforcement and collaboration
EDUCATION AND AWARENESS

- Flood and hurricane awareness website
- Hazard information at libraries, schools, and public buildings
- Information brochures mailed to residents (e.g., safe operation of home generators)
- Public outreach at community events
LOCAL PLANS & REGULATIONS

- Planning & Zoning
- Subdivision and Site Plan
- Floodplain regulations
- Stormwater regulations
- Building Code
- Master Plan
HAZARD IDENTIFICATION & MAPPING

- State & Federal data on floodplains, snowfall, wind speeds, hurricanes, earthquake risk, etc.

- Review Mass. State Hazard Mitigation Plan

- Coordinate with Local Team to get local information on hazard areas and potential future developments
OTHER HAZARDS – GEOLOGIC, WIND, & SNOW

Earthquakes Since 1990 1+ Magnitude

Recent Declared Hurricanes & Snow Disasters

<table>
<thead>
<tr>
<th>Disaster</th>
<th>Title</th>
<th>Dates</th>
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<tbody>
<tr>
<td>DR-751</td>
<td>Hurricane Gloria</td>
<td>9/27/1985</td>
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<tr>
<td>DR-914</td>
<td>Hurricane Bob</td>
<td>8/19/1991</td>
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<tr>
<td>EM-3725</td>
<td>Hurricane Katrina Evacuation</td>
<td>8/29/2005-10/1/2005</td>
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<tr>
<td>EM-3350</td>
<td>Hurricane Sandy</td>
<td>10/29/12-10/30</td>
</tr>
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</table>

Source: Federal Emergency Management Agency (FEMA)

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<th>Disaster</th>
<th>Title</th>
<th>Dates</th>
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<tr>
<td>DR-4053</td>
<td>Severe Storm &amp; Snowstorm</td>
<td>10/25/11-10/30/11</td>
</tr>
<tr>
<td>DR-4110</td>
<td>Severe Winter Storm, Snowstorm &amp; Flooding</td>
<td>2/8/13-2/10/13</td>
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<tr>
<td>DR-4214</td>
<td>Severe Winter Storm, Snowstorm &amp; Flooding</td>
<td>1/26/15-1/29/15</td>
</tr>
</tbody>
</table>

Source: Federal Emergency Management Agency (FEMA)
EXISTING MITIGATION MEASURES

MULTIHAZARD
- Comprehensive Emergency Management Plan (CEMP)
- Massachusetts State Building Code

FLOOD RELATED HAZARDS
- Street sweeping
- Catch basin cleaning
- Drainage: preventive practices to reduce clogging
- Subdivision Rules and Regulations
- Zoning Regulations

DAM SAFETY
- State permits for dam construction
- DCR dam safety regulations

WIND-RELATED HAZARDS
- Tree trimming program

WINTER-RELATED HAZARDS
- Salting/sanding and plowing of road ways

BRUSH FIRE RELATED HAZARDS
- Permits for outdoor burning
DRAFT PLAN
MITIGATION MEASURES

• Pursue funding for a comprehensive study to identify, prioritize and replace culverts town-wide

• Inventory shelter and emergency resources. Identify what services are available at the different shelters. Identify whether the location of different shelters would be impacted by hazards

• Improve and maintain various hazard warning systems: Message Boards, CodeRED, Social Media, Welfare checks

• Continue to incorporate disaster mitigation actions into appropriate local and regional plans - Master Plans, land use, open space, and capital programming, also, incorporate into future transportation projects

• Update Hazard Mitigation Plan in 5 years with assistance from CMRPC
NEXT STEPS
PLAN APPROVAL AND ADOPTION

- 14 day public comment period
- Draft plan reviewed by MEMA
- FEMA reviews the plan and issues conditional approval
- Board of Selectmen resolution vote to adopt the plan (Summer 2019)
- FEMA issues final plan approval
IMPLEMENTING THE PLAN
WHAT HAPPENS AFTER THE PLAN IS APPROVED?

- Establish a local implementation group
- Prepare a timeline for implementation
- Integrate the plan’s recommendations with other local plans and policies
- Seek and implement funding sources and other resolutions
- Update the plan every 5 years
DRAFT PLAN

The full draft plan will be available on the CMRPC website at:

http://cmrpc.org/hazard-mitigation-planning

Please send any comments to:
Peter Peloquin
ppeloquin@cmrpc.org
TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator
DATE: May 30, 2019
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 6/18/19

Partridge Hill Road Pole Hearing Update – At the Board's May 21, 2019 meeting, you held a hearing for a request for a pole on Partridge Hill Road. Some abutters had questions and National Grid was asked to work with them. We have been notified by National Grid that they have withdrawn the request for the Partridge Hill Road Pole. Should they resolve the issues with the abutters, they will notify us if and when they wish to proceed.

Alan Gordon v Town of Charlton – We have been notified by our Counsel that Alan Gordon's attorney did not take an appeal of the Court's summary judgement decision in the Town's favor. The board can consider this matter over and resolved in the town's favor.

DeJesus Dog Complaint Update - Mr. DeJesus has appealed the decision of the board with the Dudley District Court regarding the dog named Kado. The hearing at the court is scheduled for Monday, June 24, 2019 at 2:15pm. Anyone wishing to be heard on this matter can attend the hearing. At this point, no action can be taken until a decision of the court has been made. I will keep the board updated.

Community Meeting – ExxonMobil Construction – Tuesday, June 11th there was a well-attended community meeting where staff from DEP and ExxonMobil answered questions regarding waterline new construction. Residents rotated between stations after a brief presentation. Anyone who has additional questions should contact the Water Sewer Department.

New England Water & Environment Association – I gave a stormwater presentation at the NEWEA's Annual Conference in N.H on the 4th on the Think Blue Stormwater education campaign. As you know, the Town of Charlton is the lead on a $170,000 grant from DEP to the MA Statewide Stormwater Coalition. I'm happy to let you know that this project also won an award from NEWEA called the Stormy Award.

Short Term Investigation – Letter to Judge – The email search has been completed for the short term investigation.

Long Term Investigation – Independent Auditor - At the board's June 4, 2019 meeting, I was asked to reach out to JAMS for an estimate and a writing sample. I am waiting to hear back from them and will provide you the information when I receive it.
June 5, 2019

PUBLIC HEARING NOTICE

The Charlton Board of Selectmen will continue the public hearing from Tuesday, May 21, 2019 to Tuesday, June 18, 2019 at 6:45pm in the Selectmen’s Meeting Room, 37 Main Street, Charlton, MA 01507, to act on one (1) request from National Grid and Verizon New England, Inc. and one (1) request from National Grid, requesting permission to locate poles, wires and fixtures including the necessary sustaining and protecting fixtures, along and across the following public way:

Partridge Hill Rd. (revised) – National Grid to install 1 SO Pole on Partridge Hill Road. National Grid to install P 43-50-84 (SO) as a stub pole on the opposite side of the street as a support structure for P 43-50.

Partridge Hill Rd. – National Grid to install 1 SO Pole beginning at a point approximately 1860 feet south of the centerline of the intersection of AF Putnam Road and continuing approximately 15 feet in a west direction. National Grid to install a 40c2 pole, number 43-50.

They are also seeking permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Anyone wishing to be heard on this matter should appear on the date and time, specified or submit concerns in writing.

June 12, 2019

Please be advised that National Grid has requested to withdraw this request at this time.
Dear Robin,

Please add mention in TA Report.

Sincerely,

Robin Leal Craver, Town Administrator
Town of Charlton
37 Main Street
Charlton, MA 01507
508-248-2206 office
508-243-3903 cell

Effective July 1, 2014, new town hall hours:
Monday, Wednesday, Thursday – 7:30am – 5:00pm
Tuesday – 7:30am – 7:00pm
Friday - closed

Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

From: Courtney Mayo [mailto:CMayo@hassettanddonnelly.com]
Sent: Monday, June 10, 2019 12:30 PM
To: Craver, Robin; Singer, David
Cc: Douglas Kalata; Gerard Donnelly
Subject: Alan Gordon v. Town of Charlton

Mr. Chairman and Robin,

I cannot believe I am reporting this to you, but Mr. Gordon’s attorney did not take an appeal of the Court’s summary judgment decision in the Town’s favor. Thus, you can consider the matter over and resolved in your favor. It’s been a pleasure to handle this matter on behalf of the Town.

Courtney

Courtney E. Mayo, Esquire
Hassett & Donnelly, P.C.

Hassett & Donnelly
Attorneys at Law

446 Main Street | 12th Floor | Worcester, MA 01608
Tel: 508.791.6287 x 134 | Fax: 508.791.2652

Email: cmayo@hassettanddonnelly.com | www.hassettanddonnelly.com

Worcester | Boston | Hartford | Manchester | New York
# NOTICE OF NEXT EVENT

**CASE NAME:** Kevin DeJesus v. Town of Charlton

**ATTORNEY (OR PRO SE PARTY) TO WHOM THIS COPY OF NOTICE IS ISSUED**
- Town of Charlton
  - Office of the Town Administrator
  - 37 Main Street
  - Charlton, MA 01507

**COURT NAME & ADDRESS**
- Dudley District Court
  - 279 West Main Street
  - Dudley, MA 01571

**NEXT COURT EVENT**
- **Hearing**
  - 06/24/2019 at 02:15 PM
  - Clerk Magistrate Session

**COUNSEL FOR ALL PARTIES (OR PRO SE PARTY)**
- MUST APPEAR ON THE DATE & TIME SHOWN ABOVE

---

**TO THE PARTIES TO THIS CASE:**

The nature, date and time of the next scheduled event concerning this case is indicated above.

You are required to be present at this event.

If you have good reason to request the Court to reschedule this event for another date, such request must be made by motion in accordance with the applicable court rule. Please note that the granting of a continuance is not automatic even when all the parties agree.

Further Orders of the Court.

---

**RECEIVED**

JUN 13 2019

BOARD OF SELECTMEN

CHARLTON, MASS
Commonwealth of Massachusetts
The Trial Court
District Court Department

Worcester, ss

Kevin P. DeJesus Sr., Petitioner

vs

Town of Charlton, Chief of Police, Selectmen, County Commissioners

Docket No. 19640CV0086

Petition for Review of Dog Order G.L.ch.140, s.157

I, Kevin P. DeJesus Sr., hereby petition this court for a review of an order issued on , by the Chief of Police (Selectmen) of the Town (City) of Town of Charlton (County Commissioners) against a dog of which I am the owner (keeper).

Attach a copy of the order which review is being requested or summarize that order as follows:

Summary of Order:

I. At 353 AM on JUN 13, 2019, the dog found to be

( ) Nuisance, by reason of:

( ) Vicious Disposition

( ) Excessive Barking

( ) Other

( ) Source of annoyance to a sick person residing in vicinity-reason of:

( ) Excessive Barking

( ) Other

II. Order issued to restrain (dispose of) dog. (Give details of restraint or disposal ordered).

That dog would be returned to PATRIOT SIBERIAN HUSKY RESCUE by 12/31/19 at 3:15 P.M.

Date: 6/13/19

Kevin P. DeJesus Sr., Petitioner

FOR MAGISTRATE'S USE ONLY

Notice of hearing given to Town of Charlton by means of notice on 6/13/19.

Hearing held on 6/24/19 at 3:15 P.M.

Decision: Order is ( ) affirmed ( ) reversed (made without proper cause) (made in bad faith)

Date of Entry of Decision Clerk-Magistrate

Date Notice of Decision Sent to Parties

Appeal to Judge: ( ) Petitioner ( ) Respondent ( ) No Appeal